

# TWENTYNINE PALMS H.S.

## PRINCIPAL'S MESSAGE

Welcome to Twentynine Palms High School! We have a strong heritage of Wildcat Pride! This student planner is intended to be a tool and resource for you. Use it to plan your assignments, schedule your activities, and manage your time. It also serves as a published notice for you and your parents of the important policies that are in place at our school. Take the time to read this section and learn the regulations that govern our school community. We hope you have a memorable and productive year.

## CURRENT MISSION STATEMENT

The faculty and staff of Twentynine Palms High School dedicate themselves to providing:

- A safe environment for the entire school community;
- An atmosphere of mutual respect among staff, students, parents and community.
- A high quality instructional program, which meets criteria established by the California Department of Education and the Western Association of Schools and Colleges.

## ATTENDANCE

California law requires a youth from age six to eighteen to attend school full time unless he/she has graduated, received a certificate of proficiency, or is otherwise legally excused from full time attendance.

The Morongo Unified School District Policy states that a student's grade may be affected by excessive **unexcused** absences. Students are considered to have an **excused** absence from school when he/she is sick, has a medical or dental appointment, or is attending a funeral of a member of the pupil's immediate family. Absences for almost all other reasons are considered unexcused, even if the absences are requested or approved by the pupil's parent/guardian. **Once a student has reached 14 absences due to illness, verification by a physician will be needed to clear any future absences for illness.**

For each absence, a written note, signed by a parent/guardian, giving the day of the absence and the specific reason for the absence, is to be turned into the attendance office before 7:10 a.m. on the first day a student returns from an absence. Parents may also call the attendance office at 367-9591 to clear absences. **Failure of parents to contact the school within two weeks of the absence will result in an unexcused absence for the student with assigned consequences.** Parents or guardians are expected to clear full day unexcused absences within two weeks. Single period unexcused absences cannot be excused by a parent once the student has arrived at school. The Administration will require a doctor's note if absences due to illness become excessive, even though they are cleared by a parent. This is due to a concern for a chronic health issue that could become a danger to other students if not addressed by the parent and the student. Any unusual health conditions that are not covered by the regular attendance policy should be brought to the attention of the attendance clerk and the administration.

A student who is absent from class or school without the prior consent or knowledge of the parent/guardian is truant. Truant students shall be assigned Saturday School for the truancy. Students who leave campus without permission are considered truant, and those absences will not be cleared. Daytime Loitering tickets for juvenile court may also be issued by administration for students who are truant.

Students may earn back time from unexcused absences by attending Saturday School for the amount of time they have been marked unexcused.

Students with continued absences will be referred to the School Attendance Review Team/Student Consultation Team. The student will be offered opportunities to improve school attendance. However, if the student continues to be truant and/or absent, he/she will be referred to School Attendance Review Board (SARB) to consider stronger measures. For more information regarding SARB, please contact the High School.

## TARDIES

When the student is late, he/she will report to the tardy table and the discipline matrix consequences will be enforced. If the tardy table is closed, please proceed to the attendance office.

## OFF CAMPUS PERMITS

The Twentynine Palms High School is a **closed** campus all day including during the lunch period. Students must obtain permission from the front office prior to leaving campus during the school day. A note from a parent or guardian is to be presented to the Attendance Office before an Off-Campus pass will be issued. When returning to campus, students must check in through the Attendance Office before going to class. While we understand that there may be a special occasion (i.e. birthday etc.) where a parent may want to check their student out of school during lunch to spend the time with them, please do not make such events a regular routine. We do not have the manpower in the front office to accommodate checking students in and out of school during the lunch break and it puts a strain on the system at our busiest time of day.

## DISCIPLINE

While it is not the school's intention to suspend or expel students, it sometimes becomes necessary to remove students who infringe upon the rights of others or who refuse to follow the rules of the school. Reasons for suspensions and/or expulsions are:

### EDUCATION CODE 48900

- A1. caused or attempted to cause, or threatened to cause physical injury to another person;
  - A2. willfully used force or violence upon the person of another, except in self defense;
  - B. possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object;
  - C. unlawful possession, use, sale or otherwise furnishing, or being under the influence of any controlled substance;
  - D. unlawfully offered, arranged or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind or otherwise furnishing of any substance represented to be a controlled substance;
  - E. committed, or attempted to commit robbery or extortion;
  - F. caused or attempted to cause damage to school or private property;
  - G. stole or attempted to steal school property or private property;
  - H. possessed or used tobacco or any product containing tobacco;
  - I. committed an obscene act or engaged in habitual profanity or vulgarity;
  - J. possession of or offered, arranged or negotiated for sale of any drug paraphernalia;
  - K. disrupted school activities or defied the valid authority of school personnel;
  - L. knowingly received stolen school or private property;
  - M. possession of imitation firearm;
  - N. committed or attempted to commit a sexual assault or sexual battery
  - O. harrassed, threatened, or intimidated a pupil who is a complaining witness or witness in a disciplinary proceeding.
  - P. arranged to offer or sell the prescription drug Soma
  - Q. engaged in or attempted to engage in hazing
  - R. engaged in an act of bullying (including bullying by means of an electronic act i.e. text, cell phone, computer etc.)
  - S. aids or abets in the infliction or attempted infliction of physical injury to another student
- 48900.2: sexual harassment;
- 48900.3: hate violence; or
- 48900.4 harassment.
- 48900.7 terroristic threats against school officials or property

California Education Code also stipulates that the school principal shall recommend to the governing board that a student be expelled for committing any of the following acts, unless documented mitigating circumstances cause the principal or superintendent to conclude that expulsion in that particular area is inappropriate:

1. causing serious physical injury to another person, except in self defense;
2. possessing any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds;
3. unlawful selling any controlled substances;
4. robbery or extortion; or
5. repeatedly committing inappropriate acts to the extent that the student has been **suspended off-campus in excess of four times during that school year.**

## **SUSPENSION PROCEDURES**

When the severity of an offense warrants, or when repeated application of other measures for correcting inappropriate behavior has failed to bring about proper conduct, a student will be referred to the assistant principal or principal for possible suspension. The school administrator shall make every reasonable effort to verify all facts and statements prior to making a judgment involving possible suspension of a student.

**Step 1:** The student shall be granted an informal conference conducted by a school administrator. During the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him or her. The student shall be given the opportunity to present his or her version of the alleged misconduct and the present evidence of his or her defense.

**Step 2:** After this informal conference, the administrator may either exonerate the student, suspend the student for up to five school days, or chose another disciplinary alternative.

**Step 3:** Whenever a student is suspended, the parent/guardian will be notified in writing of the suspension. In addition, at the time of the suspension, the school will make a reasonable effort to contact the student's parent/guardian by telephone or in person and inform then of the suspension.

**Emergency Situation:** The school administrator may suspend a student without affording the student an opportunity for a conference if it is determined by the administration that an emergency situation exists. Emergency situation means that, due to the nature of the violation, the continued presence of the student on campus would cause a danger to the health or physical safety of the student or others. If a student is suspended for emergency reasons without a conference prior to suspension, both the parent/guardian and the student will be notified of the student's right to a conference. Unless the student waives the right of a conference or is physically unable to attend for legitimate reasons, the conference shall be held within two school days of the suspension.

- **A student who is on suspension MAY NOT be on any school campus or district owned property for the length of the suspension including the afternoon or evening of the same day the suspension was given and any weekend school sponsored activity if it occurs while the student is still on suspension and unable to attend school. No activity, game, dance etc. may be attended by a suspended student.**

## **Serious Incidents**

The Morongo Unified School Board has adopted a Serious Incident Policy for alcohol, drugs, and/or weapons. Any student who is in possession, under the influence or sells/provides alcohol, drugs, or weapons at school will face a five-day suspension pending an administrative review for expulsion.

## **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection from any couple shall be limited to hand-holding, hugging, and superficial quick kissing of hello or goodbye. Deep kissing, groping, or any intimate behavior beyond the above mentioned shall be deemed inappropriate at school and shall not be accepted when witnessed and/or reported.

## **Buying/Selling/Trading**

Students are prohibited from buying, trading or selling any items on campus that are not approved by the ASB.

# STANDARDS AND EXPECTATIONS

## DRESS CODE

The staff and administration feel the following dress code guidelines will encourage students to dress for success and be prepared to appropriately participate in the educational process.

All students shall dress and groom for school with attention to neatness, cleanliness, decency, and safety. The school considers dress to be inappropriate when:

1. The dress of a student brings undue attention to the degree that it disrupts or **could** distract from the educational process.
2. The apparel denotes affiliation with gangs that advocate disruptive or illegal behaviors.
3. The clothing implies involvement in or advertises for any substance or product that it is illegal for a minor to possess or use.
4. The dress exhibits or insinuates profanity, obscenity, vulgarity, or racial, ethnic or sexual slurs.
5. It creates a safety hazard for said student or others at school or violates the health and safety code for public places.

Examples of specific dress code violations at Twentynine Palms High School include:

1. Tube tops are unacceptable.
2. Any clothing item with decoration depicting the Iron Cross ( i.e. Independent Logo and West Coast Choppers)
3. Wallet chains, web belts with initial buckles, extra long belts
4. Pants that will not stay up without the aid of a belt (**NO SAGGING**)
5. Bandanas of any kind, hair nets and do-rags
6. Jewelry with spikes or any accessory that could cause injury. Safety pins are not to be worn as decoration.
7. No see-through or torn/tattered clothing. Undergarments must be worn at all times and may not be visible
8. Shoes are to be worn at all times.
9. Baseball caps and visors must be worn with the bill forward, be unaltered, and may not be worn indoors (incl. hoods)
10. Clothing with inappropriate messages or logos or pictures (i.e. Playboy, Pimp)
11. Extremely short skirts/shorts and low cut tops are not appropriate. Tops that are so short that the navel is exposed are not appropriate.
12. Putting a coat or sweater over any of the above infractions does **not** bring the student into dress code compliance.

The administration and the Discipline Committee will address any dress code concerns/questions that arise. Continued violations will be addressed per the Discipline Matrix. The administration reserves the right to amend or add to this dress code at any time without prior notice. All decisions regarding appropriate dress shall lie solely with the administration.

## ELECTRONIC DEVICES:

No student shall be permitted to use on campus any electronic paging or signaling device that operates through the transmission or receipt of radio waves, without prior written consent of the Principal or her/his designee. (California E.C. 48901.5) Any signaling equipment used on campus shall be confiscated and retained by the administration until the parent/guardian comes to school to retrieve the item(s). In accordance with AR.5131.41, **the use of cell phones at school at any time is prohibited. Camera phones are prohibited on campus at all times (B.P. 5131). No phone shall ever be turned on in a classroom or used on campus during school hours.** The Board of Education has mandated that an expulsion hearing shall take place when cell phones are used during school hours at any time and the following occurs: pornography is sent or test information is sent. Students who use cell phones during the school day in any other fashion will have their phone confiscated on the first offense. A parent will need to pick up a confiscated phone on the second offense. The third and fourth offense will result in 3 and 5 day suspensions, respectively, and the 5<sup>th</sup> time the cell phone policy is disregarded by a student, they will be recommended for expulsion from the school district.

## **CHEATING POLICY**

Each student is expected to perform the work assigned. Academic dishonesty is not tolerated in any classroom. We consider you to be cheating if you:

- Copy, fax or duplicate assignments that will be turned in as “original”
- Exchange assignments by print-out , disk transfer or internet and then submit as original
- Write formulas, codes, or key words on your person or objects for use on a test
- Use hidden reference sheets on a test
- Exchange answers with others (giving or receiving)
- Take someone else’s assignments and submit it as your own
- Use the internet for the purpose of translation for a foreign language class where the translation was to be worked out by the student.
- Submit material (written or designed by someone else) without giving the author/artist name and/or source. This is called plagiarism.
- Do not follow additional specific guidelines on cheating as established by the teacher.
- In assignments where the teacher assigns a pair or group to work together, students may share information, but individuals will still have responsibility for work that must be arrived at independently.

## **SEXUAL HARASSMENT POLICY:**

It is the policy of the Morongo Unified School District to afford all persons, regardless of their sex, equal rights and opportunities and freedom from unlawful discrimination in any program or activity conducted by the District. Sexual harassment is defined as any unwelcome advances, conduct or communication of a sexual nature, explicit or implied, physical, verbal, or written, which have the purpose or effect of creating an intimidating, hostile, or offensive response from the recipient(s). All cases of sexual harassment will be investigated and handled in accordance with the discipline matrix.

## **OPERATION CLEAN SWEEP:**

Twentynine Palms High School participates in Operation Clean Sweep in conjunction with the San Bernardino Sheriff’s Department. Under this program, students who are caught using tobacco or tobacco products, fighting, threatening other students, committing vandalism, affixing graffiti, littering, stealing, being truant, or disrupting the peace will receive a ticket to appear before the traffic court judge with their parent/guardian. Students found guilty of these infractions face financial fines and/or community service. These rules apply to students from the time they leave home in the morning until they return home after school.

## **ELIGIBILITY POLICY:**

Students involved in athletics or activities that have a practice schedule and/or performances of some kind attached to it are subject to the eligibility policy which requires participants to meet the following standards:

Semester & Quarter grade reports: 2.0 GPA w/ no “F” grades and no “No credit” marks are required. At the end of the grading period (quarter & semester), a student must have a 2.0 GPA with no “F” grades to eligible to play or continue to play in the sport or activity in any capacity. Eligibility and ineligibility are determined by these reports.

Coaches may make more restrictive academic requirements for weekly participation if they do so in writing for students and parents. Example: Benching a player for one game on a week where a progress report shows less than a 2.0 or a “F” grade. This does not mean the player is removed from the team, nor does it mean indefinite benching. It simply gives the student an opportunity to raise their grades as agreed upon by the coach and student.

**To perform the day or weekend of an event, a student must be in school for a minimum of 3 periods on the day of the event or the Friday before the weekend event. This is also the case for attending a dance, a game or any other event as a spectator or participant. *Students may not attend activities at night if they were not in school the day of the event or the Friday of a weekend event.***

## SEARCH, SEIZURE AND INTERVIEW POLICY

When school administration has reasonable suspicion that criminal activity is taking place, searches of students will be conducted. Parents will be notified of the search after the event, never before, regardless if contraband is recovered or not. Searches will be as non-intrusive as possible and will be conducted in private whenever possible. Personal belonging, as well as outer clothing of the student will be searched. Students will provide the administration a written statement when requested to do so and will participate truthfully in any interview involving the breaking of school rules or policies. This policy is published here and serves as notice to students and parents. Any vehicle which enters school property is also subject to search at any time and once a search has begun, it may not be removed from school property until released by the administration. Also be advised, that all school lockers are subject to random search at any unadvertised time as they are the property of the school. **Canine detection units will be utilized by TPHS to conduct random searches of student's belongings in the classrooms, lockers and vehicles.** All violations of the California Penal Code will be promptly reported to a law enforcement agency.

## SELF-DEFENSE???:

The purpose of self-defense is to prevent injury, **NOT** to see how much injury one can inflict on someone else. The criteria for determination of whether a student's actions were in self-defense are:

1. Whether the student claiming self-defense verbally or non-verbally provoked the other combatant(s);
2. Whether the student claiming self-defense had a reasonable opportunity to retreat to a place of safety or get help from an adult;
3. Whether the force used by the student claiming self-defense was reasonable and was used only to protect him/herself, rather than being used in aggressive retaliation; and
4. Whether the student claiming self-defense punched, kicked, or otherwise tried to injure the other person.

Students who seek to injure the other student, because the other student started it first are considered mutual combatants, not students acting in self-defense.

## TEXTBOOKS/SCHOOL EQUIPMENT:

Textbooks and school equipment that are issued to a student become the responsibility of that student, and if lost, damaged, or stolen, the student and parent/guardian must replace that book or item of equipment. To prevent fines, students are reminded to keep all items with them at all times. **They should not leave any books in any classroom or anywhere on the campus. It does not matter if a teacher allows you to keep books in the classrooms. The books checked out to you are your responsibility. Be aware that no student may be given a diploma or participate in senior activities if they owe this or any other school money or debts.**

29 Palms High School does not have the spare textbooks to offer second sets of books to students. We do offer rolling backpacks, free of charge, that can be checked out of our library. Doctor's notes regarding second sets of books are evaluated by a team of district employees that include the school nurse and the Director of Student Services at the District Office. In the vast majority of cases, a rolling backpack is the solution agreed upon.

## ITEMS NOT ENCOURAGED AT TPHS:

Students are not encouraged to have **radios, tape players, CD players, iPods etc.** on campus during school hours because of problems with disruption and theft.. If any of these items is stolen from a student on campus, it will not be treated as a priority for investigation. Cards, dice or any games of chance are not permitted any time on during school.

## INTERNET USE:

Students will be using the Internet in some of their classes as a part of their instruction. In order to utilize the Internet, students must view a video on proper use and sign a contract stating that they will use the Internet for instructional purposes only. Parents' signature is required on the contract as well. Any inappropriate use the Internet will result in the student not being able to access the Internet at school for the remainder of the school year and/or restriction from the lab. Students shall not use the internet to access any explicit or threatening material. Vandalism will result in the cancellation of privileges.

## **LAB/SHOP CLASSES:**

All lab/shop classes have individual safety contracts that must be signed by students and parents/guardians in order for students to participate in the hands-on work. Violations of the contract could result in school consequences or restriction from the lab. Specific safety concerns that will result in removal from a lab or shop class include, but are not limited to:

- Conducting unauthorized experiments
- Horseplay around equipment
- Failure to treat chemicals and sharp tools with extreme caution
- Being in unauthorized areas
- Removing materials from a classroom
- Failure to use safety equipment such as goggles or gloves when instructed
- Misusing any school equipment

## **POLICY REGARDING PLACEMENT INTO THE ENGLISH AND SOCIAL STUDIES ADVANCED PLACEMENT PROGRAMS**

It is the responsibility of each student to submit an application for the AP class they are interested in. No counselor or teacher will pre-register any student into any weighted class without a student initiated request.

Students must have a minimum GPA of 3.0 (academic unweighted)

Students must have their English 10 (or 11) or World History (or US History) teacher fill out the placement form.

A grade of "C" or less in any core English or Social Studies class will eliminate the individual from consideration.

A social studies and English designee will sort the applications and give the registrar a list of the top 25 students based on their unweighted GPA. The remaining qualifying individuals will be placed on a waiting list. In the case of a GPA tie, the teacher placement forms will be used to break the tie.

Three class slots will be left open for summer "move-ins." These individuals will have to qualify the same way as the returning student body. If a class does not have the required 28 student enrollment at the start of the school year, the waiting list will be used to fill the class.

All students in any AP class are REQUIRED to take the AP Exam for that class at the end of the year. No student shall receive AP credit on their transcript or receive a weighted grade in the class without taking the AP exam. The MUSD shall pay the fee for each AP test taken by an MUSD student.

## **GENERAL INFORMATION**

### **CLOSED CAMPUS AT LUNCH:**

**Students may not leave campus during lunch.** Students, regardless of their age or year in school, are required to remain on campus for the full school day. The student parking lot gates will be locked during first period and will not be opened again until the end of the school day. Departure from school at any time requires an off campus permit from the TPHS attendance office. **"A pupil may not leave the school premises at any time before the regular hour of closing school, except in case of emergency, or with the approval of the principal of the school."** ( C.C.R. Title 5, Sec.303)

Please be advised that any student on a senior release during 6<sup>th</sup> period is required to remain on campus for lunch. Students will be permitted to leave for senior release at 12:55 p.m. when 6<sup>th</sup> period starts – not during lunch. Please schedule your work hours accordingly. If there is any problem, students will simply not take senior release; they will take an academic class instead.

### **CAFETERIA/EATING AREAS/FOOD FROM OUTSIDE CAMPUS:**

The cafeteria and snack bar are open for student convenience. Students are expected to dispose of their food, food wrappers, and food containers in the trash barrels provided. A parent of a student may bring outside food in for their student ONLY. If a

parent brings food for their student, only enough for a single serving will be allowed. No full pizza boxes, whole cakes, trays of cupcakes or multiple bags of fast food will be allowed per a district food services directive. Food will never be delivered to a classroom. Students may pick up food delivered by their parent only during the lunch period, which starts at 12:18 p.m. Food brought too early will just sit in the office getting cold. TPHS does not accept food deliveries from any restaurant for any reason.

### **SKATEBOARDS, SKATES, AND BICYCLES:**

Skateboards, skates, bicycles, scooters, quads, all terrain vehicles and the like are not to be ridden on the school grounds, including parking lots and blacktop areas at any time, day or night, school hours or after hours. Students riding bicycles to school are required to obey state laws mandating proper headgear.

### **STUDENT MEDICINE:**

All medication to be administered at school must be kept in the office and administered under the supervision of the school secretary. Prescription medications may be administered at school only with separate written instructions from the physician. Over the counter medications are not allowed on campus at anytime.

### **STUDENT PARKING:**

Student cars are to be parked in the student parking area only. Any student vehicle parked in the faculty lot will be subject to towing. Students must register the car with Campus Security and obtain a car tag. Students may not sit in any parked car or loiter in the student parking lot during any part of the school day. This rule is in effect during the lunch period also. Abuse of the parking area rules or excessive speed on campus or on the streets adjacent to the campus will result in disciplinary action. All cars parked on campus are subject to search by school administrators.

### **DROP OFF ZONE:**

It is the school policy not to allow students to be dropped off in the faculty parking lot. This presents a safety hazard for all involved. It also prevents staff and students from getting to their destination on time. The drop off zone has been established for the students next to the sidewalk in between the faculty lot and the student lot and in the East end of the student parking lot. Again, **parents are asked not to drive into the faculty parking lot to drop off their children.** Please do not block any open gates.

### **STUDENT TELEPHONE CALLS:**

In an attempt to maintain a proper environment conducive to learning with minimum interruptions, students will not be called from a class to answer phone calls unless a genuine emergency exists. Urgent messages from parents/guardians may be taken by office personnel and delivered to students between classes. Messages received after 12:30 cannot be guaranteed for delivery as we do not interrupt class time for messages and there is no time to ensure the student will arrive at the office after school to pick up the message. Please make plans with your child **before** the start of the school day as to transportation and after school obligations. **School office telephones are to be used for school business only.** The public telephone is to be used during non-class time. Students will not be given a pass from class to use a telephone unless a genuine emergency exists. Classroom telephones are never to be used by students for any reason. A student wishing to go home sick must call from the front office for documentation purposes. Parents are never to be called from campus on cell phones (See section on electronic devices).

### **VISITORS TO CAMPUS:**

Under Penal Code 627, no outsider shall enter or remain on school grounds during school hours without having registered with the principal, except to proceed expeditiously to the office of the principal for the purpose of registering. This section applies to all adult visitors wishing to gain access to campus. **TPHS does not allow student visitors of any kind during the school day, including lunch.** Only students officially enrolled at TPHS will be permitted to be in classrooms or on campus during any portion of the school day.

### **PARENT/GUARDIAN VISITORS:**

Parents/Guardians who wish to visit on campus may do so after signing the visitors' register in the main office and obtaining a visitor pass. Past practice, administrative regulations and education code provides for our policy that teachers be given a minimum of 24 hours notice prior to a parent/guardian attending the teacher's classroom instruction.

## **WORK PERMITS:**

California law provides that the school shall be the agency through which work permits are issued. They are issued through the school's main office. All minors through age 17 must have a permit to employ and work on file with their employer during the term of employment. Students must maintain a "C" (2.0) grade point average with no "F" grades for the previous grade report to stay eligible for a work permit. Work permits must be turned in by the minor to the main office upon termination of employment.

## **GRADUATION ACTIVITIES:**

Only students who are eligible to receive a diploma from Twentynine Palms High School's academic program may participate in graduation activities. ICE students may graduate from our high school. Monument and CMC Adult Education students do not participate in our graduation ceremonies. They have their own. It is the responsibility of the student to ensure that all requirements are met. No student shall participate in the graduation ceremony or any senior activity if they owe this or any other school debts, or if they do not have the credits to qualify for a diploma at the time of the actual graduation ceremony.

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## **VALEDICTORIAN POLICY:**

1. Must successfully **complete** five Advanced Placement or Honors classes;
2. Student with the highest unweighted total GPA for grades 9-12 will be the valedictorian
3. Student with the second highest unweighted total GPA will be the salutarian;
4. In the event of a tie, the student with the highest combined S.A.T scores (Math and Verbal scores from any one date that are posted prior to the end of the third quarter of the Senior year) will be the valedictorian;
5. In the unlikely event that a tie still exists, there will be co-valedictorians and the third place student will become the salutarian; and
6. Valedictorian and salutarian selections will be made at the end of the third quarter of the senior year with third quarter grades factored in..

All decisions involving the ranking of students and the conferring of honors or high honors status will be made at the end of the third quarter.

## **ACADEMIC LETTER POLICY**

Requirements:

1. Two consecutive semesters with a 3.60 or above unweighted GPA.
2. You must have five classes each semester, excluding School Service (T.A.) classes
3. Only one P.E. class will be counted toward your GPA
4. You must have an ASB card to receive a free letter. Otherwise, you may purchase your letter.
5. The first time you qualify, you receive a felt "TP" letter. Every time thereafter, you will receive a "lamp of knowledge" pin to place on your letter.

If you feel you are eligible, you must contact Ms. Lee in the counseling office and apply for a Letter. One is not automatically provided to all who qualify.

## **CO-CURRICULAR ACTIVITIES:**

Co-curricular activities are an important part of school life, and TPHS encourages all students to find a student club, athletic team, musical group, drama or journalism organization in which to participate. Certain co-curricular activities such as athletics, music, pep squad, and drama require eligibility standards to be met. The eligibility policy states that all students participating in co-curricular activities must maintain a "C" (2.0) grade point average with no "F" grades and with no "no credit" status classes from the previous grading period. Pass/Fail grades are computed into the grade point average. Students participating in interscholastic sports must meet C.I.F. eligibility standards and school district stands. Eligibility will be established at each grading period.

## **COMPETITIVE SPORTS:**

The Athletic Director administers all competitive sports programs for TPHS. Students interested in participating in a sport should contact the Athletic Director or Coach before the season begins. Prior to his/her first practice, each student participating in any athletic program must complete and present:

1. parent permission to participate;
2. evidence of having passed an approved physical examination for the current school year; and
3. evidence that adequate accident insurance coverage for the student has been provided by the parent/guardian.

The school does not provide or sell accident coverage.

## **DANCES:**

All TPHS dances are for TPHS students only. Guest passes shall be authorized only for PROM. The administration shall make the final decision on whether a guest pass will be issued or not. No reason need be given for the administration to refuse to issue a guest pass. Students who are taking a guest to PROM must obtain a guest pass from the Activities office in advance and will be held responsible for the conduct of their guest at all times. No one will be allowed to go out and come back into a dance. No junior high students may attend any TPHS dance. School dress code applies and will be enforced at all dances. The school discipline matrix is in effect at all times. Inappropriate dancing will be cause for a student to be asked to leave a dance. Students who are left at dance for longer than 15 minutes after end of dance will be prohibited from purchasing another dance ticket that year (or next year if Prom) and parents will be billed the cost of the chaperone overtime. Debts will be paid to school before a student will participate in any graduation activities.

## **STUDENT RESPONSIBILITIES**

All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the school. **(Education Code 48908)**

Every pupil shall attend school punctually and regularly, conform to the regulations of the school, obey promptly all the directions of his teacher and others in authority, observe good order and propriety of deportment, be diligent in study, respectful to his teacher and others in authority, kind and courteous to schoolmates; and refrain from the use of profane and vulgar language. **(C.C.R. Title 5, Sec. 300)**

## **TPHS RENAISSANCE**

The Renaissance program at TPHS is based on promoting excellence in academics, attitude and attendance through incentives and motivation. The Renaissance card can be used by students on campus and off campus, at local supporting businesses for publicized discounts.

Requirements for Renaissance card holders:

- **Level 1:** 3.6 and above GPA
- **Level 2:** 3.0 – 3.5 GPA
- **Level 3:** 2.0 – 2.99 GPA
- **Blue Improver Cards:** .5 or more improvement in GPA (given only to those who do not receive one of the above levels)

All levels must meet the following to be a valid card holder:

- Student must be enrolled in 4 classes at TPHS and attending daily
- GPA's are based on grades earned at TPHS or TPJHS, not transfer grades
- Student can not have D's or F's, even if they meet GPA requirements for all levels except blue cards

## **TPHS**

### **BELL SCHEDULE**

7:06.....	Warning Bell	
7:11.....	1 <sup>st</sup> Period.....	8:07
8:12.....	2 <sup>nd</sup> Period.....	9:10
9:20.....	3 <sup>rd</sup> Period.....	10:16

10:21.....	4 <sup>th</sup> Period.....	11:17
11:22.....	5 <sup>th</sup> Period.....	12:18
12:18.....	LUNCH.....	12:52
12:57.....	6 <sup>th</sup> Period.....	1:53

## **TWENTYNINE PALMS HIGH SCHOOL GRADUATION REQUIREMENTS**

To graduate from Twentynine Palms High School students must earn the following number of credits:

Total Graduation Credits Required      220 Credits

These credits must be in the following categories:

ENGLISH	40 CREDITS
MATH <b>(Standards Based)</b>	20 CREDITS
PHYSICAL SCIENCE	10 CREDITS
LIFE SCIENCE	10 CREDITS
WORLD HISTORY	10 CREDITS
US HISTORY	10 CREDITS
AMERICAN GOVERNMENT	5 CREDITS
ECONOMICS	5 CREDITS
PHYSICAL EDUCATION	20 CREDITS
HEALTH	5 CREDITS
FINE ARTS	10 CREDITS
ELECTIVES	75 CREDITS

### **ADDITIONAL REQUIREMENTS**

Students must pass both the Math and Language Arts sections of the  
**California High School Exit Exam.**  
To be eligible for a diploma.

**Students must also pass Algebra I (Education Code 51224.5)**  
Some students may have met this requirement at the junior high school.

Visit our website at [www.29high.org](http://www.29high.org)

Parents can access grades and attendance online as well as the daily bulletin and other services offered through the site.

# DISCIPLINE MATRIX

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>
ACADEMIC DISHONESTY	Failure of Assignment	Failure of Class Assigned to OCD for rest of semester	
ALCOHOL(Possession, use or Distribution)	Suspension 5 days/recommend expulsion/ citation		
ARSON	Suspension 5 days/recommend expulsion		
ASSAULT ON STAFF	Suspension 5 days/recommend expulsion		
ASSAULT ON STUDENT	Suspension 2 days/citation	Suspension 3 days/citation	Suspension 5 days/recommend expulsion/citation
BATTERY ON STAFF	5 days suspension/recommend expulsion		
BATTERY ON STUDENT W/O INJURY	Suspension 5 days/citation	Suspension 5 days/recommend expulsion/citation	
BATTERY ON STUDENT WITH INJURY	Suspension 5 days/recommend expulsion/citation		
CELL PHONE USE	1 <sup>st</sup> time=student pick up 2 <sup>nd</sup> time=parent pick-up	3 <sup>rd</sup> time=3 day suspension 4 <sup>th</sup> time=5 day suspension	5 <sup>th</sup> time=expulsion
COMPUTER MISUSE	Detention/loss of privilege	Saturday School	Suspension 3 days/possible expulsion
DEFACING SCHOOL PROPERTY	Suspension 5 days/recommend expulsion		
DEFIANCE/DISRUPTION	After school detention	OCD 1-5 days	Suspension 1-5 days
DISRUPTION IN OCD,	Suspension 1 day for each day student was assigned to OCD		
DRESS CODE VIOLATION	Warning/change clothes	Change clothes/detention 1 day	Change clothes/OCD 1 day
DRIVING INFRACTIONS	After school detention	Loss of parking privilege	
DRUGS(Possession, use Or distribution)	Suspension 5 days/recommend expulsion/ citation		
DRUG PARAPHERNALIA	Suspension 5 days /citation	Suspension 5 days/recommend expulsion/citation	
EXCESSIVE REFERRALS	8 or more referrals will likely result in recommendation for expulsion on the basis of disruption/defiance		
EXPLOSIVE DEVICES	Suspension 5 days/ Notify Police/Recommend expulsion		
EXTORTION	Suspension 5 days/recommend expulsion		
FIGHTING(mutual combat)	Suspension 5 days/citation	Suspension 5 days/citation/ recommend expulsion	

FIRE ALARM PULLED FALSE 9-1-1 CALL	Suspension 5 days	Suspension 5 days/ recommend expulsion	
FIRECRACKERS	Suspension 5 days	Suspension 5 days/recommend expulsion	
FORGERY - School Passes, Documents	Saturday School	Suspension 1 day	Suspension 2 days
GANG RELATED ACTIVITY	Suspension 5 days	Suspension 5 days Recommend expulsion	
HARASSMENT/ INTIMIDATION	Suspension 2 days	Suspension 3 days	Suspension 5 days/ Recommend expulsion
INSTIGATING/ ANTAGONIZING	Suspension 2 days	Suspension 3 days	Suspension 5 days/ Recommend Expulsion
HORSEPLAY	Lunch detention	Detention 1 day	Saturday School
LAB & SHOP SAFETY VIOLATION	OCD 3 days	Removal from class Earn grade of "F"	
LEAVING CLASS WITHOUT PERMISSION	Detention 2 days	Detention 3 days	Suspension 2 days
LITTERING	Lunch detention/citation	Detention 1 day/citation	Saturday School/citation
MAJOR CAMPUS DISRUPTION	Suspension 5 days/recommend expulsion/citation		
NO SHOW DETENTION	Suspension 1 day	Suspension 1 day	Suspension 1 day
NO SHOW SATURDAY SCHOOL	Suspension 1 day	Suspension 1 day	Suspension 1 day
NUISANCE ITEMS (toys, etc., items w/ no purpose for use at school)	After School Detention	After School Detention	Saturday School
P.E. NON-SUITS	3 = detention	5 = All Day OCD	7= Failure of class
PROFANITY/OBSCENE GESTURE TO STUDENT	Detention 1 day	Detention 2 days	OCD 1 day
PROFANITY/OBSCENITY IN PRESENCE OF STAFF	Suspension 5 days	Suspension 5 days	Suspension 5 days/recommend expulsion
PUBLIC DISPLAYS OF AFFECTION	Detention 1 day	Saturday School	Suspension 1 day
RACIAL SLURS	Suspension 3 days	Suspension 5 days	Suspension 5 days/ recommend expulsion
SEXUAL HARRASSMENT	Suspension 3 days	Suspension 5 days	Suspension 5 days/recommend expulsion
SKATEBOARDS	Detention 1 day	Detention 2 days	Saturday School
TARDIES	3 <sup>rd</sup> tardy = detention	4 <sup>th</sup> tardy = Saturday School	5 <sup>th</sup> tardy = OCD 1 day 6 <sup>th</sup> tardy + over = Susp + SARB
THEFT	Suspension 3 days/citation	Suspension 5 days/citation	Suspension 5 days/ citation Recommend Expulsion
THREATS TO STAFF	Suspension 5 days/recommend expulsion		
TOBACCO (Possession, use distribution)	Suspension 1 day/citation	Suspension 3 days/citation	Suspension 5 days/citation
TRUANCY	Saturday School/Citation	Saturday School/Citation	Saturday School/Citation
VANDALISM/ PROPERTY DAMAGE	Suspension 5 days/ Citation/Restitution	Suspension 5 days/ Citation/Restitution/Recommend expulsion	

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WEAPON/FIREARM(Use, possession, distribution)	Suspension 5 days/recommend expulsion
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*This matrix is intended as a guide and more severe consequences can be used if it is determined to be necessary. The administration has the authority to determine appropriate consequences for offenses not specifically covered by the matrix. Any referral of the same category after the third offense will result in a suspension. Citations will be issued on incidences which are fall under Operation CleanSweep and/or City Ordinances.*