

# Whitcomb High School



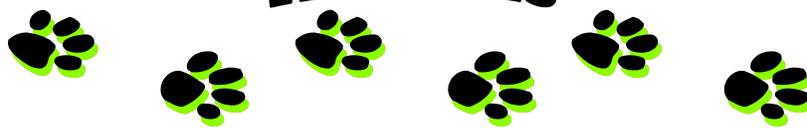
*A California Model Continuation High School*

# Student Handbook

2022 - 2023



**Wildcats**



**Whitcomb High School**  
350 W. Mauna Loa Avenue  
Glendora, CA 91740  
(626) 852-4550

**Administrative and Support Staff**

Ron Letourneau  
Christina Delgado  
Margaret Klein  
Martha Felix

Principal  
Counselor  
Office Manager  
Administrative Specialist

**Certificated Staff**

Robin Davila  
Scott Garrison  
Claire Interlicchia  
Andrew Kaluzny  
Ralph Love  
TBD  
Dawn Taylor

Math  
Special Education/Electives  
Science/Credit Rec./Yearbook  
Social Studies  
English Language Arts  
PE/Admin Support/Electives  
School Psychologist

**ROP**

Wilfredo Baello

Administrative Justice

**Classified Staff**

TBD  
Dana Jauregui  
Shannon Malmfeldt  
Lynn Martinez  
Linda Shook  
Jon Willert

Nutrition Services Associate  
Campus Safety Associate  
Administrative Specialist-GOAL  
Campus Safety Associate  
Library Media Tech  
Head Custodian

**Whitcomb High School  
Bell Schedule  
2022 – 2023**

**Regular Day**

Period 1	8:00 – 8:50
Period 2	8:53 – 9:43
Period 3	9:46 – 10:36
Nutrition	10:36 – 11:01
Period 4	11:04 – 11:54
Period 5	11:57 – 12:47
Period 6	12:50 – 1:40

**Minimum Days**

**First Wednesday of Every Month** (9/7, 10/5, 11/2, 12/7, 1/4, 2/1, 3/1, 4/12 (Career Day), 5/3)  
**End of the Semester** (12/21) Prom (3/31 - tentative) **Last Week of School** (5/30, 5/31)

Period 1	8:00 – 8:32
Period 2	8:35 – 9:07
Period 3	9:10 – 9:42
Period 4	9:45 – 10:17
Period 5	10:20 – 10:52
Nutrition	10:52 – 11:19
Period 6	11:22 – 11:54

**School Holidays**

Sept. 5 - Labor Day; Oct. 10 – Student Free; Nov. 11 -Veteran’s Day Holiday; Nov. 21-25 Thanksgiving Week;  
Dec. 22-Jan. 3 - Winter Break; Jan 16 - MLK;  
Feb. 13 - Student Free; Feb. 20 - President’s Day; Apr.3-Apr. 7 - Spring Break;  
May 29 – Memorial Day

## **Important Dates 2022 – 2023**

August 17	First Day of School
August 25	Back to School Night
September 5	No School - Labor Day
September 7	Minimum Day
October 5	Minimum Day
October 10	Staff Development – Student Free
October 14	End of the 1st Quarter
October 27	Recognition Brunch First Quarter
November 2	Minimum Day
November 11	No School – Veteran’s Day
November 21-25	Thanksgiving Holiday
December 7	Minimum Day
December 21	Minimum Day – End of the Semester
Dec. 22 – Jan. 3	Winter Break
January 4	Minimum Day
January 12	Recognition Brunch 2 <sup>nd</sup> Quarter
January 16	No School – Martin Luther King Day
January 19	Picture Day
February 1	Minimum Day
February 13 & 20	No School – Student Free & Presidents’ Day
March 1	Minimum Day
March 10	End of the 3 <sup>rd</sup> Quarter
March 23	Recognition Brunch 3 <sup>rd</sup> Quarter
March 31	Minimum Day – Prom Tentative
April 3-7	Spring Break
April 12	Minimum Day – Career Day
May 3	Minimum Day
May 19 & May 22	Senior Check Out
May 23	Graduation
May 29	No School – Memorial Day
May 30 & May 31	Minimum Days – Last Day of School

# *Whitcomb High School*

## *Schoolwide Learning Outcomes*

*While attending, and upon leaving Whitcomb High School, students will be:*

### *Responsible Citizens Who:*

- Collaborate and Lead*
- Respect Themselves and Others*
- Care for their Community*
- Become Difference Makers*

### *Independent Thinkers Who:*

- Think Critically and Solve Problems*
- Set and Achieve Personal Goals*
- Utilize their own Strengths and Interests*
- Embrace Lifelong Learning*

### *Scholarly Students Who:*

- Inspire Others*
- Prepare for Post-Secondary Opportunities*
- Use Technology to Learn and Create*
- Engage in the Learning Process*

### *Effective Communicators Who:*

- Speak, Listen and Write Productively*
- Incorporate Technology to Broaden their Skills*
- Understand and Adapt to their Audience*
- Present Themselves Confidently*

## General Information

### School Mission

Our mission at Whitcomb High School is to meet the individual needs of all students to prepare them for graduation and life beyond high school. We will continue to provide a challenging curriculum, building students' critical thinking and problem solving skills, within a safe, caring, and personalized environment.

### School Philosophy

Whitcomb High School accepts students who are significantly behind in credits and provides them with an alternative setting to help them be successful in school and their future. Whitcomb High School meets the needs of the following students:

- The student who is significantly behind in credits and is therefore not on track to graduate on time.
- The student who needs more individualized curriculum, instruction, or guidance.
- The student with situations which make it difficult to attend a comprehensive high school.
- The employed student who can attend minimal hours per week.
- The student who has been transferred from the comprehensive high school because of poor attendance or behavior issues.

The ultimate goal of Whitcomb High School is to develop a person who is willing to accept and display the responsibilities of good citizenship and to become a contributing member of our society, as shown in our "Schoolwide Learning Outcomes."

### Enrollment

Whitcomb High School is part of the Glendora Unified School District's Alternative Education Program. Enrollment is open to students sixteen years of age or older. Students are referred to Whitcomb by their high school counselor or administrator at Glendora High School. Placement can be voluntary or involuntary. Students may attend school from four to six periods a day, depending on individual need. Students who receive special education services must be referred through an IEP process.

### Instruction and Credits

Students at Whitcomb High School use the same standards-aligned curriculum as the students at Glendora High School. Students are assigned individual textbooks. Instruction is modified to meet the needs of the at-promise student in the following ways:

- Smaller class sizes
- More individual assistance and instruction
- Emphasis on effort and participation
- Emphasis on work done in class rather than outside of class
- Emphasis on student engagement, discussion and hands-on teaching strategies
- Teachers who are trained in and dedicated to working with the at-promise student

### Credits

Credits are earned by *Quarter*. Students earn 2.5 credits for each course passed. Each quarter stands alone as a grading period, so that a student may get a fresh start as each new quarter begins. Variable or accelerated credits (more than 2.5 per quarter) can be earned through the credit recovery program.

### Credit Recovery

Credit recovery is an on-line based curriculum taken through our computer lab. Students work at their own pace to complete these credits. The on-line work is monitored by a credentialed teacher on our staff. Students with poor attendance or lack of effort and progress in credit recovery may be removed from credit recovery either permanently or for a specified amount of time by the school administration. **No more than 20 credit recovery credits may be earned in each of the first 3 quarters and up to 25 credits in the 4<sup>th</sup> quarter. Credit extensions may be granted by the principal on an individual case-by-case basis.** Test and quizzes must be completed at school under the supervision of the assigned teacher.

## **Progress Reports**

Progress reports are given half-way through each quarter. Informal progress reports can be obtained using the parent portal.

## **Student Recognition**

Students who earn a grade point average of 3.0 or higher, and who earn 12.5 credits or more per quarter, are recognized as **Principal's Honor Roll** recipients at a very special community event each quarter. Parents and family members are encouraged to attend to support their student.

## **Graduation & Guidance Counseling**

Students who meet the graduation requirements may participate in the Whitcomb High School Graduation Ceremony. This is formal ceremony in cap and gown, and high school diplomas are awarded.

Continual guidance counseling is a critical part of the Whitcomb student's progress toward graduation. Each senior student will meet with the counselor to determine whether on-time graduation is possible and to create a graduation and post-graduation plan. The counselor will give students and parents regular updates on the progress toward fulfilling the graduation requirements.

## **Support for Substance Abuse, Tobacco Use, Anger Management and Interpersonal Issues**

At Whitcomb, we strive to ensure that our students receive the personal support they need to succeed in school and life. To this end, on-campus individual and group counseling is available through our District Mental Health Services. The district is also in partnership with D'veal Family and Youth Services, Azusa Pacific University and Care Solace counseling agencies.

## **College Preparation**

We encourage all of our students to continue their education through community college or trade school after graduating. To this end, our school counselor assists our students with the application and decision process. We also encourage our students and parents to attend College Night and Financial Aid Night at Glendora High School during the year. Citrus College and Mt. SAC also presents application workshops on our campus during the year.

## **Return to Glendora High School**

Students are eligible to return to Glendora High School if they have caught up on credits, and demonstrated good attendance, and work habits while enrolled at Whitcomb High School. Students can request a meeting with the counselor/principal to determine if they are ready for a return.

### **Graduation Requirements**

English	40
Mathematics (min. Int. II)	30
Science (Physical)	10
Science (Life)	10
Health (GSR)	5
College Career Planning	5
World History	10
US History	10
Government	5
Economics	5
Language/Fine Arts	10
Physical Education	20
Electives	60
Total Credits	220

### **Concurrent Enrollment Alternatives**

Students are encouraged to take advantage of on-campus educational experiences. The following is a description of the alternatives offered through WHS.

### **ROP (Regional Occupation Program)**

This program offers job-skill courses both on and off campus. ROP is a great way to learn valuable skills through an extended school day. For off-campus courses, 10 elective credits may be earned per semester. Bus transportation is not provided to off-campus sites, however, students may self-transport if necessary.

### **Community College**

High school students may enroll concurrently in classes at Citrus College or Mt. SAC and earn credit toward graduation. You must make an enrollment appointment with a college counselor and obtain your high school principal's approval. These classes may not interfere with your WHS classes.

### **Work Experience**

Students under the age of 18 must acquire a work permit to obtain employment. Students must maintain acceptable grades and attendance or the school will contact the employer and the work permit may be revoked.

### **GOAL - Independent Study Program**

The Glendora Unified School District Independent Study Program is a voluntary program, sometimes of short-term duration. Students complete work on their own, and see their independent study teacher once per week. Students may return to in-person learning at any time during the school year.

## **Attendance Policies**

### **Daily Attendance**

Attendance is a crucial part for the overall success of each student. All students are expected to be on time, and in their respective classes in order to receive credits. Excessive absences may result in the student being dropped from a class, suspended from credit recovery for a specific amount of time, or dropped altogether from credit recovery. Every effort will be made to rectify attendance issues before the principal will make a final decision on the status of the student.

### **18 Year Olds**

California law states that all students are required to attend school daily until they reach age eighteen or until graduation, whichever occurs first. Eighteen year olds are not required to attend school, but are encouraged to continue toward their graduation at WHS as long as regular attendance, proper conduct on campus, and steady progress is exhibited. The status of every 18-year-old is reviewed by administration at the conclusion of each grading period to determine if continued placement at WHS is appropriate. Adult School or a GED certificate is offered as an option for 18-yr old students who are released from WHS and who wish to continue their education.

### **Absences**

Please call the school office when your child is absent for any reason. Upon his/her return to school, the student will need to report to the front office for a readmit slip before going to class. Only absences for illness, doctor or dental appointments, death of immediate family member, court appearance, religious holiday, and education conference or election worker are excused absences. An absence that is not cleared within 3 days will be marked as an unexcused truancy. It is the responsibility of the student to check with the individual teacher regarding make-up work upon returning from an excused absence.

## **Truancy**

A student is truant when he/she is absent from class or school without the knowledge of a parent or guardian or consent of school authorities, or if a student is absent without valid excuse. Make up work may not be given full credit for truant days if the teacher so chooses. If a student comes to school and then leaves school without first obtaining an off-campus permit, the student will be marked as truant.

## **The SART/SARB Process**

When a student has excessive absences or tardies, a referral will be made to **School Attendance Review Team** (SART) to attempt to resolve the issues, and the student will be placed on an attendance contract.

If this contract is violated, a referral may be made to the district-level **School Attendance Review Board** (SARB). The student and parent will be required to appear before the SARB during a meeting at the Glendora Police Station. The SARB will then render a decision whether to refer the student's case for a mediation hearing with the District Attorney.

## **Whitcomb High School Tardy/Truancy Policy**

Excessive truancy and tardies interfere with a student's ability to be successful in a class, and may result in the student getting dropped from that class or credit recovery. If this happens, the student may not be able to graduate on time. The parent will be notified if the student is in danger of being dropped due to excessive class tardies or truancies. *Students who are not present in the class to which they are assigned are considered absent for that period. A tardy is defined as not being in the classroom when the bell rings.*

On the 9<sup>th</sup> tardy, the principal will take the action deemed appropriate. Being dropped from the class or credit recovery may occur after conference with principal, counselor, parent and student has failed to rectify the behavior.

## **Overall Tardies (all classes combined)**

Tardy 20                      Parent conference with principal, student's placement will be reevaluated.

## **Suspensions:**

Twenty days suspension: students who accumulate 20 suspension days may be recommended for possible expulsion from Whitcomb High School and an alternative placement recommended, such as Community Day School, Adult School, or Options for Youth.

## **Closed Campus Policy**

Whitcomb High School is a **closed campus**. Once students arrive to school, they may not leave until their scheduled dismissal time, unless the student has an "off campus pass" for perfect attendance, or has been authorized to leave by a parent.

## **Off Campus Passes**

If a student needs to leave school during the day for illness or a doctor appointment, he/she needs to obtain an off-campus pass from the front office. A parent **must** give approval, either in writing or in person, for an off-campus pass to be issued.

## **Perfect Attendance and Grade Passes**

Weekly, when each student has perfect attendance (no period cuts, tardies or absences), the student will earn an off-campus lunch pass for the following week. The parent may decline to authorize this privilege. Passes may be revoked for students who return to school late. **Students may not bring outside food back on campus**

**for other students. Lunch food is not to be eaten during the class period. Failure to adhere to this lunch expectation may result in loss of lunch privileges for an extended period of time.**

## **School Rules & Regulations**

### **Passes**

Students are required to carry a hall pass whenever they are out of class. The hall pass will be issued by a staff member and must be validated by a signature. Classroom passes designated by the teacher may be used to go to the restroom. The campus safety associate on duty will ask to see a pass for any student out of class.

### **Restrooms**

Restrooms are to be used only for their intended purpose. Loitering, using cell phones or meeting in the restrooms is not permitted. Every student is responsible in seeing that the restrooms are not damaged.

### **No Fly**

Students that continuously walk the halls, hang in the restrooms, and are not in class will be escorted to the restrooms and/or office by campus safety associates.

### **Out of Bounds**

Students are expected to stay in-bounds (blacktop area, cafeteria, classrooms and library areas) during school hours. Students are not to be hanging out near the outside area of the fences or behind trees in the field area. Students who are caught off-campus during school hours without an acceptable off-campus pass are subject to citation for daytime curfew violation, and may be assigned after school detention.

### **Skateboards/Bikes**

Skateboards and bikes may not be ridden at any time on campus. Skateboards must be stored in the office, classroom, or storage room while students are in class. Bikes can be locked into the bike rack in front of the office.

### **Gang Affiliation**

Gang affiliation is defined as any student or group of students who belongs to a club, group, or organization not recognized as an official Whitcomb club or organization. Students displaying unofficial insignias or colors (via hats, arm bands, bandanas, clothing, key chain lanyards, etc.) or flashing signs may receive disciplinary action. Items of clothing are left to the discretion of the school administration.

### **Hats**

Hats are allowed as part of the district's sun-safe policy but must comply with school regulations. The administration reserves the right to decide when a hat is inappropriate for school.

### **Smoking**

Tobacco, e-cigarettes and vape smoking are prohibited on or near the Whitcomb High School Campus. This includes the sidewalk area directly in front of the school, from the west fence line to the east fence line. Possession of tobacco in any form will be confiscated and may result in disciplinary action. Citations may be issued to minors in possession of tobacco. Students may be cited for loitering in the parking lot areas or neighborhoods adjacent to the school property. These rules also include students that are 18 years of age.

A smoking cessation support group meets weekly at Whitcomb High School for students with positive attendance and not behind in classroom activities.

### **Student Parking**

Students must have a valid driver's license to drive to school. Students must park their cars in the west parking lot or on the street. Students may not park in the staff parking lot. Student cars should be locked at all times. The school is not responsible for stolen or damaged vehicles or electronics while the car is parked at school. The car may be searched for contraband if it is on school property and the administrator has a reasonable suspicion that the car contains such contraband.

The parking lot is **out of bounds** during the school day. Students arriving by car must leave the lot and enter the campus immediately upon arrival. No student may return to his/her car during the school day without administrative permission. No student may loiter in his or her vehicle. Students must leave campus immediately after their last class.

### **Search and Seizure**

In accordance with a United States Supreme Court ruling, students and/or their property may be searched for contraband by school personnel if the school personnel has reasonable suspicion that the student is in possession of contraband and when the school personnel believes it necessary to maintain a safe and orderly school environment. Parents may request to be notified of any search and to be present during a search, except when such notification may limit the administrator's ability to maintain a safe and orderly environment.

### **Threats/Harassment**

Threats are not tolerated at any time on the campus. Students who make threats of any kind will receive disciplinary action. Threats against teachers and/or administrators are in violation of federal law. Threats made via the internet, cell phone, or texts which affect the school environment are considered to be under the school's jurisdiction.

### **Cell phones/Earphones/Cell Phone Chargers**

Cell phones **may not be used nor be visible** in classrooms without the express permission of the teacher. Cell phones may be confiscated and can be held for parent pick-up. Failure to surrender any electronic item upon request may result in further action from the school. Charging cell phones during the school day is prohibited.

### **Speakers**

Musical speakers of any sort are not permitted in the classroom at any time. These are a distraction to the learning environment, the class as a whole, and can pose a distraction to individual students by the site administration.

### **Visiting Other Schools**

All students must stay off all other school campuses in the district unless they have special permission to visit before or after school hours by the site administration.

### **Uniform Complaint Procedure**

In accordance with board policy persons wishing to lodge a formal complaint against district employees are to do so in writing. Please provide the information requested on the form and return to the Office of the Superintendent, Glendora Unified School District, 500 N. Loraine Avenue, Glendora CA 91741. It is the philosophy of the Glendora Unified School District to secure at the lowest administrative level, equitable responses to complaints directed against employees by parents/guardians. Prior to filing a written complaint, the complainant should attempt to speak with the specific employee involved concerning the complaint.

### **Security Cameras, Vaping and Safety**

To assist in protecting the health, welfare, and safety of all students, staff, and visitors; and to safeguard campus facilities and equipment; video cameras, recording equipment, smoke, and or vape detectors may be used at various locations when deemed necessary.

## **Sexual Harassment Policy**

The Glendora Unified School District board policy states that the district is committed to an educational environment in which all students are treated with respect and dignity. The district strongly condemns, opposes and prohibits sexual harassment of students whether verbal, physical, or environmental by anyone in, or from the district. Any student who engages in sexual harassment of anyone in, or from the district may be subject to discipline, up to and including expulsion. Title IX and Title VII are the federal laws governing sexual harassment. Quid Pro Quo and Hostile Environment make up the definition of types of harassment. Students are trained by the administration on anti-bullying, school rules and consequences and sexual harassment policies annually.

## **Whitcomb Library Regulations**

1. Chromebooks are checked out to the students, and it is their responsibility to take care of them. If the Chromebook becomes lost or damaged, the student will be charged for the book.
2. When students finish a class, leave the school or move into another program, they should return their textbooks to the library. If they leave it in the classroom, other students may use them and could damage or lose the books checked out to your student. Your student is responsible for them and will be charged for them.
3. Library material is checked out for 21 days. Students can renew the material twice. All they need to do is let the librarian know that they would like to renew.
4. The Library accepts cash only.
5. The Library is open 5 days a week, from 9:00 A.M. to 2:15 P.M.
6. There are computers available in the library for student use. If students abuse, damage, or otherwise hack, the student may be subject to disciplinary action, and any cost from damages.

If you have any questions, please contact the librarian Linda Shook at the Whitcomb High School library at (626) 852-4550.

Legal ref. CEC #48904.3

## Whitcomb High School Dress Code

The purpose of the student dress and grooming regulations is to encourage students to dress appropriately and be prepared to participate in a peaceful, safe and productive educational environment. Enforcement shall be accomplished by all staff. Violations may result in administrative action.

A student may not remain in the classroom dressed in a manner which:

- Creates a safety hazard for said student or other students;
- Constitutes a serious or unnecessary distraction to the learning process;
- Disrupts the campus order;
- Conflicts with the GUSD goals and philosophy of the prevention of substance abuse and/or gang activity.

The following standards of dress shall be observed for students during school hours:

1. Hats may only be worn for protection from the sun while outside. Hats must be removed if requested by a teacher in a classroom. The administration reserves the right to determine when a hat is inappropriate for school.
2. Sunglasses shall be removed in the classroom.
3. Sweatshirt hoods "hoodies" may not be worn in the classrooms.
4. Footwear shall be worn at all times. Slippers or sock-like footwear are not allowed.
5. Steel-toed boots are not allowed.
6. Long socks shall not be worn with long shorts. The administration will make the final decision if necessary.
7. Clothing should be clean, size appropriate, and in good repair. *No undergarments may show.* Baggy pants are not allowed. Excessively ripped items of clothing, including fashion jeans, are not allowed.
8. Clothing and jewelry which are potentially dangerous may not be worn. Chains, spikes, handcuffs, or any type of accessories which pose a safety hazard, are unacceptable.
9. Bandanas, regardless of color, and key chain lanyards hanging down out of pockets are not allowed.
10. Clothing, jewelry, accessories, or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute that denotes membership in gangs or hate groups shall not be allowed or worn on campus or at school activities.
11. Attire which depicts, advertises, or advocates any type of alcohol, drugs, or acts which are illegal, obscene, or hazardous to one's health, shall not be worn.
12. No extremely brief or revealing garments shall be worn on campus. All tops must have a strap over each shoulder. ***Undergarments may not be visible.*** No portion of the abdomen or lower back may be visible. The administration reserves the right to determine when shorts or skirts are too short.

***The school administration, in consultation with local law enforcement agencies, will determine the nature of clothing, jewelry and any other items which are not appropriate or deemed a distraction for school.***

## Contraband Items

The following items are considered contraband items on the Whitcomb High School Campus. Items will be confiscated and held for parent pick-up. No items will be returned to the student. *The school district is not responsible for personal items are that damaged, lost or stolen.*

1. Permanent Markers, spray cans, paint, white-out.
2. Dice, cards, any other gambling paraphernalia.
3. Drug paraphernalia including pipes, rolling papers, small baggies, Visine, broken or hollow pens, altered pen caps.
4. Intoxicants and inhalants of any kind.
5. Any controlled substance, including prescription drugs (possession of a prescription drug can result in a felony charge and a possible expulsion from GUSD).
6. Pornographic materials.
7. Matches, **lighters**, cigarettes, tobacco products. This includes E-cigarettes, vape and chewing tobacco.
8. Pictures, clothing, or jewelry that promotes drugs, tobacco, alcohol, sex, gangs, or inappropriate behavior.
9. Clubs, sticks, tasers, dangerous object or any item that can be construed as a weapon.
10. Firearms, replica firearms, or ammunition of any kind (may result in arrest and possible expulsion).
11. Knives of **any** kind, including pocket or utility knives (knife possession can result in arrest and possible expulsion).
12. Any item that could result in endangering others or creating a disturbance on campus.
13. Pepper sprays and laser pointers.
14. Chains
15. Needles and India ink, or any other tattooing tools or materials.

Discipline procedures will be enforced for all contraband items. Discipline may include parent conference, detention, suspension, and/or expulsion.

## **Policy 0410: Nondiscrimination in District Programs and Activities**

The Governing Board is committed to providing equal opportunity for all individuals in district programs and activities. 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, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, disability, sex, sexual orientation, gender, gender identity gender 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.

The Glendora Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, ethnicity, gender, gender expression, gender identity, immigration status, marital status, national origin, parental status, pregnancy status, race, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Compliance officer: Dominic DiGrazia, Ed.D., Assistant Superintendent of Personnel, 500 N. Loraine Avenue, Glendora, CA 91741, (626) 963-1611 ext. 1101, [ddigrazia@glendora.k12.ca.us](mailto:ddigrazia@glendora.k12.ca.us), Section 504 Coordinator: Eric Osborne, Executive Director of Student and Family Support Services, 500 N. Loraine Avenue, Glendora, CA 91741, (626) 963-1611 ext. 1207, [eosborne@glendora.k12.ca.us](mailto:eosborne@glendora.k12.ca.us) and Title IX Coordinator: Virginia E. Kelsen, PhD., Assistant Superintendent of Education Services, 500 N. Loraine Avenue, Glendora, CA 91741, (626) 963-1611 ext. 1201, [vkelsen@glendora.k12.ca.us](mailto:vkelsen@glendora.k12.ca.us)

All individuals shall be treated equitably in the receipt of district and school services. Personally identifiable information collected in the implementation of any district program, including, but not limited to, student and family information for the free and reduced-price lunch program, transportation, or any other educational program, shall be used only for the purpose in accordance with law. Resources and data collected by the district shall not be used, directly or by others, to compile a list, registry, or database of individuals based on race, gender, sexual orientation, religion, ethnicity, national origin, or immigration status or any other category identified above.

District programs and activities shall be free of any racially derogatory or discriminatory school or school or athletic team names, mascots, or nicknames.

The Superintendent or designee shall annually review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3-Uniform Complaint Procedures.

Pursuant to 34CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in the annual parental notification distributed pursuant to Ed. Code 48980 and, as applicable, in announcements, bulletins, catalogs, handbooks, application forms, or other materials distributed by the district. The notification shall also be posted in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations and shall be posted on the district's web site and, when available, district-supported social media.

In addition, the annual parental notification shall inform parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, including information on educational rights

issued by the California Attorney General, Alternatively, such information may be provided through any other cost-effective means determined by the Superintendent or designee. (Education Code 234.7)

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language.

### **Access for Individuals with Disabilities**

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school web sites, note-takers, written materials, taped text, and Braille or large print materials. Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

The individual identified in AR 1312.3 – Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws is hereby designated as the district's ADA coordinator.

## **Whitcomb High School Keys to Success**

1. Whitcomb High School is a closed campus. Students may not leave for any reason with prior permission from the office.
2. Students must have a pass to be out of class during class time.
3. Students are expected to follow the classroom standards set by their teacher and those posted in each classroom. Students are expected to display self-discipline and accept responsibility for their own behavior. Students are expected to be respectful and considerate of all staff members and fellow students.
4. Loitering at other school campuses after the end of the WHS school day is not permitted. Suspended students may not be present on any school grounds during the times of the suspension.
5. Use, possession, or sale of any controlled substance while on, near or before attending Whitcomb High School or any school function, either on or off campus, will result in automatic police contact.
6. Weapons and dangerous objects, including gun replicas, are prohibited and possession of such will result in automatic police contact, suspension, and possible expulsion.
7. Fighting and/or verbal abuse is not allowed in any manner or form. **Vulgar language, racial slurs, gender slurs, and use of profanity directed at staff or other students may result in suspension.**
8. Cell phones **may not be used** in classrooms without expressed permission of the teacher. Cell phones may be confiscated by the school administration. Failure to surrender any electronic item upon request may result in suspension from school.
9. Cellphone chargers are prohibited in the classroom.
10. Skateboards and bicycles may be ridden to school but must be kept in the office or locked in a bike rack during the school day.
11. Graffiti found on walls, desks, books, furniture, etc. may result in immediate disciplinary action. Students and parents will be subject to pay for damages to school property.
12. Headphones *are* allowed on school grounds and during classroom time with approval of the instructor only and must be removed from ears when requested. **One ear must be open at all times for safety reasons.**

*The school district is not responsible for personal items that are stolen, lost or damaged.*

## **Suspensions and Expulsions**

Violation of California Education Code 48900 and 48915 will result in suspension from Whitcomb High School and may result in expulsion from the Glendora Unified School District:

EC 48900. A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.  
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause, damage to school property or private property.
- (g) Stole, or attempted to steal, school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a

- (q) former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
  - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
    - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
    - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

- (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- (D) 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.

(2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonable believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than who created the false profile.

(iii) An act of cyber sexual bullying.

(I) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(II) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following: (1) While on school grounds. (2) While going to or coming from school. (3) During the lunch period whether on or off the campus. (4) During, or while going to or coming from, a school-sponsored activity.
- (t) A pupil who aide or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- (v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

EC 48900.2 Committed sexual harassment

EC 48900.3 Caused or attempted to cause, threatened to cause, or participated in an act of hate violence.

EC 48900.4 Intentionally engaged in prohibited harassment, threats or intimidation actions

EC 48900.7 Made terrorist threats against school official or school property, or both.

EC 48915 –Mandated suspension and recommendation of expulsion

- (a) (5) Assault or battery upon any school employee
- (c) (1) Possession, selling, furnishing a firearm
- (c) (2) Brandishing a knife at another person
- (c) (3) Unlawfully selling a controlled substance
- (c) (4) Committing or attempting to commit a sexual assault or sexual battery
- (c) (5) possession of an explosive (M-80 or larger).