

AGBU High School – Pasadena

Student Standards Contract 2009-2010

The disciplinary policies and procedures of the school are outlined in the following **Student Standards Contract**, a document that must be signed by parents and students at the beginning of the school year. The objective of the **Student Standards Contract** is to maintain a climate that provides every AGBU High School - Pasadena scholar with the opportunity to learn in a safe environment. All students are expected to exercise self-discipline and appropriate behavior. To help fulfill the following objectives, reasonable, firm, and positive discipline will be utilized to develop acceptable behavior, concern for others, and mutual respect.

Students at AGBU HS-P are expected to follow school rules and regulations. Violations of rules and regulations will result in the following disciplinary actions, including but not limited to:

1. Warning/ Counseling Student
2. Teacher Assigned/ Administrative Detention (Opportunity Room)
3. Campus Volunteers
4. Parent/ Student Conferences
5. Loss of privilege to participate in field trips, dances, student activities, end-of-the-year activities, and student clubs and teams.
6. In-house suspensions
7. Suspension from school
8. Expulsion from AGBU HS-P

Students who follow school rules and regulations and excel academically may be eligible for the following rewards:

1. Success in school
2. High grades and citizenship marks
3. Honor Roll Student
4. Student of the Month
5. Awards at Award Night and/or Graduation

All discipline procedures follow California Education Code section 48900. Disciplinary infractions that may result in disciplinary actions can occur during school hours, during school activities, on and off campus, and when students are traveling to and from school.

All students are subject to drug sniffing dogs and handler, which will pay unannounced visits to the school.

Closed Campus

Students are not allowed to leave campus without permission, at any time during the school day, which includes snack and lunch. If a student must leave the school, please call the school at (626) 794-0363 before the student's dismissal. Failure to follow this procedure will lead to the student's absence to be considered a truancy and may lead to administrative action, such as suspension.

Academic Standards

AGBU HS-P scholars are expected to report on time and be well prepared, be ready for instruction at the bell, participate in class work, and complete all homework assignments per the two-week study guide (TWS). The school requires rigorous and consistent effort from all students. Other academic expectations include:

1. Students will maintain a minimum 2.0 GPA. If a student does not maintain this minimum GPA, he/she will be placed on probation and will be placed on an academic probationary contract which will be reviewed by the student, parent, teachers, and Vice Principal. If student does not follow the contract, put forth a strong effort toward improvement, and does not raise GPA, enrollment may be revoked.
2. Students may attend Teacher Office Hours, for extra help, support, and academic assistance and attention Mondays-Thursdays.
3. Students who receive a semester grade of D or F in core subject areas must improve the grade during the summer. Proof of satisfactory attendance and course completion must be shown before enrollment is permitted for the new academic year.
4. All students are required to take all core subjects, all four years, as well as electives that meet university admission requirements. The designed academic program at AGBU High School – Pasadena meets and exceeds University of California (UC), California State University (CSU), and leading private college and university admission requirements.
5. All students have several opportunities throughout the school year to meet with the school counselor to discuss future university and career plans, in order to prepare a portfolio that presents the most competitive and meritorious application possible for university admission upon graduation from AGBU High School – Pasadena.

Disciplinary Standards

1. Teacher/ Individual Classroom discipline:

All teachers have their own classroom discipline procedures, which may include, but are not limited to:

- Warning
- Counsel student
- Phone Call Home

- Teacher assigned detention/ inform parent and set up a conference/ inform principal
- Referral to the office

2. Willful Disobedience and Defiance

A student who refuses to follow the directions of any member of the school staff may receive disciplinary actions including, but not limited to, the disciplinary actions listed on the first page.

3. Office Referrals:

When individual classroom discipline procedures have all been followed and exhausted, teachers may refer students to the office. In addition, students may be referred to the office for immediate action for violating a school rule in regards to dress code, gum chewing, cell phones or other student infractions. A copy of the Office Referral Form, with action taken by the administrator, will be mailed to the student's home.

4. Tardy Regulations:

Each student is expected to be in their seat and ready to learn as soon as the period bell rings. The following procedures will be applied to students who are tardy.

- 1st three tardies will be handled by the classroom teacher, with a variety of strategies of warning, counseling, and even offering a teacher-assigned detention.
- All subsequent tardies will be referred to the administration. Action will include but not limited to counseling, review of contract, parent conferences, administrative detentions, campus volunteering, in house suspension, suspensions and referral to the disciplinary/attendance board.

AGBU HS-P understands that unforeseen circumstances do take place. Please call the office ahead of time if possible if student will be tardy.

Absences/ Truancy Regulations

All students are expected to attend each class every day unless they are excused by a parent or guardian. To excuse a student, a parent or guardian must call the school to clear the absence. Otherwise, the absence will be considered a truancy, which is defined as the failure of a student to provide a valid excuse for her/his absence. In addition, truancy is when a student leaves class without teacher permission.

Consequences for truancy include, but are not limited to, suspension, expulsion from the school and referral to the disciplinary/attendance board.

Failure to Report to a Detention

If a student misses a detention without permission from a school official, the student may receive an increased detention, in-house suspension, or even suspension.

Cellular Phones, I PODs, MP3 Players, Digital Cameras, Camcorders, and Other Portable Electronic Entertainment Devices

In order to focus student attention on school work and maximize learning in the classroom, cellular phones, I PODs, MP3 players, Digital Cameras, Camcorders, and other portable electronic devices are prohibited from being utilized on campus.

If a student has any of these electronic devices, they must be turned off and kept out of sight throughout the school day, including recess and lunch times. Cellular phones may be used after school hours in the waiting area ONLY. Any parents who urgently need to contact their child during school hours can do so by calling the school office at (626) 794-0363.

If a student fails to follow this policy, the following consequences will be enforced:

1st Violation: The device will be confiscated immediately and will be returned to the student who is accompanied by a parent or guardian at the end of the same school day.

2nd Violation: The electronic device will be withheld for one week and returned to the parent or guardian only.

3rd Violation: Repeat 2nd and VP-assigned one-hour detention after school.

4th Violation: Repeat 2nd and campus volunteer hours assigned.

Other Major Violations:

Fighting/Bullying/Verbal Abuse/Threats/Foul Language

It is very important to maintain a safe environment at AGBU HS-P. Fighting, bullying, verbal abuse, threats, and foul language during school as well as during school-sponsored activities will be taken very seriously.

Any student who participates in such prohibited behavior may face one or more of the following penalties, depending on the severity of the case:

- Parent notification/ Conference
- After-School VP detention/ Behavior Reflection Period
- Suspension
- Arrest by law enforcement
- Expulsion from the school

Smoking

Students are prohibited from possessing and smoking tobacco in any form on campus and during school-sponsored activities. School personnel will confiscate such items if found with a student, and student will face suspension and/or expulsion from school.

Drugs/ Alcohol

Students are prohibited from possessing, selling, obtaining, or being under the influence of drugs or alcohol at any time during school or school-sponsored activities. Students who violate this provision shall be subject to suspension and/or expulsion from school.

Weapons

In order to maintain a safe school environment, metal detectors may be used during school activities. In addition, it is prohibited to possess the following items: any type of knives, guns, firearms, pepper spray, BB guns, lasers, or any other type of weapon or dangerous object. Any violation of this rule may be grounds for immediate expulsion.

Cheating

Cheating includes but is not limited to:

- Use of cell phone or other signaling device
- Copying another student's work or assignment
- Putting your name on someone else's project or work
- Copying another student's answer during a quiz or test
- Using a cheat sheet during a quiz or test
- Helping or giving the answer to other student(s)
- Plagiarism of Internet materials

The teacher is in charge and responsible for determining if cheating has occurred. Consequences for cheating are:

1st Violation: Referral to VP, parent conference, an F on the work, 1 hour VP-assigned detention after school

2nd Violation: Referral to the VP, parent conference, in-house suspension

3rd Violation: Referral to the VP, parent conference, suspension

4th Violation: Referral to the VP, parent conference, F in the class, and class must be repeated in the summer

Recess and Lunch Rules

1. Students may access their lockers during recess and lunch.

2. Students may use the restrooms on the first floor, but only before the bell rings. No students will be permitted to enter the restrooms after the bell rings.
3. Students are not allowed to roam the hallways in the buildings during these breaks.
4. Students should do their part particularly during snack and lunch to help keep school premises clean, by throwing their trash in the designated trash containers.

Students who violate these recess and lunch rules will lose their recess and/or lunch for the day and/or will receive a referral to the office.

Expectations Regarding Physical Appearance

All uniforms must be purchased from _____. Polos and sweaters will also be sold at the school office.

Standards for Boys' Uniform / Appearance Guidelines:

- A Choice of Navy Pants or Shorts
- A choice of white or baby-blue polos (no PE t-shirts)
- Choice of zip-up or pull-over navy hooded sweater
- Boys who choose to wear shorts may not pull up socks over four inches above their ankle.
- Shorts and/or pants must be worn at the waist.
- Shorts and/or pants may not be oversized.
- Earrings are not allowed on school premises during regular instructional days and during school-sponsored activities.
- It is highly recommended that boys wear a belt.
- Male students from grades 9-11 must be clean shaven every day of the week.
- Male students may not shave their heads. All cuts must be at least a number 3.
- Students may not wear colorful t-shirts underneath polos. The only acceptable color underneath the polo shirt is solid white.

Standards for Girls' Uniform / Appearance Guidelines:

- A choice of navy skirt, Bermuda shorts, or pants
- A choice of white or baby-blue polos
- A choice of zip-up or pull-over navy hooded sweater
- Skirts MUST be ***at most*** 4 inches above the knee.
- Bermuda shorts must extend below the knee.
- Girls may not wear dark nail polish.
- Female students may not wear excessive amounts of make-up.
- Students may not wear excessive amounts of jewelry and accessories.
- Students may not dye hair extreme colors such as green, blue, orange, purple, etc.
- Girls may not wear open-toe shoes.
- Students may not wear colorful t-shirts underneath their polos. The only acceptable color underneath the polo shirt is solid white.

Students who do not follow uniform and appearance guidelines will be sent home or, if possible, to the office to change. Boys whose hair is shorter than a number 3 will be sent home for a minimum of two days until hair grows out, while remaining responsible for school work. Female students with excessive jewelry, make-up, or dark nail polish will be asked to remove or wipe off items. Female students whose skirts are shorter than 4 inches above the knee, will have to call home for parents to bring an alternative uniform or will have to change into a pair of pants available in the school office. Students who consistently break uniform guidelines will be assigned a consequence, which may include detention or community service hours.

Student Parking and Driving Rules

1. Parking decal must be displayed while on campus.
2. Speed limit is 5 miles/hour while on campus.
3. Students are not allowed to play loud music while driving or while parked on campus.
4. Student cars may not be utilized as extensions of lockers. Once parked, students are not permitted to return to their cars for **any reason**.
5. Students are not permitted to gather around their cars at arrival or departure time.
6. While leaving campus, student drivers are to observe all traffic rules, including a maximum 25 mile/hour speed limit.
7. Students must register their cars with the school office by filling out the AGBU High School Pasadena Student Car Registration Form included with this packet.
8. Students who violate student parking and driving rules will be warned on their first offense, and will lose their privilege of parking on campus on their second offense.

THIS IS YOUR COPY OF THE AGBU HS-P STUDENT STANDARDS CONTRACT. PLEASE SIGN AND RETURN THE NEXT PAGE, AND KEEP THE DOCUMENT HANDY FOR FUTURE REFERENCE. BOTH PARENT(S) AND STUDENT MUST SIGN THE LAST PAGE AND DATE IT. RETURN IT TO THE STUDENT'S HOMEROOM TEACHER BY THE FIRST WEEK OF SCHOOL, OR MAIL IT BACK TO THE SCHOOL OFFICE BY SEPTEMBER 3.

PLEASE SIGN THIS PAGE AND HAVE YOUR STUDENT RETURN IT TO AGBU HS-P BY THE FIRST WEEK OF SCHOOL. PLEASE EITHER SUBMIT IT TO HER/HIS HOMEROOM TEACHER, OR MAIL IT BACK TO THE SCHOOL OFFICE BEFORE SEPTEMBER 3.

We have read, understand, and have discussed the AGBU HS-P Student Standards Contract with our student.

Print Student Name

Student Signature

Grade

Parent/ Guardian Signature

Date

AGBU High School – Pasadena

Student Car Registration Form

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Student Name: _____

Drivers License: _____

License Plate #: _____

Car Information:

Make: _____

Model: _____

Color: _____

Year: _____

Student Signature: _____

Parent Signature: _____

Date: _____