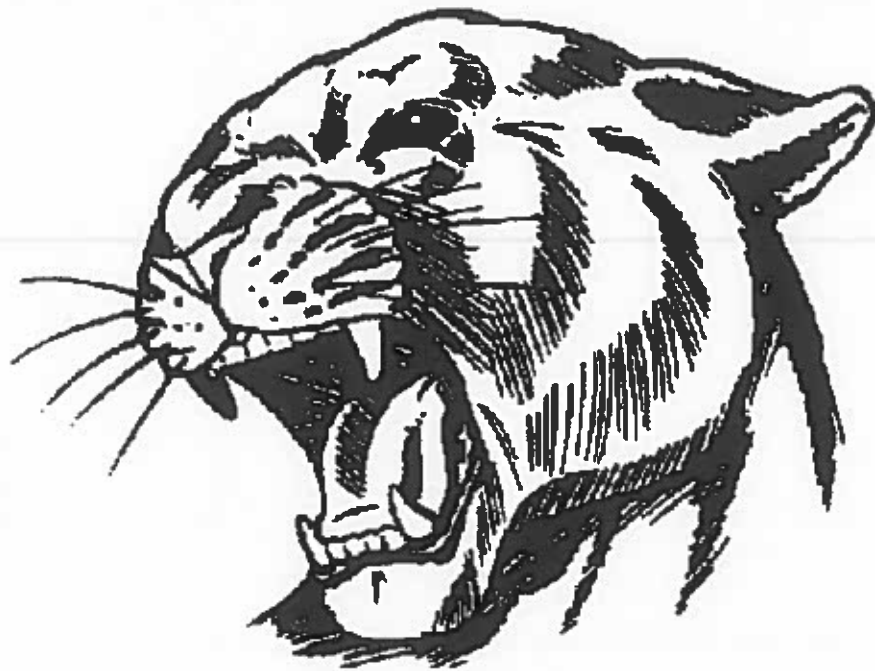


**2017-2018
CAPISTRANO VALLEY
HIGH SCHOOL**

***STAFF
HANDBOOK***



Mission Statement

At Capistrano Valley High School, our mission is to maintain a respectful, safe learning environment in which students are challenged and successful. We believe this goal is best achieved by a rigorous curriculum that emphasizes active learning, academic proficiency, and offers comprehensive opportunities to help all students reach their educational and personal potential.

Vision Statement

We will ensure a student-centered education where all are supported and engaged in meaningful experiences to shape their futures.

Student Learner Outcomes

At Capistrano Valley High School all students will become:

College and Career Ready

- Understand the connections between course content and career options and are able to acquire career-path information.
- Have acquired a broad base of interdisciplinary literacy and knowledge, which provides a solid foundation for college or future careers.

Able Communicators

- Research, create, and communicate competently, especially through the use of technology.
- Have the ability to think independently and work collectively to accomplish individual as well as team goals.
- Demonstrate awareness and respect for the complexity of the environment.
- Listen, speak, read, and write effectively in a variety of contexts.
- Convey messages to others verbally, visually, and in writing.

Productive Citizens

- Demonstrate time management and organizational skills that promote a strong work ethic.
- Demonstrate awareness of ethnic, economic, social, religious, and cultural diversity.
- Can work independently and jointly to identify a problem and seek an orderly solution.

Original Thinkers

- Demonstrate critical, analytical, and creative thinking skills such as asking appropriate questions, summarizing information, and drawing inferences from a variety of course material.
- Formulate conclusions and make applications from information presented in more than one format and from multiple academic areas

SECTION I:

School Calendar/ Schedules/Map





CAPISTRANO VALLEY HIGH SCHOOL

2017-2018 BELL SCHEDULE

Traditional PLC w/Late Start: Monday

Period	Time	Min
PLC	7:45 – 8:27	42
1	8:37 – 9:28	51
2	9:38 – 10:24	46
Break	10:24 – 10:29	5
3	10:39 – 11:25	46
4	11:35 – 12:21	46
Lunch	12:21 – 12:53	32
5	1:03 – 1:49	46
6	1:59 – 2:45	46

Block Schedule: Tuesday - Friday

Period	Time	Min
0	6:44 – 7:47	63
1 or 2	7:55 – 9:39	104
Tutorial	9:49 – 10:20	31
Break	10:20 – 10:25	5
3 or 4	10:35 – 12:19	104
Lunch	12:19 – 12:51	32
5 or 6	1:01 – 2:45	104

****Weekly schedule can change. Please refer to the Fall/Spring Block Schedule**



CAPISTRANO VALLEY HIGH SCHOOL

2017-2018 CALENDAR & SCHEDULE

DATE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Aug 21 – 25	Student Free Day	Traditional <i>No 0 period/No Tutorial</i>	Traditional <i>YES 0 period/No Tutorial</i>	0-2-T ² -4-6	0-1-T ¹ -3-5
Aug 28 – Sept 1	PLC-Traditional	0-2-T ⁴ -4-6	0-1-T ³ -3-5	0-2-T ⁶ -4-6	0-1-T ⁵ -3-5
Sept 4 - 8	Labor Day Holiday	0-2-T ² -4-6	0-1-T ¹ -3-5	0-2-T ⁴ -4-6 Back To School Night	^F 1-3-5 Minimum Day
Sept 11 - 15	PLC-Traditional	0-2-T ⁶ -4-6	0-1-T ³ -3-5	0-2-T ² -4-6	0-1-T ⁵ -3-5
Sept 18 - 22	PLC-Traditional	0-2-T ⁴ -4-6	0-1-T ¹ -3-5	0-2-T ⁶ -4-6	0-1-T ³ -3-5
Sept 25 - 29	PLC-Traditional	0-2-T ² -4-6	0-1-T ⁵ -3-5	0-2-T ⁴ -4-6	0-1-T ¹ -3-5 6 wk. progress report Level/Drop Deadline
Oct 2 – 6	PLC-Traditional	0-2-T ⁶ -4-6	0-1-T ³ -3-5	0-2-T ² -4-6	PEP RALLY Schedule No tutorial
Oct 9 - 13	PLC-Traditional	0-2-T ⁴ -4-6	^F 0-1 -3-5 PSAT/NMSQT Minimum Day	0-2-T ⁶ -4-6	0-1-T ⁵ -3-5
Oct 16 - 20	PLC-Traditional	0-2-T ² -4-6	0-1-T ¹ -3-5	0-2-T ⁴ -4-6	0-1-T ³ -3-5
Oct 23 - 27	PLC-Traditional	0-2-T ⁶ -4-6	0-1-T ⁵ -3-5	0-2-T ² -4-6	0-1-T ¹ -3-5
Oct 30 – Nov 3	0-1-T ⁵ -3-5	0-2-T ⁴ -4-6	Student Free Day Professional Dev.	0-2-T ⁶ -4-6	0-1-T ³ -3-5
Nov 6 - 10	0-1-T ⁵ -3-5	0-2-T ² -4-6	0-1-T ¹ -3-5	0-2-T ⁴ -4-6 12 wk. progress report	Veterans Day Holiday
Nov 13 - 17	PLC-Traditional	0-2-T ⁶ -4-6	0-1-T ³ -3-5	0-2-T ² -4-6	0-1-T ⁵ -3-5
Nov 20 – 24	Thanksgiving Recess				
Nov 27 – Dec 1	PLC-Traditional	0-2-T ⁴ -4-6	0-1-T ¹ -3-5	0-2-T ⁶ -4-6	0-1-T ³ -3-5
Dec 4 – 8	PLC-Traditional	0-2-T ² -4-6	0-1-T ⁵ -3-5	0-2-T ⁴ -4-6	0-1-T ¹ -3-5
Dec 11 - 15	PLC-Traditional	0-2-T ⁶ -4-6	0-1-T ³ -3-5	0-2-T ² -4-6	0-1-T ⁵ -3-5
Dec 18 - 22	PLC-Traditional	^H Finals - 1/5	^H Finals - 2/6	^H Finals – 3/4	Winter Break

All students must attend a tutorial (T).

Nonattendance at tutorial is considered a truancy!

Students are to attend the tutorial for the period noted each day:

(i.e. T 1— go to period 1 for tutorial; T 2— go to period 2, etc.; if no class that period, students may choose.



CAPISTRANO VALLEY HIGH SCHOOL

2017-2018 CALENDAR & SCHEDULE

See Detailed Corresponding Bell Schedules Below

A: PLC-Traditional			
PLC	07:45 AM	08:27 AM	42
Period 1	08:37 AM	09:28 AM	51
Passing	09:28 AM	09:38 AM	10
Period 2	09:38 AM	10:24 AM	46
Break	10:24 AM	10:29 AM	5
Passing	10:29 AM	10:39 AM	10
Period 3	10:39 AM	11:25 AM	46
Passing	11:25 AM	11:35 AM	10
Period 4	11:35 AM	12:21 PM	46
Lunch	12:21 PM	12:53 PM	32
Passing	12:53 PM	01:03 PM	10
Period 5	01:03 PM	01:49 PM	46
Passing	01:49 PM	01:59 PM	10
Period 6	01:59 PM	02:45 PM	46

B: Traditional (w/No PLC & No tutorial)			
Period 0	06:44 AM	07:43 AM	63
Period 1	07:55 AM	08:50 AM	55
Passing	08:50 AM	09:00 AM	10
Period 2	09:00 AM	09:53 AM	53
Break	09:53 AM	09:58 AM	5
Passing	09:58 AM	10:08 AM	10
Period 3	10:08 AM	11:01 AM	53
Passing	11:01 AM	11:11 AM	10
Period 4	11:11 AM	12:04 PM	53
Lunch	12:04 PM	12:39 PM	35
Passing	12:39 PM	12:49 PM	10
Period 5	12:49 PM	01:42 PM	53
Passing	01:42 PM	01:52 PM	10
Period 6	01:52 PM	02:45 PM	53

Special Schedules			
<p>Special Schedules for: CA State Testing, Pep Rally, etc. will be published via: <u>School Messenger & CVHS.com</u></p>			

C: Block Day Tues-Fri			
Period 0	06:44 AM	07:47 AM	63
Period 1/2	07:55 AM	09:39 AM	104
Passing	09:39 AM	09:49 AM	10
Tutorial	09:49 AM	10:20 AM	31
Break	10:20 AM	10:25 AM	5
Passing	10:25 AM	10:35 AM	10
Period 3/4	10:35 AM	12:19 PM	104
Lunch	12:19 PM	12:51 PM	32
Passing	12:51 PM	01:01 PM	10
Period 5/6	01:01 PM	02:45 PM	104

F: Minimum Day			
Period 0	06:44 AM	07:47 AM	63
Period 1/2	07:55 AM	09:20 AM	85
Break	09:20 AM	09:25 AM	5
Passing	09:25 AM	09:35 AM	10
Period 3/4	09:35 AM	11:00 AM	85
Passing	11:00 AM	11:10 AM	10
Period 5/6	11:10 AM	12:35 PM	85

H: Finals			
1 st Final	07:55 AM	10:05 AM	130
Passing	10:05 AM	10:15 AM	10
Tutorial	10:15 AM	10:45 AM	30
Break	10:45 AM	10:55 AM	10
Passing	10:55 AM	11:05 AM	10
2 nd Final	11:05 AM	01:15 PM	130

CAPISTRANO UNIFIED SCHOOL DISTRICT
 2017-2018 SCHOOL CALENDAR (Simplified Parent/Family Version)

Packet Pick-up, High School	July 24-26, 2017 9:00am-12:00pm; July 25, 2017 4:00pm-7:00pm
Packet Pick-up, Middle School	August 1-3, 2017 9:00am-12:00pm; August 2, 4:00pm-7:00pm
● OPENING DAY OF SCHOOL (Elementary MINIMUM DAY)	Tuesday, August 22, 2017
Middle school Back-to-School Nights (MINIMUM DAY, see individual school calendar)	Tuesday-Thursday, August 29-31, 2017
● LABOR DAY Holiday	Monday, September 4, 2017
High school Back-to-School Nights (MINIMUM DAY, see individual school calendar)	Tuesday-Thursday, September 5-7, 2017
Elementary school Back-to-School Nights (MINIMUM DAY, see individual school calendar)	Tuesday-Thursday, September 12-14, 2017
• End of 1st Progress Reporting Period (High School)	Friday, September 29, 2017
Elementary MINIMUM DAYS (Parent Conferences)	Monday - Tuesday, October 30-31, 2017
● NO SCHOOL PreK-12 (Elementary Parent Conferences)	Wednesday, November 1, 2017
Elementary MINIMUM DAYS (Parent Conferences)	Thursday- Friday, November 2-3, 2017
• End of 2 nd Progress Reporting Period (High School)	Thursday, November 9, 2017
● VETERANS DAY Holiday	Friday, November 10, 2017
● THANKSGIVING RECESS	Monday-Friday, November 20-24, 2017
High School MINIMUM DAYS (Final Exams)	Tuesday-Thursday, December 19-21, 2017
• End of First Semester (High School)	Thursday, December 21, 2017
● WINTER RECESS	Friday-Friday, Dec. 22, 2017-Jan. 5, 2018
• Second Semester Begins	Monday, January 8, 2018
● DR. MARTIN LUTHER KING, JR. Holiday	Monday, January 15, 2018
● LINCOLN DAY Holiday	Friday, February 16, 2018
● WASHINGTON DAY Holiday	Monday, February 19, 2018
• End of 1st Progress Reporting Period (High School)	Friday February 23, 2018
Elementary MINIMUM DAYS (Parent Conferences)	Monday-Friday, February 26-March 2, 2018
● SPRING RECESS	Monday-Friday, April 2-6, 2018
• End of 2nd Progress Reporting Period (High School)	Friday, April 20, 2018
● MEMORIAL DAY Holiday	Monday, May 28, 2018
High School MINIMUM DAYS (Final Exams)	Tuesday-Thursday, June 5-7, 2018
● LAST DAY OF SCHOOL, ALL STUDENTS (MINIMUM DAY for All Students)	Thursday, June 7, 2018



SECTION II:

School Organization



CAPISTRANO VALLEY HIGH SCHOOL ORGANIZATIONAL CHART 2017-18

John Misustin, Principal

Adam Ochwat Assistant Principal <i>Guidance</i>	Chris Davis Assistant Principal <i>Student Support</i>	Sally Clarinia Assistant Principal <i>Student Support</i>	Steven Bryant Activities Director	Kathy Pelzer (A-K) Darwin Vega (L-Z) Counselors	Chad Addison Athletic Director
Leadership Team Supervision	Leadership Team Supervision	Leadership Team Supervision	Leadership Team Supervision	Leadership Team Supervision	Leadership Team Supervision
Evaluations: Academic Advisors / Guidance Office Personnel IEP's / 504 – Seniors SST – Seniors	Discipline – A – K Evaluations: Attendance Office / Receptionist / /Custodians / Discipline Secretary IEP's / 504 – A-Go SST – A-K SARB	Discipline – L – Z A & D Evaluations : Campus Supervisors Health Techs / Inst. Aides IEP's / 504 – O-Z SST – L-Z	Evaluations Activities Office / Locker Room Attendants IEP's / 504 – Gr-N	Counseling Services / Interns SST SARB 504s	
Awards – Achiev. & Sr. Bell Schedule Committee / Block Schedule Graduation: Program & Students Independent PE Library/Media Center /Textbooks Master Schedule Naviance NCAA List Registration UC/CSU a-g List ROP/Work Permits Teacher Changes/Issues Testing: AP, IB, CAASPP Advanced Placement (AP Intl. Baccalaureate (IB) College Testing Accommodations STEM Dual Immersion Room Assignments Guidance Updates	Custodial Staff Facilities/Grounds - Work Orders - Vandalism WASC SPSA Testing: CIAs Tutorial Coord. & Attend. AVID New Teacher Meetings Student Teachers - Observation Hours Curriculum mapping PLCs Volunteer Coordinator ELD/ELAC Committee SARB Coordinator Technology Coordinator- School.coop / Turn-It-In.com / Discovery Streaming	Health Office School of Choice / Open Enrollment Transportation Parking- Student & Staff Food Services Lockers Voluntary Drug Testing Saturday School Safety Plan – Emerg. Drills Student Orientation "Discipline Talks" Attendance MTSS 504 Coordinator SST Coordinator Home Hospital Instruction Tardy Sweeps	Back-to-School Night Open House Eighth Grade Expo Announcements ASB Budget/Reports ASB Class/Students Communication / PR: Website, School Messenger, School Loop, Listserv, Marquee Facilities Use Fundraising Grad Night Liaison Graduation: Facilities/Duties Field Trips Freshman Orientation Master Calendar New Student Orientation Supervision Schedule	Intervention Freshman at-risk Credit Recovery Student Health Surveys Alcohol, Tobacco, Other Drug Prevention Program Coordinator	AED Coordinator Athletics Booster Club Council/ Liaison School Connected Organizations
Morning Duty – Thursday	Morning Duty – Friday	Morning Duty – Wed.	Morning Duty – Tuesday		
<i>Department Liaison/Support</i>					
<i>Science / Social Science</i>	<i>P. E. / F&P Arts, Math</i>	<i>Special Ed / Counseling</i>	<i>English</i>		

**CAPISTRANO VALLEY HIGH SCHOOL
LEADERSHIP TEAM
2017-18**

Principal

John Misustin

Assistant Principals

Sally Clanin
Chris Davis
Adam Ochwat

Activities Director

Steven Bryant

Athletic Director

Chad Addison

Department Chairs

English

Lynn Sanchez

Fine/Practical Arts

Andy Waldukat

Math

Michael Grabowski

P.E.

Christy Curtis

Science

Cheryl Johnson

Social Science

Tracy Hawkins

Special Education

Jan Cadieux

World Languages

Lorena Sweeney

AVID Coordinator

Christina Lee

IB Coordinator

Dina Kubba

ELD Coordinator

Lorena Sweeney

School Counselors

Kathy Pelzer

Darwin Vega

FACULTY PHONE/ROOM LIST

Akbarzadeh, Heather/P-17 x 12917
Amoukhteh, Katherine (CIM)/C-6 x 12206 C-7 x 12207
Athalye, Aruna/M-24 x 12824
Baker, Kent/ B-8 x 12108 B-11 x 12111 F-4 x 12504
Beck, Kim/E-4 x 12404
Bedrosian, Jason/E-1 x 12401 Gym x 12980
Bordner, Rich/P-13 x 12913
Brincks, Deborah/ P-20 x 12920
Bucher, Ernie/M-23 x 12823
Cadieux, Jan/F-6 x 12506
Cahill, Stephen/M-26 x 12826
Carlisle, Amanda/P-19 x 12919
Carlisle, Bruce/ H-5 x 12615
Cheney, Daren/P-14 x 12914
Cholodenko, Don/M-4 x 12804 gym/pool
Cintas, Heather/P-5 x 12905
Cipolla, Shannon/K-3 x 12713
Clark, Brian/M-2 x 12802
Claus, Kerstin/H-9 x 12619
Cleek, Kathryn/PE-6 x 12935
Curtis, Christy/PE x 12981
Dean, Jillian (Dance)/ C-4 x 12204
Devine, Sherri/F-9 x 12509
Dollar, Chris/H-7 x 12617
Dubois, Bryn/M-25 x 12825
Fransen, Craig/D-3 x 12303
Garrity, Cristina/P-12 x 12912
Garrity, Tim/P-4 x 12904
Girard, Erin/T-101 x 12950
F-4 x 12504 E-1 x 12401
Grabowski, Michael/E-7 x 12407
Greger, Frank/F-8 x 12508
Gustafson, Ryan/Gym x 12980
Harrington, Candice/ F-2 x 12502
Hawkins, Tracy/H-4 x 12614
Higginson, Pat/M-1 x 12801
Hogan, Joyce/P-7 x 12907
Johnson, Cheryl/M-27 x 12827
Kearsley, John/M-22 x 12822
Khalil, Amal/J-5 x 12705
Kubba, Dina/E-6 x 12406
B-5/IB x 12105
Landino, Craig/C-2 x 12202
Lee, Christina/ J-3 x 12703
F-3 x 12503
LeMon, Kymberly/P-18 x 12918
Litus, Lauren/ D-4 x 12304
Mack, Ana/K-1 x 12711
Martin, Angie/K-4 x 12714

Martin, Wally/H-1 x 12611 & 364-2158
Martinez, Carol (Medical)/P-8 x 12908
Marzolo, Gary/E-5 x 12405
McElfish, Wendy/B-11 x 12111
McNeil, Kelly/F-7 x 12507 F-4 x 12504
Miller, Cole/D-8 x 12308
Miller, Katy/J-1 x 12701
Miller, Ron/M-21 x 12821
Miller, Teresa/P-15 x 12915
Minier, Mike/H-6 x 12616
Morgan, Shauna/H-3 x 12613
Mulligan, Brian/J-2 x 12702
Nguyen, Huy/ D-6 x 12306
Pender, Max/ H-11 x 12621
Perez, Deanna/M-6 x 12806
Perkins, Nick (Auto)/C-5 x 12205/949-481-2942
Peyton, Jeanne/J-4 x 12704
Phelps, Susan/ M-7 x 12807
Porter, Bob LTS//M-25 x 12825
Rempe, Sherri/ F-5 x 12505
Resnick, Josh/H-2 x 12612
Ricci, Dave/H-8 x 12618
Ridill, Bruce/P-3 x 12903
Roach, Christine/E-3 x 12403
Sanchez, Lynn/F-1 x 12501
Sayles, Melisa/K-2 x 12712
Schepens, Scott/ H-12 x 12622
Schultz, Brian/ B-10 x 12110
Shinavar, Amanda/ E-2 x 12402/ LTS-Brent Robertson
Shrader, Loren/B-3A/x 12103
Sola-Pelzel, Brittany/K-6 x 12716
Solis, Trinny/PE-6 x 12935
Sorrell, Jason/F-10 x 12510
Sprinkle, Sage/P-16 x 12916
Sweeney, Lorena/P-6 x 12906
Tiritilli, Beatrice/D-2 x 12302
Tribe, Josh/M- 3 x 12803
Tucker, Emily/T-124 x 12953
Waldukat, Andy/T-115 x 12951 364-2744
Yancey, Kendra/D-7 x 12307
Yancey, Steve/ PE-7 x 12936 or pool/gym 347-0593
York, Mark/M-5 x 12805

Computer Labs:

E-1 x 12401
J-3 x 12703
C-7 x 12207
F-4 x 12504
H-10 x 12620
B-4 x 12104

John Palacios/TIS x 12050

IB Office/B-5 x 12105
Conference Room/K-7 x 12717
Wrestling Room/x 12930
Football Office PE-3/ x 12932
Baseball Room/PE-2 x 12931
Student Store/ x
Cougar Hall/B-2 x 12102
ROP/CCA Classroom /PE-6 x 12935

PERFORMING ARTS CENTER

Clark Fisher/Rick Nichols-Theater Manager Office/ T-107 x 12955
Ticket Booth/T-134 x 12958
Sound/Light Booth/T-139 x 12957
Backstage-Right by sound equipment/ x 12956
Recording Studio
Classroom/T-118 x 12952

DISTRICT RADAR/TIS
949-234-5500

Updated 8/17/17

PRINCIPAL'S OFFICE

John Misustin, Principal 12002
 Karen Bucknam, Office Manager 12001
 FAX Principals Office 365-0651
 Heidi Tyler, Receptionist 12000

ASSISTANT PRINCIPALS-DISCIPLINE

Chris Davis A-K 12004
 Sally Clanin L-Z 12005
 Bianca Gomez, Secretary 12003
 FAX Assistant Principals 347-9278

AP TBIC PROGRAM

Jill Brotherton 12114

ATTENDANCE OFFICE

Kay Weesner 12006
 Karen Nelson 12007
 Susan Smith 12008

ALL DAY ABSENCE LINE 365-0973**EARLY OUT/TARDIES CALL IN 388-1092****GUIDANCE**

Adam Ochwat, AP 12009
 Jenn Candelaria, Secretary 12010
 Jan Garland, Secretary 12011
 Debbi Townsend, Clerk 12012
 Debbie Gonzales, Registrar 12013
 General Extension 12031

ACADEMIC ADVISORS

Lynne Churchfield A-De 12014
 Mary Lohrman Di-Ho 12015
 Kimberly Cox Hu-Mi 12016
 Carmen Berry Mo-Se 12017
 Erica Crowell Se-Z 12018

ACTIVITIES OFFICE

Steve Bryant, Activities Director 12019
 Marie Huffman 12020
 vacant 12025
 ASB message line 365-0959

ASB ROOM

G-3 12603

ATHLETIC DIRECTOR

Chad Addison 12046

BILINGUAL COMMUNITY LIAISON

Evelyn Soto 12021

CAFETERIA

Colleen Lamb 12024

COUNSELING

Kathy Pelzer, Counselor 12022
 Darwin Vega, Counselor 12023

INTERVENTION COUNSELOR

Sam Bartaluzzi 12106

CUSTODIANS

Sam Gomez (AM) 12026
 Roman Sangalang (PM) 12026

FAX MACHINES

Activities Office 347-0514
 Guidance Office 347-1298
 AP Office 347-9278

FACULTY LOUNGE

12038

GYM OFFICES

Boys PE 12980
 Girls PE 12981
 Athletic Training Room/Kathryn Cleek 12986
 Brian Mulligan (Basketball) 12987
 Ernie Bucher (Football) 12932
 or 347-8480

HEALTH OFFICE

Kim Morgan 12027

LOCKER ROOM OFFICES

Jens Forster-Boys 12982
 Karen Funderburk-Girls 12983

POOL OFFICES

Coach's Office # 1 347-0593
 Coach's Office # 2 347-0598
 Fax # 374-1241

LIBRARY

Library 12030
 Elaine Rico 12028
 Marcille Bordelon 12029

LITERACY INTERVENTION SPECIALIST

Sherrie Embry 12032

M.V. SHERIFF'S DEPT.

770-6011

Deputy Hector Catalan 12033

PSYCHOLOGIST

Sonia Eatmon 12113
 Amir Ghalebi 12706

SPEECH PATHOLOGIST

Lynelle Laubach 12706

B-4

12104

YEARBOOK

Craig Landino 12202 or 347-0923

ADULT EDUCATION

493-0658

ACCESS

425-2135

STONEBROOK (8:00a.m.)

364-4407

Main Office

JOSTENS:

714-751-0260

SOUTH COAST PHOTOGRAPHICS

949-699-0199

714-630-8584

Animal Services Center

470-3045

Post Office

800-275-8777

H-Wing Copy Room x 12037

SCHOOL CODE: 051968

DISTRICT OFFICE 949-234-9200

**Capistrano Valley High School
Athletic Department Contact List**

SPORT	HEAD COACH	EMAIL
FALL		
Cross Country-Boys	Matt Soto	matt.soto@yahoo.com
Cross Country-Girls	Ken Sayles	kensayles@outlook.com
Football	Ernie Bucher	eebucher@capousd.org
Golf-Girls	Mike Minier	mhminier@capousd.org
Tennis-Girls	Lori Reimers	lorirei@hotmail.com
Volleyball-Girls	Camille Smith	clscsusb2@gmail.com
Water Polo-Boys	Steve Yancey	sjyancey@capousd.org
Surfing	Brian Schultz	bnschultz@capousd.org
WINTER		
Basketball-Boys	Brian Mulligan	bgmulligan@capousd.org
Basketball-Girls	Ollie Martin	omartin4golf@gmail.com
Soccer-Boys	Jason Sorrell	jgsorrell@capousd.org
Soccer-Girls	Neil Powell	npsoccer@sbcglobal.net
Water Polo-Girls	Pat Higginson	pjhigginson@capousd.org
Wrestling	Rich Bordner	rdbordner@capousd.org
SPRING		
Baseball	Bob Zamora	razamora@capousd.org
Golf-Boys	Mike Minier	mhminier@capousd.org
Boys' Lacrosse	Ethan Oydna	eoydna@gmail.com
Girls' Lacrosse	Ryan Gustafson	rrgustafson@capousd.org
Softball	Pete Manarino	petemanarinojr@yahoo.com
Swimming-Boys	Steve Yancey	sjyancey@capousd.org
Swimming-Girls	Pat Higginson	pjhigginson@capousd.org
Tennis-Boys	Alan Ho	alho@capousd.org
Track & Field-Boys	Scott Schepens	smschepens@capousd.org
Track & Field-Girls	TBD	
Volleyball-Boys	Camille Smith	clscsusb2@gmail.com
ADMINISTRATION		
Principal	John Misustin	jnmisustin@capousd.org
Athletic Director	Chad Addison	cmaddison@capousd.org
Activities Director	Steven Bryant	spbryant@capousd.org
Activities Clerk	Marie Huffman	mmhuffman@capousd.org
Athletic Trainer	Kathryn Cleek	kathryncleek@yahoo.com

Updated: 8/7/2017

Addison, Chad
Akbarzadeh, Heather
Amoukhteh, Katherine
Athalye, Aruna
Baker, Kent
Bartaluzzi, Sam
Beck, Kimberly
Bedrosian, Jason C.
Berry, Carmen
Bordelon, Marcille
Bordner, Rich
Brincks, Deborah
Brotherton, Jill
Bucher, Ernie
Bucknam, Karen
Bryant, Steven
Cadieux, Jan
Cahill, Stephen
Carlisle, Amanda
Carlisle, Bruce
Catalan, Hector
Cheney, Daren
Cholodenko, Donald M.
Churchfield, Lynne M.
Cintas, Heather
Cipolla, Shannon
Clark, Brian
Claus, Kerstin
Cleek, Kathryn
Cox, Kim
Crowell, Erica D.
Curtis, Christy A.
Davis, Chris
Dean, Jillian
Devine, Sherri
Dollar, Christopher M.
Dubois, Bryn
Eatmon, Sonia
Embry, Sherrie
Fisher, Clark J.
Forster, Jens
Fransen, Craig V.
Funderburk, Karyn
Garland, Jan
Garrity, Cristina M.
Garrity, Timothy K.
Ghalebi, Amir
Girard, Erin
Gomez, Bianca
Gomez, Sam
Gonzales, Debbie
Grabowski, Michael J.
Greger, Frank J.
Gustafson, Ryan
Harrington, Candice
Hawkins, Tracy
Higginson, Patrick J.
Huffman, Marie
Hogan, Joyce A.
Johnson, Cheryl A.
Kearsley, John
Khalil, Amal
Kubba, Dina
Lamb, Colleen
Landino, Craig J.
Laubach, Lynelle
Lee, Christina
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Litus, Lauren
Lohrman, Mary
Mack, Ana M.
Martin, Angela D.
Martin, Wally
Martinez,, Carol
Marzolo, Gary
McElfish, Wendy
McNeil, Kelly
Miller, Cole (Michael)
Miller, Katy
Miller, Ronan B.
Miller, Teresa J.
Minier, Michael H.
Misustin, John
Morgan, Shauna J.
Mulligan, Brian G.
Nelson, Karen
Nguyen, Huy Q.
Nichols, Rick
Pelzer, Kathy
Pender, Max
Perez, Deanna
Perkins, Nick
Peyton, Jeanne
Phelps, Susan
Resnick, Josh
Ricci, Dave
Rico, Elaine
Ridill, Bruce
Roach, Chris M.
Sanchez, Lynn
Sayles, Melisa D.
Schepens, Scott M.
Schultz, Brian N.
Shinavar, Amanda
Shrader, Loren
Smith, Susan
Sola Pelzel, Brittany
Solis, Trinny
Sorrrell, Jason
Sprinkle, Sage M.
Sweeney, Lorena
Tiritilli, Beatrice
Tribe, Josh
Tucker, Emily
Tyler, Heidi
Vega, Darwin
Waldukat, Andy
Weesner, Kay
Yancey, Kendra E.
Yancey, Steve J.
York, Mark S.

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hmt Tyler@capousd.org
DVega@capousd.org
AKWaldukat@capousd.org
KWeesner@capousd.org
KEYancey@capousd.org
SJYancey@capousd.org
MSYork@capousd.org

Elementary Schools

Ambuehl	(949) 661-0400
Arroyo Vista	(949) 234-5951
Don Juan Avila	(949) 349-9452
Barcelona Hills	(949) 581-5240
Bathgate	(949) 348-0451
Truman Benedict	(949) 498-6617
Marian Bergeson	(949) 643-1540
Canyon vista	(949) 234-5941
Castille	(949) 234-5976
Chaparral	(949) 234-5349
Concordia	(949) 492-3060
Crown Valley	(949) 495-5115
R.H.Dana	(949) 496-5784
R.H.Dana Enf	(949) 234-5505
Del Obispo	(949) 234-5905
Hankey	(949) 234-5315
Hidden Hills	(949) 495-0050
Kinoshita	(949) 489-2131
Ladera Ranch	(949) 234-5915
Laguna Niguel	(949) 234-5308
Las Flores	(949) 589-6935
Las Palmas	(949) 234-5333
Lobo	(949) 366-6740
Malcom	(949) 248-0542
Marblehead	(949) 234-5339
Moulton	(949) 234-5980
Oak Grove	(949) 360-9001
Oso Grande	(949) 234-5966
Palisades	(949) 496-5942
Philip Reilly	(949) 454-1590
San Juan	(949) 493-4533
Tijeras Creek	(949) 234-5300
Viejo	(949) 582-2424
Vista Del Mar	(949) 234-5950
Wagon Wheel	(949) 589-1953
George White	(949) 249-3875
Wood Canyon	(949) 448-0012

Contacting CUSD

Capistrano Unified School District

33122 Valle Road, San Juan Capistrano, California 92675
(949) 234-9200 Phone | (949) 493-8729 Fax

Dr. Joseph M. Farley

CUSD Superintendent, (949) 234-9203

CUSD Hot Lines Numbers

English

(949) 234 - 5575

Spanish

(949) 234 - 5583

Middle Schools

Aliso Viejo	(949) 831-2622
Arroyo Vista	(949) 234-5951
Don Juan Avila	(949) 362-0348
Bernice Ayer	(949) 366-9607
Marco Forster	(949) 234-5907
Hankey	(949) 234-5315
Ladera Ranch	(949) 234-5922
Las Flores	(949) 589-6543
Newhart	(949) 855-0162
Niguel Hills	(949) 234-5360
Shorecliffs	(949) 498-1660
Vista Del Mar	(949) 234-5955

High Schools

Aliso Niguel	(949) 831-5590
Capistrano Valley	(949) 364-6100
Dana Hills	(949) 496-6666
San Clemente	(949) 492-4165
San Juan Hills	(949) 234-5900
Tesoro	(949) 234-5310

For additional information about emergency preparedness, please visit <http://capousd.org>. In the search engine, type in **Safety and Student Services**.

SECTION III:

School Policies and Procedures



CVHS Attendance Procedures:

It is our desire at Capistrano Valley High School that students attend classes regularly and have a successful year. To that end, it is important for each family to maintain regular communication with the Attendance Office staff. Parents are encouraged to clear only legitimate and necessary absences. A fundamental premise is that students must attend class constructively and consistently to benefit from the instructional program. Accordingly, the following expectations and policies have been instituted at Capistrano Valley High School (CVHS). Please read them thoroughly and review them with your son or daughter.

ALL DAY ABSENCES: **(949) 365-0973 All Day absence line**

If your student is going to be absent for the entire day please call the 24-Hour Absence Line. **DO NOT LEAVE REQUESTS FOR EARLY OUTS ON THE ABSENCE LINE!** This is a voicemail service that does not ring in the office; your request may not be heard until much later in the day.

TARDIES: (949) 388-1092

Students arriving late to class create not only a disruption to the classroom, but also a loss of valuable instructional time for the student. **ALL STUDENTS ARRIVING LATE TO SCHOOL MUST REPORT TO THE ATTENDANCE OFFICE AND SIGN IN AT THE WINDOW – EVEN IF ARRIVING DURING PASSING PERIOD/LUNCH.** A parent/guardian must call prior to lunch to verify the reason for arriving late to school.

LEAVING SCHOOL EARLY: (949) 388-1092

ALL STUDENTS MUST CHECK OUT WITH ATTENDANCE PRIOR TO LEAVING CAMPUS!

If a student needs to leave before the school day is over, a parent/guardian must call the Attendance Office prior to the student leaving campus. **Students may also provide notes signed by parents with the time/reason the student needs to leave. IT IS EXTREMELY BUSY IN THE ATTENDANCE OFFICE DURING BREAK AND LUNCH. IT IS HIGHLY RECOMMENDED TO CALL IN THE MORNING TO ARRANGE FOR YOUR STUDENT TO LEAVE.** Calling early in the day, or dropping off the note prior to the first class of the day, allows the student to pick up the “Early Out” slip during passing periods or lunch which saves time and reduces classroom interruptions when they need to leave. Due to time constraints, the Attendance Office staff **ARE NOT** able to assist with parent requests for a student to leave campus early within the last 20 minutes of the school day. Please refrain from making requests during this time period.

ILLNESS DURING SCHOOL HOURS

****If a student becomes ill during class time and wishes to go home, the student should not call or text home, but should ask the teacher for a pass to the Nurse’s Office. Arrangements to go home will be coordinated through the nurse.**

ATTENDANCE HOURS

7:00 AM TO 4:00 PM



CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California 92675

SHORT-TERM INDEPENDENT STUDY MASTER AGREEMENT

Beginning Date of Agreement: _____ Ending Date of Agreement: _____

School of Enrollment: _____ Total school days being requested: _____

Student _____ Grade _____ Date of Birth _____

Parent/Guardian _____ Parent e-mail Address _____

Address _____ City _____ Zip _____

Home Phone (____) _____ Work (____) _____ Cell (____) _____

OBJECTIVES, METHODS OF STUDY, METHODS OF EVALUATION, AND RESOURCES

The student will complete all assignments listed on the Independent Study Assignment Sheet. Assignment and subject/course objectives reflect the curriculum adopted by the district's governing board and are consistent with district standards as outlined in the district's subject/course descriptions. The specific objectives, methods of study, methods of evaluation, and resources for each assignment covered by this agreement are described on the Independent Study Assignment Sheet. Any subsidiary agreements are also part of this agreement.

Elementary Subjects	Check all that apply	Course Credits (# of days)	Secondary Courses	Course Credits (# of days)
Reading				
English				
Math				
Social Science				
Science				

REPORTING

The student will complete all assignments/course work listed on the Independent Study Assignment Sheet and return the work and Assignment Sheet to the supervising teacher on the day the student returns to the classroom.

Manner: In-person Frequency: Upon return from extended absence Place: _____

Day: _____ Time: _____

ASSIGNMENTS

According to the district school policy for grades K through 12, the maximum length of time allowed between the assignment and the date the assignment is due is ten school days, unless a prior exception is made in accordance with district school policy. If four assignments listed on this agreement are missed or incomplete, an evaluation will be made to determine whether independent study is an appropriate strategy for this student. A written record of this evaluation will be placed in the student's cumulative file and maintained for a period of three years from the date of the evaluation and, if the student transfers to another California public school, the record shall be forwarded to that school. *If a student requests a short-term independent study agreement and does not complete at least 70% of the assignments, that student will not be eligible to request another short-term independent study agreement for the remainder of the school year.*

VOLUNTARY STATEMENT

Independent Study is an optional educational alternative that students voluntarily select, including expelled students and/or students whose expulsion has been suspended (Education Code §48915 or §48917). All students who choose independent study have the continuing option of returning to the classroom.

EQUITABLE PROVISION OF RESOURCES AND SERVICES

The independent study option is to be substantially equivalent in quality and quantity to classroom instruction, and students who choose to engage in independent study are to have equality of rights and privileges with students in the regular school program.

School Responsibilities

- This short-term Independent Study Master Agreement is in effect for the duration stated on the agreement.
- The major objective for the duration of the agreement is to enable the student to keep current with his/her studies for the period covered by the agreement.
- The district will provide instructional materials, teacher support and other necessary items and resources as specified on the Assignment Sheet.
- Upon return from the extended absence, all work must be completed and turned in to the teacher no later than the day the student returns to the classroom.
- This agreement must be signed and dated prior to the commencement of independent study, by the student, student's parent, legal guardian, or caregiver, if the student is 18 years of age, the supervising teacher and all persons who have direct responsibility for providing assistance to the student.

Parent's Agreement – *I understand that:*

- Short-term Independent Study is a voluntary educational alternative for my student.
- Learning objectives are consistent with and evaluated in the same manner that they would be for students enrolled in a traditional school program.
- If my student has an Individual Education Plan (IEP), the IEP must specifically provide for enrollment in Independent Study.
- I am responsible for supervising my child while he or she is completing the assigned work and for ensuring the submission of all assignments on the day my student returns to school.
- I am liable for the cost of replacement or repair for willfully damaged, destroyed, or lost books and other school property checked out by my student.
- I have the right to appeal to the school administrator any decision about my student's placement or school program in accordance with district policies and procedures.

Student's Agreement – *I understand that:*

- Independent Study is a strategy that I have voluntarily chosen.
- I am entitled to textbooks and supplies, supervision by a certificated teacher, and all services and resources received by other students enrolled in my grade.
- I am required to complete my assigned work by the due date, as listed on the Independent Study Assignment Sheet and turn it in on the first day when I return to school.

SIGNATURES AND DATES

Student: _____

Date: _____

Parent/Guardian: _____

Date: _____

Supervising Teacher: _____

Date: _____

Other Assisting Person(s) _____

Date: _____

This ASSIGNMENT SHEET along with all completed assignments MUST be turned in the day the student returns to school.



CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California 92675

SHORT-TERM INDEPENDENT STUDY ASSIGNMENT SHEET

Beginning Date of Agreement: _____ Ending Date of Agreement: _____
Student _____ Grade _____
School of Enrollment: _____ Parent/Guardian _____
Subject Teacher Name _____ Subject Teacher Signature _____ Date _____

Part 1: To be completed by the subject teacher prior to the beginning date of Independent Study

- *All assignments must be completed and turned in on the first day the student returns to school.*
- *The student's name, grade, subject, assignment and date must be on each page of every assignment.*

Subject: _____

Course objectives: _____

Description of educational activities (methods of study): _____

Materials, resources and personnel available to student: _____

Methods of evaluation of assignments:

___ Written Assignment ___ Report ___ Test/Quiz ___ Project ___ Other

Part 2: To be completed by the teacher upon return of the student and submission of Assignment Sheet.

Teacher Comments/Grades

Number of days submitted: _____ Number of days of apportionment credit: _____

My signature below indicates that I, the assigned supervising teacher, have personally evaluated the student's work, or that I have personally reviewed the evaluations made by other certificated teachers. I have marked each assignment with an evaluation.

Supervising Teacher Signature

Date Evaluated

For Supervising Teacher: Attach one day's worth of student's original assignments to this Assignment Sheet and return to the school office.

Substitute Teacher Protocol

www.frontlinek12.com/aesop

- **ALL ABSENCES EXCEPT CONFERENCES/SCHOOL-DISTRICT EVENTS:**
- **All absences must be reported to Aesop.** Please remember that any absences being reported as “Personal Necessity” (PN) **MUST BE PRE-APPROVED BY THE PRINCIPAL, NO EXCEPTIONS!** Make sure you allow enough time for Aesop to call out. If you know you will be absent on a specific date, enter it in ASAP. Please keep in mind there are a limited number of subs and many times we are left with unfilled absences. This means the school site must ask your colleagues to cover on their prep periods. There is **NO RESIDENT SUBSTITUTE ON CAMPUS!** Please check your absence status and make sure your absence has been filled. Please leave the substitute your classroom rules, lesson plans, seating chart, and any other information you want them to have. If your absence doesn’t require substitute coverage you must still enter it into the system and use the “No Substitute Required” reason code. Please see Heidi or Sean if you need a substitute longer than 1 week. You may prearrange substitutes. To do so enter your absence as “prearranged substitute”. You must make all arrangements with them directly. Any substitute information or questions can be directed to Heidi.

- **CONFERENCES/SCHOOL EVENTS:**
- Any time you are off campus for an activity (athletics, conferences, training, etc) you must fill out a “Request to Attend Educational Event” form (RTA) for approval. Administration will add the SARS code and substitute code. All RTA’s must be turned in a minimum of 4 weeks prior to the scheduled event. There are only 50 subs per day allotted district wide for events. All Monday and Friday absences require an override for the absence by the district and **MUST** go through the principal. Do not enter your absence into the system as we must first obtain a SARS approval. Make sure you have the account code for the billing included on the RTA. The RTA form can be found on CapoNet under “Browse by Resources” then “Forms”. Fill out the form completely online, sign it, print it and turn in all completed paperwork to Sherrie Martin in the administration office.

- **LATE NOTICE:**
- Please notify Heidi immediately if you report your absence after 6:30am for that same day. Absences called in after 5:00am of the same day often do not get picked up by a sub. If you teach a “0” period and call in an absence for the same day, please call Heidi right away. You will have to listen to the answer machine message until it is done and then it will ring through to the switchboard. (Prior to 7:00am) Heidi is in the office starting at 6:30am.
- Main line (949-364-6100)
- Please remember there is no resident substitute on campus. It is imperative that all absences are entered into the system ASAP to prevent unfilled absences. If you have an emergency during the school day that requires you to leave campus before the end of school please call Heidi and an administrator will determine how to cover your classes.

****Please refer to the new AESOP sub program directions for further questions and information.**

Capistrano Unified School District

TO:

8/7/2017

Dear :

We have the pleasure of notifying you that Capistrano Unified School District is using a service from Frontline Education that greatly simplifies and streamlines the process of recording and managing absences and finding substitutes. The Frontline Absence & Time solution will be available to you 24 hours a day, 7 days a week and can be accessed via internet and phone.

How do I interact with Frontline? Aesop

1. You can interact with Frontline on the internet at <http://www.aesoponline.com>. Here, you will be able to enter absences, check your absence schedule, update personal information, and exercise other features such as uploading your lesson plans for substitutes to view online.
2. You can also call Frontline toll free at 1-800-942-3767. Simply follow the voice menu to enter and manage absences and access other features. We recommend that you call in to check the computer recording of your name and title. To do this, press Option 5 and follow the prompts.

Important Notes:

Your ID and PIN are as follows:

- ID Number
- PIN

*When entering an absence, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. **Your transaction is not complete until you receive a confirmation number.**

We are confident that you will find the Frontline experience beneficial and enjoyable.

If you have any questions, concerns, or comments; please contact Linda Friesz by phone or email as listed below.

Thank you,

Linda Friesz
Human Resource Specialist
ljcfriesz@capousd.org
(949) 234-9364

Absence and Substitute Management



Sign In

ID:

Pin:

[Pin Reminder](#) [Login Problems](#)

LOGGING IN ON THE WEB

To log in to the absence management system, type signin.frontlineeducation.com in your web browser's address bar and select **Sign In** for the "Absence Management" feature.

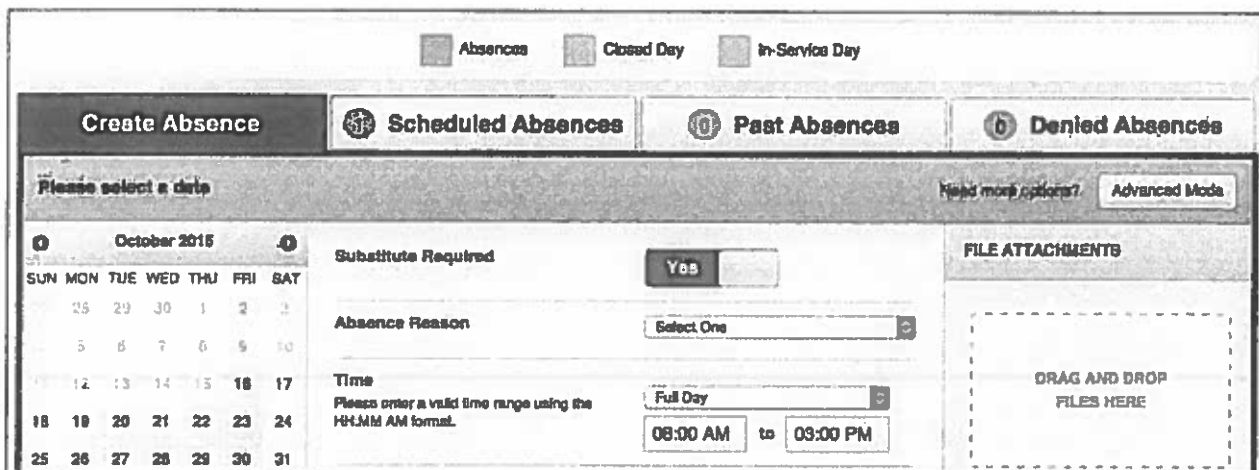
The Sign In page will appear. Enter your ID and PIN and click **Login**.

CAN'T REMEMBER YOUR LOGIN INFO?

If you're having trouble logging in, click the **Login Problems** link next to the "Login" button for more information.

CREATING AN ABSENCE

You can enter a new absence from your absence management home page under the **Create Absence** tab.



☐ Absences ☐ Closed Day ☐ In-Service Day

Create Absence **Scheduled Absences** **Past Absences** **Denied Absences**

Please select a date Need more options? [Advanced Mode](#)

SUN	MON	TUE	WED	THU	FRI	SAT
	28	29	30	1	2	3
	5	6	7	8	9	10
	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Substitute Required ☒ Yes ☐ No

Absence Reason

Time to

Please enter a valid time range using the HH:MM AM format.

FILE ATTACHMENTS

DRAG AND DROP FILES HERE

Fill out the absence details including the date of the absence, the absence reason, notes to the Administrator or substitute, and more. You can also attach files to the absence from here.

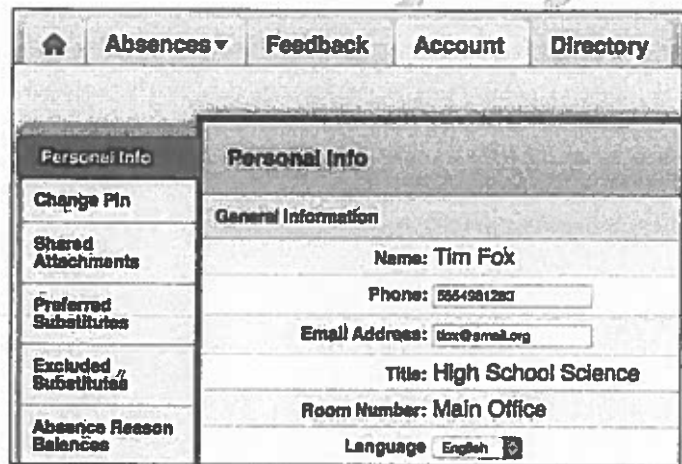


☒ **Create Absence**

When you're completed entering the absence details, click the **Create Absence** button.

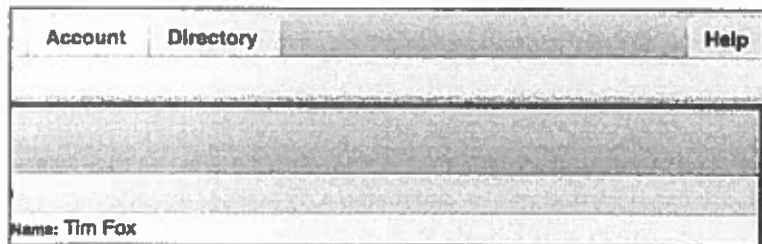
MANAGING YOUR PIN AND PERSONAL INFORMATION

Under the "Account" tab, you can manage your personal information, change your PIN number, upload shared attachments (lesson plans, classroom rules, etc.), view absence reason balances, manage your preferred substitutes, and more.



Personal Info	
Change Pin	Personal Info General Information Name: Tim Fox Phone: 555-981-283 Email Address: tfox@email.org Title: High School Science Room Number: Main Office Language: English
Shared Attachments	
Preferred Substitutes	
Excluded / Substitutes	
Absence Reason Balances	

GETTING HELP AND TRAINING



Account	Directory	Help
Name: Tim Fox		

If you have questions, want to learn more about a certain feature, or need more information about a specific topic, click the Help tab to go to the absence management Learning Center, where you can search a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

Not only is Frontline's absence management on the web but you can also create absences, manage personal information, check absence reason balances, and more, all over the phone.

To call the absence management system, dial 1-800-942-3767. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

Over the phone you can:

- Create an absence (within the next 30 days) – Press 1
- Check your absence reason (entitlement) balances – Press 2
- Review upcoming absences – Press 3
- Review a specific absence – Press 4
- Review or change your personal information – Press 5

If you create an absence over the phone, be sure to make note of the confirmation number that the system assigns the new absence for reference.



2017-2018 TEACHER INFORMATION

1. **Fax Machines:** There are two fax machines for your usage. Machine #1 is in the Activities Office, ph. # 949-347-0514. Machine #2 is in the Guidance Office, ph. # 949-347-1298.
2. **Scantron Machines:** There are three Scantron machines for your usage. Machine #1 is in the Administration Office workroom. Machine #2 is in the English Dept. Office in the "F" wing (next to F7). Machine #3 is in room J-3, you must prearrange usage of this machine since this is a working classroom.
3. **Elevator:** The elevator is for use by staff and students with a physical need. Students must check in with the health office and complete a release form then the health office will issue the key. Staff members may see the health office directly if they need to check out/borrow an elevator key.
4. **Keys:** Staff keys are checked out by Karen Bucknam, Office Manager. Substitute teacher binders also contain a classroom key. (you do not have to leave your key for a substitute teacher) In case of an emergency (ie: you forgot your keys in your room, etc), you may check out a room key from Heidi (receptionist). This key must be returned at the end of the school day. Keys for K-7 can be checked out from Karen. Keys for E-1 lab can be checked out from the library.
5. **Staff Mailboxes:** Please check your staff mailbox located in the Administration Office frequently. Important notices, US mail, inter-office mail, packages, etc. are all distributed to your box daily.
6. **Switchboard:** The switchboard receives countless phone calls every day. All calls received during class time will be transferred to your voice mail unless you advise us otherwise. (We are happy to accommodate your requests!) Your phones are not programmed for dialing a long distance phone number. You must dial "0" and the receptionist will connect you to the outside phone number you are requesting. You may call other classrooms, offices, and local phone numbers from your phone. Please refer to your phone list as often as possible rather than having the switchboard connect you with another extension. If you need the assistance of a proctor, please dial "0" or ext. 12090. Please forward the switchboard a copy of any flyer or information that you have distributed for school related events. We would rather give callers the information than forward calls to voice mails or the wrong person.
7. **Work Orders:** If you need a repair done in your classroom, please email Heidi unless it is an emergency. Notify Heidi or an administrator if you have emergency work order. The custodian will assess the repair and either fix it or a work order will be generated. **Vandalism:** If you discover a vandalism please report it immediately to Administration or Heidi.
8. **Voice Mail Box:** Please make sure to set up your voice mail box. It would be very helpful for you to include your email address in your greeting. If you do not intend to use the voice mail system, please voice in a message that states how to reach you.
9. **District Phone Numbers:** A complete list is available on Caponet website.
Main line: 949-234-9200
10. **Most Popular District Phone Numbers (a complete list can be found on the district website)**
District Main Line 949-234-9200
Payroll Dept. 949-234-9396
Personnel Office 949-234-9380
Insurance Dept. 949-234-9405

Copy Room Information for Teachers

- File your copy job requests in the upstairs office workroom file box or in the H-wing copy room file box. Orders should be placed in the file for the day of the week you want it completed.
- All copy jobs must have the white order form attached giving detailed instructions of how the order is to be completed. (check appropriate boxes, etc) Any incomplete orders will be returned to your box for completion. Please do NOT put "ASAP" as the return date, we need an actual date since that is how orders are prioritized.
- Do NOT submit a book as a master to make copies from. You must make a master from the book yourself and then submit that master with the order form.
- Remember, we have no way of anticipating the volume of orders on any given day. Please allow a minimum of 2-3 days turnaround time for your order to be completed.
- The copy mom volunteers do their best to stay on schedule, but there are times that orders get backed up (finals!) In order for the volunteers to be efficient, we ask that teachers DO NOT use the H-wing copier when a copy mama is there working. Please use the office workroom or staff lounge copiers if you need immediate copies. Interrupting copy jobs in progress prevents the copy mamas from completing the jobs that were already scheduled for that day.
- White paper is supplied for all jobs. If you want an order completed on colored paper you must supply the colored paper and make sure it is notated on the special instructions.
- Supplies are left out for teacher use by the copy moms. Please do NOT take these supplies to your classrooms. The supply cabinet is locked and for copy volunteers only. The machine is left stocked with paper at the end of every copy mama shift. If the machine is out of paper, you will have to bring some. Paper is available in the upstairs admin offices hall cabinet.
- Completed orders will have the originals and order form secured to the finished job. A post-it note will be folded down over the end of the completed copies to make it easy for teachers to find their orders. Orders will then be placed in the appropriate cubbies on the wall.
- A gold pick-up slip will be put in the teacher mailbox upstairs when their order is ready. All orders are securely locked in the copy room downstairs.
- The white board in the copy room will also have the teachers names listed for completed copy jobs. Please erase your name from the board when you pick it up.
- Please leave the copy room clean after your usage and make sure the door is LOCKED.
- Your dedicated copy mamas thank you for your cooperation and hope to have another great year at Capo!
- NEVER GIVE YOUR KEYS TO A STUDENT TO RETRIEVE YOUR COPY JOBS!
Students are NOT ALLOWED IN THE H WING COPY ROOM, EVER!
This is considered a "secure" room due to testing and other confidential materials that are stored in the room.



CAPISTRANO UNIFIED SCHOOL DISTRICT

HIGH SCHOOL DISCIPLINARY POLICIES AND PROCEDURES

2017-2018

KRISTEN VITAL, SUPERINTENDENT

**33122 VALLE ROAD
SAN JUAN CAPISTRANO, CA 92675
949-234-9200**

CAPISTRANO UNIFIED SCHOOL DISTRICT

High School Disciplinary Policies and Procedures

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CAPISTRANO UNIFIED SCHOOL DISTRICT

High School Disciplinary Policies and Procedures

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CAPISTRANO UNIFIED SCHOOL DISTRICT

Disciplinary Policies and Procedures

Our goal in Capistrano Unified School District (CUSD) is to help each student become a positive and responsible citizen. We know that students will work toward this goal by respecting the rights of others, respecting personal and school property, and by practicing acceptable behavior. The following rules and regulations are in effect on or near school grounds, off campus during school hours, at school-sponsored functions, and while on the way to or from school or school activities. Assistant Principals may at times find it necessary to add or subtract from the disciplinary policies described in this handbook in order to ensure progressive discipline and overall consistency and fairness. Unless otherwise noted, the discipline consequences apply for the entire current school year.

Levels of Disciplinary Interventions

The level of disciplinary consequence is determined by the specific infraction.

- Level 1 – Warning
- Level 2 – Teacher –assigned detention
- Level 3 – Afternoon School Detention, Parent notification/possible Behavior Contract
- Level 4 – Saturday School possible Behavior Contract/step advancement. Possible SST (referral to counselor)
- Level 5 – Behavior Contract established (if not already in place)/Parent contact/Behavior Contract step advancement (if already in place). SST initiated
- Level 6 – Suspension (1-5 days) and Parent conference/Behavior Contract/step advancement
- Level 7 – Involuntary school transfer (parent appeal per Board Policy 5152)
- Level 8 – Recommend expulsion/involuntary school transfer (parent appeal per Board Policy 5152)

Note: Any student who is suspended from school may not be on campus or attend school-related activities while on suspension. Any student who is involuntarily transferred to an alternative educational site may not attend comprehensive high school activities.

ALTERNATIVE TO SUSPENSION (ATS) PROGRAM

The CUSD ATS program is an off-site District-operated classroom for students who are suspended for Education Code §48900 violations. The students are under the supervision of credentialed teachers and counselors who will present a curriculum that offers a proactive, therapeutic approach to instilling the skills, habits and behaviors necessary to be successful in school and life.

Students who successfully complete the program will not reflect a suspension from school on their attendance record unless the student is pending expulsion.

ACADEMIC INTEGRITY

CUSD students, teachers, administrators and parents are encouraged to base relationships on a fundamental notion of trust. With trust comes the ability to establish productive staff-student-parent relationships. Therefore, academic dishonesty (“cheating”), in any form (including students working together in pairs or groups unless specifically directed to do so by the teacher) will not be tolerated. Cheating undermines the academic process, destroys students’ integrity, and shatters the trust necessary for productive relationships.

Teachers are often required to indicate violations of Academic Integrity on college applications and recommendation forms. Teachers may also refuse to write letters of recommendation for students who violate this policy.

The acts of academic dishonesty listed below will be dealt with in the manner outlined. Accordingly, academic and citizenship penalties,(which may include suspension) may occur. All parties involved are subject to the same consequences. Assistant Principals log all incidents of academic dishonesty in the student's discipline file, and consequences will be issued on a cumulative school-wide basis. Acts of academic dishonesty are defined below:

Cheating on Test, Quiz, Project, Homework, Classwork or Major Assignment

Intentional giving or using assistance relating to an exam, test, quiz, project, or major assignment without the expressed permission of the teacher, including working in pairs or groups, or misuse of any form of technology. These acts include use of crib sheets, programmed information on electronic devices, calculators when not permitted, etc.

Consequences:

1st incident:

1. Disciplinary consequence assigned.
2. Receive a referral to Assistant Principal and incident (minimum Level 4) logged in student's discipline.
3. Teacher will notify parent/guardian.
4. Receive a zero on the assignment, which will be averaged into the student's overall grade.
5. Behavior Contract initiated or contract step advancement.

2nd incident:

1. Disciplinary consequence assigned.
2. Receive a referral to Assistant Principal and incident logged in student's discipline.
3. Parent/guardian notified by teacher or AP.
4. Grade may not be above "C" and a "U" in citizenship for the semester.
5. Behavior Contract step advancement.

Fabrication/ Plagiarism

This includes any falsification or invention of data, citation, or other authority in an academic exercise and intentional use of another's words, ideas, or work as one's own. Plagiarism includes the misuse of published material and unpublished work of others, e.g. projects, lab, internet information.

Same consequences as above for cheating on test/quiz/project or major assignment.

Theft or Alteration of Materials

Any unauthorized taking, concealment, alteration, or distribution of student or teacher materials.

Consequences:

1st incident:

1. Minimum Level 6.
2. Receive a referral to Assistant Principal and incident logged in student's discipline.
3. Parent/guardian notified.
4. Behavior Contract initiated or step advancement.

2nd incident:

1. Minimum of Level 7 Suspension.
2. Receive a referral to Assistant Principal and incident logged in student's discipline.
3. Parent/guardian notified.
4. Grade may not be above "C" for the course and a "U" in citizenship for the semester.
5. Possible recommendation for transfer to alternative education program.

ASSEMBLY/ACTIVITY MISCONDUCT

Assemblies, pep rallies, and activities are produced by the Associated Student Body to increase school spirit, provide positive motivation, and increase awareness of issues facing students today. During these events, many students are congregated in one area; therefore, each student is expected to be on his/her best behavior. Students are expected to participate positively at the assembly, rally, or activity and not behave in any manner that would detract from the purposes of the event (e.g., heckling, talking, laser pens, throwing objects, etc.). Attendance at assemblies and rallies is mandatory unless otherwise specifically stated, and roll is taken by the classroom teacher before and after the assembly/rallies. Any student not in the assembly/rally or not reporting back to class is considered truant.

Consequences:

The minimum consequence of the first incident is placement at Level 4 in addition to removal from the assembly, rally or activity.

ATTENDANCE/TRUANCY

Please see the detailed Attendance Procedures included in this handbook for an explanation of a truant. According to Education Code and CUSD Board policy, a student is considered a habitual truant after four (4) unexcused absences. A student may also be involuntarily transferred for excessive unexcused absences.

A parent or legal guardian may excuse a student for absences, but this must be done within 72 hours of the absence or the student will be considered truant. Please refer to the school's website for attendance contact information.

Consequences:

The minimum consequence of the first incident is placement at Level 3.

CUSD students are encouraged to attend all classes on a regular basis. Regular attendance will help the student have a more successful school year. Parents are encouraged to maintain regular contact with the attendance office staff regarding absences.

Excused Absences

To excuse an absence either contact the 24-hour attendance phone line or email us (info above). Please provide the student's name and grade, your name, absence date, and a reason for the absence. Parents may excuse their child for the following:

- Illness
- Medical Appointment
- Court Appointment
- Religious Event
- College Visits (with administrative preapproval)

Excessive Illnesses

When a student has had 14 absences in the school year for illness, any further absence for illness shall be verified by a physician (BP 5112).

Leaving School Early for the Day

The school is responsible for students once they arrive to school in the morning until after the dismissal bell. Any student who needs to leave school before the end of the instructional day must check out through the attendance office. Our staff will need permission from a parent/guardian before the student can leave campus; this can be via email or fax with parents identification. The student will be provided with a *Special Excuse* pass and should have this in or her possession before leaving campus. Without this pass, the student may be considered truant. Once a student has been issued their pass or “called out,” they must leave campus at the designated time.

Tardy

Any student who arrives to class after the bell, but less than 30 minutes late, will be considered tardy. Students who arrive to class late create a disruption regardless of the reason. As a result, parents are unable to clear a tardy. Students who arrive at school after the bell but less than 30 minutes late should proceed directly to class. Those who are more than 30 minutes late should be marked absent by the teacher and will need a pass from the attendance office. Per Education Code, all rules pertaining to unexcused absences will apply to a tardy of thirty minutes or more. In the event that a tardy results from a meeting/ interaction with a staff member, that tardy may be excused, depending on the circumstance.

Consequences:

<u>1st Action</u>	Student notified by teacher, possible teacher detention, teacher may notify parent.
<u>2nd Action</u>	Student notified by teacher, possible teacher detention, teacher may notify parent.
<u>3rd Action</u>	Teacher notifies student, teacher detention assigned, teacher may notify parent.
<u>4th Action</u>	Teacher notifies student, teacher detention assigned, teacher notifies parent.
<u>5th Action</u>	Teacher notifies parent, referral to office, Afternoon School assigned.
<u>6th Action</u>	Teacher notifies parent, referral to office, Afternoon School assigned, possible parent conference.
<u>7th Action</u>	Teacher notifies student, referral to office, Saturday School assigned.
<u>8th Action</u>	Teacher notifies student, referral to office, Saturday School assigned, and student is placed on a Behavior Contract.
<u>9th Action</u>	Additional Saturday School and Behavior Contract progression. If in zero period, the student will be transferred out of zero period into an alternate schedule.

Truants/Unexcused Absences

Students who are on campus but miss their assigned class without permission from school staff are considered truant. Also, those who leave campus without a special excuse pass from the office, miss school for reasons other than those listed as excused absences above, or have an absence that remains unexcused after 72 hours will be recorded as truant. Discipline may be administered in each of these cases.

Unexcused absences includes all absences not identified under excused absences, examples of unexcused absences include: vacations (without an independent study contract); staying home to visit with friends or family.

A total of three days of unexcused absences or truancies can trigger the School Attendance Review (SARB) process. Parents will be sent a letter notifying them that their child is habitually unexcused/truant.

Additional unexcused absences/truancies will prompt a mandatory meeting with the District Attorney's office and potential prosecution.

BUS REFERRAL

The District provides bus services as part of its commitment to transport students to and from school. It is critical that each student behaves in a manner that is in accordance with all school rules, is safe, and does not hinder the bus driver. Students are expected to respect the authority of the bus driver as a school official. This standard of acceptable behavior begins when the student arrives at the bus stop.

Consequences:

The minimum consequence of the first incident is placement at Level 1, plus possible bus suspension.

BULLYING/CYBER BULLYING

The Board strives to provide a safe and positive learning climate for students in the schools. Therefore, it shall be the policy of CUSD to maintain an educational environment in which bullying and cyber bullying in any form are not tolerated. All forms of bullying and cyber bullying by CUSD students are hereby prohibited. Anyone who engages in bullying and cyber bullying in violation of this policy shall be subject to appropriate discipline. Students who have been bullied or cyber bullied shall promptly report such incidents to any staff member. Complaints of bullying and cyber bullying shall be investigated promptly and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

Consequences:

May include, but are not limited to: loss of CUSD computer privileges, detention, suspension or expulsion. Law enforcement may be notified.

DANCES

Dress Code—School dress code applies to dances. Students dressed inappropriately may not enter the dance. Parents will be called and may bring appropriate clothes or students may go home with parent permission.

All students and guests may be required to take a breathalyzer test before entering the dance.

Students who dance inappropriately will receive a "time-out" and documented warning. On the second offense, the student will be sent home.

DEFIANCE OF AUTHORITY

Students are expected to obey the valid authority of supervisors, teachers, administrators, or other school staff without delay. A student may appeal the decision later by speaking with his/her Assistant Principal, but the student is expected to first obey the directive by the staff member. It is also considered a defiance of authority if a student willfully disrupts any school activity or willfully misleads or misrepresents the truth. Failure to serve assigned disciplinary consequences constitutes defiance of authority.

Consequences: The minimum consequence of the first incident is placement at Level 3.

Defiance/Disrespect of Teacher/Classroom Disruption

Students are expected to respect and obey teachers without delay. Students are expected to participate in classrooms without disrupting the educational environment or creating a disturbance that may affect the teacher or other students.

Consequences:

The minimum consequence of the first incident is placement at Level 3 and possible Behavior Contract/step increase.

Note: Teachers have the option to insist on a maximum of a consecutive two-day period suspension at any time; however, parent contact must be initiated by the teacher prior to the second day, (add all four items).

Detention Defiance***Consequences:***

Students who fail to serve Friday School Detention Defiance (or After School Detention) will be assigned Saturday school.

Saturday School Defiance

Students who fail to serve assigned Saturday school detentions will receive the following consequences:

Consequences:

- 1st Saturday School reassigned and Behavior Contract/step advancement.
- 2nd Suspension/ATS (1 day).

Serious Disruption of the Learning Environment

Students are expected to participate in school without disrupting the educational environment or creating a disturbance for themselves or others and the students discipline history.

Consequences:

The minimum consequence of the first incident is placement at Level 6 and possible recommendation for involuntary transfer depending on the seriousness of the disruption.

DISRUPTIVE ACTIVITY**Horseplay**

All students are expected to be responsible for their behavior and respectful towards other students, staff, school facilities and equipment. Horseplay is not permitted. Any damage incurred will be considered vandalism and subject to restitution.

Consequences:

The minimum consequence of the first incident is placement at Level 3.

Laser Pointer

Laser pointers are dangerous and are not allowed at school.

Consequences:

The minimum consequence for the first incident of possession a laser pointer is placement at Level 4. Shining the laser directly at someone results in a consequence greater than Level 4.

DRESS CODE

The Board has established a dress code to provide a safe and unhindered learning environment for all CUSD students. With the District's policy as a basis, all schools have established a campus-appropriate dress standard. A student must relinquish any offending article of clothing or accessory, including hats/beanies. The school is not responsible for the loss of any confiscated item. At the first incident, a student will be offered the use of a "loaner" garment if available and the parent will be notified. For subsequent incidents,

the parent will be contacted to provide an appropriate change of clothing and student will be assigned an Afternoon School. It is up to the discretion of the Assistant Principal to release the confiscated item to the parent or the student but only at the end of the school day. Items considered dangerous or items confiscated two or more times will only be returned to parents or may be returned after a 48-hour hold and an Afternoon School will be assigned. See the District policy (BP 5142) for more detailed information.

Consequences:

The consequence is placement at Level 1 for the first incident. Repeated violations may result in more serious consequences or Behavior Contract.

DRIVING/PARKING VIOLATIONS

For the safety of all, anyone using the parking facilities and roadways on campus must abide by the rules and regulations stated on the Parking Information and Application. Parents and students are expected to abide by all traffic rules and follow directions of school personnel, as safety is our top priority.

Consequences:

The minimum consequence of a student's first incident is placement at Level 3. On the second incident the consequence will be loss of parking privileges for the remainder of the year. Refunds for permits will not be given. Reckless driving or other serious driving violations will be decided by the student's administrator and may include suspension and/or loss of parking permit at first offense.

DRUG, ALCOHOL AND CONTROLLED SUBSTANCES

Use, possession or under the influence of an illegal/controlled substance or alcohol, or possession of paraphernalia

The Board recognizes its role in the effort to keep District schools free of alcohol, and other drugs. It is well known that the use of these substances adversely affects a student's ability to achieve academic success, is physically and emotionally harmful and has serious medical and legal consequences.

The Board desires that every effort be made to reduce the chances that our students will begin or continue the use of alcohol, tobacco, and other drugs. Use of alcohol, or tobacco, like any other controlled substance, is illegal for minors.

This rule may include but is not limited to any form of alcohol, drugs, inhalants, salvia, edibles, vaporizers, and/or "look-a-likes."

Consequences:

1st incident - Immediate 5-day suspension, notification of law enforcement, and possible recommendation for district expulsion; possible school transfer or extended suspension pending expulsion proceedings. Students will lose the ability to participate in all extra/co-curricular activities, athletics, and special school programs.

Drug dealing, negotiating for sale or distribution of prescription medication, or a controlled substance

According to Education Code §48915, sales of drugs is a mandatory recommendation for expulsion. This rule also applies to but is not limited to any form of alcohol, drugs, including prescription drugs, and/or "look-a-likes".

Consequences:

1st incident - Immediate 5-day suspension or Alternative to Suspension program, notification of law enforcement, and recommendation for District expulsion.

ELECTRONIC DEVICES

While students may bring electronic devices on campus, these devices must be turned off during class time unless approved by the teacher (including tutorial). Misuse of electronic devices may cause devices to be confiscated. The school is not responsible for damage or loss of electronic devices.

Consequences:

The minimum consequence for a first offense is placement at Level 1. On the first incident, students may pick up their electronic device at the end of the school day at the attendance office. Consequences for continued violation:

- 1st Warning. Item returned.
- 2nd Afternoon School assigned/ parent notification. 48-hour hold of item or parent pick-up.
- 3rd Afternoon School assigned. Parent notification. 48-hour hold or parent pick-up.
- 4th Saturday School assigned. Behavior contract step advancement. Parent must claim item.
- 5th Student meets with Assistant Principal. Behavior contract assigned/step advancement. Item could be kept for the rest of the semester.
- 6th One day suspension for defiance. Behavior contract step advancement.

Note: Having visible access to a cellular phone or any other electronic device during a quiz or test will be considered a violation of the school academic integrity policy. See the school policy (included in this handbook under Academic Integrity Policy) for more detailed information.

Note: Students who take inappropriate photographs or videos of students, teachers or staff on school grounds are subject to disciplinary consequences. The minimum consequence for a first offense is placement at Level 3.

EXTORTION

Any attempt to seize personal property or money from another person by threat or force.

Consequences:

The minimum consequence of the first incident is placement at Level 6 in addition to law enforcement notification

FALSE FIRE ALARM

Fire alarms are intended to protect the safety of everyone on campus. It is imperative that the alarms are pulled exclusively for fire evacuation or disaster situations. Tampering, destroying or disrupting the fire protection system on campus is considered a violation of this policy. Any damage incurred will be considered vandalism and subject to restitution.

Consequences:

The minimum consequence of the first incident is placement at Level 6 in addition to law enforcement and fire marshal notification.

FIGHTING/ASSAULT/HARASSMENT/THREAT

Any attempt, threat, or act of physically, emotionally, or sexually harassing another student is unacceptable. Emotional and physical well-being is a basic right of every individual on campus and all students and staff are expected to respect this basic right. Any physical contact with students is not acceptable (pushing,

shoving, and hitting). Students are expected to exhaust every resource to achieve a peaceful resolution to a conflict including but not limited to walking away, conflict resolution, or involving a staff member.

Consequences:

The minimum consequence of the first incident is placement at Level 6. The minimum consequence of the second incident may result in a recommendation for school transfer or expulsion.

Fighting in a Group

Students must not participate, plan, or engage in any type of fighting when more than two people are involved. Students are especially expected to stay out of fights that are in progress. Also students must not be present at a fight, or go to a fight with the intention to “back-up” or support an active participant.

Consequences:

The minimum consequence of the first incident is placement at Level 7.

FIREWORKS OR POSSESSION OF OTHER EXPLOSIVES

Fireworks/Explosives

Explosives are extremely dangerous and must not be on campus at any time. Any student in violation of this rule may be recommended for expulsion and reported to law enforcement.

Consequences:

The minimum consequence of the first incident is placement at Level 6 in addition to law enforcement and fire marshal notification.

Incendiary Devices

Possession of a lighter, matches, or other such incendiary devices will result in an Afternoon School assignment.

Consequences: The minimum consequence of the first incident is placement at Level 3.

FRAUDULENT TELEPHONE CALLS/WRITTEN MATERIAL

CUSD practices a policy whereby parents can call into the school and excuse their son or daughter from an absence. Any attempt to falsify the authority of a parent in order to excuse a student’s absence is considered fraud. Any written document where a student falsifies the authorizing signature is considered fraud. In addition, any attempt to produce fraudulent documents including but not limited to school identification (ID) cards or parking permits may result in suspension from school. These consequences apply not only to the person committing the fraudulent act, but also to the student(s) whom the fraudulent act benefits. Only parents or legal guardian may request a “Special Excuse” slip to get their student off campus.

Consequences:

The minimum consequence of the first incident is placement at Level 4 and a Behavior Contract

GANG RELATED ACTIVITY

Students must refrain from any activity associated with gang-related behavior. Examples include but are not limited to “flying colors,” throwing hand signs, depicting gang-related graffiti or drawing in books, notebooks, or backpacks, repeated incidents of wearing gang-related clothing/“dressing down,” or any other behavior that glorifies gang affiliation.

Consequences:

The minimum consequence of the first incident is placement at Level 4 in addition to notification to local law enforcement gang prevention units.

HAZING

Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. "Hazing" does include athletic events or school-sanctioned events.

Consequences:

The minimum consequence of the first incident is placement at Level 6.

GUM AND FOOD

Food is only allowed in areas designated as food areas and only during designated times (before school, break, and lunch). Food and drink, other than water, are not permitted in hallways, classrooms, or other carpeted areas of the school. Students are not to purchase any food or drinks from the vending machines during class time.

Consequences:

The minimum consequence of the first incident is placement at Level 3 plus confiscation of unused gum/food/drink.

IDENTIFICATION CARD

Students are expected to carry their school ID with them on campus during school hours and at all school events and activities. When asked by a staff member, students must present their ID card immediately. If a student loses the card, he/she may purchase a replacement card from the Activities Clerk for a fee. Students are expected to keep their card in acceptable condition and not alter their card in any way.

Consequences:

The minimum consequence of the first incident is placement at Level 3.

LITTERING /THROWING FOOD

All students are responsible for the cleanliness of the campus. A student is considered to have littered if he/she leaves an area where trash has been left, whether or not it is his or her trash. Throwing food (or any objects) is never acceptable and is very dangerous. It is expected that students walk to a trashcan and drop trash into the can. This includes biodegradable items. Any intentional throwing of food which defaces school property will be considered an act of vandalism and subject to restitution.

Consequences:

The minimum consequence of the first incident is placement at Level 3.

Note: Groups of students who litter an area as a group may be asked to leave an area for a specified amount of time. Any student who returns to the area is in defiance of authority and punished accordingly

LYING TO A STAFF MEMBER/WITHHOLDING INFORMATION

All students are expected to tell the truth when asked a question. The act of deliberately withholding information to deter an investigation is considered lying.

Consequences:

The minimum consequence of the first incident is placement at Level 3.

MEDICATIONS: OVER-THE-COUNTER AND PRESCRIPTION

All medications, over-the-counter (OTC) and prescription, must be processed through the School Health Office. OTC and prescription drugs may only be administered per doctors' orders via the Medication Authorization Form (completed by the parent and health care provider). Students in possession of medication without authorization will be subject to disciplinary actions.

OUT OF BOUNDS /OFF CAMPUS WITHOUT A PASS

All CUSD high schools are closed campuses for all students. During school hours (including tutorial, break, and lunch), a student is out of bounds if he/she travels into restricted areas. Students are not allowed at the football stadium or athletic fields unless accompanied by a teacher. Students are not permitted to be in the parking lot at any time unless arriving to or leaving from campus. If the student's schedule permits it, he/she may receive an off-campus sticker to be placed on his/her school ID card. This sticker will verify to the campus supervisors that the student may leave upon completion of his/her last class period of the day. Students must present ID with sticker to leave campus.

Consequences:

The minimum consequence at first incident is placement at Level 3. Per Board Policy 5154(a), school officials may search individual students when there is reasonable suspicion that the search will uncover evidence that the student is violating the law or rules of the school or the District.

OUT OF CLASS WITHOUT A PASS/HALL PASS ABUSE/OUT OF TUTORIAL

Any student out of class must have a valid hall pass and a valid reason to be out of class. Student aides must not be out of class without a specific purpose and pass. Any students talking with friends, loitering, or in an area determined to be out of the route of his/her specific purpose is considered abusing the hall pass.

Only the current school-wide pass and/or hall pass signed by the teacher with the current date and time and student's name will be accepted as a valid hall pass. Only one student may be out of a class at any one time and he/she must visibly carry the current school-wide hall pass from the teacher. If more than one student needs to be out of class at the same time, the extra students must carry a handwritten, and dated, hall pass issued by the teacher. Vending machines may not be used during class time.

Consequences:

The minimum consequence of the first incident is placement at Level 2.

PHYSICAL ASSAULT AGAINST A STAFF MEMBER

Students are expected to treat staff with utmost respect and submit to their authority immediately.

If a problem arises, students are encouraged to speak to their assigned Assistant Principal, the school counselor, and/or seek conflict mediation.

Consequences:

The minimum consequence of the first incident is placement at Level 6.

PROFANITY/VULGARITY

Students are expected to use appropriate language and refrain from gestures that are obscene or vulgar while at school or during school events and activities.

Consequences:

The minimum consequence of the first incident is placement at Level 3.

Profanity Directed Towards a Staff Member

Students are expected to use appropriate language and refrain from gestures that are obscene and/or vulgar while addressing all school staff members.

Consequences:

The minimum consequence of the first incident is placement at Level 4.

RACISM

While students are welcome to express their ethnic diversity and cultural differences, it is unacceptable for a student to discriminate or persecute another student or staff member either verbally or written on the basis of race.

Consequences:

The minimum consequence of the first incident is placement at Level 4.

SEXUAL HARASSMENT

Students and staff have a right to feel safe and free from any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, possession of pornographic photos/pictures, including photos/pictures on cell phones or electronic devices). (Further information and explanations are defined in CUSD's Board Policy 5183.

Consequences:

The minimum consequence of the first incident is placement at Level 6 in addition to a report of sexual harassment to the District.

SKATEBOARDING

The act of skateboarding is not allowed on the high school campus at any time. Motorized skateboards are not allowed on campus at any time. We understand that skateboarding is a reasonable form of transportation for many students; however, the high school has no facilities to store skateboards. Furthermore, skateboarding on campus represents a dangerous risk of injury and damage to property. The high school is not responsible for any damage or loss of skateboards, or personal injury from skateboarding.

Consequences:

The minimum consequence of the first incident is placement at Level 3 and confiscation of the skateboard.

TECHNOLOGY VIOLATION

All students will follow all rules, regulations, and guidelines in the student Acceptable Use of Technology AR 6.7 which can be found on the district webpage.

Consequences:

Violations of the Acceptable Use of Technology Agreement are outlined in that agreement. Consequences can include all levels of discipline from 1 to 6 and may include referral to law enforcement in cases where laws have been violated.

TERRORIST THREATS

Any statement (verbal, written, electronic or otherwise) which willfully threatens a crime that could result in death, great bodily injury to another person, or destruction of school property (in excess of \$1,000), with the specific intent that the statement is to be taken as a threat (even if there is no intent to actually carry out the act) constitutes a terrorist threat.

Consequences:

The minimum consequence of the first incident is placement at Level 6 and possible recommendation for district expulsion in addition to law enforcement notification.

THEFT

Possession of stolen property, the attempt to steal, or the act of stealing school or personal property will result in a possible district expulsion and involvement of law enforcement.

Consequences:

The minimum consequence of the first incident is placement at Level 6 in addition to restitution, possible law enforcement notification and placement on a Behavior Contract.

TOBACCO: PRODUCTS, PARAPHERNALIA, DEVICES

Tobacco use or possession of tobacco products, tobacco paraphernalia, nicotine delivery device, electronic vaporizing device

According to District Policy, State Law, and Education Code, no student may possess or use tobacco, nicotine, electronic vaporizing device on school grounds at any time.

Consequences:

The minimum consequence of the first incident for possession is confiscation and placement at Level 4 with possible notification of law enforcement and citation. The minimum consequence of the first incident for use is confiscation and placement at Level 6 with possible notification of law enforcement and citation. Behavior Contract established or step advancement.

TRESPASSING

Students may not enter other school campuses during school hours without permission.

Consequences:

The minimum consequence for the first incident is placement at Level 4.

UNSAFE CROSSING

For safety reasons, everyone is asked to follow the established drop-off and pick-up procedure. Students crossing the street illegally put themselves and others in danger. Students must cross the street at established by staff personnel.

Consequences:

The minimum consequence of the first violation is placement at Level 3

VANDALISM

Vandalism or Defacing School or Personal Property by any Means

Students are expected to participate in keeping the campus clean and free from any type of graffiti. Any student involved in the defacing of school or personal property, directly or indirectly, is considered to be vandalizing. Any damage incurred will be considered vandalism and subject to restitution.

Consequences:

The minimum consequence of the first incident is placement at Level 6.

Vandalism Tools

Students must not bring or have in possession any item that would aid in the vandalism of school property. These items include large permanent felt tip markers, paint, etching tools, burglary tools, etc. "Sharpies" are not allowed on campus.

Consequences:

The minimum consequence of the first incident is confiscation and placement at Level 4 with possible notification of law enforcement.

WEAPONS/DANGEROUS OBJECTS

Weapons: possession of firearms, knives, and/or other dangerous objects, including replicas

Possession of firearms, knives, and/or other dangerous objects or look-alike items are never allowed on campus.

Consequences:

1st incident - Immediate 5 day suspension, notification of law enforcement, and recommendation for district expulsion; possible school transfer or extended suspension pending expulsion proceedings.

SECTION V:

Miscellaneous Forms



CONFISCATED ITEM FORM

Date _____

Taken By _____

Student Name _____

Item _____

Student Signature _____

Date Item Returned _____

Confiscated Item Received by: _____

*See Discipline Secretary
for Forms*

CAPISTRANO UNIFIED SCHOOL DISTRICT
CAPISTRANO VALLEY HIGH SCHOOL

Personal Necessity Leave Request

NAME: _____

JOB TITLE: _____

DATE OF THIS REQUEST: _____

Requests must be submitted to your immediate supervisor for approval.

CSEA Contract states "The employee shall request personal necessity leave five days in advance, except in cases of emergency...."

FIRST day you will be off work: _____
Day Date

LAST day you will be off work: _____
Day Date

TOTAL number of WORK DAYS you will be off work: _____
(Do not include weekends or holidays)

Employee Comments: _____

Employee's Signature: _____

.....
☐ APPROVED ☐ DENIED

Approved or denied by: _____

Supervisor's Comments: _____

SUBMIT: Two copies to immediate supervisor. One will be returned indicating approved or denied.

REQUEST TO ATTEND EDUCATIONAL EVENT

(Must be submitted prior to attendance)

(PLEASE TYPE)

Name _____ Date _____

Position _____ School or Dept. _____

_____ Date _____

(name of meeting or event)

Location _____ Purpose _____

Do you have any responsibilities at this meeting? Yes ☐ No ☐ If so, what? _____

METHOD OF TRAVEL:

☐ Air CUSD Agency _____ Other _____ Est. Cost _____

☐ Private Vehicle _____ miles @ 445 /mile Est. Cost _____

☐ District Vehicle _____ miles @ 445 /mile Est. Cost _____

☐ Credit Card requested (district vehicle only) _____

Room Accommodation _____ Number of nights @ _____ / night Est. Cost _____

Meals _____ Number of days @ \$45.00 / day maximum Est. Cost _____

Registration fee (P.R.# _____ if applicable) _____ Est. Cost _____

Other (explain) _____ Est. Cost _____

Substitute required Yes ☐ No ☐ Number of days _____

@ _____ / day Est. Cost _____

TOTAL ESTIMATED COST TO THE DISTRICT _____ **Est. Cost** _____

Attendee's Signature _____ Date _____

Principal/Dept. Head _____ Date _____

Funding Source/Program Name _____

Director (Elem./Secondary/Sp. Ed.) _____ Date _____

Conference Account Code _____

Cabinet Member _____ Date _____

Substitute Account Code _____

Superintendent _____ Date _____

DISAPPROVED

Reason _____

CAPISTRANO UNIFIED SCHOOL DISTRICT

B-41

(rev. 1/04)
100048

Graphic Arts

Please allow 3 to 7 working
days lead time

PRINT TICKET

Date Ordered _____

Due Date _____

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School / Department _____

Contact Person _____ Phone/Ext. # _____

Title of Job Submitted _____

Account # _____ Administrator's Signature _____

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Copies / sets needed _____ # Orig. Submitted _____ New or Revised Orig ☐
(1 Print Ticket per copies / sets needed)
Paper Color _____ ☐ Bond ☐ Index NCR Sets: **None** ☐ 2 Sided
Finished Size 8 1/2 x 11
☐ Other ☐ Typeset (# of Pgs. _____) ☐ Photos (# of _____) ☐ Paste-up
☐ Color Ink ☐ Laser Safe ☐ Color Copies

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☐ Pad ☐ 3 H.P. Staple ☐ 1 ☐ 2 ☐ Collate ☐ (Mail # _____)
☐ Folding (# of folds _____) ☐ Cutting (# of cuts _____) ☐ Score ☐ Perforation

SPECIAL INSTRUCTIONS

PRINT SHOP USE ONLY

JOB TICKET # _____

RECEIVED _____

Sheets Used _____

Impressions _____

Printing _____

Bindery _____

Shipping _____

of Boxes _____

Please allow 3 to 7 working days
lead time

Planning a project?
Call Graphic Arts
Ext. 7387
For assistance in planning.

TOTAL _____

26301 Via Escolar
Mission Viejo, CA 92692
Phone: 929 364-6100
Fax: 949 347-1298

**Capistrano Valley
High School**

Fax

To:	From:
Fax:	Date:
Phone:	Pages:
Re:	CC:

☐ **Urgent** ☐ **For Review** ☐ **Please Comment** ☐ **Please Reply** ☐ **Please Recycle**

•Comments:

CAPISTRANO UNIFIED SCHOOL DISTRICT

San Juan Capistrano, California

GUEST SPEAKER APPLICATION

(To be completed by classroom teacher)

All requests for guest speakers must be approved by the school principal or designee. This includes guest classroom presenters, speakers at assemblies, and career-day type guest speakers. The completed forms should be submitted to the principal two weeks prior to the date the guest speaker will be on campus. All applications should be kept on file at the school site.

Guest Speaker Name: _____ Affiliation: _____

Address: _____

Phone Number: _____

Background/Qualifications of Guest Speaker: _____

Date of Presentation: _____ Teacher(s): _____ Location: _____

Number of Students: _____ Time/Class Period(s): _____ Grade Level: _____

Topic of Presentation: _____

Instructional Material to be used or Distributed: _____

Summary of Main Points of Presentation: _____

Instructional Objectives of Speaker (How does the speaker address goals and objectives outlined in course outline and curriculum?): _____

Content/Curriculum Standards Addressed: _____

CAPISTRANO UNIFIED SCHOOL DISTRICT

San Juan Capistrano, California

GUEST SPEAKER VERIFICATION

(To be completed by guest speaker)

Topic of Presentation: _____

Instructional Material to be used or Distributed: _____

Summary of Main Points of Presentation: _____

Background/Qualifications of Guest Speaker: _____

Instructional Objectives of Speaker (How does the speaker address goals and objectives outlined in course outline and curriculum?): _____

I, _____, verify that all of the information I have given to the principal of _____ School is accurate and reflective of my qualifications to make a presentation to the students of the Capistrano Unified School District.

☐ References Attached

Excluding minor traffic violations, have you ever been convicted of a crime? ☐ Yes ☐ No

I verify that I will not advertise any of my private enterprises to students or teachers, and I will not espouse my personal religious beliefs, or my political, economic, or social viewpoints.

Signature of Guest Speaker

Date

Reference Verification/Background Check Completed: ☐ by

Name Date

Signature of Principal Indicates Approval

Date

December 2007

CAPISTRANO UNIFIED SCHOOL DISTRICT

San Juan Capistrano, California

VIDEO USE FORM

Name of video: _____ Rating: _____

Date to be shown: _____

Class(es) viewing video: _____

Description of how video ties into lesson objectives: _____

Activity that will occur after students view film: _____

Will all of the video be shown? Yes _____ No _____

If no, how much? _____

Will the video be edited? Yes _____ No _____

If yes, what parts? _____

If the rating is PG-13, attach a copy of the Parental Permission Slip you will be sending home prior to viewing. Remember: No R- or X-rated films are ever allowed.

Teacher's Name (Please print) _____

Teacher's Signature _____

Date _____

Approved _____ Denied _____

Principal's Signature _____

Date _____