

# Lynbrook High School

Student Handbook  
2024-2025

1280 Johnson Ave. San Jose, CA 95129  
(408) 366-7700  
<http://www.lhs.fuhsd.org>

Principal  
Maria Jackson

Executive Assistant  
Calvin Wong

Assistant Principals  
David Erwin  
Tara Grande  
Yukari Salazar  
Eric Wong

This agenda belongs to:

*Name* \_\_\_\_\_

*Phone* \_\_\_\_\_

*Email* \_\_\_\_\_

Dear Students,

Welcome to the Class of 2028 and welcome back Sophomores, Juniors, and Seniors!

Lynbrook's vision is to create a dynamic environment of respect and achievement where all learn deeply, apply their knowledge, and contribute purposely. It is our mission to equip students for life beyond Lynbrook where they will be effective Communicators, Collaborators, Creative-Critical Thinkers, with strong Character. These qualities and 21<sup>st</sup> century skills are referred to as the 4Cs.

We want you to thrive this year! Join clubs, audition for a play, go to school events, and have fun. Be that friend who can be counted on to offer care, perspective, and respect. This year, go beyond the surface of life and think deeply about the world and explore ideas that challenge you. Education involves more than what you study in class. It encompasses everything you learn about yourself and the world around you. There are many ways you can get involved at school and in your community. Find a group to work with and together you will accomplish what you could not do alone.

Learn how to budget your time. There are only so many hours in a day and we all have our energy limit. Remember to take care of yourself and get lots of sleep. Make time for the people in your life, and remember in a world where you can be anything, choose to be kind.

GO VIKES!!

**Maria Jackson**  
**Principal**

***Lynbrook Alma Mater***

*Under the mountains, stately and strong;  
True to our colors, we shall raise our song;  
Long may our friendships mount to the sky;  
Long may we ever sing our praise to Lynbrook High*



## Weekly Bell Schedule

# Lynbrook High School

Monday				Tuesday				Wednesday				Thursday				Friday			
Period	Start	End	Mins	Period	Start	End	Mins	Period	Start	End	Mins	Period	Start	End	Mins	Period	Start	End	Mins
1	8:30	9:15	45	1	8:30	10:00	90	Collaboration (No Students)	7:35	8:25	50	1	8:30	10:00	90	Collaboration (No Students)	7:35	8:25	50
2	9:20	10:05	45	2	10:05	11:35	90	4	8:30	10:05	95	2	10:05	11:35	90	4	8:30	10:05	95
Inside Tutorial	10:10	10:35	25	Brunch	11:35	11:50	15	Open Tutorial	10:10	10:50	40	Brunch	11:35	11:50	15	Open Tutorial/ Advisory	10:10	10:50	40
3	10:40	11:25	45	3	12:00	1:30	90	Brunch	10:50	11:05	15	3	12:00	1:30	90	Brunch	10:50	11:05	15
Brunch	11:25	11:40	15	Lunch	1:30	2:10	40	5	11:15	12:45	90	Lunch	1:30	2:10	40	5	11:15	12:45	90
4	11:50	12:35	45	7	2:20	3:50	90	Lunch	12:45	1:25	40	7	2:20	3:50	90	Lunch	12:45	1:25	40
5	12:40	1:25	45					6	1:35	3:05	90					6	1:35	3:05	90
Lunch	1:25	2:05	40																
6	2:15	3:00	45																
7	3:05	3:50	45																

**DIRECTORY OF SERVICES**

The office is open from 8:00 AM - 4:15 PM Monday through Friday.

<b>General Information</b>	366-7700
<b>Attendance Clerk</b>	
Mrs. Jena Rajabally <a href="mailto:jena_rajabally@fuhdsd.org">jena_rajabally@fuhdsd.org</a>	366-7708
24-Hour Recorder	366-7715
<b>Administration</b>	
Mrs. Maria Jackson, Principal	366-7701
Mr. Calvin Wong, Principal's Executive Assistant	366-7702
Ms. Yukari Salazar, Asst. Principal (A-GH)	366-7703
Mr. Eric Wong, Asst. Principal (GI-LIM)	366-7719
Ms. Tara Grande, Asst. Principal (LIN-SHA)	366-7707
Mr. David Erwin Asst. Principal (SHB-Z)	366-7706
<b>ASB Office (Student Activities)</b>	
Mrs. Supriya Lawrence, Financial Specialist	366-7734
Ms. Anna Kirsh, Student Leadership Advisor	366-7780
<b>Athletic Office (Athletic Director)</b> Mrs. Jennifer Griffin	366-7735
<b>College/Career Center</b>	
Ms. Shveta Bagade Ms. Kathy Tang	366-7718
<b>School Counselors</b>	
Ms. Nikki Dang (A-GH)	366-7766
Mrs. Tania Yang (GI-LIM)	336-7768
Mrs. Shana Howden (LIN-SHA)	366-7767
Mrs. Malissa Goldstein (SHB-Z)	366-7790
<b>School-Based Therapist</b>	
Ms. Jenna Starnes	366-7743
<b>Registrar</b> (transcript requests, new student registration) Mrs. Esther Shin	366-7710
<b>Library Media Teacher</b> Ms. Amy Ashworth	366-7752
<b>PTSA</b> <a href="mailto:lynbrookhspts@gmail.com">lynbrookhspts@gmail.com</a>	

## **GUIDANCE AND COUNSELING**

### **Graduation Requirements**

A minimum of 220 semester credits are required for graduation (10 credits equal one year of work for one period).

English	40 credits	Mathematics	20 credits
Social Studies	30 credits	Physical Education	20 credits
Science	20 credits*	Electives	70 credits

Plus any combination of two out of the three areas below, for a total of 20 semester credits:

- Fine Arts (Music, Art, Drama)
- Applied Academics (Living Skills, Business, CTE)
- World Language

*\* Science must include both 10 credits of Physical and Life Science.*

### **Four-Year Guidance Program**

Lynbrook High School provides a four-year guidance program that consists of:

- resources available in the College/Career Center
- classroom presentations to prepare students for making appropriate choices regarding course selection and college planning
- computerized programs about colleges, careers, and financial aid
- evening presentations for parents and students

Students may make appointments with or drop in to see their School Counselor for individual attention regarding:

- grades
- testing information and interpretation
- course selection and class changes
- the college process
- personal concerns

### **Schedule Changes**

You and your parents are urged to exercise care in selecting your classes so that few changes will be required.

Schedule changes are allowed for the following general situations:

- If there is an error, see a school counselor. Schedule corrections must be completed within the first three days of the semester.
- If you fail a course and need to make a class change. These will be allowed on a space-available basis up to and including the 10th instructional day of each semester.
- **If you withdraw or are dropped from a class after the 10th day, you will not be allowed to add another class.**

### **Student-Initiated Withdrawal from Class**

- Dropping with no notation on the transcript: You may withdraw from a class with written parent approval up to the Friday after the first progress report is distributed with no credit and no grade showing on your permanent transcript.
- 2<sup>nd</sup> progress report deadline: During the second progress report grading period of each semester, up to the Friday after the grades are posted and distributed, you may drop a class with a W (Withdrawal) showing on the transcript. Written parent approval of the withdrawal from a course is required.
- After the 12<sup>th</sup> week of instruction in either semester, if you drop a class, you do so with an 'E' To initiate the withdrawal process: A completed request for withdrawal from class must be submitted to your Assistant Principal. When a student withdraws from a class (commonly referred to as 'dropping' a class), there will likely be an unscheduled period (commonly referred to as a 'hole') in the schedule.

## **Educational Options**

The district provides educational option programs to help students meet necessary graduation requirements. Among the various programs offered are Work Experience, Terra Nova, Vistas, Middle College, Customized Learning Program, Young Parents' Program, concurrent enrollment at De Anza or other Community College, and FUHSD Adult Education Program. Information is also available on the GED graduation program. Descriptions can be found in the Lynbrook Course Selection Guide. If interested, ask for more information or go to the Lynbrook website ([www.lhs.fuhd.org](http://www.lhs.fuhd.org)).

## **GRADING and REPORT CARDS**

The following are the grades you may receive at the end of each progress report period: A-excellent, B-good, C-average, D-poor, F-failing, I-incomplete, W-withdrawal, P-pass.

Report	Grading Period Ends	Date Issued
1 <sup>st</sup> Progress	September 27, 2024	October 3, 2024
2 <sup>nd</sup> Progress	November 1, 2024	November 14, 2024
Semester 1 Grades	December 20, 2024	January 16, 2025
4 <sup>th</sup> Progress	February 28, 2025	March 6, 2025
5 <sup>th</sup> Progress	April 25, 2025	May 1, 2025
Semester 2 Grades	June 5, 2025	June 12, 2025

**VALEDICTORIAN** Students must earn 'A's' in *all* classes for *all* 8 semesters.

## **NCAA ACADEMIC RULES/COLLEGE ATHLETIC ELIGIBILITY**

Specific information is on the NCAA website: [www.ncaa.org](http://www.ncaa.org)

To be eligible for collegiate athletics, students must complete two requirements:

- Maintain a minimum grade point average of 2.3 in a core curriculum of 16 courses, which must consist of the following: four in English, three in mathematics, two in social science, two in natural or physical science (one must be a lab science course), one additional academic class in math, English, or science, and four additional academic elective classes.
- Achieve a combined verbal and math score of 980 on the new SAT exam.  
[http://www.ncaa.org/sites/default/files/2018DIEC\\_Requirements\\_Fact\\_Sheet\\_20180117.pdf](http://www.ncaa.org/sites/default/files/2018DIEC_Requirements_Fact_Sheet_20180117.pdf)

## **COLLEGE & CAREER CENTER**

The College & Career Center is located in the library and is open daily during school hours. It contains college, career, college testing and scholarship information. Representatives from various colleges, universities, and technical schools give presentations in our College & Career Center. These visits are announced in the daily bulletin, Naviance, and on the College & Career webpage. Become acquainted with this resource and our College and Career Advisors; they are a great resource.

## **TUTORIAL GUIDELINES**

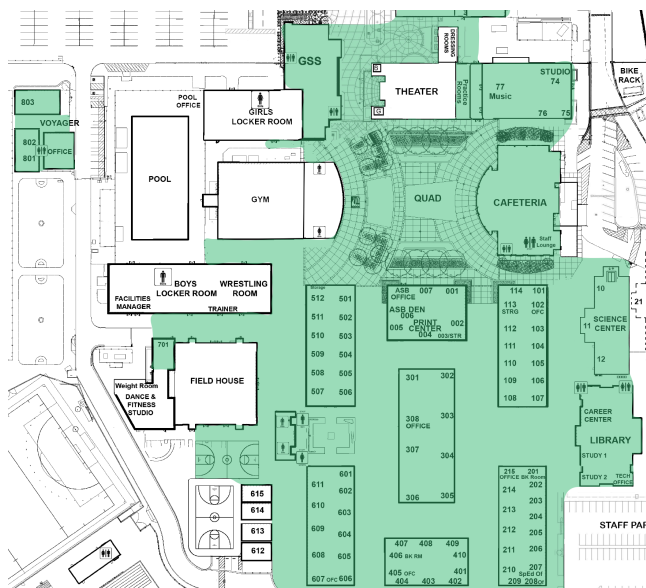
Tutorial is **instructional time** that is built into the schedule for students to seek help from teachers, receive school information, and access academic and social-emotional support. There will be occasions when tutorial time will be dedicated to drills, safety presentations, special advisories, and other administrative necessities. Tutorials may be restricted to "inside" if students are not following the tutorial guidelines.

Tutorial is considered Instructional Time and is **not to be used for club meetings**. Students are expected to plan and allocate this time for academic and constructive activities. Some of the acceptable uses of Tutorial include:

- Completing make-up work and tests
- Getting extra help from teachers
- STTAR tutoring
- Revision and redemption opportunities, if offered by the teacher
- Student technology support

- Working on group projects
- Study
- Homework
- Legislative Council meetings (club meetings are not allowed)
- Lesson review and additional support
- Lab make-ups

- Stress management/social-emotional activities
- Administrative/counselor/school therapist appointments
- Accessing school resources
- Sharing information from school counselors, mental health staff, and administrators



Teachers and support staff will be available in their regular work areas to assist students.

A strict closed campus policy is in force. Students **may not** be in parking lots, on athletic fields, or in front or rear of the school. No food services are provided.

**Students must remain in the shaded areas of campus during Tutorial.**

### **HOMEWORK GUIDELINES**

Homework contributes toward building self-discipline, responsibility, and lifelong learning habits. It is the intention of Lynbrook High School staff to assign relevant, challenging, and meaningful assignments that support student learning and reinforce classroom objectives.

Homework is defined as assigned tasks to be completed by students primarily during out-of-class time. We believe homework can serve a good purpose when it:

- Provides needed practice
- Enriches and extends classroom learning experiences
- Helps prepare students to be active participants in the classroom
- Prepares students for classroom assessments
- Is reasonable, appropriate, and relevant

### **Students**

- Take notes and write down homework assignments. (Students should not assume that assignments will be posted online.)
- Ask clarifying questions before leaving class whenever possible.
- Follow directions.
- Organize their time and make the commitment necessary to complete homework assignments by the due date.
- Remove distractions to help with concentration and time management.
- Work independently (unless it is a group assignment) to ensure work accurately reflects their ability.
- Consider their course choices and remember that Advanced Placement and Honor classes often require significant "out of class" study and homework.
- Keep in mind that students who override a teacher recommendation to take a more challenging course may discover that it takes them significantly more time than estimated to complete assignments. *(Students with their family/guardians need to carefully choose courses during course registration. Due to scheduling limitations, students will not be able to move back into the teacher recommended course after being scheduled through an override.)*

## Family/Guardians

- Maintain regular communication with your child regarding coursework, homework, and progress.
- Respond to academic alerts and/or teacher messages in a timely manner.
- Establish a consistent time for study and quiet in a well-lighted place for students to work.
- Check progress grades posted to the Infinite Campus web portal every six weeks.
- Be aware of course requirements and teacher grading practices.

## Teachers

- Assign relevant, challenging, and meaningful tasks that support classroom learning and provide students with feedback.
- Outline specific course homework expectations in the class green sheet.
- Give clear instructions and make sure students understand the purpose of the work.
- Discuss support strategies with students and families if a pattern of late or incomplete homework develops.
- Design homework assignments that can be completed by most students in about 30 minutes per class in a course that is not designated as AP or Honors. Homework assignments in AP and Honors classes require considerably more time to complete, typically an hour or more per class.
- Communicate and coordinate, when possible, with other teachers within and across departments, regarding major projects.
- Avoid assigning weekend\* and holiday homework assignments; however, long-term assignments and projects might include weekends and holidays. Generally, homework is not assigned over the December semester break.
- Provide students with specialized equipment required to complete projects if the equipment is not available at home. If special equipment/technology is not available, students should have the opportunity to complete an alternate assignment.

*\*For the purpose of these guidelines, weekends are generally defined as Friday and Saturday nights. On extended weekends or vacation days, all nights except the last night before returning to school are defined as weekend nights.*

## HOMEWORK CENTER AND STTAR TUTORING

Homework Center operates in the library after school. Drop in tutoring is available to students during Homework Center Hours. If you need help with a class, see the staff assistant in the library during Homework Center to either request a peer tutor or to be a peer tutor.

## ATTENDANCE POLICIES

- If you are absent, it is your responsibility to have your parent or guardian telephone the attendance phone line to clear the absence.
- 18-year-old students may clear their own absences only if they have an "Adult Status" letter on file with the attendance clerk.
- **This is a closed campus!** Students may not leave without obtaining an Off-Campus Pass from the attendance desk. Students may come and go freely during the lunch period only.

## The 10% Attendance Policy

- When a student has had absences more than 10 percent of the total number of days enrolled for the current school year due to illness and verified by approved methods, any further absences for illness must be verified by a physician, school nurse, or other school personnel. Failure to provide verification by the physician will result in these absences being recorded as unexcused.

## Clearing Absences – Full Day Absence

- Within 24 hours of the day that you are absent from school, your parent or guardian must call the attendance line and leave a message, spelling your name and giving the reason for your absence. The attendance desk has a 24-hour message machine to clear absences; calls may be made at any time.



**To clear absences, call 366-7715, and provide: name, student ID #, date, and reason for the absence and who is calling.**

- If the absence has not been cleared on the day of the absence, the automatic attendance calling machine will contact your home as a reminder of the absence and the need to clear it. If a call is not received within 48 hours of the absence, the absence could be classified as a cut and disciplinary action will result. When you return to school after a full day cleared absence, you should report directly to class.

### **Clearing a Partial Day Absence**

When arriving on campus after school has started:

- Your parents should report your late arrival at school.
- You are to report directly to the office and see the Attendance Clerk.

When leaving campus after school has started:

- Permission to leave school before the close of the day's program for any reason (medical/dental, home, court, etc.) requires parental consent either by phone the day before, or the morning of the absence.
- **You must obtain an off-campus pass from the Attendance Clerk before leaving campus. Please pick up pass before going to class.**
- In case of emergency or illness, you must first report to the attendance desk.
- If you leave campus without providing prior notice to the Attendance Clerk, you will receive an unexcused absence. **You must obtain an off-campus pass when leaving school.**

### **Prior Approval for Trips / School Activities**

If you plan to miss class because of medical procedures, college visitations, or other activities, you must give prior notice to the teacher, and arrange for making up the class work. Parent approval is required before you can attend extended activities. **Parents must also notify the Attendance Clerk.**

### **Tardy Policy**

Lynbrook High School's vision is to create a dynamic environment of respect and achievement where all can learn deeply, apply their knowledge, and contribute purposefully. Therefore, student punctuality is crucial to maintaining a conducive learning environment and minimizing disruptions in the classroom. Students are marked tardy if they arrive after the second bell, and tardiness beyond 30 minutes is classified as truant.

1. Excused tardiness is when a student is late for reasons beyond their control, such as unforeseen circumstances, and requires a parent to call or email the attendance line.
2. Unexcused tardiness is defined as tardiness that could have been avoided (e.g., waking up late, missing the bus, schedule confusion, etc.).
  - Students arriving late within the first 30 min with an unexcused reason should go directly to class.
  - Students who are coming late for an **excused reason** (medical appointment or illness) report immediately to the office to get a pass to class.
  - Students arriving 30 min after the tardy bell must check in with the Attendance Office to obtain an "admit to class" pass before heading to their classroom.

### **Consequences**

- Tardys will be addressed on a class-by-class basis by the teacher. After the teacher has taken some action with the student, and the student has not improved, the teacher may refer the student to the student's Assistant Principal (AP), and the AP will assign a consequence.
- The Students' Alpha AP will **also** monitor their students who have excessive tardies across all classes (10+ tardies) and need not wait for a teacher-generated referral. The Alpha AP, with the Student Conduct Specialist, will work to intervene by doing one or more of the following: student conference, development of an attendance plan, detention, parent conference, placement on the "cannot attend" list, and Saturday School.

## **Cutting Class or Falsifying an Absence will result in disciplinary action.**

### **Marked Absent By Mistake**

If the student was marked absent by mistake, it is the student's responsibility to talk with their teacher to get it cleared within 48 hours. Please have the student email their teacher directly, and copy our Attendance Clerk onto the email, at Jena\_Rajabally@fuhsd.org. Absences will not be cleared without the teacher's verification that your student was in fact present.

### **Student Attendance Review Board (SARB)**

Excessive absences whether excused by parents, or truancy, will result in the student and their parents or guardians attending a District Attorney Mediation meeting. This involves a meeting with the District Attorney of Santa Clara County, with the possibility of legal consequences. If you are brought before DA Mediation, you will have ample written notice.

### **FOOD SERVICES**

Hot foods, sandwiches, snacks, milk, and juices are available each school day during brunch and lunch only. Every student has access to one free brunch and lunch meal. Students may purchase food if they want additional food.

**Students who receive a meal must have their Student ID scanned by the lunch staff.**

**\*Meals cannot be delivered to students through the office (i.e. DoorDash, GrubHub, etc.)**

### **HEALTH SERVICES & INSURANCE**

If you become ill during the school day or are injured while on campus, you will be referred to the office. Office personnel will contact your parent or guardian before sending you home. The school is equipped to handle only minor cuts and bruises. The parent or guardian will make all other decisions after appropriate phone contact has been made.

- The school district does not carry insurance to cover the loss of your personal items or items on loan from the school. You and your family are financially responsible for school items (books, uniforms, etc.) checked out to you.

### **MEDICAL SERVICES INFORMATION**

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

### **LIBRARY**

The library is intended for all students who wish to use books, magazines, pamphlets, and computers. No pass is necessary before or after school or during brunch or lunch. Study groups, conversation, and visiting are allowed only in designated areas. The library is available during tutorial. There is no eating in the library.

### **LOCKERS & LOST & FOUND**

Lockers are available for your use; however, they are not issued to you. You may self-select ONE locker by attaching a personal lock no earlier than lunch time the first day of school. You must then register your selection with school staff during lunch in front of the main office. Any locks put on lockers prior to the first day of school are subject to being cut off. Lynbrook High School is not responsible for lost or stolen items. Lost & Found is located in the GSS office near the back entrance. Please check with the Guidance Secretary for assistance.

### **STUDENT LEADERSHIP**

The Lynbrook ASB (Associated Student Body) Leadership class responsibilities include the following: preside over the student government, which includes the Legislative Council; organize student activities, including Homecoming; manage student organizations and ASB accounting. To run for an elective office, a student must have earned a 2.5 grade point average on their most recent progress report and semester report card. To retain an elected ASB, class office or commissioner position a student must maintain a 2.5 grade point average. In addition to grade point eligibility, students must be on target for graduation, passing courses totaling 25 or more credits each semester. More information about Lynbrook's ASB can be found at <http://www.lhs.fuhsd.org>

## **ASB CARDS**

An Associated Student Body (ASB) Card can be purchased. Students will receive a copy of Valhalla (our school yearbook); all issues of Epic; a discount at most dances; and free admission to all Fremont Union High School District athletic contests. In addition to these discounts, students are entitled to receive athletic or activity awards and have the option to run for and hold any elective or appointed office. Without an ASB Card, none of the above privileges are available.

## **CLUBS**

At Lynbrook we encourage all students to become involved in at least one extra-curricular program on campus to enhance their educational experience, give opportunity for volunteering and become more involved in campus life. The Club Handbook explains how clubs operate and can be found on the ASB webpage in the Student Section of the School's Website. There are over 70 clubs on campus. Please refer to the ASB site in the Student Life section of the school website for a complete list. <http://www.lhs.fuhsd.org>

## **SCHOOL SPONSORED ACTIVITIES – DANCES/SOCIALS**

School activities are a great way to meet people and have fun. Lynbrook sponsors many activities, such as dances, athletic events, concerts, and plays, throughout the school year. While an ASB card will admit students to most athletic events, admission is charged for other activities, such as dances, concerts, plays, etc. Students must be in good standing in order to participate.

ALL SCHOOL RULES ARE IN EFFECT. Students suspected of possessing and/or being under the influence of any illegal substance (including alcohol) will be cited, suspended, and barred from any other school events (including proms and balls) for one calendar year. Smoking is also prohibited.

- Dances (except Proms) begin at 7:30 and end at 10:00 PM.
- Admission to the dance ends at 1 hour after the event has started and doors are closed.
- Dances are for Lynbrook students; however, to invite a guest to one of our dances you must download and complete a Dance Guest Pass (found online) at least 72 hours in advance.
- Students are expected to be in attendance for the entirety of school on the day of the dance or the day before if the dance is on a weekend.
- We have a "Once In – Once Out" policy at all events so when you leave, you cannot return.
- Dance rules: Students are expected to treat each other with respect and dignity. Extreme displays of affection are inappropriate. The administration has final jurisdiction on any inappropriate behavior or dance moves.
- The following are consequences for inappropriate dancing:
  - o Students will be given verbal warnings when they break the rules.
  - o After verbal warnings, an administrator will speak with the student away from the dance floor.
  - o If a student continues to break the rules, the student will be removed from dance floor; parents will be called immediately. The student will be released to a parent/guardian unless the parent/guardian gives verbal permission for the student to leave.

## **EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES**

- **Extracurricular activities** are those programs that have all the following characteristics: The program is supervised or financed by the school district. Students participating in the program represent the school district. Students exercise some degree of freedom in the selection, planning or control of the program. The program includes both preparation for performance and performance before an audience or spectators. Extracurricular activities are not part of the regular school curriculum, are not graded, do not offer credit, and do not take place during classroom time.
- **Co-curricular activities** are programs that may be associated with the curriculum in a regular classroom. The grade point average used to determine eligibility shall be based on grades of the previous grading period. In addition to grade point eligibility, students must be on target for graduation, passing courses totaling 25 or more credits each semester. The student must be enrolled in courses totaling 25 or more credits (may include community college courses) each semester.

**Eligibility Requirements:** To be eligible to participate in extra/co-curricular activities a student must be on target for graduation, passing courses totaling 25 or more credits each semester. The student must be enrolled in courses totaling 25 or more credits (may include community college courses with pre-approval) each semester: Exception: Seniors who are on target for graduation and are enrolled in, and passing, courses totaling 20 or more credits. Maintain a minimum of a "C" (2.0) average at the end of each grading period (progress report grades, and/or semester grades).

Freshmen enter on probation. Eligibility for freshmen in the fall will be established at the end of the first grading period. Eligibility for transfer students must meet CCS guidelines and will be determined after grades arrive, at which time the student is determined to be eligible or remains on probation until the end of the next grading period. Athletic eligibility is based on grades from the most recent grading period and is determined at 8:00 a.m. on the Tuesday following the close of teachers posting grades. Each student participant and their parent/guardian will be required to read and agree to the District Code of Conduct before participation in extracurricular and co-curricular activities.

**Academic Probation:** A student will be placed on probation when they fail to meet one or more of the following: A student will be placed on probation when they fail to maintain a "C" (2.0) average. The student must be passing the equivalent of a minimum of 25 credits each semester. A student may not be placed on probation for consecutive grading periods.

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

**Expectations:** Students will: demonstrate cooperative attitudes and participate to personal capacity, demonstrate high standards of ethics and sportsmanship, understand, and strive to maintain academic excellence and participation eligibility. To participate in co-curricular activities, the student must be in attendance at school, meeting the requirements of minimum day, as defined by Education Code, on the day of the activity unless the absence is excused. To maintain eligibility for participation in extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to members of the community.

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

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

The loss of eligibility means:

- o One week suspension from competition/participation in all school sponsored activities from the date of suspension.
- o Mandatory referral to counseling, student advocates or outside agencies professionals.
- o Required administrative/coach-advisor/parent/student conference.
- o Law enforcement contact if appropriate.
- o Additional sanctions will be imposed for subsequent violations of district disciplinary rules including possible removal from the sport/activity for the remainder of the year.

- o An ineligible student shall attend all practices or rehearsals but will not "suit up" or perform/participate.
- o Any student holding a leadership position (e.g. ASB, Class Officer, Spirit member, etc.) that loses eligibility due to poor student conduct will be removed from their leadership position for the remainder of the academic year.

### **PHYSICAL EDUCATION DRESS & EXCUSES**

Students are required to wear Lynbrook PE clothes. Students may purchase PE clothing with the LHS logo from the P.E. Department. Excuses from Physical Education classes for health reasons are handled by the P.E. Department. A note from a parent or guardian (short-term absences) or doctor (long-term absences) should be given to their P.E. Teacher.

### **PE ATHLETICS ATTENDANCE**

Attendance is required for those students earning PE credit through participation on a Lynbrook team.

### **STUDENT RECORDS**

Both students and parents have a right to view their personal files at Lynbrook. An Assistant Principal will assist you in interpreting these records and will answer any questions. Transcripts are available from the Registrar.

### **STUDENT WORK PERMITS**

All students under the age of 18 must have a work permit to be employed. To get a work permit students must download the application form from the LHS web site. The form must be complete and signed or it will not be accepted. Students must be in good standing to apply for a work permit; the request may be denied or canceled due to poor academic performance or behavior.

### **TEXTBOOK, LIBRARY BOOK AND SCHOOL ASSIGNED ITEMS POLICY**

Students will check-out many items (books, computers, uniforms, etc.). Students are not charged for expected wear and tear, but are held responsible for missing, defaced, or damaged, and lost items. Students will be charged for items that are damaged or not returned.

### **SCHOOL RULES, PRACTICES, AND POLICIES**

*School rules are in force for all students on their way to school; while at school; during lunch period; on their way home from school, and coming to, during, or leaving any school sponsored activity.*

Lynbrook students are expected to conduct themselves in a responsible, courteous, and considerate manner while on campus. The same general behavior expectations that apply to the workplace also apply at school. Students who violate policies are subject to disciplinary action. School disciplinary action may include the following interventions:

- Parent Conference
- Teacher and/or Administrator assigned detention
- Teacher assigned in-house suspension from class
- Administrative suspension from school and extra-curricular activities
- Administrative transfer to another school/program
- Expulsion

### **ZERO Tolerance**

The following behaviors fall under the district's Zero Tolerance Policy and/or Suspension and Expulsion policies. Such behaviors could result in a recommendation by the Principal for expulsion from the Fremont Union High School District:

- a. Causing serious bodily injury to another person
- b. Possession of any dangerous object including, but not limited to, explosives, knives (any type and/or size), firearms, brass knuckles, fighting sticks, etc.
- c. Furnishing and/or sale of any controlled substance as listed in Section 11053 of the California Health and Safety Code

- d. Robbery and/or extortion
- e. Assault or battery upon any school employee
- f. Sexual harassment or sexual assault
- g. Hate violence
- h. Creation of a hostile environment
- i. Terrorist threats

### **General Conduct**

Students are expected to come to class on time and be ready to learn. Disruption of the educational environment will result in disciplinary action.

### **Willful Disobedience, Insubordination, Defiance of School Authority**

Students who defy directives and/or refuse to cooperate with school staff are subject to disciplinary action.

The use of **profanity, vulgarity, and/or obscene language** in classes or otherwise on campus is not allowed.

### **Violence and hateful language will not be tolerated!**

The use of **threats or physical violence** as a means of resolving differences is unacceptable in our society and on this campus. In addition, threats to staff members are illegal and will be fully prosecuted. Suspension is mandatory and removal from Lynbrook may occur.

The **use or possession of controlled substances** (alcohol and drugs, etc.) is illegal. Students found in possession or under the influence of controlled substances will be subject to disciplinary action and may be referred to the police.

**Possession or use of tobacco products (including vapes and e-cigarettes)** on or adjacent to (in sight of) the campus, or at school-sponsored activities is prohibited by state law. Students will be subject to disciplinary action.

**Vandalism, Theft and Malicious Mischief:** Students involved in acts of this nature will be suspended and referred to the police. Students may also be removed from the school. Students and their families will be held financially responsible for all damages.

**Relationships: The same rules of behavior that apply to the workplace are in effect at school.** It is expected that students will conduct themselves in a respectful and considerate manner toward each other. Excessive displays of affection are inappropriate at school as they would be at work. Harassment for any reason; be it sexual, racial, ethnic, etc., is illegal and will not be tolerated.

**Dress:** Students are to dress appropriately for school. No clothing displaying illegal substances for teens, offensive language or pornographic references are allowed. Shoes/sandals must be worn at all times.

**Visitors:** All visitors must register at the front desk at the front of the GSS Office. Students who do not attend Lynbrook High School or who attend Middle College are not to visit the campus during school hours (including lunch).

**Parking:** Student parking is permitted only in designated student parking areas. All cars and motorcycles must display a valid Lynbrook parking permit. Students whose vehicles are found in unauthorized parking areas or are lacking a valid permit may have their campus parking privileges revoked, be issued a citation, or have their car towed at their expense. Parking permits may be obtained in the ASB office.

**Bicycles and Skateboards:** Several bike racks and skateboard lockers are available for students. Riding on campus is prohibited. Violators may have their bicycle, scooter or skateboard confiscated pending a parent contact. Students must wear a helmet when riding a bicycle to and from school.

**Off Limits:** Loitering in the school parking lots, or the residential areas adjacent to the school is strictly prohibited.

**Lost or Stolen Items:** Personal property left in school lockers, PE lockers, bike cages or classrooms are done so at the owner's risk. While the school staff strives to supervise these areas during the day, these areas should not be considered secure from theft. The school assumes no responsibility for lost or stolen property, including bicycles parked on campus. Use common sense in protecting your personal property or school property issued to you. Do not bring expensive items or large sums of money to school. Do not store purses, jewelry, or expensive equipment in lockers. Do not share your locker with others. Lock up your property in PE lockers when you leave the locker room. Students are required to pay for lost or stolen school property that has been checked out to them.

**Sexual Harassment:** (BP 5145.7) The Board of Trustees is committed to maintaining an educational environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students by other students, employees, or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

*Instruction/Information* - The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the person(s) to whom a report of sexual harassment should be made

*Complaint Process* – Any student who feels that they are being or have been sexually harassed by a school employee, another student, or a non-employee (e.g., a visiting athlete or coach) on school grounds, at a school-related activity, or on the way to or from school shall immediately contact their teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulations.

- Any school employee who observes any incident of sexual harassment involving a student shall report this observation to the principal or designee, whether or not the victim files a complaint.
- In any case of sexual harassment involving the principal or any other district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the nondiscrimination coordinator or the Superintendent or designee.
- The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint in accordance with administrative regulation. Where the principal or designee finds that sexual harassment occurred, they shall take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.

*Disciplinary Measures* - Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 9 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

*Record-Keeping*- The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address and prevent repetitive harassing behavior in its schools.

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

## **FUHSd ACADEMIC HONESTY POLICY**

### **DISTRICT PHILOSOPHY: “PURSUING EXCELLENCE WITH INTEGRITY”**

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

### **DEFINITION OF ACADEMIC DISHONESTY**

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

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

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



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

### TEACHER'S PROFESSIONAL JUDGMENT

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

### CONSEQUENCES FOR VIOLATIONS

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

#### First Offense

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

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

## **Second Offense**

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

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

## **Third/Continuing Offenses**

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

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

## **APPEALS PROCESS**

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

## **SHARED RESPONSIBILITY FOR ACADEMIC HONESTY**

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

### **Student Responsibilities**

The student will:

- set aside sufficient time to study
- participate actively in class and attend regularly
- protect work—do not lend or borrow work
- observe test time limits
- not look at another's test or allow their test to be seen
- not talk during a test or about the test until all classes have had a chance to take it
- not represent as their own the work of a parent, brother, sister, or anyone else
- not change a test item in any way when the test is returned for review
- not allow one member of a team to do the whole task
- learn how to attribute work properly by citation, footnote, and bibliography
- not enter teacher offices and other restricted areas without permission and/or being accompanied by a staff person

## **Parental Responsibilities**

The parent will:

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

## **Teacher Responsibilities**

The teacher will:

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

## **Administrator Responsibilities**

The administrator will:

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

## **ACCEPTABLE USE of TECHNOLOGY**

### **INTRODUCTION**

Fremont Union High School District (FUHSD) provides technology resources at our schools because we believe that access to technology is important to help students become 21st century learners. FUHSD also believes that appropriate use of technology by students enhances the learning experience. To aid students in the proper use of technology, FUHSD students will be provided information and instruction on the use of technology at school. Topics will include academic research, online safety and privacy, and responsible use of FUHSD resources.

Expectations for student behavior while using technology are no different than in-person interactions. All students and their parent/guardian must review and agree to the Responsible Use Policy each year. A copy of the policy is included with the District's Annual Notifications, and each school's zero tolerance packet, which requires a signature sheet to be returned at the beginning of each school year.

### **NETWORK**

The district network provides wired and wireless access to internal resources such as printers, files, and information systems, as well as Internet content (blogs, websites, mail, groups, wikis, etc.). By connecting any device to this network, students agree to follow accepted practices outlined in the FUHSD Student Responsible Use Policy. This policy applies regardless of who owns the device (district or personal). Students may connect personal devices to the FUHSD wireless network only; wired connections are for district devices only.

## **TECHNOLOGY**

FUHSD provides access to different technologies geared towards enhancing student learning. Broadly, these tools are used to enable students to create, deliver and share digital content with peers and teachers. Examples of these technologies include, but are not limited to, personal computers (desktops, laptops, netbooks, and other), handheld devices (iPads, iPods, response systems), document cameras, digital projectors, interactive whiteboards, printers, scanners, digital cameras, and response systems. Many of these devices are connected to FUHSD's network either through a wired or wireless connection.

## **CONTENT ACCESS**

While using District technology, students will have access to content from a variety of sources including, but not limited to content created by teachers and other students, applications and content purchased by the District and individual schools, and content located on the Internet. In addition, students may create and share their own content in classes. The District has multiple tools in place to help protect students from harmful content online. However, we believe that educating students about proper technology use is more effective than relying on content blocking technology as the primary tool.

FUHSD works hard to balance open access to support education and uses filtering software to block known inappropriate websites in accordance with the Children's Internet Protection Act (CIPA). The district also blocks select sites that are deemed to have no educational value and may be harmful to students. Parents should remember that, while best efforts to filter are made, no filtering system is 100% effective. Every user must take responsibility for their use of the network and Internet and avoid objectionable sites.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by the user's own negligence, inappropriate use of the district's computer network, or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of, or access to, the district's computer network or the Internet. Students may be held responsible for any costs incurred by the district due to inappropriate use and the District reserves the right to contact law enforcement when deemed appropriate to do so.

## **GUIDELINES FOR STUDENTS RESPONSIBLE USE**

The Fremont Union High School District expects that students will use District provided technology for purposes consistent with the curriculum. FUHSD technology resources should be used primarily for class assignments and other learning activities. Only school related files should be stored in student accounts. It is expected that students will use the District's technology resources efficiently, especially when other students are waiting to use them. Students are expected to take good care of District technology resources, leaving equipment and work areas in good condition.

FUHSD educates students on the appropriate use of technology at school, including topics such as proper research, citation methods, good communication practices (email and social networking) and internet behavior standards. Students are expected to adopt these academic practices, just as they would in any other subject area.

## **EDUCATIONAL PRACTICES: SAFETY & PRIVACY**

The Fremont Union High School District is committed to helping students develop safe online habits. We will provide educational opportunities and resources for each student in the safe use of technology. Students will learn about maintaining their online reputation and ensuring their personal safety by keeping their personal information private. Students are expected to follow safe practices when using the FUHSD network and technology.

## **CONSEQUENCES OF VIOLATIONS**

Students who misuse FUHSD's technology resources will be subject to discipline which may include loss of access to technology resources and/or other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws. If a student is accused of any violation, s/he has all the rights and privileges that exist with other kinds of school infractions.

## SCHOOL SITE POLICIES & PRACTICES

These policies apply to all schools and students within FUHSD. Individual schools and teachers may develop local policies and procedures, which may be more restrictive than District policies.

## ADDITIONAL RESOURCES

Additional resources are available on our website: <https://www.fuhsd.org/departments/technology-services>

## RESPONSIBLE USE POLICY FOR STUDENTS

Please read and discuss the provisions of the Terms and Conditions with your child. When you and your child have accepted and signed this document it becomes a legally binding document. FUHSD technology resources and tools are provided to support curriculum, courses and assignments and should be accordingly. FUHSD believes that providing access to technology is beneficial to student learning. To ensure that technology is used appropriately, students must abide by the following terms and conditions:

### 1. Security

Students shall not impair the security of FUHSD technology resources. Students are provided personal accounts for all services provided by the district. Students are expected to keep their account information private including:

- a. **Passwords:** students shall not share passwords and should update them regularly to protect their account
- b. **Sharing:** students shall not share personal accounts with other students, with or without the permission of the other student. Teachers may create group shared accounts for classroom purposes to avoid sharing personal accounts between students.
- c. **Intrusion:** students shall immediately inform an administrator if they believe their account or another student's account has been compromised

### 2. Directed Use

Students may use district or personal technology resources when instructed to do so by a teacher or during self-directed learning in locations that support it (e.g. library, study room, etc.). If in doubt, please ask your teacher.

### 3. Appropriate Use

File, email, and other services are intended to aid students in learning activities. Students making use of technology in FUHSD are expected to be courteous to other users and take care of equipment. Some examples of appropriate student technology use include:

- a. The creation of files, projects, videos, Web pages, podcasts or other student generated work using network resources in support of school related work and educational research;
- b. The participation in online learning and collaboration environments (such as blogs, wikis, bulletin boards, social networking sites, groups) and the creation of digital content (such as podcasts, e-mail and Web pages) that support school related work and/or educational research;
- c. The online publication of original student work, whether publicly viewable or protected from public view. Sources outside the classroom or school must be cited appropriately;
- d. The student use of the network for incidental personal use in accordance with all district policies and guidelines;
- e. The connection of student-owned electronic devices to the district network after checking with district staff. Students are reminded that the connection of any personal electronic device to the District's network is subject to all guidelines in this document.

### 4. Inappropriate Use

District technology resources are shared amongst all students and staff at FUHSD. Use of these resources is a privilege and FUHSD expects students to use them responsibly. Shared resources and tools are provided primarily for educational purposes. While incidental personal use is acceptable, students must restrict these to activities that won't negatively impact bandwidth or computer availability for others. Some examples of unacceptable technology or network use by students include but are not limited to:

- a. Unauthorized online gaming.
- b. Installing software on district equipment without permission of your teacher
- c. Downloading or use of non-approved files, including games, multimedia, applications, operating systems or any other content in violation of district policies or copyright laws.
- d. Viewing, downloading or sharing obscene, pornographic or other offensive or copyrighted material;
- e. Engaging in hacking on the network or intentionally introducing malicious code into the district network;
- f. Attempts (successful or not) to gain unauthorized access to district resources;
- g. Attaching unauthorized and/or unapproved electronic devices to district resources;
- h. Using tools designed to bypass or disable district safeguards and monitoring services, such as content filters and security tools;
- i. Using tools to hide a student's identity or IP address;
- j. Recording or broadcasting students or staff without their permission;
- k. Harmful activities towards other students, including cyberbullying, online impersonation, etc.  
**Impersonating a person online or making accounts in another's name is illegal.**
- l. Promoting, supporting or celebrating religion or religious institutions (i.e. proselytizing of a religious belief);
- m. Taking part in political activities;
- n. Personal gain, commercial solicitation or compensation of any kind;
- o. Any activity that is in violation of FUHSD student code of conduct, school policy, or any local, state or federal law.
- p. Sharing their own or other students' personal information, such as address or phone number, in any electronic medium.
- q. Students using electronic devices that connect to non-district networks are still subject to the Acceptable Use Policy.

#### 5. **No Expectation of Privacy**

The district provides the network system, e-mail, and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review, and store, without prior notice, information about the content and usage of any student's account if it is believed that policies, regulations or guidelines regarding technology use have been violated. The district reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All electronic information is subject to the public records disclosure laws of the State of California.

#### 6. **Disruptive Activity**

Students should not intentionally interfere with the performance of the Districts network or intentionally damage any District technology resources.

#### 7. **Unauthorized Networks**

Students may not create unauthorized wireless networks to access FUHSDs network. This includes establishing wireless access points, wireless routers, and open networks on personal devices.

#### 8. **Use of Personal Electronic Devices**

Schools currently address the appropriate use of personal electronics (non-computing) in student handbooks and code of conducts. Laptops, tablets, or other computing devices, may be used in classrooms when authorized by the teacher. Use of any cameras, including those in electronic or computing devices, to photograph people without their written permission is prohibited. The district is in no way responsible for any kind of loss, damage, or technical support of personal devices.

#### 9. **Archive and Backup**

FUHSD assumes no responsibility for the storage and safety of student files. Any files stored on local PC hard drives or other non- networked storage media (flash drives, memory cards, CD/DVD, etc.) are the responsibility of the individual user to safeguard.

## 10. Consequences of Inappropriate Use

Students who misuse FUHSD's technology resources will be subject to discipline which may include loss of access to FUHSD technology resources and/or other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.

### NOTICE TO PARENTS/GUARDIANS, PUPILS, AND TEACHERS COMPLAINT RIGHTS

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assignment at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. A complaint form can be obtained at the school office or district office or downloaded from the school or district website. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/us>.

### **Uniform Complaint Procedure**

The District shall investigate complaints alleging failure to comply with laws and/or allegations of unlawful discrimination includes, but is not limited to, discriminatory harassment, intimidation, or bullying based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on their association with a person or group with one or more of these actual or perceived characteristics. (5 CCR 4610)

### **Nondiscrimination BP 0410**

The Board of Trustees is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. District programs and activities shall also be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

**Confidentiality of complaints**

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (5 CCR 4964)

**Prohibition against retaliation**

Retaliation against a student, parent/guardian or other individual because they have filed a complaint or assisted or participated in an unlawful discrimination proceeding, or who has otherwise acted to assert the rights of students to be free from unlawful discrimination is also prohibited. Any student or employee found to have retaliated against another in violation of this policy will be subject to discipline.

Students who knowingly file false discrimination complaints or give false statements in an investigation will be subject to consequences including discipline measures up to and including suspension and expulsion.

District programs and facilities, viewed in their entirety, and shall be in compliance with Americans with Disabilities Act. Complaints may be filed with the District's Compliance Officers:

<b>Uniform Complaint Procedure and Williams Complaints Officer</b> Graham Clark Superintendent Phone: (408) 522-2205 Email: <a href="mailto:graham_clark@fuhdsd.org">graham_clark@fuhdsd.org</a>	<b>Title II &amp; V Compliance Officer</b> School Facilities/Construction Christine Mallery Associate Superintendent Business Services Phone: (408) 522-2245 Email: <a href="mailto:christine_mallery@fuhdsd.org">christine_mallery@fuhdsd.org</a>
<b>Title IX Compliance Officer Sexual Discrimination/Harassment</b> For complaints against employees: Paula Robinson Associate Superintendent Phone: (408) 522-2207 Email: <a href="mailto:paula_robinson@fuhdsd.org">paula_robinson@fuhdsd.org</a>  For student against student complaints: Trudy Gross Associate Superintendent Phone: (408) 522-2203 Email: <a href="mailto:trudy_gross@fuhdsd.org">trudy_gross@fuhdsd.org</a>	<b>Section 504 Compliance Officer</b> Students with Disabilities Coordinator of Special Services Nancy Sullivan Phone: (408) 522-2232 Email: <a href="mailto:nancy_sullivan@fuhdsd.org">nancy_sullivan@fuhdsd.org</a>