


GLENDALE HIGH SCHOOL

PARENT/GUARDIAN & STUDENT INFORMATION

2022-2023

This packet contains important information regarding attendance, behavior expectations, dress code, suspension information, including the Sexual Harassment Policy, and other critical information. Please take the time to read this packet. This packet is also available online at www.Glendalehigh.com. Should you have any questions, please call your child's Administrator or Counselor. **Students are divided alphabetically by their last name.**

<p><u>Assistant Principals' Office Rm 1106</u> Clerk: Eva Masoudi ext. 81126</p> <p style="text-align: center;"><u>Assistant Principals</u></p> <p>Hasmik Simonyan: Aa-Al, M, N, O, P, Q Lynette Ohanian: Am-Az, B, C, D, E, F Isaac Olvera: G, H, I, J, K, L Charlotte Sassounian: R, S, T, U, V, W, X, Y, Z</p>	<p><u>Counseling Office Rm 4113</u> Clerk: Gregg Vasiliou ext. 84132</p> <p style="text-align: center;"><u>Counselors</u></p> <p>Mayra Gonzalez: Aa-Al, M, N, O, P, Q Sarah Dearn: Am-Az, B, C, D, E, F Chad Horton: G, H, I, J, K, L Jacqueline Tabor: R, S, T, U, V, W, X, Y, Z</p> <p>College Adviser: Brittany Lizaola</p>
	<p><u>Equity, Access & Family Engagement Office Rm 4113</u> Clerk: Krystal Leon ext. 84122</p> <p>Teacher Specialist: Sarah Kleinberg</p>

ATTENDANCE POLICY

Attendance Office Room 1102

(A-F) Clerk: Karin Bashian ext. 81109
(G-M) Clerk: Aimee Parrill ext. 81102
(N-Z) Clerk: Anahid Keshishian ext. 81103

Regular school attendance is important if a child is to achieve his or her full potential. We urge you to make an extra effort to ensure that your student establishes a regular attendance pattern. Please refer to the Glendale Unified School District Information for Parents and Students booklet. Students who are habitually absent may be referred to the GHS Student Attendance Review Team (SART) and to the GUSD Student Attendance Review Board (SARB).

ABSENCE CLEARANCE PROCEDURES

When a student is absent, the parent/guardian must call their designated Attendance Office Absence Line and leave a message on the attendance tape. Only telephone calls are accepted to clear absences. Written notes are not accepted unless they are from a medical office. Absences not cleared within three days will automatically become a truant. The school's automatic dialing system will call home on all absences that have not been

cleared. Saturday detention (ATS), School Attendance Review Team (SART) meetings, School Attendance Review Board (SARB) meetings, or other consequences may be assigned for trancies, but, more importantly, your student misses out on valuable instruction.

Attendance calls may be made and messages left in your primary language. To report or clear an absence call **818-409-1742 (24 hours a day/7 days a week).**

Press 1 for students with last names A-F

Press 2 for students with last names G-M

Press 3 for students with last names N-Z

And leave the following information:

- Student's name
- Students ID#
- Date of absence(s)
- Reason for absence(s)
- Your name and relationship to the student

PERMISSION TO LEAVE SCHOOL EARLY

Glendale High is a closed campus. Students are not permitted to leave campus without prior approval. If students need to leave campus during school hours, a parent/guardian must call the Attendance Office in advance and students must obtain a Permit to Leave Campus before leaving campus. Failure to follow the appropriate procedures may be considered a truancy and parents may not excuse this type of absence. If a student needs to leave campus during school hours due to illness, they must obtain a Permit to Leave Campus through the Health Office. *Once a student has left school, the student is not allowed to loiter in the neighborhood or nearby and/or on another school's campus.* Students who violate these regulations will be assigned a consequence including ATS or suspension and may also be cited by law enforcement officers.

Health Office Information Room 4107

Health Office Clerk: Ashley Lopez ext. 84107

School Nurse: Virginia Porter ext. 82107

The Health Office cares for all emergencies and illnesses of students. The staff does NOT diagnose as to the type or extent of injury or illness, but suggests a student consult their family doctor.

- It is vital that all changes of home, work, and cell numbers be provided to the school in order for the school to contact parents/guardians in case of an emergency or when a student becomes ill.
- Students returning to school after injuries that necessitate crutches or a wheelchair must have a doctor's note with permission to attend school on crutches or in a wheelchair. They cannot be on campus without this release.
- All medications to be taken during school hours are to be kept in the Health Office and the student is required to have a signed medical release form on file. This form may be obtained from the Health Office.

STANDARDS OF STUDENT CONDUCT

PROGRESSIVE DISCIPLINE POLICY

The primary purpose of a school is to ensure that students have the opportunity to develop to their full potential personally, academically, socially, and physically. This development can best take place in an environment, which protects students' rights. To achieve our goal, appropriate behavior must be maintained in the classroom and on the campus at all times. In an effort to create an environment conducive to learning, students are expected to respect themselves and others, exercise self-discipline, and display acceptable forms of behavior.

Glendale High School is committed to creating an atmosphere of reasonable, firm, and positive discipline to help develop acceptable behavior, concern for others, and mutual respect. Positive Behavior Interventions and supports (PBIS) focus on using strategies to help all students learn and practice those behaviors that support respectful, responsible and safe school climate.

THE NITRO WAY

		ROUTINE/SETTING						
		Classroom	Cafeteria Quad	Stairwells Hallways	Lockers PE Areas	Restrooms	Using Technology	School Events
BEHAVIORAL EXPECTATION	Respectful	Be on time Follow adult directives Use appropriate language	Be polite to staff and others Wait your turn	Walk safely Respect property	Keep to yourself Use lockers appropriately	Keep Clean Respect space of others	Put phones and ear buds away unless otherwise instructed	Be responsible for self
	Engaged	Listen while others speak Be on task	Return trays Use conversational tone	Keep moving safely	Dress quickly and quietly Report to class	Report unsafe conditions Return to class quickly	Use to enhance learning	Follow expectations for designated event
	Dedicated	Be Prepared to Learn Follow instructions Use best effort	Throw all trash away properly Clean up after yourself	Speak quietly	Be a good sport Stay safe	Use during snack and lunch or passing periods Flush!	Report unsafe conditions	Represent GHS in a positive way

Citizenship Grading

The grade for citizenship on a student's report card is determined by the teacher's classroom expectations.

1. O - Outstanding = a student who exceeds behavior expectations.
2. S - Satisfactory = a student whose behavior meets expectations.
3. N - Needs improvement = a student whose behavior requires some adjustment to meet expectations
4. U - Unsatisfactory = a student whose behavior is unacceptable and disruptive to the learning process

Discipline Intervention Program

The following discipline (minor problems include talking, failure to bring instructional materials, tardiness, disruptive behavior, etc.) and attendance problems are subject to the policy listed below. These steps will be followed, but they can be modified for unusual circumstances.

1. The teacher will provide the students and the Administration with a syllabus for their classes, which include academic expectation, behavior expectations and consequences. These guidelines are reviewed with each class.
2. The teacher will counsel/advise the student of unacceptable behavior and will assign the student an after-school teacher held detention. Teacher will contact parent regarding the behavior in question.
3. After parent contact when the student is sent to the office on a first referral, the student will be counseled by the appropriate administrator and detained in the office until the end of the period unless the teacher requests that the student return to class.
4. Subsequent referrals will result in progressive disciplinary consequences including the teacher notifying parents, additional detention assigned by the teacher and/or administrator, Saturday detention (ATS), or suspension. The parent or guardian may be requested to appear at school for a student/teacher/administrator/counselor conference. Note: If the parents speak a language other than English, District-employed translators may be used to clarify the conversation.
5. If the problem continues, the student may be suspended, or be transferred to another school.

The following offenses are automatic suspensions and possible expulsions by the California Education Code:

- causing serious physical injury to another or violence against others
- possession of a knife, firearm or other dangerous object
- possession or under the influence of any controlled substance
- unlawful offering or sales of a controlled substance
- robbery or extortion

GUSD ACADEMIC HONESTY POLICY

Glendale Unified School District values honesty and academic integrity; therefore, we pledge to help students understand these values and their importance. When cheating does occur, we will follow a progressive discipline system.

Cheating or Violations of Testing Procedures are recognized as deliberately seeking one's own gain in academic, extracurricular, or other schoolwork in order to (or with the intent to) gain an unfair advantage to include but not limited to:

- Unauthorized exchange of information during a test or while others are taking a test
- Copying from others during a test, examinations, quiz or homework
- Using unauthorized materials (electronically on calculators or cell phones or crib notes) to complete an examination or assignment
- Copying parts of an exam and giving it to other students who have to take the test

- Changing, altering, or being an accessory to changing or altering a grade on a test, assignment, or project
- Violating any other specific procedures specified by the teacher
- Unpermitted collaboration on assigned work, or work submitted by any student, including but not limited to papers, projects, products, lab reports, other reports, and homework
- Creating a disadvantage for another student by hoarding or by sabotaging materials or resources
- Unauthorized prior knowledge and/or use of tests, quizzes, midterms, finals, or other assignments
- Having another individual take a test or prepare an assignment, or assist in the test or assignment without approval
 - *(The School For Ethical Education-Integrity Works!-www.ethicsed.org)*
- Plagiarism is defined by the presentation by a student of materials or work prepared by another person/persons (including internet material) as the student's own work and without assigning appropriate and necessary credit.

Academic honesty starts with a conversation between the student and teacher. If cheating occurred, there is a discussion with the teacher and the student regardless if it is on a homework assignment, classwork, an essay, quiz, test, final, project or on an electronic device. The student is sent to the office to be counseled and the incident documented using the following progressive discipline actions:

1st Offense:

- Office referral
- Parent contacted by teacher
- Zero on the assignment
- "U" in Citizenship (semester of the incident)
- ATS/Must attend Character and Ethics Class and administrator should contact the parent
- Contract signed (summarizing the incident and stating consequences of next offense)

2nd Offense:

- Office referral
- Parent contacted by teacher
- Zero on assignment
- "U" in Citizenship (semester of the incident)
- In-school Suspension (1-2 days)
- Will be excluded from National Honor Society (NHS) and/or California Scholarship Federation (CSF), and/or school based scholarship opportunities
- Conference held between parent, counselor, student and administrator
- Contract signed (summarizing the incident and stating consequences of next offense)

3rd Offense + any additional offenses:

- Office referral
- Parent contact
- Zero on the assignment
- "U" in Citizenship (semester of the incident)
- Official Suspension off campus (1 - 5 days)
 - Making up missed school work while on a suspension is at the discretion of the teacher
- Conference between parent, counselor, student and administrator

- o Student may be suspended or excluded from school activities such as extracurricular activities (sports, band, cheerleading, drama, robotics etc.) and/or Advanced Placement (AP) courses for up to a semester/year, if the time commitment is determined to be a contributing factor to the academic dishonesty
- Contract signed (summarizing the incident and stating consequences of next offense)
- May be reported by the counselor on the College Common Application form and letters of recommendation

Student cheating consequences are cumulative and remain on the student's record throughout his/her high school years. However, as a student matures and/or learns from his/her mistakes and can show an understanding of academic integrity by maintaining two full years incident free (from date of incident), any further progressive discipline consequences may be adjusted. The administrative team will evaluate each student on a case-by-case basis to determine appropriate next steps.

PROHIBITED CONDUCT INCLUDES (But not limited to—see GUSD Board of Regulations for a complete list):

Cyberbullying and Bullying

Cyber bullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or any technologies including, but not limited to, using a telephone, computer, or any wireless communication device. Cyber bullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Bullying is defined as any severe or pervasive physical or verbal act or conduct that includes sexual harassment, hate violence; intentional harassment, threats, or intimidation; or communication made in writing or by means of an electronic act directed against school district personnel or pupils, committed by a pupil or group of pupils that has the effect or can reasonably be predicted to have the effect of one or more of the following:

- Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property
- Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health
- Causing a reasonable pupil to experience substantial interference with his or her academic performance
- Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school

Note: It is a crime for a person to distribute personal identity information electronically with the intent to cause harassment by a third party and to threaten a person's safety or that of his/her family (e.g., placing a person's picture or address online so that he/she receives harassing messages). It is also a crime to send a message to a minor if the message contains matter that is sexual in nature with the intent of seducing the minor.

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized.

To report a threat or incident anonymously, please visit the Counseling or Assistant Principal's Office or call the GUSD Tip Line 323-999-6062.

Disobedience and Defiance

A student who refuses to follow the directions of school staff in the performance of their duties may receive a phone call home, detention, ATS, a teacher's class suspension, school suspension, or adjustment to a specialized program.

Littering and/or throwing of food or water (at each other) are prohibited on campus.

Dress Code

Glendale High School has a dress code designed to promote a campus that is safe, secure, and provides a positive learning environment. The dress code is established to promote learning, not to deny students their self-expression. Students are expected to dress in a manner that promotes our educational environment. Students shall not wear clothing that presents a health or safety hazard or is likely to cause a substantial disruption to the educational program. Students are prohibited the wearing of "gang-related clothing." Please also refer to Glendale Unified School District's Administrative Regulation 5132.

Drugs/Alcohol

It is illegal for any student to possess for sale, obtains for use, or be under the influence of alcohol, illegal drugs, or substance.

Note: GUSD Student Support Services authorizes and funds random drug dog searches at GHS. Glendale High may also conduct random alcohol breathalyzer tests at school-sponsored activities.

Electronic Devices

Students shall be permitted to have in their possession an electronic signaling device (i.e. cell phone, smart phone, smart watch, earbuds) on campus during the school day, while attending school-sponsored activities, or while under the supervision and control of a school District employee. Electronic signaling devices may be used in the event of a school-related emergency as determined by the principal or for a health purpose. Although such devices may be brought onto a school campus, they are to be turned off and students are prohibited from using them during instructional time (i.e. in the classroom, during an assembly, etc.) unless given permission by a teacher and/or administrator. Cell phones can be used before and after school and during snack and lunch. The Board does not assume liability if such devices are damaged, lost, or stolen.

The use/presence of an electronic device during any form of assessment will result is considered academically dishonest and administration will follow the GUSD Academic Honesty Policy.

Students are not permitted to photograph or videotape/record staff without their permission.

In addition, improper use (threats, bullying, etc.) of Internet social networks (Facebook, Instagram, Twitter, Snapchat, TUMBLR, etc.) that cause campus disruptions (fights, verbal arguments, etc.) may be subject to disciplinary action depending on the severity of the incident.

General Personal Abuse

Personal abuse toward school staff or fellow students includes the following: Abusive language or making reference to another person in less than dignified terms, including profanity and obscenity; sexually harassing another individual; threatening to damage or steal another individual's property. Also included would be failure to respect the authority of any school staff member.

Fighting

Fighting is prohibited at school and at any school sponsored event. The definition of fighting is:

- Two or more students who engage in mutual combat (with malice)
- Physical assault on another person with or without injury

If a student has two fights in one school year, district officials are notified and the student may be involuntarily transferred.

Nicotine/Tobacco Products

Possession of tobacco/nicotine in any form (e.g. cigarettes, chewing tobacco, e-cigarettes, vapes) and/or other related items (i.e. matches/lighters) on campus is illegal, and such items may be confiscated by any school staff member. Smoking and/or vaping is not permitted on any part of the campus including buildings, parking lots, quad area, auditorium, athletic facilities, restrooms, or sidewalks around the perimeter of the school.

Smoking or possession of tobacco, nicotine or vapes and associated products are also not permitted at any school sponsored off-campus activity.

Non-Permitted items

The following objects are not permitted on campus.

- Skateboards, bicycles, scooters, hoverboards, etc. may never be ridden on campus at any time.
- Laser pointers and other objects that are potentially dangerous and/or may disrupt the educational process
- Sharpie-type permanent pens/markers are not allowed to be in student's possession. Students may use these only under teacher supervision
- Other than the Cafeteria and Student Store, only student organizations who have met the California "Competitive Food Sales" requirements and have been approved to sell food items can do so during or before/after the school day. Students are not allowed to sell food/beverage items during school for personal gain.
- Food/drink deliveries are not allowed at school. Any delivered items will be confiscated and discarded and no refunds or compensation will be given. Students not wishing to eat what is provided are free to bring their own lunches with them to school each day.

Tardiness and Late

All students are expected to be in their seats and ready to learn before the tardy bell rings. A student is marked "Late" if they enter class within the first 29 minutes of class. A student is marked "Tardy" if they enter any time after the first 30 minutes of class.

1. Students may be assigned a teacher held detention by their individual teachers for *four tardies/lates* and the teacher will notify parents.
2. A teacher may refer a student to an administrator if the student is tardy/late to an individual class more than four times. Administrators may assign detention to the student
3. Failure to attend a teacher's assigned detention may result in the student being referred to the student's administrator by the teacher.
4. Any student that accumulates more than six tardies/lates in one week may be assigned ATS the following week.

Note: Continual late/tardiness in one or more classes may result in a "U" citizenship grade.

Habitual tardiness will result in progressive disciplinary actions by an administrator

Truancies (unexcused absences)

Truancy is defined as:

- The failure of a student to attend class without a valid excuse
- A student leaving class without the teacher's permission or misusing a pass
- A student leaving campus without first going through the attendance office or the health office

Students who are truant may be assigned ATS. Parents are encouraged to routinely monitor their student's attendance through the Parent Portal.

Theft

Theft is defined as any student who steals from the school, a school staff member, another student, vehicles, residences, or places of business during school hours or at a school sponsored activity.

Vandalism

Vandalism includes the following: graffiti or willful disfigurement of any surfaces either private or public in or about Glendale High or any other school. Such surfaces include tables, desks, chairs, or property of the school or staff. Also included would be damage from fire, water, or fire extinguisher.

Note: Parents are financially responsible for all damages as a result of vandalism.

Weapons

In order to help provide a safe school environment, the Glendale Unified School District has approved the random use of metal detectors to search individuals on campus and at school activities. The possession of knives, stun-guns, firearms, explosives, or any other type of dangerous object, including pepper spray, and laser pointer is prohibited by law.

ALTERNATIVE TO SUSPENSION (ATS)

This program is designed to keep students in school rather than out of school on a suspension. If a student is assigned ATS, he/she must report to school on the assigned Saturday from 8:00 a.m. to 10:00 a.m. unless otherwise notified. Appropriate student behavior is expected while at ATS. If a student is asked to leave ATS, they will face a possible school suspension. A student, who has committed a severe violation such as fighting, possession or use of drugs, threatening a teacher or staff member or other student, will not be assigned Alternative to Suspension.

SUSPENSION

A. Suspension by Teacher

A teacher may suspend any student from his/her class for the period (previously enumerated items) and the day following. The teacher must send the student with a Teacher Suspension Form to the principal or his designee, and the teacher must notify the parent by telephone that day regarding the violation and arrange and hold an intake meeting—i.e. a parent conference.

B. School Suspension

Suspension is defined as removal from ongoing instruction for adjustment purposes. Suspension shall be imposed when other means of correction fail to bring about proper conduct. The law provides for suspension of pupils upon a first offense in cases where the student's continued presence is a danger to persons or property or threatens to disrupt the instructional process.

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more of subdivisions of California Education Code 48900.

INVOLUNTARY TRANSFER TO CONTINUATION SCHOOL

Prior to recommending an involuntary transfer, the school shall:

1. Exhaust all resources in trying to correct truancies or irregular attendance of the student.
2. Provide written notice to the pupil and parents stating the school's recommendation to transfer, including the facts and reasons for the decision. Such notice shall advise the parent of his/her right to appear before the Secondary Placement Committee and shall include the time and date of the meeting.

EXPULSION

The Board of Education may order a pupil expelled for continued violation of rules when other means of correction have repeatedly failed to bring about proper conduct. Also, a student may be expelled when, due to the nature of the violation, his/her presence causes a continuing danger to the physical safety of the pupil or others, and when other means of correction are not feasible.

FURTHER INFORMATION ON SEXUAL HARASSMENT

(Board Policy 5145.7) The Board of Education prohibits sexual harassment of any student by any employee, student, or other person in or from the District. Teachers shall discuss this policy with their students in age- appropriate ways and should assure them that they need not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in or from the District may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal (See Board Policy 4012). Students and staff are required immediately to report incidents or complaints of sexual harassment to the principal or appropriate designee or to a District administrator.

Students who feel that they are being harassed should immediately contact the principal or designee; a complaint of harassment can be filed with the Assistant Superintendent of Educational Services, who shall render a decision as soon as practical after receipt of the complaint. In the event a student is not satisfied with the decision of the Assistant Superintendent, it may be appealed to the Superintendent who shall, as soon as practical, render a final decision.

The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a manner that respects the privacy of all parties concerned. Nothing in this policy precludes a complainant from seeking relief in other forums, but in such forums certain complaints and remedies may prove to be unavailable to those who failed to bring them to the District's attention.

*Important Note: Information in this packet subject to change
Revised August 2022*