



Student Handbook 2017-2018

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LCC Administration**

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ATTENDANCE

ABSENCE (STATE CLASSIFICATION)

1. STATE EXCUSED ABSENCES-EXCUSED

Absences due to illness, dental, medical appointments, death in the family, and official school business are the only absences for which a state excused State Absence and Admittance Report will be issued. Reference: Ed. Code 46010. Credit will be issued for work made up for an excused absence.

2. UNEXCUSED/VERIFIED ABSENCES

Absences other than those listed in (1) above are considered an unexcused/verified absence and make up work may be permitted at the discretion of the teacher. Examples of these consist of out of town, family business, and absences not related to illness or medical appointments.

3. SCHOOL EXCUSED ABSENCES

Absences for school activities will be school excused and make-up work may be permitted.

4. UNVERIFIED ABSENCES

Absences not covered under STATE EXCUSED or SCHOOL EXCUSED classifications and absences for which no verification is received will be considered a truancy and make-up work is permitted.

TRUANCIES

Students with unverified absences can expect disciplinary action and/or a referral to the SART/SARB process. For specific, consequences, refer to the Progressive Discipline Plan

TARDIES

Tardies, like absences, adversely impact students' education and increase the chance of failure. Tardies also interrupt the classroom and interfere with the learning process. Please see Progressive Discipline Policy for consequences related to the school wide tardy policy.

CLEARING ABSENCES/TARDIES

All absences and tardies must be reported by the student's parent or legal guardian within 48 hours by phone, email, or a note, otherwise it is considered a truancy. Please call the attendance office message line at (760) 436-6136 ext. 6008 (available 24/7). Messages can be left in Spanish at ext. 6010.

LEAVING CAMPUS/OFF CAMPUS PASSES

Off Campus Passes

The LCCHS campus is a closed campus for Freshman, Sophomores, and Juniors. Only Seniors are permitted to leave campus during the lunch. No student is allowed to leave campus at brunch/break.

Off Campus Passes can be requested via email, written, signed note, or by calling the Attendance Office at (760) 436-6136 ext. 6008 (available 24/7). Press "2"

During Class Hours: All students must have an off campus pass from the Attendance Office to leave campus. Students need to pick up their off campus pass in the Attendance Office prior to leaving campus. Any student who leaves campus without obtaining a school off-campus pass prior to departure will receive a truancy.

During Lunch Hour: Seniors are allowed off campus for lunch. Under-classmen who leave campus during lunch will be subject to progressive discipline and if applicable, may lose parking permit privileges.

Medical Appointments: Requests to leave for medical/dental appointments must be supported by a call to the Attendance Office personnel prior to school in the morning. Students must obtain an off campus pass before leaving for their appointment. Failure to obtain an off-campus pass will result in a truancy.

Release Home: Students who become ill or injured at school need a pass to the Health Office. The Health Tech will contact their parent/guardian for pick-up and/or provide permission for the student to drive home (if applicable/safe).

MAKE-UP WORK

It is the responsibility of the student to contact the teacher for make-up work when make-up privileges have been granted.

CAMPUS INFORMATION

VISTORS/GUESTS

LCCHS is a closed campus. All visitors/guests must have prior approval and sign in through the Administration Office before entering campus.

VISITORS/GUEST PARKING

All visitors/guests need to park their vehicles in the designated visitor parking spaces. Vehicles parked in unauthorized spots will receive a parking citation.

LOST AND FOUND

Lost and found items may be retrieved in the Learning Commons.

BEVAIOR EXPECTATIONS

LA COSTA CANYON HIGH SCHOOL – Discipline Policy

All LCC students and parents are required to sign a Discipline Policy Notification Form that is submitted during School Business Days and certifies that students are familiar with key school rules and are aware of the discipline policy as a whole. Please take a moment to access the policy online to ensure that you and your student know the school rules and possible disciplinary actions. The entire policy is accessible at <http://www.sduhsd.net/About-SDUHSD/School-Board/Policies/5000-Students/index.html>.

For your convenience, hyperlinks are available in this document to access important information regarding guidelines and policies.

GENERAL SCHOOL RULES/EXPECTATIONS

- Students will follow the SDUHSD [Academic Honesty Policy](#).
- Students will treat peers and all school staff with respect.
- Students will not use profanity.

- Students will not commit vulgar/obscene acts, make inappropriate displays of affection, and/or be in possession of obscene/vulgar material.
- Willful defiance of authority or disruption of academic, athletic, or school sponsored activities is not acceptable.
- Students will not harass or intimidate students or staff.
- Students will not engage in conduct constituting sexual harassment and or sexual assault.
- Students will not fight.
- Students will not possess, sell, or furnish controlled substances (drugs or alcohol).
- Students will not possess or be under the influence of alcohol, drugs, or paraphernalia at school or at school events.
- Students will not steal, deface, or vandalize school property.
- LCC is a **closed campus** for Freshman, Sophomores and Juniors. NO visitor passes during school hours.
- Students are required to follow the Appropriate Use Policy at all times with technology. The use of personal technology is at the discretion and supervision of each classroom teacher.
- Skateboarding on school grounds is prohibited. The use of motorized vehicles (i.e. hoverboards, segways, etc.), is prohibited on campus to ensure the safety of pedestrians.

ACADEMIC HONESTY POLICY

Honest behavior is an expectation for all students in the San Dieguito Union High School District. The purpose of this regulation is to create and maintain an ethical academic atmosphere. Specific types of academic dishonesty, which will not be tolerated, are defined below:

- **Cheating on Tests** - Any intentional giving of or use of external assistance relating to an examination, without express permission of the teacher. This includes looking on another student's paper, sharing answers, or copying another student's paper.
- **Fabrication** - any intentional falsification or invention of data, citation, or other authority in an academic exercise.
- **Unauthorized Collaboration** - While collaboration is often encouraged, unauthorized collaboration is not permitted.
- **Plagiarism** - Any intentional representation of another's ideas, words, or works as one's own. Plagiarism includes the misuse of published material, electronic material, and/or the work of other students. The original writer who intentionally shares his/her paper for another to copy, without the permission of the teacher, is also engaged in plagiarism.
- **Alteration of Materials** - Any intentional and unauthorized alteration of student, teacher, or library materials.
- **Forgery** - any unauthorized signing of another person's name to school related documents.
- **Theft** - any theft of materials.
- **Transfer of Unauthorized Materials** - any giving or selling of unauthorized materials.

Progressive Consequences for Academic Dishonesty

Any alleged violation of this policy will be investigated thoroughly and appropriate disciplinary measures will be taken consistent with Board policy. Depending on the severity of the offense *one or more* of the following consequences may occur:

- Referral to the assistant principal and the parent/guardian will be contacted.
- Loss of all credit for the assignment or test with no makeup permitted.
- Placement on probation with a contract (in the class of the infraction) for the remainder of that class.
- Receipt of a "U" in citizenship for the current grading period.

- Violation on a school administered national or state examination will result in a district code of conduct violation.
- Dropped from the class with no credit.
- Suspension from school.
- Removal from all elected or appointed leadership positions for the remainder of the school year.

DRESS CODE

Per [District Policy](#), student clothing must not present a health or safety hazard, or must not cause a disruption to the education environment. Please reference [Dress Guidelines](#) on the LCC website under Key Info for specific information. Administration reserves the right to implement progressive discipline action to address dress code infractions. Also, administration reserves the right to alter/modify the dress code as styles change or clothing becomes a safety issue.

NONDISCRIMINATION

It shall be the policy of the San Dieguito Union High School District to prohibit discrimination on the basis of sex, disability, race, color, national origin, religious creed, age, marital status, or sexual orientation in the educational programs and activities which it operates.

INTENTIONAL HARASSMENT AND HATE VIOLENCE

Intentional harassment is defined as threats or intimidation directed against a student or group of students that is sufficiently severe or pervasive that it materially disrupts class work, creates disorder, and invades the rights of that student or group of students. Hate violence is defined as any act punishable under California Statutes that interferes with the exercise of an individual's civil rights, defacing or damaging personal property or felonies against persons because of the victim's race, color, religion, nationality, or ancestry. (Penal Code Sections 442.6, 442.7, and 442.7.75.)

Students are subject to suspension and/or expulsion for harassment and/or hate violence when other means of correction have failed to bring about proper conduct or if the student's presence causes a continuing danger to physical safety or threaten to disrupt the educational process.

SEXUAL HARASSMENT

Definition: "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and any other verbal, visual, or physical conduct of a sexual nature made by any person from or in the work or educational setting under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding the benefits and services, honors, programs, or activities available at or through the educational institution.

- As it relates to students, subjects any pupil to discrimination on the basis of sex, including sexual harassment, in any district program or activity.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

- Unwelcome leering, sexual flirtations or propositions.
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- Graphic verbal comments about an individual's body or overly personal conversation.
- Sexual jokes, stories, drawings, pictures or gestures.
- Spreading sexual rumors.
- Teasing or sexual remarks about students enrolled in a predominately single-sex class.
- Touching an individual's body or clothes in a sexual way.
- Purposefully limiting a student's access to educational tools.
- Cornering or blocking of normal movements.
- Displaying sexually suggestive objects in the educational environment.
- Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.
- Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex.
- School consequences for any instances of sexual harassment will be strictly imposed.

TOBACCO/ELECTRONIC CIGARETTE FREE FACILITY

In the best interest of students, employees and the general public, the Board of Education prohibits the use of tobacco/electronic cigarette products/devices at all times on district property and in district vehicles. This prohibition applies to all employees, students, visitors and other persons at any school or school sponsored activities or athletic event. It applies to any meeting on any property owned, leased or rented by or from the district.

ALCOHOL, DRUGS, AND NARCOTICS

The use, consumption, sale, possession, arranging or negotiating to sell, or being under the influence of alcoholic beverages, drugs or narcotics is strictly prohibited and punishable by suspension or recommendation for expulsion. This pertains to students on school grounds, or when under the authorization or direct supervision of school personnel at school events off campus, or while in transit to or from school or school activities. In addition, law enforcement will be contacted to address violation of the law.

SAFE SCHOOL

Students and staff members are entitled under the California State Constitution to attend schools that are safe, secure, and peaceful. The presence of weapons or replicas contribute to a climate of fear and disrupts the learning environment of the school. Replicas of weapons whether they be toy firearms, theatrical props, cap guns, starter pistols or replicas of other deadly weapons, have no place in the school environment.

Weapons

- Students utilizing any dangerous or deadly weapon (including replicas) in a threatening manner or to incite fear, inflict injury, or disrupt the educational process are subject to suspension/expulsion.
- Any SDUHSD employee or district contracted transportation service representative may remove from the possession of any student any firearm, knife (including Swiss army, pocket, etc.), explosive or other

dangerous objects, while the student is on school premises or engaged in any school sponsored activity or going to or returning from school or otherwise under the authority of the school.

- This act shall be reported to the principal/designee. The student will surrender all dangerous objects or be subject to disciplinary action for such refusal. Parents and appropriate law enforcement officials shall be notified by the principal/designee of the taking of weapons and the disciplinary action followed. Students are subject to suspension or expulsion for possessing illegal weapons upon a first offense. Illegal weapons will be turned over to the police department as evidence.
- **Search and Seizure:** To maintain order on school premises, it may be necessary at times to conduct searches of vehicles or require students to submit to searches for weapons, drugs, or contraband.

STUDENT TECHNOLOGY PLAN AND NETWORK ACCESS

SDUHSD provides students with access to computer equipment, software, and network services. These tools learning, collaboration, and educational research related to the district curriculum. All technology and network usage must be consistent with these purposes, the **Acceptable Use Policy**, and all provisions of law governing the actions of the user. Students are expected to use any district technology equipment, software, and network services only for assignments/projects that are assigned by their classroom teachers.

- Consequences for individuals violating the Acceptable Use Policy vary depending on the nature and seriousness of the violation. Consequences might include conference, loss of computer/technology access, suspension and/or expulsion.

LCC Discipline Plan 2017-18

The following chart is a list of infractions most often committed by students at LCCHS. Note that repeat offenses lead to a progressively more serious disciplinary response than the original violation. In most instances, continued violations of the same rule will result in an involuntary transfer (or even expulsion) to another school. Every attempt will be made to follow the consequences noted on the chart. The administration reserves the right to objectively determine consequences based on the seriousness of a particular infraction and the previous discipline record of the student who commits the offense. Failure to comply with assigned consequences may result in suspension from school and school activities.

Students missing assigned detentions will be assigned a Saturday school. Students missing Saturday school will be assigned an additional Saturday school. Failure to attend will result in one full day in-house suspension.

IMPORTANT NOTE: Any violation of school rules during end of the year senior activities will result in loss of the privilege to participate in graduation ceremonies.

Violation	First Offense	Second Offense	Third Offense
Academic Honesty	District Policy	District Policy	District Policy
Assault/Battery upon school employee	Recommendation for expulsion		
Attendance/Unexcused Absences (across student's schedule per semester)	1-3: Lunch time or after school detention.	4-6: Lunch time/after school detention or Saturday School and parent contact.	7 or more: Saturday School/in house suspension, SART/SARB to include parents.
Brandishing a Knife	Mandatory recommendation for expulsion		

Bullying/Cyber-Bullying	Up to a 5 day suspension	Up to a 5 day suspension; may recommend for expulsion	Recommendation for expulsion.
Causing Serious Physical Injury to Another Person	Mandatory recommendation for expulsion		
Cell Phone/Other Personal Electronic Devices	Warning; Parent Contact- review AUP	Device sent to AP's office; student pick up at the end of the day, and parent contact	Device sent to AP's office; parent pick up. More than three offenses, personal device privileges revoked per admin discretion
Commit/Attempt to Commit Sexual Assault	Mandatory recommendation for expulsion		
Defiance	Saturday School. Up to a 5 day suspension.	Saturday School. Up to a 5 day suspension.	Saturday School. Up to a 5 day suspension.
Dress Code	Warning/Required to put on appropriate attire	Required to put on appropriate attire and parent contact	Considered Defiance (see above)
Drug Paraphernalia	May refer to READI for first time offenders; Otherwise, 2 day suspension.	Up to a 5 day suspension	Recommendation for Expulsion
Drug/Alcohol Sales	Mandatory recommendation for expulsion		
Drug/Alcohol Possession	Law enforcement notification. May refer to READI for first time offenders; Otherwise, up to 5 day suspension	Law enforcement notification. Up to 5 day suspension, or possible recommendation for expulsion	Law enforcement notification. Recommendation for expulsion
Explosives (Possession/Use)	Mandatory recommendation for expulsion		
Fighting (Mutual Combat)	Law enforcement notification. Up to a 5 day suspension.	Law enforcement notification. Up to a 5 day suspension or recommendation for expulsion	Law enforcement notification. Recommendation for expulsion.
Harassment	Up to a 5 day suspension.	Up to a 5 day suspension. Possible recommendation for expulsion.	Recommendation for expulsion.
Threats/Intimidation	Possible law enforcement notification. Up to a 5 day suspension	Law enforcement notification. Up to a 5 day suspension. Possible recommendation for expulsion.	Law enforcement notification. Recommendation for expulsion
Hate Violence	Law enforcement notification. Up to a 5 day suspension	Law enforcement notification. Recommendation for expulsion	
Knife or Dangerous Object			
Leaving Campus w/o Permission			
Obscenity/Profanity			
Parking Violation			

Prank			
Robbery/Extortion	Mandatory recommendation for expulsion		
Sexual Harassment	Possible law enforcement notification; up to a 5 day suspension	Law enforcement notification; Recommendation for expulsion	
Skateboarding	Warning	Student pick up in AP's office at the end of the day; parent contact	Parent pick up at the AP's office at the end of the day. Possible Saturday School.
Tardy (Across Student's Schedule per Semester)	1-3: Teacher assigned consequence or lunch time/after school detention	4-6: Lunch time/after school detention or Saturday School	7 or More: Saturday School/In House Suspension
Theft	Law enforcement notification. Up to a 5 day suspension	Law enforcement notification. Up to a 5 day suspension; possible recommendation for expulsion	Law enforcement notification. 5 day suspension; recommendation for expulsion
Tobacco/E-Cigarette Liquid	Law enforcement notification. Possible referral to READI; Up to a 5 day suspension	Law enforcement notification. Up to a 5 day suspension	Law enforcement notification. Up to a 5 day suspension
Use of Force or Violence on Another Student	Law enforcement notification. Up to a 5 day suspension; possible recommendation for expulsion	Law enforcement notification; Recommendation for expulsion	
Vandalism	Up to a 5 day suspension; Restitution. Law enforcement notification. Possible recommendation for expulsion.	Up to a 5 day suspension; Restitution. Law enforcement notification. Possible recommendation for expulsion.	Recommendation for expulsion.
Weapon (Possession, Furnishing, Sale)	Mandatory recommendation for expulsion		

VEHICLE AND PARKING REGULATIONS

START SMART

According to SDUHSD Board policy, all students must attend a CHP Start Smart class in order to be eligible to obtain a parking permit. Visit [Start Smart](#) for more information.

PARKING PERMITS

Student parking for sophomores, juniors, and seniors is available in the student parking lot only and all students must have valid parking permits to utilize the lot. Cars parked in the incorrect lot or without a parking permit may receive a parking citation. Note: Obtaining a parking permit DOES NOT guarantee a parking space. Parking is available on a first-come, first-served basis. For more information please see the receptionist located in the administrative building. More information on parking permits is available on the LCC website under Key Info/Parking, or [click here](#).

Quick Online Resources for LCC Discipline Policy

La Costa Canyon High School Website

<http://lc.sduhsd.net/>

La Costa Canyon Administration Team

<http://lc.sduhsd.net/About/Administration/index.html>

SDUHSD Discipline Board Policy

<http://www.sduhsd.net/About-SDUHSD/School-Board/Policies/5000-Students/index.html>.

Acceptable Use Policy (AUP) for Technology

<http://lc.sduhsd.net/about/pdf/forms%20for%20school%20business%20days/AUP-Student%20-%206168-AR.pdf>

Academic Honesty Policy

<http://www.sduhsd.net/Parents--Students/Curriculum--Standards/-Academic-Honesty-Policy/index.html>

District Dress Code Policy

<http://www.sduhsd.net/documents/Policies/5000%20Students/5132.pdf>

LCC Dress Guidelines Policy

<http://lc.sduhsd.net/Key-Info/Dress-Guidelines-/index.html>

Student Technology Plan

<http://lc.sduhsd.net/Key-Info/Student-Technology-Plan-/index.html>

Start Smart Information

<http://lc.sduhsd.net/Key-Info/Start-Smart/index.html>

Parking Permit Information

<http://lc.sduhsd.net/Key-Info/Parking-Permit-/index.html>

For any questions regarding the LCC Discipline Policy, please contact the LCC Assistant

Principal's office at 760-436-6136.