

Cabrillo High School



• 2024-2025

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

Attendance	(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 2024

Dear Students and Families of Cabrillo High School:

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

As a Conquistador, we hope you catch the Cabrillo 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 tremendous experience!

It is our sincere wish that you will take an active part in the life of the school and that you will be 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.

The focus of the staff at Cabrillo High School is to help students get the finest education possible. However, to ensure the students' safety and promote an orderly school environment, rules, policies and procedures 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 for knowing the rules and to use this student handbook as a guide to follow the rules.

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 assorted opportunities available for you.

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

Have a Great Year!

Your Administrative Team

Nondiscrimination Notice:

The Lompoc Unified School District prohibits discrimination on the basis of actual or perceived race, color, national origin, sex, disability, ancestry, ethnicity, gender, gender identity, gender expression, immigration status, religion, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics and provides equal access to the Boy Scouts of America and other designated youth groups or any other basis protected by law or regulation, in its educational program(s). For questions or complaints, contact:

Brian Jaramillo, Assistant Superintendent, Education Services; Title IX, 504, Title II Coordinator

1301 North A Street, Lompoc CA 93436

(805) 742-3280 jaramillo.brian@lusd.org

School District, 1301 North "A" Street, Lompoc, California 93436; (805)742-3295.

Uniform Complaint Procedure:

For specific information on how to file a Uniform Complaint, please refer to the Lompoc Unified School District website at <https://www.lusd.org/parents/uniform-complaint-procedures>

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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.....	Brian Grimnes	(805)742-2892
Assistant Principal.....	Barbara Courain	(805)742-2890
Assistant Principal.....	Josefina Cabrera	(805)742-2879
Director of Activities.....	Jeanne Piper.....	(805)742-2837
Director of Athletics.....	Derrick Wong.....	(805)742-2903

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.....	Marion Vasquez.....	(805)742-2850
Registrar.....	Elicia Cota.....	(805)742-2886

Special Services

Cafeteria.....	Lisa Hernandez.....	(805)742-2915
Health Office.....	Sasha Macias, MSN, RN.....	(805)742-3795
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

William “Franky” Caldeira, President
Tom Blanco, Vice President
Janet Blevins, Clerk
Sarah Anne Read, Board Member
Jerri Thiel, Board Member

CABRILLO TEACHERS 2024 - 2025

(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
Borgard, Catherine	3938	borgard.catherine	Moreno, Jennifer	3732	moreno.jennifer
Burke, Traford	3461	burke.traford	Morey, Rob	3897	morey.robert
Dacus, Jeff	3484	dacus.jeffrey	Nunez, Shawn	2787	nunez.shawn
Dornon, Robin	3920	dornon.robin	Olivieri, Garson	3444	olivieri.garson
Duvall, Tracy	2804	duvall.tracy	Ortiz-Camacho, Pedro	3829	ortiz-camacho.pedro
Eisen, Greg	3509	eisen.greg	Osborne, Jon	3756	osborne.jomathan
Escalicas, Carinne	3944	Escalicas.carinne	Pacheco, Nancy	3759	pacheco.nancy
Fleming, David	2830	fleming.david	Peterson, Jennifer	3450	peterson.jennifer
Garmendia, Julia	3370	garmendia.julia	Piper, Jeanne	3492	piper.jeanne
Gray, Stacey	3543	gray.stacey	Polinsky, Andrew	3860	polinsky.andrew
Head, Pam	3438	head.pamela	Poquette, Michelle	2837	poquette.michelle
Honeycutt, Melanie	3589	honeycutt.melanie	Riley, Dave	3794	riley.david
Horton, Jamaica	3913	horton.jamaica	Rose, Kim	3702	rose.kimberly
Jacobson, Daniel	3608	jacobson.daniel	Ruiz, Veronica		ruiz.veronica
Jeffers, Mauri	3809	jeffers.mauri	Schaller, Scott	3820	schaller.scott
Jenkins, Laura	2807	jenkins.laura	Schmidt, Camille	3821	schmidt.camille
Jones, Rebecca	2857	Jones.rebecca	Serrano, Charles	3832	serrano.charles
Kesselring, Gary	3371	kesselring.gary	Signal, Linda	3838	signal.linda
Knowles, Craig	3645	knowles.craig	Sipos, Kathleen		sipos.kathleen
Ladwig, Chris	3567	ladwig.christopher	Solorio, Jessica		solorio.jessica
Lee, Michael	3605	lee.michael	Suchecky, Chris	3857	suchecky.christopher
Marquez, Lewis	2807	Marquez.Lewis	Tillery, Mike	3574	tillery.michael
Mason, Jennifer	3521	mason.jennifer	Torina, Lisa	3664	torina.lisa
McIntyre, Corey	3712	mcintyre.corey	Townes, Chelle	3381	townes.michelle
Moldt, Steve	3379	moldt.steven			

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 Be's	Classroom	PE/Locker Rooms	Patio	Cafeteria	Bathroom	Library	Office	Technology
B E S A F E	Walk Use Materials correctly Follow classroom rules and expectations	Walk Lock up belongings Keep hands/feet to self	Walk Keep hands/feet to self Sit on benches	Walk Keep hands/feet to self Stay in designated areas	Use restroom for intended use Keep hand/feet to self Return to class promptly	Walk Keep hands/feet to self Be mindful of others	Walk Keep hands/feet to self Be mindful of others	Keep passwords and login information private Keep devices clean
B E R E S P E C T F U L	Listen to the speaker Put away all electronics Raise hand for permission to speak	Listen to instructions Use equipment correctly Put equipment away when done Put all electronics away	Wait your turn in the lunch line Use kind and appropriate language Cooperate with adults and follow their directions	Wait your turn in the lunch line Use appropriate language Use inside voice Cooperate with adults and follow directions	Use during passing period or with a bathroom pass Respect others privacy Go, Flush, Wash, Leave	Use a quiet/inside voice Use appropriate language Put all electronics away	Use a quiet/inside voice Use appropriate language Always have a pass Listen to staff	Use devices when appropriate Follow teacher instructions Keep devices in protected locations
B E R E S P O N S I B L E	Be prepared for class Stay in class bell to bell Participate and ask questions Strive to complete work Own your own work	Be prepared with appropriate clothes and shoes Participate Use locker room for dressing out	Clean up after yourself Keep food on plates Get to class on time See something unsafe, say something to staff	Clean up after yourself Keep food on plates See something unsafe, say something to staff	Keep restroom clean Wash your hands See something unsafe, say something to staff	Leave your area clean Put materials back where they were found	Ask for help when needed Go straight to designated area Respect Confidentiality	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, if requested 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. Enrolled based on availability.

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 sixth and twelve-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. Parents may also utilize the Aeries parent/student portal to access student academic grade information.

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 2024-2025 school year is listed below. The first, second, fourth, and fifth period grades are progress reports. Credit is not earned until each class's completion at the end of the semester.

Progress Period 1.....	09/20/2024
Progress Period 2	10/31/2024
Semester 1 Report Card	12/20/2024
Progress Report Period 4	02/28/2025
Progress Report Period 5	04/18/2025
Semester 2 Report Card	06/05/2025

All grading periods count to determine 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 end of the seventh semester will be invited to submit a speech 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)

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.

STUDENT CLASSIFICATION

Students must have the following credits in order to be classified at that grade level and to participate in the activities of that class:

10 th Grade.....	50 Credits
11 th Grade.....	100 Credits
12 th Grade.....	160 Credits

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, return books as well as chrome books, 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.

**Additional information can be found in the 2024-2025 Course Description Book.

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) 2024-2025

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.

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

www.collegeboard.org

Scholastic Aptitude Test (SAT)

www.collegeboard.org

Advance Placement (AP) Examinations

www.collegeboard.org

American College Test (ACT)

www.act.org

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. www.caaspp.org

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.

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 Education teacher or Athletic Director during the school day. The number of hours a student may work while in high school is strictly regulated. The Work Education teacher or Athletic Director 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 Aeries 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 805-742-2800 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 - Administrator Meeting (AM) – Early intervention through a multi-agency mandatory 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. 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, four lunch detentions or other assigned consequences

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 may be placed in the Alternative Classroom for a full day.

SHORT-TERM INDEPENDENT STUDY (3-14 days)

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, no exceptions.

2. Purpose

Short-term independent study allows students to complete academic requirements for attendance credit 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 attendance credits during short-term absences to avoid truancy.
- b. It also provides 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 consistent with those enrolled in the regular school program to receive attendance credits.

- 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, and attendance must be in good standing otherwise requests will be automatically denied.

All Short-Term Independent Study contracts require the signed consent and agreement of the school-supervising teacher/counselor, the case manager (if applicable), the parent or guardian, and the student. The contract **must** be signed by all and turned in at least **five** school days prior to the absence. **No exceptions.** The principal or assistant principal may determine if it is in a student's best interest to participate in a short-term independent study program if the student does not meet requirements.

ONE-TIME HOMEWORK REQUEST (1-2 Days)

A student may make a one-time homework request for an absence of 1-2 days (no more) by submitting a Homework Request Agreement. 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. **Also, a junior or senior may make a one-time homework request to visit a post-secondary educational institution (absent 2 school days or less).**

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.

Plagiarism involves taking ideas, writings, and answers from another and passing them off as one's own work. This includes: books, magazines, other copyrighted materials, internet sources, and inappropriate use of AI (Artificial Intelligence) tools and programs.

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)

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 other wheeled devices (i.e. - roller skates, rollerblades, Heelys, etc.) 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.

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.**
- **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 vehicle to school MUST:

- 1) Register vehicle(s) with discipline in the Main Office.
- 2) Park in properly designated areas.
- 3) Refrain from loitering around cars during the school day or at lunch time.
- 4) 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.

The parking of privately owned vehicles on school campus 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.

Vehicles 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. 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 5131.8]

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. 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]

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

Any deliveries from outside service such as door dash, Instacart, flowers, balloons, UPS packages etc. will **NOT** be accepted by the office. It is against company and school policies. **ANY deliveries will be denied. No exceptions.**

DRESS CODE

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.
- 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) 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.
- 4) **Clothing shall be sufficient to conceal undergarments at all times.** Clothing must not be inappropriately revealing.
- 5) Hats and/or hoods are not to be worn inside buildings and classrooms
- 6) To ensure student safety, students are prohibited from wearing rival high school attire during school hours.
- 7) 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 for ALL 9th graders

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 653B 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 (\$1000) 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.

Prevention is instituted by promoting skills in decision-making, by nurturing successful interpersonal relations, by providing accurate information, and by setting clear limits. Preference is to intervene by 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. 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. California Education Code provides 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.”

Patches are picked up in the activity’s office.

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 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 complete an early grad permission form with their counselor.

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).

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, including participation in Homecoming and Prom Court activities. 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. See Loss of Privileges for additional information.

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 26).

FIELD TRIPS & 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”

Boys Volleyball (V/JV)

The Cabrillo High School Athletic Department provides a wide variety of athletic programs for student participation. Twenty-six sports are available to our student/athletes. Each of these sports offers a high level of 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)
Esports (V)
Girls Water Polo (V/JV)
Girls Flag Football (V)
Girls Golf (V/JV)
Cheer (V/JV)

WINTER SEASON

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

SPRING SEASON

Baseball (V/JV)
Boys Golf (V/JV)
Softball (V/JV)
Boys Swimming (V/JV)
Girls Swimming (V/JV)
Boys Tennis (V/JV)
Boys Track & Field (V/JV)
Girls Track & Field (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 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 at cabrilloathletics.com.
- 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 League and Sunset League. 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.

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 Central 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 Central 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.

APPENDIX OF LOMPOC UNIFIED SCHOOL DISTRICT POLICIES AND PROCEDURES

Title IX Sexual Harassment Complaint Procedure

(AR 5145.71)

The complaint procedures described in this administrative regulation shall be used to address any complaint governed by Title IX of the Education Amendments of 1972 alleging that a student, while in an education program or activity in which a district school exercises substantial control over the context and respondent, was subjected to one or more of the following forms of sexual harassment: (34 CFR 106.30, 106.44)

1. A district employee conditioning the provision of a district aid, benefit, or service on the student's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the district's education program or activity
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 20 USC 1092 or 34 USC 12291

All other sexual harassment complaints or allegations brought by or on behalf of students shall be investigated and resolved in accordance with BP/AR 1312.3 - Uniform Complaint Procedures. The determination of whether the allegations meet the definition of sexual harassment under Title IX shall be made by the district's Title IX Coordinator.

Because the complainant has a right to pursue a complaint under BP/AR 1312.3 for any allegation that is dismissed or denied under the Title IX complaint procedure, the Title IX Coordinator shall ensure that all requirements and timelines for BP/AR 1312.3 are concurrently met while implementing the Title IX procedure. (cf. 1312.3 - Uniform Complaint Procedures)

Reporting Allegations/Filing a Formal Complaint

A student who is the alleged victim of sexual harassment or the student's parent/guardian may submit a report of sexual harassment to the district's Title IX Coordinator using the contact information listed in AR 5145.7 - Sexual Harassment or to any other available school employee, who shall forward the report to the Title IX Coordinator within one day of receiving the report. (cf. 5145.7 - Sexual Harassment)

Upon receiving such a report, the Title IX Coordinator shall inform the complainant of the right to file a formal complaint and the process for filing a formal complaint. (34 CFR 106.44)

A formal complaint, with the complainant's physical or digital signature, may be filed with the Title IX Coordinator in person, by mail, by email, or by any other method authorized by the district. (34 CFR 106.30)

Even if the alleged victim chooses not to file a formal complaint, the Title IX Coordinator shall file a formal complaint in situations when a safety threat exists. In addition, the Title IX Coordinator may file a formal complaint in other situations as permitted under the Title IX regulations, including as part of the district's obligation to not be deliberately indifferent to known allegations of sexual harassment. In such cases, the Title IX Coordinator shall provide the alleged victim notices as required by the Title IX regulations at specific points in the complaint process.

The Title IX Coordinator, investigator, decision-maker, or a facilitator of an informal resolution process shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual

complainant or respondent. Such persons shall receive training in accordance with 34 CFR 106.45. (34 CFR 106.45)

Supportive Measures

Upon receipt of a report of Title IX sexual harassment, the Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures and shall consider the complainant's wishes with respect to the supportive measures implemented. Supportive measures shall be offered as appropriate, as reasonably available, and without charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures shall be nondisciplinary, nonpunitive, and designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment or to deter sexual harassment. Supportive measures may include, but are not limited to, counseling, course-related adjustments, modifications of class schedules, mutual restrictions on contact, increased security, and monitoring of certain areas of the campus. (34 CFR 106.30, 106.44)

The district shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the district's ability to provide the supportive measures. (34 CFR 106.30)

Emergency Removal from School

A student shall not be disciplined for alleged sexual harassment under Title IX until the investigation has been completed. However, on an emergency basis, the district may remove a student from the district's education program or activity, provided that the district conducts an individualized safety and risk analysis, determines that removal is justified due to an immediate threat to the physical health or safety of any student or other individual arising from the allegations, and provides the student with notice and an opportunity to challenge the decision immediately following the removal. This authority to remove a student does not modify a student's rights under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973. (34 CFR 106.44)

If a district employee is the respondent, the employee may be placed on administrative leave during the pendency of the formal complaint process. (34 CFR 106.44)

Dismissal of Complaint

The Title IX Coordinator shall dismiss a formal complaint if the alleged conduct would not constitute sexual harassment as defined in 34 CFR 106.30 even if proved. The Title IX Coordinator shall also dismiss any complaint in which the alleged conduct did not occur in the district's education program or activity or did not occur against a person in the United States, and may dismiss a formal complaint if the complainant notifies the district in writing that the complainant would like to withdraw the complaint or any allegations in the complaint, the respondent is no longer enrolled or employed by the district, or sufficient circumstances prevent the district from gathering evidence sufficient to reach a determination with regard to the complaint. (34 CFR 106.45)

Upon dismissal, the Title IX Coordinator shall promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties and shall inform them of their right to appeal the dismissal of a formal complaint or any allegation in the complaint in accordance with the appeal procedures described in the section "Appeals" below. (34 CFR 106.45)

If a complaint is dismissed, the conduct may still be addressed pursuant to BP/AR 1312.3 - Uniform Complaint Procedures as applicable.

Informal Resolution Process

When a formal complaint of sexual harassment is filed, the district may offer an informal resolution process, such as mediation, at any time prior to reaching a determination regarding responsibility. The district shall not require a party to participate in the informal resolution process or to waive the right to an investigation and adjudication of a formal complaint. (34 CFR 106.45)

The district may facilitate an informal resolution process provided that the district: (34 CFR 106.45)

1. Provides the parties with written notice disclosing the allegations, the requirements of the informal resolution process, the right to withdraw from the informal process and resume the formal complaint process, and any consequences resulting from participating in the informal resolution process, including that records will be maintained or could be shared.
2. Obtains the parties' voluntary, written consent to the informal resolution process
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student

Written Notice

If a formal complaint is filed, the Title IX Coordinator shall provide the known parties with written notice of the following: (34 CFR 106.45)

1. The district's complaint process, including any informal resolution process
2. The allegations potentially constituting sexual harassment with sufficient details known at the time, including the identity of parties involved in the incident if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident if known. Such notice shall be provided with sufficient time for the parties to prepare a response before any initial interview.

If, during the course of the investigation, new Title IX allegations arise about the complainant or respondent that are not included in the initial notice, the Title IX Coordinator shall provide notice of the additional allegations to the parties.

1. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the complaint process
2. The opportunity for the parties to have an advisor of their choice who may be, but is not required to be, an attorney, and the ability to inspect and review evidence
3. The prohibition against knowingly making false statements or knowingly submitting false information during the complaint process

The above notice shall also include the name of the investigator, facilitator of an informal process, and decision-maker and shall inform the parties that, if at any time a party has concerns regarding conflict of interest or bias regarding any of these persons, the party should immediately notify the Title IX Coordinator.

Investigation Procedures

During the investigation process, the district's designated investigator shall: (34 CFR 106.45)

1. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence

2. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence
3. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney
4. Not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding, although the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings as long as the restrictions apply equally to both parties
5. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate
6. Send in an electronic format or hard copy to both parties and their advisors, if any, the evidence obtained as part of the investigation that is directly related to the allegations raised in the complaint, and provide the parties at least 10 days to submit a written response for the investigator to consider prior to the completion of the investigative report
7. Objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence, and determine credibility in a manner that is not based on a person's status as a complainant, respondent, or witness
8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the determination of responsibility, send to the parties and their advisors, if any, the investigative report in an electronic format or a hard copy, for their review and written response

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. (34 CFR 106.45)

Privacy rights of all parties to the complaint shall be maintained in accordance with applicable state and federal laws.

If the complaint is against an employee, rights conferred under an applicable collective bargaining agreement shall be applied to the extent they do not conflict with the Title IX requirements.

Written Decision

The Superintendent shall designate an employee as the decision-maker to determine responsibility for the alleged conduct, who shall not be the Title IX Coordinator or a person involved in the investigation of the matter. (34 CFR 106.45)

After the investigative report has been sent to the parties but before reaching a determination regarding responsibility, the decision-maker shall afford each party the opportunity to submit written, relevant questions that the party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party

The decision-maker shall issue, and simultaneously provide to both parties, a written decision as to whether the respondent is responsible for the alleged conduct. (34 CFR 106.45)

The written decision shall be issued within 60 calendar days of the receipt of the complaint.

The timeline may be temporarily extended for good cause with written notice to the complainant and respondent of the extension and the reasons for the action. (34 CFR 106.45)

In making this determination, the decision-maker shall use the "preponderance of the evidence" standard for all formal complaints of sexual harassment. The same standard of evidence shall be used for formal complaints against students as for complaints against employees. (34 CFR 106.45)

The written decision shall include the following: (34 CFR 106.45)

1. Identification of the allegations potentially constituting sexual harassment as defined in 34 CFR 106.30
2. A description of the procedural steps taken from receipt of the formal complaint through the written decision, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held if the district includes hearings as part of the grievance process
3. Findings of fact supporting the determination
4. Conclusions regarding the application of the district's code of conduct or policies to the facts
5. A statement of, and rationale for, the result as to each allegation, including a decision regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's educational program or activity will be provided by the district to the complainant
6. The district's procedures and permissible bases for the complainant and respondent to appeal

Appeals

Either party may appeal the district's decision or dismissal of a formal complaint or any allegation in the complaint, if the party believes that a procedural irregularity affected the outcome, new evidence is available that could affect the outcome, or a conflict of interest or bias by the Title IX Coordinator, investigator(s), or decision-maker(s) affected the outcome. If an appeal is filed, the district shall: (34 CFR 106.45)

1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties
2. Ensure that the decision-maker(s) for the appeal is trained in accordance with 34 CFR 106.45 and is not the same decision-maker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator
3. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome
4. Issue a written decision describing the result of the appeal and the rationale for the result
5. Provide the written decision simultaneously to both parties

An appeal must be filed in writing within 10 calendar days of receiving the notice of the decision or dismissal, stating the grounds for the appeal and including any relevant documentation in support of the appeal. Appeals submitted after this deadline are not timely and shall not be considered.

A written decision shall be provided to the parties within 20 calendar days from the receipt of the appeal.

The district's decision may be appealed to the California Department of Education within 30 days of the written decision in accordance with BP/AR 1312.3.

Either party has the right to file a complaint with the U.S. Department of Education's Office for Civil Rights within 180 days of the date of the most recently alleged misconduct.

The complainant shall be advised of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable.

Remedies

When a determination of responsibility for sexual harassment has been made against the respondent, the district shall provide remedies to the complainant. Such remedies may include the same individualized services described above in the section "Supportive Measures," but need not be nondisciplinary or nonpunitive and need not avoid burdening the respondent. (34 CFR 106.45)

Corrective/Disciplinary Actions

The district shall not impose any disciplinary sanctions or other actions against a respondent, other than supportive measures as described above in the section "Supportive Measures," until the complaint procedure has been completed and a determination of responsibility has been made. (34 CFR 106.44)

For students in grades 4-12, discipline for sexual harassment may include suspension and/or expulsion. After the completion of the complaint procedure, if it is determined that a student at any grade level has committed sexual assault or sexual battery at school or at a school activity off school grounds, the principal or Superintendent shall immediately suspend the student and shall recommend expulsion. (Education Code 48900.2, 48915), (cf. 5144 - Discipline), (cf. 5144.1 - Suspension and Expulsion/Due Process)

Other actions that may be taken with a student who is determined to be responsible for sexual harassment include, but are not limited to:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education of the student regarding the impact of the conduct on others
4. Positive behavior support
5. Referral of the student to a student success team (cf. 6164.5 - Student Success Teams)
6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law (cf. 6145 - Extracurricular and Cocurricular Activities)

When an employee is found to have committed sexual harassment or retaliation, the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement. (cf. 4117.7/4317.7 - Employment Status Report), (cf. 4118 - Dismissal/Suspension/Disciplinary Action), (cf. 4119.11/ 4219.11/ 4319.11 - Sexual Harassment), (cf. 4218 - Dismissal/ Suspension/ Disciplinary Action)

Record-Keeping

The Superintendent or designee shall maintain, for a period of seven years: (34 CFR 106.45)

1. A record of all reported cases and Title IX investigations of sexual harassment, any determinations of responsibility, any audio or audiovisual recording and transcript if applicable, any disciplinary sanctions imposed, any remedies provided to the complainant, and any appeal or informal resolution and the results therefrom
2. A record of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment, including the district's basis for its conclusion that its response was

not deliberately indifferent, the measures taken that were designed to restore or preserve equal access to the education program or activity, and, if no supportive measures were provided to the complainant, the reasons that such a response was not unreasonable in light of the known circumstances

3. All materials used to train the Title IX Coordinator, investigator(s), decisionmaker(s), and any person who facilitates an informal resolution process. The district shall make such training materials publicly available on its web site, or if the district does not maintain a web site, available upon request by members of the public. (cf. 1113 - District and School Web Sites), (cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex
48900 Grounds for suspension or expulsion
48900.2 Additional grounds for suspension or expulsion; sexual harassment
48985 Notices, report, statements and records in primary language

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships
1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1092 Definition of sexual assault
1221 Application of laws
1232g Family Educational Rights and Privacy Act
1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 34

12291 Definition of dating violence, domestic violence, and stalking

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights
2000d-2000d-7 Title VI, Civil Rights Act of 1964
2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy
106.1-106.82 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567
Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130
Reese v. Jefferson School District, (2000, 9th Cir.) 208 F.3d 736
Davis v. Monroe County Board of Education, (1999) 526 U.S. 629
Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274
Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473
Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Title II Grievance Procedure

(BP 5145.3)

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

The Governing Board desires to provide a safe school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics. (cf. 0410 - Nondiscrimination in District Programs and Activities), (cf. 5131 - Conduct), (cf. 5131.2 - Bullying), (cf. 5137 - Positive School Climate), (cf. 5145.7 - Sexual Harassment), (cf. 5145.9 - Hate-Motivated Behavior), (cf. 5146 - Married/Pregnant/Parenting Students), (cf. 6164.6 - Identification and Education Under Section 504)

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's web site in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation.

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall

regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review., (cf. 1312.3 - Uniform Complaint Procedures), (cf. 1330 - Use of Facilities), (cf. 4131 - Staff Development), (cf. 4231 - Staff Development), (cf. 4331 - Staff Development), (cf. 6145 - Extracurricular and Ccurricular Activities), (cf. 6145.2 - Athletic Competition), (cf. 6164.2 - Guidance/Counseling Services)

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal. (cf. 4118 - Dismissal/Suspension/Disciplinary Action), (cf. 4119.21/4219.21/4319.21 - Professional Standards), (cf. 4218 - Dismissal/Suspension/Disciplinary Action), (cf. 5144 - Discipline), (cf. 5144.1 - Suspension and Expulsion/Due Process), (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities)), (cf. 5145.2 - Freedom of Speech/Expression)

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools. (cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

200-262.4	Prohibition of discrimination
48900.3	Suspension or expulsion for act of hate violence
48900.4	Suspension or expulsion for threats or harassment
48904	Liability of parent/guardian for willful student misconduct
48907	Student exercise of free expression
48950	Freedom of speech
48985	Translation of notices
49020-49023	Athletic programs
49060-49079	Student records
51500	Prohibited instruction or activity
51501	Prohibited means of instruction
60044	Prohibited instructional materials

CIVIL CODE

1714.1	Liability of parents/guardians for willful misconduct of minor
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GOVERNMENT CODE

11135	Nondiscrimination in programs or activities funded by state
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PENAL CODE

422.55 Definition of hate crime

422.6 Crimes, harassment

CODE OF REGULATIONS, TITLE 5

432 Student record

4600-4670 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

12101-12213 Title II equal opportunity for individuals with disabilities

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.31 Disclosure of personally identifiable information

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

104.8 Notice

106.8 Designation of responsible employee for Title IX 106.9 Notification of nondiscrimination on basis of sex 110.25 Prohibition of discrimination based on age COURT DECISIONS Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567 Flores v. Morgan Hill Unified School District, (2003) 324 F.3d 1130

Lompoc Unified School District, Adopted (6/10 6/12 6/1309/18) 1/21

(AR 5145.3)

Students - Nondiscrimination/Harassment

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621), (cf. 1312.1 - Complaints Concerning District Employees), (cf. 1312.3 - Uniform Complaint Procedures), (cf. 5145.7 - Sexual Harassment), (cf. 5145.71 - Title IX Sexual Harassment Complaint Procedures)
Pupil Support Services 1301 North A St. Lompoc, CA 93436 805-742-3310

Measures to Prevent Discrimination

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them in prominent locations and providing easy access to them through district-supported communications
2. Post the district's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6), (cf. 0410 - Nondiscrimination in District Programs and Activities), (cf. 1113 - District and School Web Sites), (cf. 1114 - District-Sponsored Social Media), (cf. 5131.2 - Bullying), (cf. 5145.9 - Hate-Motivated Behavior)
3. Post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)
4. Post in a prominent location on the district web site in a manner that is easily accessible to parents/guardians and students information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the following: (Education Code 221.6, 221.61, 234.6)
 - a. The name and contact information of the district's Title IX Coordinator, including the phone number and email address
 - b. The rights of students and the public and the responsibilities of the district under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)
 - c. A description of how to file a complaint of noncompliance under Title IX, which shall include:
 - (1) An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations
 - (2) An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on the OCR's web site
 - (3) A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office
 - d. A link to the Title IX information included on the California Department of Education's (CDE) web site
5. Post a link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families. Such resources shall be posted in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students. (Education Code 234.5, 234.6)
6. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior.

7. Annually notify all students and parents/guardians of the district's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students, including transgender and gender-nonconforming students. The notice shall inform students and parents/guardians that they may request to meet with the compliance officer to determine how best to accommodate or resolve concerns that may arise from the district's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the district will address any individual student's interests and concerns in private. (cf. 5145.6 - Parental Notifications)
8. Ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

9. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and/or information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include details of guidelines the district may use to provide a discrimination-free environment for all district students, including transgender and gender-nonconforming students. (cf. 1240 - Volunteer Assistance), (cf. 4131 - Staff Development), (cf. 4231 - Staff Development), (cf. 4331 - Staff Development)
10. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1), (cf. 4112.9/4212.9/4312.9 - Employee Notifications)
11. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students from threatened or potentially discriminatory behavior and ensure their privacy rights.

Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti (cf. 5131.5 - Vandalism and Graffiti)
2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination, how to report it or file a complaint, and how to respond
3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination
4. Consistent with laws regarding the confidentiality of student and personnel records, communicating to students, parents/guardians, and the community the school's response plan to unlawful discrimination or harassment (cf. 4112.6/4212.6/4312.6 - Personnel Files), (cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information), (cf. 5125 - Student Records)

5. Taking appropriate disciplinary action against students, employees, and anyone determined to have engaged in wrongdoing in violation of district policy, including any student who is found to have filed a complaint of discrimination that the student knew was not true (cf. 4118 - Dismissal/Suspension/Disciplinary Action), (cf. 4218 - Dismissal/Suspension/Disciplinary Action), (cf. 5144 - Discipline), (cf. 5144.1 - Suspension and Expulsion/Due Process), (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities)), (cf. 6159.4 - Behavioral Interventions for Special Education Students)

Process for Initiating and Responding to Complaints

Students who feel that they have been subjected to unlawful discrimination described above or in district policy are strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, students who observe any such incident are strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When a report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal or compliance officer, the principal or compliance officer shall notify the student or parent/guardian of the right to file a formal complaint in accordance with AR 1312.3 - Uniform Complaint Procedures or, for complaints of sexual harassment that meet the federal Title IX definition, AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Once notified verbally or in writing, the compliance officer shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, compliance officer, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated. (cf. 5141.4 - Child Abuse Prevention and Reporting)

Issues Unique to Intersex, Nonbinary, Transgender and Gender-Nonconforming Students

Gender identity of a student means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

Intersex student means a student with natural bodily variations in anatomy, hormones, chromosomes, and other traits that differ from expectations generally associated with female and male bodies.

Nonbinary student means a student whose gender identity falls outside of the traditional conception of strictly either female or male, regardless of whether or not the student identifies as transgender, was born with intersex traits, uses gender-neutral pronouns, or uses agender, genderqueer, pangender, gender nonconforming, gender variant, or such other more specific term to describe their gender.

Transgender student means a student whose gender identity is different from the gender assigned at birth.

The district prohibits acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment, regardless of whether the acts are sexual in nature. Examples of the types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with the student's gender identity
2. Disciplining or disparaging a student or excluding the student from participating in activities, for behavior or appearance that is consistent with the student's gender identity or that does not conform to stereotypical notions of masculinity or femininity, as applicable
3. Blocking a student's entry to the restroom that corresponds to the student's gender identity
4. Taunting a student because the student participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's gender identity to individuals who do not have a legitimate need for the information, without the student's consent
6. Using gender-specific slurs
7. Physically assaulting a student motivated by hostility toward the student because of the student's gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) or Title IX sexual harassment procedures (AR 5145.71), as applicable, shall be used to report and resolve complaints alleging discrimination against intersex, nonbinary, transgender, and gender-nonconforming students.

Examples of bases for complaints include, but are not limited to, the above list, as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's gender identity, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that intersex, nonbinary, transgender, and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. Right to privacy: A student's intersex, nonbinary, transgender, or gender-nonconforming status is the student's private information. The district shall develop strategies to prevent unauthorized disclosure of students' private information. Such strategies may include, but are not limited to,

collecting or maintaining information about student gender only when relevant to the educational program or activity, protecting or revealing a student's gender identity as necessary to protect the health or safety of the student, and keeping a student's unofficial record separate from the official record. The district shall only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In any case, the district shall only allow disclosure of a student's personally identifiable information to employees with a legitimate educational interest as determined by the district pursuant to 34 CFR 99.31. Any district employee to whom a student's intersex, nonbinary, transgender, or gender-nonconforming status is disclosed shall keep the student's information confidential. When disclosure of a student's gender identity is made to a district employee by a student, the employee shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless the employee is required to disclose or report the student's information pursuant to this administrative regulation, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to the student's status as an intersex, nonbinary, transgender, or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days. As appropriate given the student's need for support, the compliance officer may discuss with the student any need to disclose the student's intersex, nonbinary, transgender, or gender-nonconformity status or gender identity or gender expression to the student's parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

2. Determining a Student's Gender Identity: The compliance officer shall accept the student's assertion of gender identity and begin to treat the student consistent with that gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose.
3. Addressing a Student's Transition Needs: The compliance officer shall arrange a meeting with the student and, if appropriate, the student's parents/guardians to identify and develop strategies for ensuring that the student's access to educational programs and activities is maintained. The meeting shall discuss the intersex, nonbinary, transgender, or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to the student's status as an intersex, nonbinary, transgender, or gender-nonconforming individual, so that prompt action can be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the arrangements for the student are meeting the student's educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.
4. Accessibility to Sex-Segregated Facilities, Programs, and Activities: When the district maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities

consistent with their gender identity. To address any student's privacy concerns in using sex-segregated facilities, the district shall offer available options such as Page 10 of 10 AR 5145.3 Students Nondiscrimination/Harassment (continued) a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because the student is intersex, nonbinary, transgender, or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with the student's gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with the student's gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

5. Student Records: Upon each student's enrollment, the district is required to maintain a mandatory permanent student record (official record) that includes the student's gender and legal name. A student's legal name as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed with proper documentation. A student's gender as entered on the student's official record required pursuant to 5 CCR 432 shall only be changed with written authorization of a parent/guardian having legal custody of the student. (Education Code 49061) However, when proper documentation or authorization, as applicable, is not submitted with a request to change a student's legal name or gender, any change to the student's record shall be limited to the student's unofficial records such as attendance sheets, report cards, and school identification.
6. Names and Pronouns: If a student so chooses, district personnel shall be required to address the student by a name and the pronoun(s) consistent with the student's gender identity, without the necessity of a court order or a change to the student's official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns will, in general, not constitute a violation of this administrative regulation or the accompanying district policy.
7. Uniforms/Dress Code: A student has the right to dress in a manner consistent with the student's gender identity, subject to any dress code adopted on a school site.

Lompoc Unified School District, Adopted (3/16 09/181/21) 4/22

504 Grievance Procedure

(AR 6164.6)

Instruction

Identification and Education Under Section 504

The Superintendent designates the following position as the District's 504 Coordinator to implement the requirements of Section 504 of the federal Rehabilitation Act of 1973: (34 CFR 104.7)

Director, Pupil Support Services 1301 North A Street Lompoc, CA 93436 (805) 742-3300

Definitions

For the purpose of implementing Section 504, the following terms and phrases shall have only the meanings specified below:

Free appropriate public education (FAPE) means the provision of regular or special education and related aids and services designed to meet the individual educational needs of a student with disabilities as adequately as the needs of students without disabilities are met, at no cost to the student or his/her parent/guardian except when a fee is specifically authorized by law for all students. (34 CFR 104.33) (cf. 3260 - Fees and Charges)

Student with a disability means a student who has a physical or mental impairment which substantially limits one or more major life activities. (28 CFR 35.108)

Physical impairment means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genito-urinary, immune, hemic, lymphatic, skin, and endocrine. (28 CFR 35.108)

Mental impairment means any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disability. (28 CFR 35.108)

Substantially limits major life activities means limiting a person's ability to perform functions, as compared to most people in the general population, such as caring for himself/herself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, writing, communicating, and working. Major life activities also include major bodily functions such as functions of the immune system, special sense organs and skin, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions, as well as the operation of an individual organ within a body system. The determination of whether an impairment substantially limits a student's major life activities shall be made without regard to the ameliorative effects of mitigating measures other than ordinary eyeglasses or contact lenses. Mitigating measures are measures that an individual may use to eliminate or reduce the effects of an impairment, including, but not limited to, medications, medical supplies or equipment, prosthetic devices, assistive devices, reasonable modifications or auxiliary aids or services, learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy. (42 USC 12102; 28 CFR 35.108)

Referral, Identification, and Evaluation

Any action or decision to be taken by the District involving the referral, identification, or evaluation of a student with disabilities shall be in accordance with the following procedures:

1. A parent/guardian, teacher, other school employee, student success team, or community agency may refer a student to the principal or 504 Coordinator for identification as a student with a disability under Section 504. (cf. 6164.5 - Student Success Teams)
2. Upon receipt of any such referral, the principal, 504 Coordinator, or other qualified individual with expertise in the area of the student's suspected disability shall consider the referral and determine whether an evaluation is appropriate. This determination shall be based on a review of the student's school records, including those in academic and nonacademic areas of the school program; consultation with the student's teacher(s), other professionals, and the parent/guardian, as appropriate; and analysis of the student's needs.

If it is determined that an evaluation is unnecessary, the principal or 504 Coordinator shall inform the parents/guardians in writing of this decision and of the procedural safeguards available, as described in the "Procedural Safeguards" section below.

3. If the student needs or is believed to need special education or related services under Section 504, the District shall conduct an evaluation of the student prior to his/her initial placement. (34 CFR 104.35)

Prior to conducting an initial evaluation of a student for eligibility under Section 504, the District shall obtain written parent/guardian consent.

The District's evaluation procedures shall ensure that the tests and other evaluation materials: (34 CFR 104.35)

- a. Have been validated and are administered by trained personnel in conformance with the instruction provided by the test publishers
- b. Are tailored to assess specific areas of educational need and are not merely designed to provide a single general intelligence quotient
- c. Reflect the student's aptitude or achievement or whatever else the tests purport to measure rather than his/her impaired sensory, manual, or speaking skills, except where those skills are the factors that the tests purport to measure

Section 504 Services Plan and Placement

Services and placement decisions for students with disabilities shall be determined as follows:

1. A multidisciplinary 504 team shall be convened to review the evaluation data in order to make placement decisions.

The 504 team shall consist of a group of persons knowledgeable about the student, the meaning of the evaluation data, and the placement options. (34 CFR 104.35)

In interpreting evaluation data and making placement decisions, the team shall draw upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior. The team shall also ensure that information obtained from all such sources is documented and carefully considered and that the placement decision is made in conformity with 34 CFR 104.34. (34 CFR 104.35)

2. If, upon evaluation, a student is determined to be eligible for services under Section 504, the team shall meet to develop a written 504 services plan which shall specify the types of regular or special education services, accommodations, and supplementary aids and services necessary to ensure that the student receives FAPE.

The parents/guardians shall be invited to participate in the meeting and shall be given an opportunity to examine all relevant records. (cf. 5141.21 - Administering Medication and Monitoring Health Conditions) (cf. 5141.22 - Infectious Diseases) (cf. 5141.23 - Asthma Management) (cf. 5141.24 - Specialized Health Care Services) (cf. 5141.26 - Tuberculosis Testing) (cf. 5141.27 - Food Allergies/Special Dietary Needs)

3. If the 504 team determines that no services are necessary for the student, the record of the team's meeting shall reflect whether or not the student has been identified as a person with a disability under Section 504 and shall state the basis for the determination that no special services are presently needed. The student's parent/guardian shall be informed in writing of his/her rights and procedural safeguards, as described in the "Procedural Safeguards" section below.
4. The student shall be placed in the regular educational environment, unless the District can demonstrate that the education of the student in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. The student shall be educated with those who are not disabled to the maximum extent appropriate to his/her individual needs. (34 CFR 104.34)
5. The District shall complete the identification, evaluation, and placement process within a reasonable time frame. The District shall adhere to this time frame regardless of any extended school breaks or times that school is otherwise not in session.

6. A copy of the student's Section 504 services plan shall be kept in his/her student record. The student's teacher(s) and any other staff who provide services to the student shall be informed of the plan's requirements.

If a student transfers to another school within the District, the principal or designee at the school from which the student is transferring shall ensure that the principal or designee at the new school receives a copy of the plan prior to the student's enrollment in the new school. (cf. 5116.1 - Intradistrict Open Enrollment) (cf. 5125 - Student Records)

Review and Reevaluation

The 504 team shall monitor the progress of the student and, at least annually, shall review the effectiveness of the student's Section 504 services plan to determine whether the services are appropriate and necessary and whether the student's needs are being met as adequately as the needs of students without disabilities are met. In addition, each student with a disability under Section 504 shall be reevaluated at least once every three years.

A reevaluation of the student's needs shall be conducted before any subsequent significant change in placement. (34 CFR 104.35) (cf. 5144.1 - Suspension and Expulsion/Due Process) (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Procedural Safeguards

The Superintendent or designee shall notify the parents/guardians of students with disabilities of all actions and decisions by the District regarding the identification, evaluation, or educational placement of their children. He/she also shall notify the parents/guardians of all the procedural safeguards available to them if they disagree with the District's action or decision, including an opportunity to examine all relevant records and an impartial hearing in which they shall have the right to participate. (34 CFR 104.36) (cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

If a parent/guardian disagrees with any District action or decision regarding the identification, evaluation, or educational placement of his/her child under Section 504, he/she may request a Section 504 due process hearing within 30 days of that action or decision.

Prior to requesting a Section 504 due process hearing, the parent/guardian may, at his/her discretion, but within 30 days of the District's action or decision, request an administrative review of the action or decision. The Coordinator shall designate an appropriate administrator to meet with the parent/guardian to attempt to resolve the issue and the administrative review shall be held within 14 days of receiving the parent/guardian's request. If the parent/guardian is not satisfied with the resolution of the issue, or if the parent/guardian did not request an administrative review, he/she may request a Section 504 due process hearing.

A Section 504 due process hearing shall be conducted in accordance with the following procedures:

1. The parent/guardian shall submit a written request to the Coordinator within 30 days of receiving the District's decision or, if an administrative review is held, within 14 days of the completion of the review. The request for the due process hearing shall include:
 - a. The specific nature of the decision with which he/she disagrees
 - b. The specific relief he/she seeks
 - c. Any other information he/she believes is pertinent to resolving the disagreement

2. Within 30 days of receiving the parent/guardian's request, the Superintendent or designee and 504 Coordinator shall select an impartial hearing officer. This 30- day deadline may be extended for good cause or by mutual agreement of the parties.
3. Within 45 days of the selection of the hearing officer, the Section 504 due process hearing shall be conducted and a written decision mailed to all parties. This 45-day deadline may be extended for good cause or by mutual agreement of the parties.
4. The parties to the hearing shall be afforded the right to:
 - a. Be accompanied and advised by legal counsel and by individuals with special knowledge or training related to the problems of students with disabilities under Section 504
 - b. Present written and oral evidence
 - c. Question and cross-examine witnesses
 - d. Receive written findings by the hearing officer stating the decision and explaining the reasons for the decision

If desired, either party may seek a review of the hearing officer's decision by a federal court of competent jurisdiction.

Notifications

The Superintendent or designee shall ensure that the District has taken appropriate steps to notify students and parents/guardians of the District's duty under Section 504. (34 CFR 104.32) (cf. 5145.6 - Parental Notifications)

Lompoc Unified School District, Adopted (10/06 11/07 2/15) 2/17

BP 6164.6

Instruction

Identification and Education Under Section 504

The Governing Board believes that all children, including children with disabilities, should have the opportunity to learn in a safe and nurturing environment. The Superintendent or designee shall work to identify children with disabilities who reside within the jurisdiction of the District in order to ensure that they receive educational and related services required by law.

The Superintendent or designee shall provide qualified students with disabilities with a free appropriate public education (FAPE), as defined under Section 504 of the federal Rehabilitation Act of 1973. Such students shall receive regular or special education and related aids and services designed to meet their individual educational needs as adequately as the needs of students without disabilities are met. (34 CFR 104.33) (cf. 0410 - Nondiscrimination in District Programs and Activities) (cf. 0430 - Comprehensive Local Plan for Special Education) (cf. 5141.21 - Administering Medication and Monitoring Health Conditions) (cf. 5141.22 - Infectious Diseases) (cf. 5141.23 - Asthma Management) (cf. 5141.24 - Specialized Health Care Services) (cf. 5141.27 - Food Allergies/Special Dietary Needs) (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities)) (cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

In addition, qualified students with disabilities shall be provided an equal opportunity to participate in programs and activities that are integral components of the District's basic education program, including, but not limited to, extracurricular athletics, interscholastic sports, and/or other nonacademic activities. (34 CFR 104.37) (cf. 6145 - Extracurricular and Cocurricular Activities) (cf. 6145.2 - Athletic Competition) (cf. 6145.5 - Student Organizations and Equal Access)

The District's local control and accountability plan shall include goals and specific actions to improve student achievement and other outcomes of students with disabilities. At least annually, the Superintendent or designee shall assess the District's progress in attaining the goals established for students with disabilities and shall report these results to the Board. (Education Code 52052, 52060) (cf. 0460 - Local Control and Accountability Plan)

In providing services to students with disabilities under Section 504, the Superintendent or designee shall ensure District compliance with law, including providing the students and their parents/guardians with applicable procedural safeguards and required notifications. Any dispute as to the identification, evaluation, or placement of any student with a disability shall be resolved in accordance with the processes specified in the "Procedural Safeguards" section of the accompanying administrative regulation.

Legal Reference:

CALIFORNIA EDUCATION CODE

49423.5 Specialized physical health care services
52052 Numerically significant student subgroups
52060-52077 Local control and accountability plan
56043 Special education, timelines
56321 Assessment; development of IEP; parental notifications, consent

CODE OF REGULATIONS, TITLE 5

3051.12 Health and Nursing Services

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974
1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

705 Definitions; Vocational Rehabilitation Act
794 Rehabilitation Act of 1973, Section 504

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF REGULATIONS, TITLE 28

35.101-35.190 Nondiscrimination on the basis of disability in state and local government services

CODE OF FEDERAL REGULATIONS, TITLE 34

104.1-104.61 Nondiscrimination on the basis of handicap, especially:
104.1 Purpose to effectuate Section 504 of the Rehabilitation Act of 1973
104.3 Definitions
104.32 Location and notification
104.33 Free appropriate public education
104.34 Educational setting
104.35 Evaluation and placement
104.36 Procedural safeguards
104.37 Nonacademic services
104.7 Responsible employee; grievance procedures

COURT DECISIONS

Christopher S. v. Stanislaus County Office of Education, (2004) 384 F.3d 1205
Lompoc Unified School District, Adopted: (10/06 2/15) 2/17

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

