



# Student Handbook 2019-2020

La Costa Canyon High School  
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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, car trouble, and absences not related to illness or medical appointments.

### **3. SCHOOL EXCUSED ABSENCES**

Absences for school sponsored 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 not 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 Plan 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 email [lcattendance@sduhsd.net](mailto:lcattendance@sduhsd.net), or 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 lunch. No student is allowed to leave campus at brunch/break.

Off Campus Passes can be requested via email, written and 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 before school, during break, or during lunch. Students may not leave class to pick up their pass; they must pick it up in advance of class starting. Any student who leaves campus without obtaining a school off-campus pass prior to departure can face progressive disciplinary action.

**During Lunch Hour:** Seniors are allowed off campus for lunch, but may not loiter and/or occupy the parking lot. Underclassmen who leave campus during lunch will be subject to progressive discipline and if applicable, may lose parking permit privileges.

**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).

**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.

## **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**

## **GENERAL INFORMATION**

Address: 1 Maverick Way, Carlsbad, CA 92009

Phone: (760) 436-6136

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

## **VISITORS /GUESTS**

LCCHS is a closed campus. All visitors/guests must have prior approval and sign in through the Administration Office before entering campus. All visitors must present a driver's license/photo ID.

## **VISITORS/GUEST PARKING**

All visitors/guests need to park their vehicles in the designated visitor parking spaces and check-in at the administrative office for a visitor parking permit. Vehicles parked in unauthorized spots will receive a parking citation.

## **LOST AND FOUND**

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

# BEHAVIOR EXPECTATIONS

## LA COSTA CANYON HIGH SCHOOL – Discipline Policy

All LCC students and parents receive an annual Discipline Policy Notification and through the district data confirmation process and completion of the data confirmation process certifies that students and parents 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 on the LCC website 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 **may not** loiter in vehicles or parking lot at brunch, lunch or during instructional time.
- 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.
- Food deliveries (Mobile and/or Family) may only be dropped off at the main office to be picked up during break and lunch. LCC is not responsible for any lost or stolen items.
- 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 the express permission of the teacher. This includes looking at 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 predominantly 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/personal 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. In addition, law enforcement will be contacted to address violation of the law.

### **ALCOHOL, DRUGS, NARCOTICS, TOBACCO AND NICOTINE**

The use, consumption, sale, possession, arranging or negotiating to sell, or being under the influence of alcoholic beverages, drugs, narcotics or nicotine 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 violations 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 and may lead to progressive discipline.

### **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. This also includes social media postings.
- 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, personal property, 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.

# **VEHICLE AND PARKING LOT 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 juniors and seniors is available in the student parking lot only (first come first serve) and all students must have valid parking permits to utilize the lot. More information on parking permits is available on the LCC website under Key Info/Parking, or [click here](#).

## **TEMPORARY DAY PARKING PASS (Only for Students w/ Valid Parking Permits)**

A day parking pass is available for students with valid parking permits who need to temporarily drive a non-permitted vehicle to school. Students must obtain the day parking pass in the administration building and display it in their alternate vehicle. Otherwise, the non-permitted vehicle will be subject to a parking citation.

## **PARKING CITATIONS**

Cars parked without a parking permit and/or incorrect designated spots will receive a parking citation.

## **PARKING CITATION APPEAL PROCESS**

You may appeal a parking citation by using the following two options:

1. Mail your appeal with any supporting information to include your citation number to:  
San Dieguito UHSD  
PO Box 10479  
Newport Beach, CA 92658-10479
2. Via the internet: [www.CitationProcessingCenter.com](http://www.CitationProcessingCenter.com)

## **PARKING LOT RULES AND REGULATIONS**

- Parking permits are provided to 11th and 12th grade students.
- LCC is a closed campus for 9th, 10th and 11th grade students. Only 12th grade students are permitted to leave campus during lunch. Drivers and passengers must have a current student I.D. card to leave campus
- Students **may not** loiter in vehicles or parking lot at brunch, lunch or during instructional time.

- Vehicles parked on campus are subject to search.
- Neither SDUHSD or LCC is responsible for any damage or loss to a vehicle or personal property.
- Students must park in areas clearly identified as "Student Parking". Students are *not* allowed to park in marked, RED, STAFF or VISITORS/RESERVED.
- Parking permits are not transferable between vehicles. Parking sticker must be affixed to the driver's side windshield.
- Maximum speed limit on school property is 15 MPH.
- Students who don't have a valid permit and park on campus will receive a citation.
- Vehicles parked illegally may be towed at owner's expense.
- Violation of the above parking regulations may result in a parking citation.
- Any student who receives more than one citation will meet with administration after the second citation and parents will be contacted.
- If students continue to receive citations after meeting with administration and parent contact, students may receive progressive disciplinary action to include the possibility of removal of parking privileges in the student lot and/or suspension.

## LCC Discipline Plan 2019-20

LCC takes pride in promoting academic, social, and emotional success by implementing a discipline plan to ensure the safety of each student. Note that repeat offenses lead to more serious disciplinary responses than the original violation. 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. In addition, the administration reserves the right to implement Restorative Practices on a case by case basis. 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
<b>Assault/Battery Upon School Employee</b>	<b>Recommendation for expulsion</b>		
Attendance/Tardy (< 30 mins)	1-4: Teacher assigned consequence or lunch detention.	5+ across student schedule per quarter: Friday Night School. 5 tardies OR truancies = Detention or Friday Night School. Failure to attend will result in In-House Suspension	
Attendance/Truancy (> 30 mins) (across student's schedule per semester)	5 tardies OR truancies per quarter= Friday School  10 tardies OR truancies per quarter = Saturday School  Failure to attend will result in In-House Suspension.	Habitually truant students/parents will meet with administration to start SART / SARB process - to include possible judicial hearing.	
Bullying/Cyber-Bullying	Up to a 5 day suspension	Up to a 5 day suspension; may recommend involuntary transfer or expulsion	Recommendation for expulsion
<b>Causing Serious Physical Injury to Another Person</b>	<b>Mandatory recommendation for expulsion</b>		
Cell Phone/Other Personal Electronic Devices	Warning and review of AUP by teacher, parent contact	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
<b>Commit/Attempt to Commit Sexual Assault</b>	<b>Mandatory recommendation for expulsion</b>		
Defiance/Profanity/Obscenity	Friday/Saturday School	Up to a 5 day suspension.	Up to 5 day suspension.

Dress Code	Warning/Required to put on appropriate attire	Required to wear appropriate attire and parent contact	Considered Defiance (see above)
Drug Paraphernalia	May refer to READI for first time offenders; Otherwise, 5 day suspension. <b>Law enforcement notification.</b>	5 day suspension. <b>Law enforcement notification.</b>	<b>Law enforcement notification.</b> Recommendation for Expulsion
<b>Drug/Alcohol Sales</b>	<b>Law enforcement notification. Mandatory recommendation for expulsion</b>		
Drug/Alcohol Possession	Law enforcement notification. May refer to READI for first time offenders; Otherwise, 5 day suspension	Law enforcement notification. 5 day suspension, or possible recommendation for expulsion	Law enforcement notification. Recommendation for expulsion
<b>Explosives (Possession/Use)</b>	<b>Mandatory recommendation for expulsion</b>		
Fighting (Mutual Combat)	Law enforcement notification. 2 - 5 day suspension.	Law enforcement notification. 2 - 5 day suspension or recommendation for expulsion	Law enforcement notification. Recommendation for expulsion.
Harassment	Possible law enforcement. Up to a 5 day suspension.	Law enforcement notification. Up to a 5 day suspension. Possible involuntary transfer or recommendation for expulsion.	Law enforcement notification.. 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 involuntary transfer or recommendation for expulsion.	Law enforcement notification. Recommendation for expulsion
Hate Violence	Law enforcement notification. Up to a 5 day suspension. Possible involuntary transfer.	Law enforcement notification. Recommendation for expulsion	
Parking Lot Violation	Warning/Parent Contact	Detention	Loss of Permit if applicable; Otherwise, considered defiance (see above).
Parking Violation	Warning	Citation, parent notification	Citation; parent notification, possible loss of parking privilege
<b>Robbery/Extortion</b>	<b>Mandatory recommendation for expulsion</b>		
Sexual Harassment	Possible law enforcement	Law enforcement notification; Recommendation for expulsion	

	notification; up to a 5 day suspension		
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.
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 (Juice)	Law enforcement notification. Possible referral to READI; 5 day suspension	Law enforcement notification. 5 day suspension	Law enforcement notification. 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.	Up to a 5 day suspension; Restitution. Law enforcement notification. Possible recommendation for expulsion.	Recommendation for expulsion.
<b>Weapon, Knife or Dangerous Object (Possession, Furnishing, Brandishing, Sale)</b>	<b>Law enforcement notification. Mandatory recommendation for expulsion.</b>		

## QUICK LINKS TO ONLINE RESOURCES

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.

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Acknowledgement: We would like to acknowledge and thank Saratoga High School for their resources to develop the LCC student handbook.