

# Student Handbook Acknowledgement

ID #: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_  
Last,  
(Please print legibly)

\_\_\_\_\_  
First



***Attention***  
***Please turn in the Student Handbook***  
***Acknowledgement page.***

Marina students must bring this signature page with him or her in order to register for the 2011-2012 school year on the appropriate registration day. Please keep the handbook for future reference. I have reviewed the Marina High School Student Handbook with my student. We understand the rules and policies and my student agrees to abide by them.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

# Marina High School

2011 - 2012

15871 Springdale Street  
Huntington Beach, California 92649  
(714) 893-6571



## Student Handbook

Marina High School will provide a comprehensive educational experience, in a safe, positive, ethical environment, which meets the needs of all students, and with the support of our community, will prepare them to be effective communicators, critical thinkers, collaborative workers, responsible citizens and self-motivated learners.

### ***Important Please Read!***

**Parents:** Please discuss the contents of this handbook with your student. Sign in the appropriate section on the back page of this handbook. Your student must bring the signature page with him/her at the time of registration. The handbook should be kept at home for future reference. Students will not be allowed to register without this signed form.

# Table of Contents

	Page
1. Know What to Expect in High School.....	2
2. Understand Your Academic Record.....	3
3. Know Your School.....	4
4. Attendance & Tardy Policy & Procedures.....	5
5. Student Campus Behavior.....	7
6. Cell Phone & Electronic Signaling Devices Policy.....	9
7. Closed Campus Policy.....	11
8. Dress Code Policy.....	11
9. Property, Vehicle & Parking Permits, & Personal Conduct.....	13
10. Technology & Technology Use Agreement.....	13
11. Co-Curricular / Athletic Department Rules & Regulations.....	14
12. Marina High School Honor Code.....	14
13. Students' Rights & Responsibilities.....	15
14. Textbooks.....	16
15. I.D. Cards.....	16
16. Activity Fees.....	16
17. Student Government.....	16
18. Assemblies / Rallies.....	16
19. Announcements and Signs.....	16
20. Lockers.....	16
21. Peer Tutors (Student Assistance Center – Marina).....	17
22. Marina High School Dance Rules.....	17
23. Semester System.....	17
24. Emergency Preparedness and Disaster Plan.....	17
25. Expected Schoolwide Learning Results (ESLR's).....	18
26. How to Contact Us.....	20
27. Attention: Please Tear Off this Signature Page.....	20





***Welcome to Marina High School!***

***Your high school years will be some of the most memorable years of your life! You will remember forever the friends, the social activities, the classes, and the fun that you have in high school.***

***There are, of course, a number of things that you can do to make sure that you get the most out of your high school years. This booklet will tell you exactly what you need to do!***

***If you follow the information in this booklet, you are sure to have a great high school experience!***

***Read through this handbook carefully and then sign the back page indicating that you have read and understand the policies at Marina High School.***



## **Know What to Expect in High School**

*People experience greater success when they know what to expect.*

*In high school, expect to find the following:*

### **More Courses to Choose From**

Marina offers courses in a wide variety of subjects (e.g. music, world languages, business) that you may wish to explore...

### **New Teachers and Classmates**

As you enter high school you will be assigned to many different teachers. Each teacher will have different expectations that you will need to become aware of.

### **More Extracurricular Activities and Athletic Programs**

Marina has a variety of activities and athletic programs available for you. Take the time to learn about your many extracurricular opportunities and join in; you may like school even more!

### **More Independence and More Responsibility**

As a high school student you are expected to be mature and responsible enough to handle the additional freedoms you are given. These privileges are earned and can be lost if you abuse them.

### **Greater Emphasis on Academic Achievement**

High school courses are more difficult and the grades are more important as they will be important for your future school and career goals.

### **More Social Events**

There are lots of social events (athletic events, dances, etc.) in high school. Take advantage of the many opportunities provided. Don't let the pressure to make bad choices ruin your ability to enjoy these types of events.

### **Consequences for Failing Classes**

In high school you need to be aware that if you fail classes you will lose credits. If you lose credits, you may find that you do not have enough to graduate with your class.

### **Greater Need for Time Management and Organization**

While you are in high school you will need to have even greater time management skills. You will have more activities, more homework and more responsibilities. Take the time to get yourself organized and keep track of the due dates for your assignments. Be responsible!

**Responsibility means, when you have a job to do, you do it the best you can whether you feel like it or not! For now, school is YOUR JOB, enjoy it!**

# Understand Your Academic Record

*It is important that you understand Marina's academic requirements and policies. You also need to know what goes into your academic record.*

## Academic Requirements

In order to graduate, you must fulfill Marina's academic requirements. Take a minute now and see if you can answer the questions below about the academic requirements at Marina High School.

- How many credits is a year-long academic course like English worth? \_\_\_\_\_ .
- How many credits do you need in order to advance to the 10th grade? \_\_\_11th\_\_\_12th \_\_\_ to graduate \_\_\_?
- What happens if you don't have the credits you need to advance to the next grade? \_\_\_\_\_
- Of the courses you're currently taking, which ones are required for graduation? \_\_\_\_\_
- Is there a state-required test that you must pass in order to graduate? \_\_\_\_\_  
If yes, when do you take it? \_\_\_\_\_

If you don't know the answer(s) to one or more of the above questions or have questions regarding your academic record, ask a teacher or talk to the School Counselor or your Guidance Specialist.

## Grade Point Average (GPA)

Grade point average, or GPA, is simply the average of a student's semester (or end of term) grades, starting with the freshman year. Although there are variations, most high schools use a 4.0 scale in which an A=4, B=3, C=2, and D=1. Students who have all A's have a 4.0 grade point average. Students who have B's in half of their courses and C's in the other half, have a 2.5 GPA.

Marina also has "weighted grades" for honors and AP (Advanced Placement) courses. A weighted course is worth more than it is in a non-weighted course. For example, an A in an honors course might be worth five points instead of the usual four points. *While a variety of methods are used to determine GPA, the higher your grades, the higher your GPA.*

## Class Rank

Marina High School uses class rank to show where students stand in relation to the other members of their class. The student with the highest GPA is number one, the student with the second highest GPA is number two, etc. Class rank is usually written as two numbers. The first number represents a student's place in the class; the second number represents the total number of students in the class (e.g., 35/725). The Valedictorian of the senior class is the student with the highest class rank or GPA.

## High School Transcript

A high school transcript is a document that details a student's academic achievement in grades 9-12. The Marina High School transcript contains the following information:

- Grades and credits for each course completed.
- Course requirement credit check
- Current cumulative GPA and class rank
- Anticipated Graduation date
- California High School Exit Exam results
- Standardized Testing and Reporting (STAR) Program results

An official transcript has a signature, and a seal verifying its authenticity. An unofficial transcript is exactly the same as an official transcript, except that it has no signature or seal. Students can get an unofficial transcript (to check their credits or to take on a college visit) by going to the Marina Registrar.

Colleges need to see an applicant's high school record in order to determine whether or not the applicant meets their admission requirements. Most colleges, therefore, require that a transcript be submitted along with a student's application for admission. A transcript is also usually required when a student applies for a scholarship.

### **School Calendar**

Marina High School maintains a website: [www.marinavikings.org](http://www.marinavikings.org) which includes a calendar of events. This calendar shows when each grading period begins and ends, when report cards come out, and when your school will be closed for holidays and vacations. At the beginning of each year, write all of these dates in your student planner or assignment notebook, and on your calendar at home.

### **Parent/Student Portal**

Parents and students can access the student information pertaining to grades, graded assignments, and additional information that teacher's has provide to the on-line parent/student portal for the students individual classes. Parents can obtain the pin number from their Guidance Specialist. Parents and students can access the parent/student portal through the Marina Vikings webpage.

# **Attendance and Tardy Policy and Procedures**

Classroom attendance is essential to the learning experience and is required by the California Education Code. The following policy guidelines for attendance have been adopted and will be uniformly enforced at Marina High School:

Marina High School's attendance policy gives students a maximum of five (5) days to excuse an absence.

**Absences may be cleared with a note or phone call from the parent/guardian.**

#### **Clearing of absences:**

- The student is to bring a note, in ink, from the parent(s) or guardian(s) who signed the school signature card. The note, with the student's first and last name, school ID number, date and periods of absence, and indicating either health or personal reasons, must be put in the baskets in the Attendance office, located in the Administration Office. **Unless an absence is cleared with a parent note within five (5) days, the absence will be recorded as truancy; no changes can be made in the attendance record after five (5) days. It is the student's responsibility to get the note from the parent and make sure it gets turned in.**
- Students who have more than 14 absences in a school year due to illness will be referred to the nurse and doctor's notes will be required (HBUHSD AR 5113).

#### **The policy for any student leaving campus is as follows:**

- **Prior to leaving campus**, students must bring a note to the attendance counter and obtain a checkout permit.
- Students are not allowed to leave campus without checking out through the Attendance Office or the Health Office. If they leave without checking out, they will receive a truancy that will not be cleared.
- Junior or Senior students who leave campus at lunchtime using a valid lunch pass and do not return to school fifth period due to illness must bring a written note from the parent or guardian. The note must indicate the sudden illness within the required five (5) days or truancy will be recorded.

**If it is necessary for a Parent or Guardian to call the Attendance Office with questions regarding their student's attendance, please call 714-893-6571, extensions 4426 or 4428.**

- Students who have an all-day truancy (1) or a total of five (5) period truanancies will not be allowed to attend school activities. For example, a student who has the above truancy or period truanancies from the first day of school up until the Homecoming Dance clearance period will not be allowed to attend the dance. From the date of the dance clearance period a student must not have another (1) all-day truancy or compile five (5) period truanancies or he/she may not attend the next activity and so on throughout the year. Administrators reserve the right to deny access to dances and activities if a student has a history of behavior or attendance problems.
- Any all-day truancy will result in a Saturday School assignment. Students who do not attend an assigned Saturday school may spend a day in in-house suspension. Students who continually defy authority may be suspended and have lunch passes and parking privileges revoked.

## **Truancy Policy**

Any student who has an all-day truancy (1) or a total of five (5) period truanancies will not be allowed to attend any school activities and will be assigned a Saturday School. Students who do not attend an assigned Saturday school may be placed into school in-house suspension. Students who continually defy authority will be suspended, and have lunch passes and parking privileges revoked.

Upon the 3<sup>rd</sup> period of unexcused absence the Huntington Beach Union High School District (HBUHSD) will send out a "District Truancy Notice" notifying the parent that the student has 3 periods of unexcused absences. This notice begins the School Attendance Review Board (SARB) process for students with multiple truanancies. Here are the steps regarding the SARB process: 1). Truancy notification sent from District Office to student/parent home; 2). 1<sup>st</sup> SARB letter is mailed home; 3). Parent reviews and signs School, Parent, and Student Attendance Agreement with Student and Assistant Principal; 4). 2<sup>nd</sup> SARB letter is mailed home; 5). Parent/student conference with School Administrator; 6). Mandatory District Attorney Meeting at the District Office; 7). Student Attendance Review Board Meeting; and 8). Attend court with Judge, District Attorney and Huntington Beach Police Department.

In addition, students with 4 or more truanancies will be automatically assigned to Saturday School. Parents and students are notified of the Saturday School assignment by Connect-ED phone call. **Seniors who do not serve their Saturday School obligation prior to graduation will not be allowed to walk in the graduation ceremony.**

## **Tardy Policy**

**"You are expected to report to class on time"**. Promptness is critical to success in all aspects of life, especially the workplace. Our goal is to instill good workplace habits while students are in high school. The tardy program at MHS is a series of progressive consequences encouraging students to be on time. Late students must report to the tardy window for a pass to class. The tardy consequence list is available below and on the MHS Website, [www.marinavikings.org](http://www.marinavikings.org).

## **Tardy Progressive Discipline Consequences**

- 1<sup>st</sup> Offense: The student will be placed on a contract, and copy of contract will be sent home for parent/guardian signature. **Contract must be returned to the attendance office upon receipt.**
- 2<sup>nd</sup> Offense: The student will be warned that detention will start on their next tardy.
- 3<sup>rd</sup> Offense: The student will serve an hour of after school detention.
- 4<sup>th</sup> Offense: The student will serve 2 hours of after school detention.
- 5<sup>th</sup> Offense: The student will serve 3 hours of after school detention and if student has a Lunch Pass it will be revoked.
- 6<sup>th</sup> Offense: The student will serve 4 hours at Saturday School and if student has an on campus Parking Permit it will be revoked.
- 7<sup>th</sup> Offense: The student will serve In-House suspension for a full day (8:00 AM-3:00 PM) regardless of schedule. & beyond If student has a Work Permit it may be revoked.

**Any further violations will result in suspension from school for defiance of authority.**

## **Makeup Work**

Makeup work will be issued by the teacher for excused absences only and the student may make up the work at the discretion of the teacher. The student is responsible to go to the teacher to get the make up homework assignments. An absence deemed a “parent request” is an unexcused absence, and student does not get to makeup work. Makeup work will be evaluated using the same standards as for regular class work. If work missed is not completed in the time specified by the teacher, the student’s grade may be affected. No makeup work or credit will be issued to students for days or periods in which they are truant (HBUHSD AR 5112).

# Student Campus Behavior

## **Smoking, Drugs, Alcohol, Weapons, Fighting**

*The disciplinary actions listed are possible responses to a disciplinary situation and are not a progression of responses. In some cases, the severity of the incident/infraction will dictate the disciplinary response and may not warrant a progression of responses. PLEASE NOTE: Violation of any of the aforementioned actions may result in the revocation of an inter-district permit.*

- **Zero Tolerance Policy** – The HBUHSD has always maintained a “zero tolerance” policy toward weapons, sale of drugs, and violent acts on our high school campuses and at all school-related events. The district policy and the California Education Code provide for the expulsion of any student who is in possession of any firearm or firearm replica, who brandishes a knife, who causes serious physical injury to another person, who commits assault or battery on a school employee, or who unlawfully sells a controlled substance (California Education Code 48915 and 48900 and California Penal Code section 417.2). Marina High School will not tolerate any of those acts, and all violators will be dealt with decisively.
- Students may not possess weapons, use, sell or be under the influence of either alcohol or controlled substances (narcotics) on campus, near campus or at **any school event**. Violators will be suspended and/or recommended for expulsion from the Huntington Beach Union High School District.
- Smoking or possession of tobacco, cigarettes, drug paraphernalia, lighters or matches is forbidden on campus or at any school-sponsored event. Violators may be suspended and/or cited for smoking or possession of tobacco, cigarettes, and drug paraphernalia from the Huntington Beach Union High School District.
- Any student who causes physical injury, harasses or intimidates another person may be suspended, transferred, expelled and/or arrested.
- Police dogs may be used periodically to detect drugs and/or weapons being stored on campus.
- Breathalyzer tests may be administered at any school function or at anytime a student is suspected of being under the influence of alcohol.

## **DISCIPLINARY INFRACTIONS AND POSSIBLE ACTIONS**

*The following disciplinary infractions and possible actions are not in any specific order of occurrence.*

**Academic Dishonesty** – detention, parent conference, contract, suspension, transfer

**Assault /Battery (Upon any school employee/student)** - suspension, arrest, transfer, expulsion, police citation/arrest

**Bus/District Vehicle Misconduct** – Resolve in office, detention, parent conference, loss of riding privileges, suspension, restitution, arrest

**Chemical Irritants (Illegal use of mace or pepper spray)** – detention, parent conference, suspension, transfer, transfer and/or expulsion, arrest

**Defiance/Insubordination** – resolve in office, detention, parent conference, suspension, transfer, transfer and/or expulsion

**Dress Code Violation** – warning, changing into school provided attire, detention, parent conference, Saturday School, suspension

**Electronic device violation** – warning, detention, confiscation, parent conference, release item to parents

**Fireworks/Explosive Devices** – detention, suspension, expulsion, police citation/arrest

**Fighting** –suspension, transfer, police citation/arrest, expulsion

**Fire Alarms (Attempting/starting a fire, activation of false fire alarm)** – suspension, transfer, arrest, expulsion

**Forgery** – detention, parent conference, contract, Saturday school, suspension, transfer

**Gambling** - detention, parent conference, contract, Saturday school, suspension, transfer

**Harassment/Bullying/Hazing/Hate Motivated Behavior** - suspension, transfer, police citation/arrest  
**Indecent Exposure** – suspension, transfer, arrest, expulsion  
**Littering/ throwing food** – resolve in office, detention, Saturday School, parent conference, suspension  
**Misuse of Internet** - revocation of internet privileges, Saturday School, suspension  
**Motor Vehicle Violation** – resolve in office, detention, citation, loss of parking privileges, suspension  
**Noise Makers** – warning, detention, confiscate, release object to parent, parent conference  
**Possession or Receiving Stolen Property** – suspension, arrest, transfer, expulsion  
**Possession/Use of Tobacco Products (smoking, cigarettes, chewing)** – warning, detention, suspension, police citation, transfer  
**Possession/Use/Sales of Drugs (Marijuana)/Alcohol/ Controlled Substances/Paraphernalia** – Drug/Alcohol Intervention Program, suspension, suspension pending expulsion, transfer, police citation/arrest  
**Profanity/Vulgarity (Directed toward staff or student)** – resolve in office, detention, removal from class, parent conference, suspension, transfer, arrest  
**Retaliation (Including harassment or intimidation of victims/witnesses)** – suspension, transfer, expulsion, arrest  
**Robbery/Extortion** - Suspension, transfer and/or expulsion, police citation/arrest  
**Sexual Harassment (Includes but not limited to hazing, any act that degrades, injures or disgraces any other person) student vs student, student vs staff, staff vs staff** - detention, suspension, transfer, expulsion, arrest  
**Skateboards, roller blades, roller skates, bicycles (riding)** – warning, detention, confiscation of item, release item to parent, parent conference, suspension, citation  
**Theft/Burglary** - suspension, restitution, transfer, police citation/arrest  
**Threats (towards a school employee)** – suspension, arrest, expulsion  
**Vandalism/Graffiti** - detention, suspension, restitution, transfer, expulsion, police citation/arrest  
**Weapons/Dangerous Objects** - suspension, transfer, expulsion, police citation/arrest

## **HARASSMENT/BULLYING/ETC.**

Harassment refers to the wide spectrum of offensive behavior, specifically, those behaviors which are deemed threatening and/or disturbing to others. Marina High School follows the district policy for harassment and bullying. These types of behaviors include but are not limited to;

- **Bullying**  
Bullying is the physical and psychological harassing behavior that is perpetrated against a specific individual, by one or more persons through verbal and/or physical means which creates an environment of intimidation.
- **Psychological harassment**  
This is humiliating or abusive behavior that lowers a person's self-esteem or causes them torment. This can take the form of verbal comments, actions or gestures.
- **Racial harassment**  
The targeting of an individual because of their race or ethnicity. The harassment can include words, deeds, and actions that are specifically designed to make the target feel degraded due to their race of origin or ethnicity. Insults committed in jest are still considered "racially offensive" and will be handled accordingly.
- **Religious harassment**  
Verbal, psychological or physical harassments used against targets because they choose to practice a specific religion.
- **Sexual harassment**  
Involves the unwanted and unwelcome words, deeds, actions, gestures, symbols, or behaviors of a sexual nature that make the target feel uncomfortable. Gender and sexual orientation harassment fall into this category as well. Sexual comments committed in jest are also considered as "sexually offensive" and will be addressed accordingly.
- **Stalking**  
The unauthorized following and surveillance of an individual, to the extent that the person's privacy is unacceptably intruded upon, and the victim fears for their safety.
- **Hazing**  
To persecute, harass, or torture in a deliberate, calculated, planned manner with or without compliance. Typically the targeted individual is a subordinate vying for validity within a campus organization. Hazing is considered illegal and specific laws govern the criminal culpability of such instances.

When a student feels they are being the target of the above behaviors, they should file a report in the Supervision Office and/or a faculty member immediately. Students are to fill out a Voluntary Witness Statement regarding the incident and the Assistant Principal, Supervision will work with a Huntington Beach Police Officer to interview all parties involved to determine school, and possibly legal, punishment. When the Student has evidence of the harassment, i.e., text messages, notes, drawings, my space printouts, etc., it is advised that they include this evidence to expedite resolution of the conflict.

## **Items Forbidden on Campus**

- Drug paraphernalia, matches, lighters, laser pens, explosives such as firecrackers, poppers, stink-bombs, or other objects which might be distracting or dangerous in a classroom situation may not be brought on campus by a student. **ANY SUCH ITEMS WILL BE CONFISCATED** and disciplinary action will be taken.
- No gambling on school grounds.
- Skateboards, scooters, razors, bicycles, roller skates, motorized razors, and roller blades may not be ridden on school grounds.

# **Cell Phone & Electronic Signaling Devices Policy**

Student possession of cell phones is subject to the following rules and regulations....

Possession of a cell phone or any other electronic signaling device is a privilege which may be forfeited by any student not adhering to this policy. Students are personally and solely responsible for the security of their cell phone or other device. **Marina High School and/or the Huntington Beach Union High School District shall not assume any responsibility for theft, loss, or damage of a cell phone or unauthorized calls made on a cell phone.**

## **USE OF CELL PHONES ON SCHOOL GROUNDS**

Students may use cell phones before school, during passing periods, lunch break and after school, as long as they do not create a distraction, disruption, or cause a student to be tardy for the next class period. During class time, cell phones will be turned off and secured either in a students pocket, backpack, bag, or other storage device. Cell phone use is strictly prohibited in classrooms, locker rooms, restrooms, and shower facilities.

## **CAMERA OR PICTURE CELL PHONES**

While the use of cell phones by students is allowed under the circumstances listed above, the capability of a cell phone to take, store or transmit pictures is strictly prohibited. Cell phones that are able to record digital images or movies pose threats to freedoms of privacy and educational programs. Accordingly, the camera function of a cell phone is strictly prohibited on school premises at all times. Students who violate this provision of the policy will have their cell phone confiscated and held until the end of the school year.

## **VIDEO/MUSIC PLAYING CELL PHONES, MP3 PLAYERS OR IPODS**

Cell phones enabled to play music, such as IPHONES or phones with MP3 players incorporated in their functions may not be used for the purpose of playing music during class time. Students may use the music playing functions on their cell phones before school, during passing periods, lunch break and after school, as long as they do not create a distraction, disruption, or cause a student to be tardy for the next class period. Teachers may allow the use of this function in their classroom for educationally oriented activities they are supervising.

## **TEXT MESSAGING / EMAIL FROM CELL PHONES**

Cell phones enabled with text messaging or SMS capabilities may not be used for this purpose during class time. Students may use these functions before school, during passing periods, lunch break and after school, as long as they do not create a distraction, disruption, or cause a student to be tardy for the next class period. Cell phone will immediately be confiscated on the first offense if the phone is used for highly inappropriate activities, including but not limited to:

- Text messaging that contains inappropriate content, profanity, or threats to others.
- Cheating on tests.
- Arranging illegal activities or fights.

## **WEB ENABLED CELL PHONES**

Cell phones enabled with the ability to access the internet may not be used for this purpose during class time. Students may use these functions before school, during passing periods, lunch break and after school, as long as they do not create a distraction, disruption, or cause a student to be tardy for the next class period. Teachers may allow the use of this function in their classroom for educationally oriented activities they are supervising. Cell phones will immediately be confiscated on the first offense if the phone is used for highly inappropriate activities, including but not limited to:

- Accessing violent, racist or obscene web sites.
- Posting comments or content to web sites such as YouTube, MySpace, or Face Book.

## **USE OF CELL PHONES ON BUSES**

Cell phone usage by students while riding to and from school on the bus, or on the bus during school-sponsored activities is at the discretion of the bus driver and adult placed in-charge of student supervision on the bus. Distracting behavior that creates an unsafe environment will not be tolerated and will result in the confiscation of the cell phone for the remainder of the field trip.

## **CONSEQUENCES OF CELL PHONE USE**

### **1<sup>st</sup> Offense**

- Upon the first offense, the student's cell phone will be confiscated by the student's teacher or other District personnel. The cell phone will be tagged with the student name and taken to the Supervision Office. A disciplinary note will be written by a staff member or teacher and placed into the student's disciplinary file. The student's parent must pick up the cell phone from the Assistant Principal Office of Supervision.

### **2<sup>nd</sup> Offense**

- Upon the second offense, the student's cell phone will be confiscated by the student's teacher or other District personnel and taken to the Supervision Office. A disciplinary note will be written by the staff member or teacher and placed into the student's disciplinary file. The student's parent must pick up the cell phone from the Assistant Principal Office of Supervision.
- Students will be assigned 4-hour Saturday School.

### **3<sup>rd</sup> Offense**

- Upon the third offense, the student's cell phone will be confiscated by the student's teacher or other District personnel and taken to the Supervision Office. A disciplinary note will be written by a staff member or teacher and placed into the student's disciplinary file. The parents/guardian will be notified of the disciplinary action. The student will receive a suspension for willfully defying the directions of a school official or administrator.

### **4<sup>th</sup> Offense**

- Upon the fourth offense, the student's cell phone will be confiscated by the student's teacher or other District personnel. The cell phone will be tagged with the student name and taken to the Supervision Office. A disciplinary note will be written by a staff member or teacher and placed into the student's disciplinary file. The student will receive a suspension for willfully defying the directions of a school official or administrator.

### **Any further offenses**

- Any further offenses will result in the student's loss of his/her cell phone for a designated length of time. Students may also be subject to other disciplinary consequences, including, but not limited to, detention, suspension, and loss of school privileges.

## **SEVERE DISRUPTIONS OR MIS-USE OF CELL PHONES**

Phone will immediately be confiscated on the first offense if the phone is used for highly inappropriate activities, including but not limited to:

- Text messaging that contains inappropriate content, profanity, or threats to others.
- Cheating on tests.
- Taking or showing inappropriate photographs.
- Calling outside groups or individuals to participate in fights, retaliate, or participate in other inappropriate activities on the school grounds or at school events.

Students who use their phone for any highly inappropriate activities or refuse to relinquish their phone upon request to any person in authority in a school will have their phone immediately confiscated and lose the privilege of having a phone for the balance of the school year.

## CELL PHONE USE DURING EMERGENCY SITUATIONS AT SCHOOL OR SCHOOL EVENTS

In order to maintain a safe school environment we expect students to follow staff directions on their use. Students who panic and use their cell phones may provide misinformation to parents / guardians regarding a situation. These responses hinder the school responses to any and all emergency situation being conducted on campus.

**NOTE: Marina High School is not responsible for the loss/theft of any electronic device.**

## Closed Campus Policy

Marina High School is a closed campus. Students may not leave campus without checking out in the attendance office. Students must have a note or the office must have a phone contact with parent and/or guardian before the student leaves campus. No exceptions will be made for students obtaining permission by the use of a cell phone. Violators are subject to student discipline action and any absences will be considered truanancies.

For the protection of students, Marina High School is a closed campus during school hours.

1. No student is permitted to leave school before the end of his/her school day, except in case of emergency or with the approval of a school administrator. Students need to check out through the Attendance Office.
2. Marina High School students are not permitted on elementary, junior high or other high school campuses during the school day without written permission of that school's administration.
3. LUNCH PASSES on Student ID Cards–Parents must come to school and sign the lunch permit. **Lunch passes** will be issued **only** for 11<sup>th</sup> and 12<sup>th</sup> grade students to go home for lunch. Freshmen and sophomores must remain on campus for lunch. Students found in violation of this agreement will receive disciplinary action such as 4-hour Saturday School and their lunch pass will be revoked for the semester. The student can get the lunch pass back at the beginning of the new semester.
4. All visitors to Marina High School must obtain a visitor's pass and parking pass from the receptionist. **STUDENT VISITORS ARE NOT ALLOWED ON CAMPUS.**
5. Deliveries of flowers, gifts, balloon etc. will not be accepted.
6. All Marina High School students are restricted from loitering in the parking lots, access bridges, parks, and athletic fields during instructional time.
7. During break time, passing periods, and lunch all **freshmen** and **sophomores** are restricted to identified areas on campus such as the bowl , cafeteria, basketball courts, behind the 200 building, and in front of the gymnasium.

## Dress Code Policy

Dress is a form of personal expression that may affect a student's behavior and self-image. Each student shall dress in accordance with good standards of health and safety, and students not meeting these standards will be provided with a school t-shirt or the student may be sent home if student refuses to change out of his/her clothing. A dress code policy is necessary in order to protect the health and safety of the school environment and to foster student success.

1. The district prohibits any attire that is disruptive to the educational process. Bare midriffs, cleavage, halter tops, tube tops, short shorts or short skirts (skirt length must not be shorter than half way from the hip bone to the knee), low rise garments must not be more than two inches from the waist, bathing suit tops, spaghetti strap clothing, off-shoulder blouses, see-through clothing, undershirt tank garments (male & female), and muscle shirts are prohibited. Tank tops are permitted if the straps are 2 inches at the shoulder level. Any clothing, which allows underwear to be exposed, is also prohibited. The district prohibits clothing that shows or conveys messages of a sexual tone, including but not limited to obscene symbols, signs or slogans. Sexually suggestive clothing is disruptive to the school environment. Clothing that advertises or advocates weapons, alcohol, tobacco, drugs, violence or any other racial, ethnic, sexual or religious put-down is not permitted.
2. Students are encouraged to dress in a safe manner. The district prohibits clothing, which is unsafe, dangerous or hazardous to health. This can include accessories that contain weapons, alcohol, tobacco, and any slogan that advocates or advertises their use.
3. Students are encouraged to be tolerant of others. Clothing or accessories which carry a message of intolerance or are demeaning to other students are disruptive to the school environment and are not allowed.

4. Students are encouraged to understand the risks involved in wearing gang-related apparel. The district prohibits any gang-related styles. Upon determination of a significant gang presence that is disruptive to the school environment, school safety committees, with the assistance of local police, are empowered with the responsibility to determine and continuously update current lists of gang-related styles for their schools. Due to changing trends in gang attire, clothing, jewelry, accessories, and grooming styles, restrictions may change as necessary. Notice of changes will be given to parents/guardians and students as soon as it is reasonably possible. Examples of current gang-related attire include:
- Spikes or chains on any article of clothing
  - Head covering such as hats, visors, bandannas, caps, hairnets, and scarves
  - Monikers or other gang markings
  - Dangling belts
  - Jewelry/buckles with gang symbols
  - Gang related tattoos
  - Steel-toed shoes or black boots featuring white or red laces
  - Ribbed under garments tank tops
  - Baggy or oversized clothing capable of concealing weapons.

## **HATS**

Hats, visors, or beanies can be worn on campus during school hours, but the headgear cannot display any obscene or offensive logos, graphics, lettering, hand written wording, advertising that promotes alcohol, drugs, weapons, violence, gang affiliation, sexual overtones or hatred against any groups. All hats, visors, or beanies displaying any of the banned items stated above will be confiscated by school administration, campus supervision, teachers, and/or other Marina HS staff and placed in the Supervision Office. The confiscated hat can be picked up at the end of the day by the student from the Supervision Office. Repeat offenders of the hat policy will be subjected to further disciplinary consequences. Hats, visors, or beanies are not to be worn inside any school buildings and/or classrooms during instructional time and school hours.

## **SHIRTS**

Crude or vulgar language on any shirt or tee shirt is not permitted. In addition, inappropriate drawing and references to alcohol, violence, sex, drugs, tobacco or violence is not allowed. Slogans and/or words degrading any gender, culture, ethnic, or religious sect are also not permitted. Same disciplinary consequences will apply for students who wear crude or vulgar language shirts to school.

## **PANTS/SHORTS**

Dangerously long pants or exaggerated loose fitting clothes will not be permitted. Pants that are excessively large at the waist or hang down far enough to expose undergarments or skin are not permitted. Short shorts, “hip hugger” shorts, and short skirts are inappropriate and not permitted.

## **JACKETS**

Any non-school related club jacket, which might be interpreted as gang-related, will be prohibited. MHS Letterman’s jackets or co-curricular activity jackets may be worn to display “Viking Pride”. **Hoods may not be closed to obscure the face.**

## **ACCESSORIES**

Chains and any items of jewelry that include metal studs and/or metal spikes are not permitted. Spiked or potentially dangerous jewelry or accessories depicting weaponry, i.e., belts, large rings, studded leather wristbands, etc. Bandannas worn or hanging from clothes are not permitted. Promotional buttons which reference gender; cultural, ethnic, religious beliefs, etc. are strictly prohibited.

## **BACKPACKS**

Student backpacks, notebooks, or other carrying bags may not display gang graffiti, obscene symbols, signs, slogans, alcohol, drug related, tobacco or degrading items. Same disciplinary consequences will apply for students who bring backpacks or notebooks to school that display gang graffiti, obscene symbols, etc.

## **Consequences for Dress Code Violation include:**

Warning, changing into school provided attire, detention, parent conference, Saturday School, and possible suspension.

# Property, Parking Permits and Conduct

## Destroying and/or Defacing of School or Personal Property and Littering

- Students shall not litter or throw objects such as food.
- Students who vandalize or deface school or another person's property will be disciplined and parents held responsible for financial restitution. They also face possible transfer or expulsion.
- This campus is monitored by surveillance cameras 24 hours a day in order to minimize vandalism.

## Vehicles & Parking Permits

- All vehicles, mopeds, motorcycles and autos must be parked in designated areas. The side roads and back parking lot are restricted for staff use only – **Students may not park in staff parking.**
- **It is a privilege to bring a vehicle to school and parking facilities are provided as a convenience for students.** Failure to comply with all MHS and/or California Vehicle Code Regulations may result in disciplinary action or a citation.
- **Vehicles parked on campus are subject to search, under certain conditions.**
- Parking Permits will be required for all cars. Permits will be distributed by security at the time of registration in August for Juniors and Seniors **only**. Students may obtain a permit in the Office of School Police. Permits do not guarantee a parking space. Students must present a valid CA drivers license, registration, and proof of insurance and obtain a Marina Parking permit.

## Parking Lots & Off-Limit Areas

- All parking lots and the bike compound are off limits to students during school hours unless arriving at or leaving campus.
- Students are not allowed to “hang out” in the parking lot during class time, passing period, or lunch time.
- The cafeteria kitchen, its back entrance, the snack bar and speed lines are off limits to students from 8:00 a.m. until 12:00 noon, and again after lunch.
- **Students may be dropped-off in the front of the school in the designated drop-off zones located in the main and north parking lot or in-front of the gym. All other areas are off-limits, especially behind the 200 building.**

## Personal Conduct

Students are expected to act within the boundaries of good taste while on campus or on buses. Obscene gestures, profanity, and PDA (Public Display of Affection) are examples of unacceptable behavior. Students will be warned to discontinue such behavior and will be cited for defiance of authority and referred to the Assistant Principal's Office if they fail to comply with a request by any adult on campus.

# Technology Use Agreement

With the infusion of technology into the classroom comes responsibility. If a student violates the privileges afforded by the student technology use agreement he/she will no longer be allowed to access any of the computers at Marina High School. In addition, students who inappropriately use the equipment i.e. bypass acceptable student areas in the software, steal passwords, attempt or complete the bypass of security programs, initiate viruses etc. will receive severe disciplinary action which may result in suspension, transfer, expulsion and possible police investigation.

# Co-Curricular/athletic Rules & Regulations

## Rules of Conduct

*Students are expected to conduct themselves appropriately at all times in school, classrooms, halls, assemblies, shower rooms, locker rooms, training rooms, athletic trips and during contests. The following actions constitute grounds for suspension from athletic competition in addition to CIF Behavior Guidelines and Expectations for Student Athletes.*

- Missing practice without permission or prior approval by the coach.
- Profanity, either at school or an athletic event.
- Improper conduct on the athletic bus or at an athletic event.
- Defiance of authority.
- Theft.
- Unauthorized use of equipment or locker room.
- Suspension from school for disciplinary action.
- The USE OR POSSESSION OF TOBACCO, ALCOHOL, OR NARCOTICS WILL NOT BE TOLERATED, and such use or possession will result in suspension from the team and from athletics until such time as the matter can be reviewed by the coaches, athletic council and school administration. Additional offenses may result in suspension from all participation for the duration of the student's attendance at Marina High School.
- Unsatisfactory conduct on campus, in the classroom, or at a school-related activity.
- Failure to maintain required academic standards as set by the school district and C.I.F.

## Dropping a Sport

After a team has been selected (team roster; day of first contest), an athlete must receive the coach's approval before he/she drops the sport. If the athlete does not get approval, he/she may not start another sport until that sport season is concluded (last contest).

# Marina High School Code of Honor

Whereas: High ethical and moral behavior in education is essential and individual students are responsible for their own work and actions; the individual school and society benefit greatly from the maintenance of high standards; and the integrity of fair academic competition shall not be abridged; then, be it known that the following **CODE OF HONOR** is in effect at Marina High School.

1. The student shall respect the right of free expression, the dignity and the integrity of other students, teachers, and support staff.
2. The students shall use only those materials allowed by the teacher or those made available to all students by the teacher.
3. The student shall respect another student's right to privacy of materials, tests, and property.
4. The student shall behave in an honorable way so as not to acquire an unfair advantage over fellow students or to hinder other students' progress. Students shall not discuss the exam with other students during passing period.
5. Students, when doing research assignments, shall give proper credit (footnotes, citations, and/or bibliography in compliance with teacher instructions) to those sources used in order to avoid plagiarism.
6. The student shall be responsible for his/her own homework.

\* \* \* \* \*

In order to maintain the integrity of Marina High School and its individual, violations of this **CODE OF HONOR** will result in:

### 1. **FIRST OCCURRENCE**

- a) A referral will be sent to the Asst. Principal specifically describing the **Code of Honor** violation.
- b) An F or Zero will be given for the work in question.
- c) A notation of the **Code of Honor** violation will be placed by the Assistant Principal in the student's central file.
- d) The student will be assigned a detention.
- e) If a violation of the **Code of Honor** occurs, the student may lose the Academic Recognition designation.
- f) Student will not be eligible for a Golden Shield nomination during the year of the infraction.

2. **SECOND OCCURRENCE**

- a) The student will be removed from the class in which the **Code of Honor** violation took place.
- b) A grade of **“F”** will be recorded for the course in which the violation occurred.
- c) A notation of the second **Code of Honor** violation will be placed by the Assistant Principal in the student’s central file.
- d) The student will be suspended from school for not less than two days, and a student/parent conference will be held with the Assistant Principal.
- e) If a violation of the **Code of Honor** occurs, the students shall lose the Academic Recognition designation.
- f) Student will not be eligible for a Golden Shield nomination or Academic Recognition.

3. **OTHER OCCURRENCES**

- a) The student will be removed from the class in which the **Code of Honor** violation took place.
- b) A grade of **“F”** will be recorded for the course in which the violation occurred.
- c) A notation of the **Code of Honor** violation will be placed by the Assistant Principal in the student’s central file.
- d) The student will be suspended from school for not less than two days, and a student/parent conference will be held with the Assistant Principal.
- e) The student may be subject to other disciplinary action (i.e. transfer to another educational program).
- f) Student will not be eligible for a Golden Shield nomination during the year of the infraction.

# Student’s Rights and Responsibilities

- 1. To develop their capacities and profit from the school education program to the full extent of their abilities.
- 2. To receive respectful consideration as individuals.
- 3. To expect rules to be reasonable.
- 4. To accept consistent application of the rules.
- 5. To receive assistance from all school services.
- 6. To acquaint themselves and comply with the regulations of the school and district.
- 7. To pursue the required course of study.
- 8. To respect and submit to the authority of teachers and those in authority.
- 9. To assist in application of regulations in their peer group through cooperative citizenship in student government.
- 10. To accept disciplinary measures as necessary for group control.
- 11. To cooperate with school services in the interest of self-improvement.
- 12. To display proper conduct to and from school and on school grounds and school buses. Specific prohibitions listed in the State Education Code include: Abstinence from gambling, immorality, profanity, use of tobacco, narcotics, or intoxicating liquors on school grounds or at school-related activities.
- 13. To be diligent in study. Specifically to:
  - Be regular and punctual in attendance.
  - Pay close attention to instruction.
  - Exhibit good citizenship at all times.
  - Accomplish school work at the level of one’s ability.
- 14. To demonstrate a cooperative spirit in an effort to achieve.
- 15. To respect racial, ethnic and religious differences.



# Textbooks

- Textbooks are school properties which are on loan to each student enrolled at Marina. **Students assume all responsibility for proper maintenance of the books.**
- Each textbook is assigned by its bar-coded ID number to a particular student. Students must return the exact book issued to them in order to avoid paying a fine.
- Fines for missing or damaged books must be paid by the end of the year. If the missing books are found a refund is given to the student. Fines for damaged books are assigned according to the amount of damage, and are also due by the end of the year.
- **Seniors who owe textbooks or fines must pay all expenses before they can participate in any graduation activities.**

# I.D. Cards

All students are provided with a free student ID card. All students must have a bar-coded ID card with them at all times, if the ID is lost or bar-code damaged; the initial replacement charge is \$5.00. If your student ID card is lost or needs to be replaced after the initial replacement it will be a \$10.00 charge for every additional student ID card. See Activities Office, Room 301 on **ANY DAY AT LUNCH ONLY** for a new student ID card. Students with LP (Lunch Pass) on their ID cards are the only students who can leave campus during lunch. Students found on campus or at an activity without an I.D. card will be subject to disciplinary action.

# Activity Fees

Super Viking Card (includes ASB ID sticker/Yearbook).....\$130.00  
ASB ID (only provides discount on special activities) ..... \$50.00  
Yearbook Only--Begins at \$100.00 and rises throughout year to .....\$125.00  
**Note:** Students participating in athletics and performing activities (Band, Cheerleaders, Flag, Dance, Drama, etc.) must have ASB identification.

# Student Government

The Associated Student Body (A.S.B.) Council represents and serves the entire student body. The A.S.B. Viking Council is the organization through which all students can express concern and achieve goals in the management of school affairs. Each period 3 class has an elected class representative. The A.S.B. Council of Student Representatives provides additional opportunities for leadership and management of student activities.

# Assemblies/Rallies

Assemblies and rallies are planned throughout the school year as part of the total educational program. High standards of behavior are expected for these events. Back Packs and purses are NOT permitted within Assemblies and Rallies and should be left secured in the student's previous class.

# Announcements and Signs

All announcements, bulletins, advertising or literature of any nature must have the approval of the Assistant Principal of Activities. Only announcements pertaining to school affairs or HBUHSD-approved events may be posted or announced.

# Lockers

In August, during summer registration, freshmen and new students will receive their locker assignments. Upper classmen (10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>) will continue to use the locker they were assigned in the previous year. You have the option of using a lock provided by the school or using your own lock. **The lock fee is a non-refundable fee payable at the time you receive your locker assignment.** If a student has a problem with his/her locker they need to go to the Supervision Office room 324. Lockers are provided as a convenience to students, and do not imply that the school assumes responsibility for the safety of locker contents. Students who use lockers do so with the understanding that they retain all responsibility for both personal items and school property (including textbooks), which are stored in their lockers.

**NOTE: Lockers are school property and are subject to search without warning.**

# Tutoring

Free after-school tutoring is available Monday-Thursday from 3:15 to 4:30 in the Library (Student Assistance Center). The Career Center maintains a list of student tutors by subject. Please write the information on a form, found in the front of the book, and call the tutor to set up a time when both of you are available. Student tutors are available for Marina High School students only.

# Marina High School Dance Rules

1. Dances at Marina High School are for the benefit of Marina High students only, unless otherwise indicated.
2. Have your ID card with you to show upon entering.
3. If you leave the dance for any reason, you may not return.
4. Do not loiter outside the gate or remain in the parking lot during a dance.
5. Respect others -- no slamming or other dancing which could cause injury to others.
6. Inappropriate or sexual type dancing is not permitted.
7. Students are subject to a search/pat down and a breathalyzer test at any school activity.
8. Students under the influence of alcohol or drugs will be suspended and/or arrested.
9. All school rules remain in effect during all dances.
10. Students are expected to vacate the dance promptly upon the events completion. Parents and or limos should be at the venue ready to transport

# Semester System

The school utilizes the semester system of grading. Students will receive final grades and credits every 18 weeks or two times a year. Each semester course will carry five credits. 220 credits are required for graduation.

	<u>Quarters/Semester Grading Periods</u>
October 28, 2011 . . . . .	First Quarter Ends
January 27, 2012 . . . . .	First Semester Ends
March 30, 2012 . . . . .	Third Quarter Ends
June 15, 2012 . . . . .	Second Semester Ends

# Emergency Preparedness and Disaster Plan

## REMINDERS

- Marina High School has a comprehensive safety and preparedness plan available for review at in the Supervision Office room 324; Principal Office – Administration Building; or on the website at [www. marinavikings.org](http://www.marinavikings.org).
- In the interest of maintaining a safe and orderly school, we ask all students to refrain from using the cell phone to call home during an emergency.
- Parents will be contacted by phone through a recorded message of the important information pertaining to the situation occurring at the campus.



## EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLR's)



Marina High School will prepare its graduates to be:

### **EFFECTIVE COMMUNICATORS** who:

- Listen, speak, write and use symbolic language
- Express themselves clearly and appropriately to diverse audiences, through a variety of media, for a variety of purposes
- Use the conventions of language correctly

### **CRITICAL THINKERS** who:

- define and clarify problems
- apply problem solving processes
  - gather and analyze data
  - formulate appropriate questions
  - evaluate data and make decisions
  - monitor and adjust
- use a variety of resources and apply the knowledge creatively
- connect and apply knowledge to real-world experiences by making informed decisions

### **COLLABORATIVE WORKERS** who:

- work to complete and contribute meaningfully to a common goal
- contribute and function in various group roles
- share ideas and points of view
- listen and respond objectively
- fulfill commitments to the group

### **RESPONSIBLE CITIZENS** who:

- demonstrate the ability to assist others
- demonstrate honest, ethical and courteous behavior
- are accountable for rules, rights, and responsibilities
- develop skills to maintain a healthy lifestyle
- resolve conflicts in a non-violent, positive manner

### **SELF-MOTIVATED LEARNERS** who:

- set achievable goals
- monitor and evaluate their progress
- assume responsibility for their own learning
- construct systems of organization

# Go Viking Nation!



# How to Contact Us...

**Marina High School**  
15871 Springdale Street  
Huntington Beach, CA 92649  
Phone (714) 893-6571

**Website: [www.marinavikings.org](http://www.marinavikings.org)**

**FAX (714) 892-7855**

<b>Principal Dr. Paul Morrow</b>		<b>ext. 4401</b>
<b>Assistant Principal TBD</b>	<b>Activities</b>	<b>ext. 4408</b>
<b>Assistant Principal Jennifer Bourgeois</b>	<b>Curriculum</b>	<b>ext. 4403</b>
<b>Assistant Principal Kira Hurst</b>	<b>Guidance</b>	<b>ext. 4404</b>
<b>Assistant Principal Marc Trocchio</b>	<b>Supervision</b>	<b>ext. 4406</b>

## **Offices:**

- |                               |                            |                  |
|-------------------------------|----------------------------|------------------|
| <b>• Career Center</b>        | <b>Donna Supernaw</b>      | <b>ext. 4435</b> |
|                               | <b>Kathleen Shannon</b>    | <b>ext. 4436</b> |
| <b>• Registrar</b>            | <b>Lynne Tubbs</b>         | <b>ext. 4431</b> |
| <b>• Guidance Specialists</b> | <b>A-G Debborah Felten</b> | <b>ext. 4421</b> |
|                               | <b>H-O Debborah Stocks</b> | <b>ext. 4423</b> |
|                               | <b>P-Z Wanda Shoeberi</b>  | <b>ext. 4422</b> |

# Student Handbook Acknowledgement

ID #: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_  
Last,  
(Please print legibly)

\_\_\_\_\_  
First



***Attention***  
***Please turn in the Student Handbook***  
***Acknowledgement page.***

Marina students must bring this signature page with him or her in order to register for the 2011-2012 school year on the appropriate registration day. Please keep the handbook for future reference. I have reviewed the Marina High School Student Handbook with my student. We understand the rules and policies and my student agrees to abide by them.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature