

## **John F. Kennedy High School Policies**

Please note that Kennedy Administration reserves the right to update/change policies at any time based on school needs. Policies are based on the AUHSD Board Policies. Please refer to the Kennedy website for the most up-to-date information: [www.kennedy.auhsd.us](http://www.kennedy.auhsd.us)

### **Academic Honesty Policy**

At Kennedy High School, we value academic integrity and honesty; therefore, we enforce a strict academic honesty and cheating policy. The following rules apply per AUHSD School Board Policy:

- Cheating by copying from others, providing work for others, allowing others to copy, tampering with teacher materials, having or using notes, formulas, or other information in a programmable calculator or other programmable electronic device is not permitted. Students who violate this rule will receive a failing grade on the assignment, a “U” in citizenship, a referral to administration and progressive discipline will be implemented.
- Plagiarism by copying or using another person’s work and submitting it as your own or acting as a provider of a paper or papers for others is not allowed. Students who violate this rule will receive a failing grade on the assignment, a “U” in citizenship, a referral to administration and up to a week of lunch detentions. Second offenses will result in the above discipline and may include suspension and a lowered grade for the course.

**Multiple Violations:** Students who have violations in more than one class or school site during their entire enrollment will receive disciplinary consequences up to and including a recommendation for expulsion.

**State, Nation, and International Assessments:** A student who violates the Academic Honesty Policy while taking a major state, national, and/or international examination (CAASPP, ELPAC, AP, IB, PSAT, SAT, ACT, etc.) jeopardized the academic reputation, integrity and future of all other students within the school and district. Therefore, he/she will receive the following consequences in addition to those outlined in the directions for administration of the specific test. All consequences apply for the duration of the student’s enrollment in the district:

Administrator will contact parent/guardian regarding the incident, assign an off-campus suspension, schedule a Local School Placement Committee meeting, student will be transferred to another school within the district, student may be removed from academic programs (such as AP, IB, honors, etc.) and receive no academic recognition at award events including promotion and graduation ceremonies, student will be ineligible and/or lose eligibility in all academic organizations (NHS, CSF, etc.), student will be ineligible and/or removed from any elected or appointed leadership position, student may be recommended for other disciplinary action.

### **Attendance & Tardiness Policy**

***(Education Code §§39063, 49069, 48200, 48400, 48980)***

Student attendance in school is critical for their success and is the parents/guardians’ responsibility. Studies show that students who miss class fall behind and often do not graduate from high school. Attendance is mandatory for all students between the ages of 6 and 18.

Attending school is one of the most important factors for academic success. Student success and academic achievement are direct results of students being on time and in class every day. The California Education Code and Penal Code clearly define the legal issues and policies related to student attendance.

The following provides you with the proper process for reporting absences and having students released early. Please schedule all doctor and dental appointments before or after school. If this is not possible, please make sure that your student attends as much of the school day as possible.

- It is the parent/guardian’s responsibility to call the school to report the student absent.
- If a student is absent from school, the parent/guardian will be notified by an automated telephone call each day.
- If the parent/guardian did not call in the absence, a note must be sent with the student to school the day the student returns with the reason for the absence.

- Parent/guardian can email the Attendance Office at [kenattendance@auhsd.us](mailto:kenattendance@auhsd.us).
- All absences MUST be cleared within 48 hours or an unexcused absence will be marked.
- If your student does not clear an absence within three days, they may be assigned a consequence

A parent, guardian, or designated adult may clear an absence via a signed note or email. ALL absences need to be verified by a parent or guardian within 24 hours of the student's absence. If a phone call needs to be made before or after school hours, please leave a voicemail that includes your name, the student's name, the date and the reason for the absence. In the case of medical/dental appointments, a "U" (unexcused) will be placed on the student's attendance record until a doctor/dental note is presented.

#### **Leaving School Early:**

Parent/guardian or adult emergency contacts are **required to show photo ID** and sign the student out in the Attendance Office when picking up a student from school.

**Any adult picking up a student MUST be listed on the emergency card; otherwise, student will not be released.**

Students **MUST** check out through the Attendance Office to leave school during school hours.

**Student Pick up:** To minimize classroom disruptions, a parent/guardian or designated adult may check a student out of school through this method only:

- By showing up in person and showing ID.
- **No phone calls for early release will be permitted. Kennedy HS requires written authorization.**

If it is not preplanned, instructional time will be negatively impacted.

Section 48205 of the California Education Code lists seven valid reasons for students to miss school. Make up work is allowed only if their absence is based on one of these valid reasons:

1. Illness
2. Quarantine by health officer
3. Medical, dental or optometric appointments

4. Funeral services of an immediate family member (one day if the service is conducted in California and not more than three days if the service is conducted outside California).
5. Religious holiday
6. School field trip or activity
7. Personal (up to three days per school year with prior administrator approval).

CA Education Code defines a habitual truant as any student who misses more than three days (unexcused/unverified). Students who are habitual truants will be assigned Saturday School, placed on an attendance (SART) contract, and will be referred to the School Attendance Review Board (SARB) for consideration by the District Attorney. A parent/student/administrator will be held.

#### **Truancy:**

According to the Education Code of the State of California, any pupil who is absent from school without a valid excuse, or tardy in excess of 30 minutes on each of more than three days in one school year, is truant and shall be reported to the administration. The following are considered truancies: Being absent from school without the knowledge and consent of the parent. Being absent from school without a valid excuse. Leaving the school grounds during the day without permission. Leaving/staying out of class without permission.

#### **Tardiness:**

Tardiness is unacceptable. Arriving on time is a critical life skill and on time attendance is expected. At Kennedy, we stress to all students that teaching and class work is "bell to bell." When students arrive late, they miss valuable information as well as cause a disruption by walking in after the teacher has begun. KHS Tardy Policy is strictly enforced. Tardies are noted on their attendance record and become a part of their permanent record. They also are an essential part of our progressive discipline plan. Please make sure that your student leaves home with plenty of time to arrive at class on time. Adjustments may need to be made with morning patterns to allow for traffic, road construction and other unforeseen delays. School always starts at the same time - please make arrangements to be there at that time. **Students who arrive late to school must sign in at the attendance office upon arrival and get a late pass to class.**

The teacher may assign consequences for being tardy. Teacher will contact parent when tardies are starting to affect the student's grade. As a reminder, KHS will continue its No Go List for special events. Students accumulate hours based on tardiness/lateness, period trancies and overall attendance percentage.

#### **Consequences for Tardies:**

Tardy 1-3: Teacher manages behavior; detention may be assigned, parent contact initiated by the 3rd tardy.

4-6 Tardy: Teacher refers student to Assistant Principal. Student may be assigned an after-school detention. Grade may be affected.

7th Tardy or more: Teacher refers student to Assistant Principal. Student is assigned an after-school detention. Student's parents may be required to come in for a conference with the Assistant Principal; Saturday School may be assigned. A School Attendance Review Team (SART) meeting may be held with the assistant principal, student, and student's parent(s).

#### **Cell phone/Electronic Devices Policy**

Cell phones/electronic devices are a major problem on school campuses across the country. Ringing or buzzing cell phones are disruptive during class time. Camera phones and text messaging capabilities are used to cheat on quizzes and tests. Cell phones/electronic devices are stolen by other students. These items loaned to other students may be lost or broken. The use of cell phones/electronic devices at school is detrimental to the academic climate because it takes valuable time away from instruction and creates disciplinary problems.

Therefore, cell phones must be off at all times while on campus during school hours, including lunch. Students can use their cell phones for instructional purposes/calls in the Main Office or in a class after asking for the use of and given authorization from a staff member. Parents that need to contact their child for emergency purposes during school hours should call the Main office at 714-220-4101. **Students on a minimum day and students in athletics must not** be on campus using these items unless they are given permission and are being supervised by a staff member. Using a cell phone as a CLOCK is not an excuse to have it out.

If a student is using a cell phone/electronic device for any reason during the restricted time and without staff's direct authorization and supervision, he/she will receive consequences according to the Progressive Discipline Policy. In addition, the item will be confiscated from the student. **Confiscated phones/electronic devices will be labeled with the student's name and kept in the Main Office until the parent takes possession. There will be no exceptions to this policy.**

All electronic devices are not to be visible on campus unless being used for academic purposes with teacher permission. These items are disruptive and are among the most lost, stolen and broken items belonging to students.

Students are encouraged not to bring these items to school and the school assumes no responsibility for the safety or security of these items. Kennedy personnel will NOT investigate the theft of these items. The Anaheim Union High School District will NOT reimburse for any lost or stolen electronic devices even if they are confiscated. Electronic devices are restricted by the Education Code set forth by the State Department of Education.

#### **Discipline Policy**

Our goal is to provide our students with an optimum learning environment that is safe and productive. Optimum learning is accomplished through positive recognition for students who succeed academically and socially throughout the year, as well as, through the implementation of a progressive discipline program focused on clear expectations, fair and equal treatment of students, and consistent enforcement of school rules.

In keeping with the goal of maintaining an academically focused school in which every student has an opportunity to learn, Kennedy High School has developed a Progressive Discipline Policy which is consistent with the AUHSD Policy of Progressive Discipline.

Our goal is to put in place consequences which successfully modify negative behavior patterns. Therefore, the following consequences are in place for rule and expectation violations: Verbal/Written Warnings, Administrative Conferences, Parent Contact/Conferences, Referral to Administration, Administrative Behavior

Monitoring Sheet, Lunch Detention, After School Detention, Teacher Class Suspension, On Campus Suspension, AUHSD Discipline Contract, Off Campus Suspension, Transfer/Expulsion.

All parents will receive a curriculum letter that outlines classroom rules and expectations. Disciplinary consequences will be assigned to students who commit infractions to the district/school rules/standards and student expectations. Violation of these standards will be assigned major or minor disciplinary consequences. The discipline policy is based on the AUHSD Student Discipline Policy.

**CLASS I INFRACTIONS:**

**Anaheim Union High School Districtwide Standards**

- |                                   |                       |
|-----------------------------------|-----------------------|
| a. Arson                          | h. Sexual Harassment  |
| b. Assault                        | i. Student Disruption |
| c. Chemical Abuse                 | j. Theft              |
| d. Extortion                      | k. Tobacco            |
| e. Fireworks/explosives           | l. Vandalism          |
| f. Obscene Act/Habitual Profanity | m. Weapons            |
| g. Robbery                        |                       |

**CLASS II INFRACTIONS:**

**Kennedy High School Disciplinary Standards**

- |                             |  |
|-----------------------------|--|
| a. Bicycle Violations       | m. Littering                             |
| b. Bus Violations           | n. Loitering                             |
| c. Classroom Violations     | o. Malicious Mischief                    |
| d. Closed-Campus Violations | p. Petty Theft                           |
| e. Defiance/Insubordination | q. Pornography                           |
| f. Dress Code Violations    | r. P.D.A. (Public Displays of Affection) |
| g. Electronic Devices       | s. Refusal to Serve Detention            |
| h. Fighting                 | t. Running on Campus                     |
| i. Fire Alarm               | u. Tardies                               |
| j. Forgery/Plagiarism       | v. Truancy/Cuts                          |
| k. Gambling                 | w. Vandalism                             |
| l. Inappropriate Behavior   |  |

**Harassment/Bullying/Cyber-Bullying**

Bullying/Cyber-Bullying and Harassment of any kind is unwelcome. Unwanted behaviors that make a student feel uncomfortable can include: Derogatory comments, threats, physical aggression, extortion and social exclusion.

- Bullying is also a behavior directed at a person because of his or her race, gender, religion or sexual orientation.
- Bullying is a negative pattern of behavior repeated over time.
- Report all incidents of Bullying/Cyber-Bullying and Harassment to a staff member immediately.
- Be sure to tell the person bullying or harassing you to STOP!

It is the policy of this school that all students be treated with respect and feel comfortable attending school.

- Any harassment which substantially interferes with a student's school performance or creates an intimidating, hostile, or offensive learning environment will not be tolerated.
- The harassment of others based upon sexual, religious, racial, or other themes will not be tolerated. Verbal, physical or cyber-bullying, calling others a name which puts them down, using words which insult another person, touching others in an unacceptable manner, and making comments of a sexual nature are considered harassment.
- In addition, participating in harassment or cyber-bullying through the use of technology (telephone, text messaging, online text, or social networking sites) will not be tolerated, and will result in referral to an administrator and progressive discipline will be implemented.
- If, at any time, a student feels uncomfortable dealing with other students or adults on campus, he/she is responsible to report concerns to a parent, teacher or administrator, who will assist with concerns. Report all forms of harassment/bullying/cyber-bullying immediately.

**Inappropriate student behavior will have consequences. They may include:**

**Informal Conference:** A school official will talk to the student and try to reach agreement regarding how the student should behave.

**After School Detention:** A staff member may assign a Detention to a student for up to 60 minutes per day after school. The student will report to the Main Office or an assigned room number and will be under the jurisdiction of office staff. Clean up duty may be assigned to the student. Parents will be notified if the detention is to be more than 30 minutes. Students have a week to serve

detention. Failure to attend a detention, without an acceptable excuse, may result in further disciplinary action.

- Students must come prepared and bring homework and materials, pen or pencil and work quietly on homework the entire time. Students will need to read if they do not have homework. Use of cell phone and/or other electronic devices is not permitted.
- Verbal and non-verbal communication with others is not permitted.
- Students will NOT be admitted if they are late.
- If a student is released early from detention, they will be reassigned.

**Saturday Academy:** The student may be assigned to a four-hour work/study program on a given Saturday as a consequence for not serving a teacher detention, or violation of the following policies: attendance, dress code, cell phone/electronic device, or discipline. Saturday Academy hours are 8:00 AM to 12:00 PM.

**On-Campus Suspension:** The student is suspended from attending class(es) for the day of the incident and/or the following day. The student will be reported to the main office for the suspension period. Parents will be notified of this disciplinary action by a school administrator.

**Suspension from School:** A student may be suspended for up to five days. This can result from all Class I infractions or from habitual insubordination and defiance. The time frame of off-campus suspensions can vary between one and five days depending upon the severity of the incident. Students are not allowed on campus or at school-sponsored events. Parents are to request homework through the attendance office for 3-5 day suspensions.

**Local School Placement Meeting (LSPC):** LSPC meetings are held when a student is continuously referred for misconduct or when a serious violation of school rules has occurred; i.e., possession or use of alcohol. The purpose of these meetings is to make a decision concerning possible transfer to another school or recommendation for expulsion. The student, parent(s), counselor(s), teacher(s), and school administrator(s) are present.

**Please note:** Students who are removed for disciplinary reasons lose the privilege to return

**during their time as a student in the AUHSD. They also lose the privilege to participate in activities and events at Kennedy High School.**

### **ZERO TOLERANCE POLICY**

The Anaheim Union High School District and Kennedy High School enforces a **Zero Tolerance Policy** for the following violations of Disciplinary Standards:

**Drugs, Alcohol, Tobacco & Vaping:** Possession and/or use of vapes, drugs or alcohol on campus during a school activity is a Class I infraction and is subject to district rules and regulations. Students will be suspended off campus for five days; determination will be made regarding alternative placement, possible expulsion, and probable arrest.

Illegal Substances include: Alcohol, tobacco, marijuana, amphetamine, prescription medication, over-the-counter medication (Advil, Tylenol, cold medicine, rubs, etc.) other controlled substances and drug paraphernalia.

The following rules apply:

- Bringing illegal substances to school or holding them for someone may result in a 5 day suspension, transfer to another school, and arrest.
- Giving or selling illegal substances, in any amount, to someone else may result in expulsion from the school, district, and arrest.
- Being under the influence of an illegal substance while at school or a school sponsored event may result in a 5 day suspension, transfer to another school, and arrest.

Students who are under a doctor's care and require prescription medication throughout the day must give all medicine, as well as a physician's note, to the school Health Technician. The school Health Technician will secure and dispense all medication per doctor's orders.

**Weapons Violation:** Any student who unlawfully possesses, uses, sells, or otherwise furnishes any firearm, knife, explosive, replica, or other dangerous objects will be suspended for five days; determination will be made regarding alternative placement, possible expulsion, and probable arrest.

**Tagging/Graffiti Violation:** Any student who defaces school property or private property on school grounds will be suspended for five days;

determination will be made regarding alternative placement, possible expulsion, and probable arrest.

**Dress and Grooming Code Policy**  
***(Education Code §§35183 and 35183.5)***

Kennedy High School is a school of choice and therefore draws students from the entire attendance area of the Anaheim Union High School District. Academic attire is required starting the first day of school and students are expected to be dressed appropriately while on campus at all times. While at school-sponsored events, including school transportation, students shall be dressed in academic attire and groomed in a manner which reflects good taste and decency and will not disrupt, detract from, or interfere with the educational environment, instructional program, general morale, or image of the school. All attire must be modest, neat, and clean. Attire that is layered, revealing, tight, or which allows underclothing to show is unacceptable. Shoes must be worn at all times.

California Administrative Code, Title 5, Division 2, Section 302 states:

A pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for school, or shall be required to prepare himself (herself) for the schoolroom before entering.

Consistent with the general philosophy of this district, responsibility for the proper attire of all students attending classes in AUHSD rests with the parents/guardians.

The responsibility for enforcing this dress and grooming code rests with the classroom teachers, counselors, and administrators on each campus. Violations of this code will be dealt with pursuant to the provisions of §48900 through §48925 of the California Education Code. Specifically, failure to adhere to the provisions of this dress and grooming code will be considered as a violation of §48900(k) which provides for the suspension or expulsion of pupils if they have “disrupted school activities or otherwise defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.”

**Pants/Shorts/Skirts/Capris:** Must fit at the waist and be worn at the waist. They must not drag on the ground, have frayed or cut bottoms, or any holes. Leg cuffs CANNOT be rubber banded or otherwise tied at the ankle. Sagging or oversized pants are not allowed. Pants must be the proper size and fit securely at the waist above the hipbone. The inseam of the pant should not hang below the area of properly fitting pants.

- Shorts/skirts must be to at least the bottom of student’s fingertips.
- If student wears shorts below the knee, socks may NOT be pulled up toward shorts (within 2-3 inches).
- Tights or leggings cannot be worn without the appropriate coverage.
- Shorts/Skirts/Capris must fit at the waist and be worn at the waist. Length must be between mid-thigh and knees (must at least be to students’ fingertips).

**Sleeveless/Tank Tops, Etc.:** Sleeveless/tank top/etc. shirts should not be worn unless under another piece of appropriate clothing. Shirts must fit appropriately, and shoulders must be covered at all times.

**Hats/Beanie/Bandanas/Headwear:**

Hoods/Headwear/Beanies/Knit hats are not to be worn. Baseball style caps are not allowed on campus unless it is an ASB spirit day. Bandanas/Beanies/knit hats are not allowed on campus. Only Kennedy Headwear can be worn outside of the classroom.

**PE Clothes/Athletic Wear:** PE clothes and all other athletic gear must be worn during PE only. Athletic gear includes yoga pants, sweatpants, joggers, etc.

**Shoes/Socks:** No steel toed or heavy boots, open-toed or open heeled sandals. No flip-flops or slippers. Socks may not be worn higher than the bottom half of the calf. Footwear must have a hard or tennis shoe sole.

**UNACCEPTABLE Items and Practice:**

- Sleeveless shirts, tube tops, spaghetti, and bra straps, and clothes that expose the midsection

when standing, sitting or reaching. Shoulders must be covered.

- Skin at the waist may not be exposed at any time.
- Shorts or skirts that expose the buttocks.
- Low cut apparel that has a plunging neckline and/or reveals excessive areas of the chest.
- Under garments and/or underwear may not be visible.
- Dress, grooming or accessories which are unsafe, dangerous, or a health hazard
- Display offensive or obscene symbols, signs, slogans or words, degrading any cultural, religious or ethnic values
- Baseball style hats.
- Blankets and pillows
- Any items symbolic of gang, jail attire or with gang logos.
- Any items containing logos or words promoting alcohol, tobacco, or drugs.
- Any items containing slogans or logos representing vandalism, bigotry, violence, sexual connotations, suicide, death or those with double meanings.
- Spiked or studded (flat or pointed) accessories, including safety pins and staples.
- Chains including those attached to wallets, belt loops, worn as necklaces or necklaces that reflect sub-cultures. (Necklaces must be easily broken if caught or grabbed).
- Clothing with holes, cuts, tears, or frayed edges.
- Gloves, initial belts, or tied cuffs on pants.
- Athletic jerseys or “star” insignia apparel.
- Belts must be worn through all belt loops and are not allowed to hang below the waist.
- Pajama bottoms or boxer shorts worn as pants.
- Rolled waistbands on pants.
- Long socks worn with shorts are not to be pulled within 2-3 inches of long shorts.

When fashion trends come about that compromise the learning environment or safety of our students, the Kennedy Administration reserves the right to adjust the dress code accordingly.

Progressive discipline is utilized when it comes to the academic attire dress code violations. Consequences may include 1-2 documented warnings, a referral, detention, or suspension at the discretion of the administrator. Any student who must change clothing due to dress code infractions may have their clothing confiscated and loaner clothing will be issued. Items not retrieved in a timely manner will be donated to an appropriate organization.

### **Social Media Policy**

The District and Kennedy High School maintain official social media platforms to further the District’s and School’s vision and mission, to support student learning and staff professional development, and to enhance positive communication with students, parents/guardians, staff, and community members. Official District and School social media platforms shall be used only for these intended purposes and in a manner consistent with this policy. By creating these official sites and allowing for public comment, the Board of Trustees does not intend to create a public or limited public forum, or otherwise guarantee an individual’s right to free speech. The Board expects all users to conduct themselves in a respectful, courteous, and professional manner.

**Social Media Commenting Policy:** We welcome your comments, both positive and constructive, via social media. While we may share your comments with the appropriate staff to address concerns and attempt to respond in a timely manner, a comment on social media is not treated as a formal complaint. To ensure a concern is formally addressed, please contact the District Office.

We do not allow, and will remove, comments that target or attack specific students, staff members or members of the community, use vulgar or offensive language, share private or confidential information, advocate illegal acts, or violate Board Policy, Education Code, or other laws. Comments that are off-topic or unrelated to the post, or otherwise inconsistent with the purpose of the social media platform, may be removed.

Users should be aware that all comments on social media are public, and information posted may be considered a public record subject to disclosure under the California Public Records Act. Comments can be accessed and may be used by others,

including news media, law enforcement, and other government agencies.

### **Kennedy School-wide Campus Policies**

#### **BICYCLES/SKATEBOARDS/SCOOTERS, etc.**

Students are welcome to ride a bicycle/skateboard/scooter to and from school if the following expectations are followed:

- According to the law, all students are expected to wear bicycle helmets to and from school.
- Students must stay on the designated bike paths. Bicycles/skateboards/scooters must not be ridden on school grounds. It is mandatory to walk a bike/skateboard/scooter on and off campus.
- Bicycles/skateboards/scooters must be put inside the bicycle racks and locked up individually. Sharing a lock is not permitted. Student must bring a strong chain and lock to ensure the safety of their property.
- Bicycle racks are off limits except when parking and picking up bikes/skateboards.
- Trading/selling bicycle/skateboard/scooter parts is not permitted. Kennedy High School will not investigate if this behavior occurs.
- A parent pick up of confiscated items will be necessary for students that violate these policies. Kennedy High School will take reasonable care in securing and supervising the bike rack during the school day, however, the school is not responsible for lost, stolen or damaged property.

#### **BIRTHDAYS/CELEBRATIONS/ HOLIDAYS**

Please do not bring flowers, balloons or treats of any kind for students. These items are a distraction on campus and in the classroom. Birthday/Holiday items will not be allowed on campus. All items will be held in the Attendance Office or Main Office and students can pick up the items after school.

#### **CAMPUS CLEANLINESS**

The school is our shared environment. Our school's reputation in the neighborhood and with visitors is largely determined by our campus appearance. All students are expected to help keep the campus clean. While eating lunch, students must stay within the lunch areas and deposit all trash in the proper place.

#### **CHEMICALS, WEAPONS, AND DANGEROUS OBJECTS**

It is our intent to make Kennedy High School a safe place for everyone. Our policies are those of the Anaheim Union High School District as set forth by

the Board of Trustees. We will enforce the rules and laws regarding weapons and dangerous items at school.

Chemicals include items that are flammable such as: nail polish, nail polish remover, body spray, perfume, cologne, hairspray, etc.

Weapons include: Real or fake knives of any shape or size, real or fake guns, and any other dangerous objects (lasers, poppers, fireworks, stink bombs, etc

#### **COUNSELING**

You are highly encouraged to see your counselors for: Academic help, to report bullying or harassment, for conflict mediation, to discuss personal issues or schedule changes. Students are required to get a hall pass from a staff member to see a counselor or schedule an appointment after school.

#### **CLOSED CAMPUS**

Per Anaheim Union High School District Policy, Kennedy High School is a closed campus, and students may not leave the campus until the end of the school day. Students may only leave campus if they are signed out by a parent and/or legal guardian. ALL visitors must be cleared by the main or attendance office to be on the school grounds during school hours. All students must leave campus within 10 minutes of the end of the school day, unless they are participating in a program or school sponsored event due to supervision purposes. All behavior expectations apply while students are on campus.

#### **PERSONAL DELIVERIES**

Any items (homework, projects, food, clothes, money, etc.) dropped off during hours **will not be delivered directly to the student**. Items can be left in the Attendance Office on the designated drop off table for the student to pick up. Please note that student's cell phones will be turned off during school hours 8:30AM- 3:20PM (including students in a 0 period) so previous arrangements should be made, so that students know to pick up their item. No investigation of lost/stolen items will be conducted. We do not allow third party food deliveries (DoorDash, Postmate, Uber Eats, etc.) as our Attendance Office will not manage any deliveries.

#### **DANCES**

When attending a Kennedy High School dance, all students must register. The student will agree to act in accordance with the rules and regulations of the



school. If the rules and regulations are broken during the dance, the student will be asked to leave without a refund and proper discipline will be assigned by administration.

A dance ticket can be purchased at registration, the week of the dance, and the day of the dance. Students who misplace their ID cards need to purchase one in the main office for \$5.00. To make the dance appropriate for school and comfortable for everyone, the following dance rules and regulations will be in effect. ID cards are needed to enter the dance. No moshing, slam dancing, “freak” dancing, or battle dancing will be permitted. No body contact at all. No kissing, holding hands, or hugging. No fighting or arguing. Uniform policy will be enforced. No throwing or breaking items during the dance. Backpacks cannot be picked up until the student leaves.

#### **DROP-OFF ZONES**

When dropping-off students at our campus, please use the designated school parking lot at the south side of the campus (Walker and Crescent). **Please do not drop students off in the staff parking lot or in red zones at any time.** Patrol officers have mentioned they plan to start issuing tickets for illegal drop-offs, street crossings and u-turns in illegal areas. More importantly, these rules are in place to keep our students safe as they arrive and depart from school. Please ensure to follow all pick-up, drop-off, street crossing, and u-turn laws while bringing your students to and from school.

#### **FORGOTTEN MATERIALS**

It is the students’ responsibility to remember their books, lunch, PE clothes and assignments and not to ask parents to bring missing supplies to school. In an emergency, parents may leave items in the main office for students to pick up during a passing period or at lunch. No deliveries will be made to students during instructional time.

#### **FIELD TRIP POLICY**

In the event of an elective field trip (i.e. not listed specifically in the standards and/or an assignment for which the student will receive a grade) the faculty will be given the opportunity to block a student from attending a field trip either if said student’s current grade is below average (D, F) or if citizenship is unacceptable.

#### **FINAL EXAM POLICY**

Kennedy gives final exams at the end of the first semester and second semester. The final exams are a critical part of the student’s grade because they are the measure of accumulated learning for the semester. The final exam can have a major impact on a student’s final grade and can often be the determining factor in passing a class. Please see our school bell schedule for final exam information.

#### **GRAFFITI**

Do not bring permanent markers of any kind to school. Students may not have graffiti writing in or on their folders, backpack, clothing and/or body. Writing of any kind should not be student backpacks, clothing and/or body. Graffiti that is confiscated will be turned in to the La Palma Police Department.

#### **GUM**

Gum is not allowed on school grounds as it negatively impacts campus cleanliness. Progressive discipline actions will be taken for repeat offenders.

#### **HOMEWORK REQUESTS:**

Students are given the opportunity to make up school work due to excused absences. Full credit is given if the work is returned promptly to the teacher. Parents may make a request for homework on the student’s third day of absence by calling the attendance office at 714.220.4131 or 4132. If a student is absent for fewer than three days, the student may keep up with assignments by viewing Aeries or contacting their homework buddy. It is the student’s responsibility to get make up work from his/hers teachers upon returning to school.

#### **INJURY/ILLNESS**

If any injury or illness occurs after a student arrives at school, he/she is to report to the teacher and then to the health office. Please update new work phone, and cell numbers. In an emergency, we cannot contact parents without correct phone numbers on emergency cards.

#### **INTRAMURAL SPORTS**

A student must hold a 2.0 GPA in order to participate in intramural sports and travel with the teams. This is based upon the previous quarter/semester grade. A list will be sent around to the teachers including students who will be attending games during the school day. If a student will not be attending the game due to grades, (D, F), they will be notified by

the teacher or the coach. Students are encouraged to participate in extracurricular activities.

#### **LATE START**

Late start is every Thursday morning. School starts at 9 AM and ends at 3:17 PM.

#### **LIBRARY**

All student musts have a current Kennedy ID to check-out books from the library. Students may check out a maximum of two library books for a two-week period. After two weeks, they have the option of renewing or returning books. A late fee of \$.25 per day, per item will be charged for books returned after the two-week period. Students are encouraged to take care of books and return them in a timely manner. Any lost books must be replaced. Library Hours: Monday-Friday 7:30 AM to 3:30 PM.

#### **LOST AND FOUND**

Each year a large number of items are turned into the office. If they are marked with a student's name, we return them. If there is no identification, they are placed into a lost and found container. Students or family members may come to the office to ask for lost items. At the end of each quarter, unclaimed items are donated to a charitable organization.

#### **MEDICATION**

Medication should be taken at home with parent supervision whenever possible. Prescriptive and non-prescriptive medication may be taken at school only under supervision of school personnel. Parents must deliver medication to the health office in the original container. Under California Law, a medication form which includes dosage instructions must be completed by the parent and the physician before medication can be administered at school. These forms are available in the health office.

#### **KENNEDY CLASSROOM EXPECTATIONS**

- It is the student's responsibility to come to school physically and mentally ready to learn.
- All students are expected to be at school and to be in each class on time.
- Students are expected to follow the directions of school personnel at all times.
- No one is allowed to hinder the teacher from teaching or the students from learning.
- It is expected that all students will be considerate of others and keep their hands, feet, and objects to themselves.

- All students are expected to know the school rules and adhere to them at all times.
- Rules of the classroom are to be followed at all times. It is the students' responsibility to understand each of their teachers' classroom behavioral expectations.

The primary goal of school is to provide the best environment for learning. In order for you to reach your individual maximum potential, socially and academically, we believe standards must be visible, realistic, and supportive of the overall goal of the school, which is education.

#### **KENNEDY SCHOOL-WIDE EXPECTATIONS:**

- Respect people and property.
- Refrain from using profanity at any time.
- Walk at all times while on campus.
- Avoid disruptive behavior when classes are in session.
- NO gum on school grounds.
- Keep the campus clean and healthy by not littering or spitting.
- Keep noise to a minimum.
- A pass is required to be outside of class during class time.
- Horseplay such as pushing, touching, shoving, and throwing items is dangerous and may not be done.
- Absolutely no tackle games or "play fighting."
- Keep hands, feet, and objects to yourself.
- Responsible behavior is expected in the classroom, Library, gym, and outside area.
- No writing on body parts, belongings or property.
- Permanent markers and/or graffiti paraphernalia are not allowed.
- Hair spray, body spray, perfume, cologne and/or any kind of flammable items are not allowed on campus.

#### **LUNCH EXPECTATIONS:**

- Spending time with other students during lunch is a privilege. If lunchtime expectations are not followed, this privilege may be taken away.
- Students are individually responsible for keeping their eating area clean and throwing trash in the appropriate containers.
- All food is to be eaten within the lunch areas.
- All trash and unwanted food/beverages are to be placed in trash containers and not thrown at any time.
- Recyclables should be placed in the blue recycle containers.

- Stay in designated areas (defined by administrators) during lunch.

### **PE LOCKERS/OUTSIDE LOCKERS**

Kennedy assigns book lockers and Physical Education lockers for student use (given at registration). Students are responsible for their property and should make sure their lockers are kept secure. The school retains its ownership right to all lockers and may, at any time, inspect them and/or confiscate items that are not allowed on school premises, and/or revoke locker privileges. Students are **NOT** allowed to trade lockers. Any changing of locks or lockers must be approved by the Administration, Physical Education teacher and/or Media Technician.

To safeguard your belongings, remember:

- Never share your locker with anyone unless requested to do so by the school.
- Memorize your locker number and combination and keep it a secret.
- Test your locker to be sure it is locked. If your lock does not work, report Physical Education locks to your Physical Education teacher or school locks to the Media Technician.

### **PERSONAL PROPERTY**

Students are discouraged from bringing to school any personal property which is not directly related to his/her instructional program. Further, students should not bring personal items such as watches, jewelry, or clothing which are fragile, expensive or possible obstructions to the instructional program. The school will not be responsible for any student's personal property which is lost, stolen, or damaged.

All electronic devices of any kind are not appropriate for school and should not be brought to school. Failure to adhere to this policy will result in confiscation of the items and a referral will be issued.

### **PUBLIC DISPLAY OF AFFECTION**

Students must refrain from familiar contact at school, such as kissing, hugging, etc. Parents will be notified in cases where students violate this rule.

### **REPORT CARDS**

Student grades and end of semester **report cards are accessible online via Aeries.** Semester grades are recorded on the official transcripts of the Anaheim Union High School District. The report card shows

grades in academics, citizenship and effort. Academic grades are based on how well a student has achieved class work. Citizenship grades are based on class conduct and participation. Please refer to the Kennedy calendar (in the student agenda planner and handbook) for an approximate date by which you can expect to view report cards online through Aeries. If you would like to receive a hard copy of your son/daughter's report card, you must make a written request with our registrar.

### **SELLING ITEMS AT SCHOOL**

The selling of candy, food, and/or any kind of item or property by any student or group not authorized by administration is not permitted on school grounds, or at any school-sponsored event.

### **STUDENT AGENDA PLANNER**

Kennedy students are expected to have a Student Planner. The student planner should be brought to school each day to organize and keep track of daily assignments. If lost or damaged, the cost to replace the student planner is \$5.00. Please purchase the student planner in the ASB office.

### **STUDENT IDENTIFICATION CARD/STUDENT IDENTIFICATION (ID) POLICY**

Students **MUST** carry their student identification cards with them at all times. This includes school sponsored activities such as dances, sporting events, class activity nights, etc.

ID Cards will be provided to every student when school starts. Students who do not receive their ID card will be responsible for getting their ID card as soon as possible from the Registration Office. Just as a driver's license authorizes driving a vehicle, a student ID card authorizes a student to be on campus. Every student must have his or her ID card in his or her possession at all times while on campus. **ID CARDS MUST BE IN THE STUDENT'S POSSESSION AT ALL TIMES (except when in physical education or athletics).**

**ID cards are school property.** These cards are an essential component of school safety and must not be effaced, tagged, altered or covered with stickers. Lost, stolen, altered, damaged, or defaced ID cards must be replaced IMMEDIATELY through the ASB office. Cost for replacement is \$5.00. ID cards are also used to check out library books and to purchase tickets to school dances and athletic events.

**SUPERVISION**

Students are not to be on campus before 7:00 AM for supervision purposes. On Thursday due to Late Starts, students are not to be on campus before 7:30 AM. Students are expected to leave campus immediately unless attending a school supervised event. Loitering on campus is not permitted. Students should make arrangements for a parent pick up with an appropriate time and location.

**TEXTBOOKS/COMPUTERS**

California Education Code 48904 *All students are to be issued instructional materials at no cost, unless they are damaged or lost; in which case students will be charged a fee.*

All students must have a school ID to check out library books. Students using computers in any way that is harmful, destructive or inappropriate will be restricted from further use. Students may only print pictures in the library for class assignment projects if they have a teacher's note. Text, reports, and news articles are perfectly fine to print. Academic Integrity Policy should be adhered to.

**TRANSPORTATION**

When a helmet is used, students are allowed to ride their bike. Bicycles and skateboards must be locked up individually in the bike rack and not stored in classrooms/office. If items are confiscated, a parent must pick up the item.