DESERT JUNIOR HIGH SCHOOL

STUDENT HANDBOOK

2015 - 2016

Where Every Student Can Be Anything and Everything They Aspire To Be

1575 Payne Avenue
Edwards, CA  93523
(661) 258-4411 ext 100

Muroc Joint Unified School District

http://www.muroc.k12.ca.us/Desert/
School Board Meetings are held on the second Wednesday of each month at 6:00pm in the District Office Board Room. The public is invited to attend.

School Board President – Sherman Burkhead, Jr
Board Member – Chuck James II
Board Member – Sue Kovras
Board Member – Ross Swindlehurst
Board Member – Melinda Marchlewicz

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Desert High School
1575 Payne Avenue, Edwards, California 93523
661-258-4411 ext. 26

Principal – Dr. David Ellms ext. 105
Assistant Principal – Mr. Matt Brockway ext. 117
School Business Secretary – Tresi Cordova ext. 105
School Attendance Secretary – Brandy Martz ext. 109

Academic Advisor – (10-12) – Valarie Truehill ext. 143
Academic Advisor – (7-9) – Barry Conforti ext. 144
Registrar – Nancy Arellano ext. 145

Athletic Director – Mike Williams ext. 120
Head Football Coach – Chris Hinton ext. 121
Band Director – Kendra Oldershaw ext. 131
Library – ext. 110
Food Services – Kerry Sabadin 258-4356 ext. 223
District Nurse – 258-4178 ext 228

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Alma Mater

Hail, Desert Hail!
May Her Courage Never Fail.
Her Hallowed Halls Loudly Ring
As Our Voices Proudly Sing,
Her Praise To The Sky,
And Her Heroes Do or Die.
So Join Us As We Sing,
Hail, Desert, High!
Muroc Joint Unified School District  
serving students in Kindergarten through Grade 12  

Goals  

Goal 1: Establish high expectations for all students with instructional practices that use assessment results for planning intervention and instructional delivery.  

Goal 2: Manage all the District’s fiscal resources in order to maintain sound financial status and support the teaching/learning process.  

Goal 3: Attract and retain teachers, classified and management personnel who possess the talent and potential to assure sustained student success.  

Goal 4: Promote timely and effective communication with all stakeholders.  

Board Adoption: 3/14/07  

DHS Vision Statement  

Through a school-family-community partnership, all Desert students will learn to become articulate, informed, productive citizens. In a safe environment, all students will be challenged to become life-long learners and to achieve their highest academic, social, and emotional growth.  

School Educational Goals  

The singular goal of Desert High School is to provide young minds with the fundamental tools necessary to meet the uncertain challenges of the 21st century. To this end, Desert High School graduates are prepared to be:  

1. Educated citizens who meet or exceed relevant state and local academic standards  
2. Capable, productive individuals who can …  
   • Communicate effectively using the available technology  
   • Design and implement long-term projects  
   • Solve problems using evidence, analytical methods, and high order thinking skills  
   • Work effectively both in diverse groups and independently  
3. Positive contributors to society who will…  
   • Act ethically  
   • Exercise personal responsibility and self control  
   • Respect diversity as well as individuality  
   • Respect the rule and the spirit of law  

Equal Opportunity Statement  

The Muroc Joint Unified School District does not discriminate (including sexual harassment) on the basis of race, color, national origin, sex, handicap (or disability), or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1975 (pertaining to age). This nondiscrimination policy covers admission and access to and treatment and employment in, the District's programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the grievance procedures covering discrimination complaints may be directed to:  

District Office  
Title IX Coordinator  
17100 Foothill Avenue  
North Edwards, CA  93523  

District Office  
Section 504 Coordinator  
17100 Foothill Avenue  
North Edwards, CA  93523  

The lack of English language skills will not be a barrier to the admission and participation in the District's programs.  

School policies and procedures are subject to change.
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Welcome to Desert High School  #1 High School in the Antelope Valley

Please read the entire handbook and return the appropriate signature pages placed at the end of the handbook. Emergency Form (last page) is mandatory each year. We appreciate your time and help to get the best possible start for a new school year. The full handbook (including course descriptions) is available on the school's website.

Parent Involvement

Parent Volunteers
Parents are encouraged to become involved in the activities of the school. As educators, we endeavor to form and maintain partnerships with parents and community members. We welcome volunteers at Desert, as volunteerism is a driving force that we desire to see. Please contact the office if you are interested in receiving more information. If you are interested in volunteering for any school activity please fill out a Request to Volunteer form which is available on our web site and from the office. Submit it to the school office with current TB Test results. We have several Standing Committees including Stipend, School Improvement, and Interview Panel Committees that require community volunteers.

School Site Council
The School Site Council is composed of parents, teachers, classified employees, students, and the school administrator. The council meets each month to plan and update current goals and objectives and approve site council expenditures.

School Messenger Communications
Muroc School District utilizes a computerized communication system. Parents are contacted through telephone and e-mail about current events pertaining to the school. Attendance, tardies, and report cards are some of our typical items. Through the Muroc District Opening Day packet please fill out and return the School Messenger Contact Information page and return to our school.

Parent Teacher Organization
The Parent Teacher Organization plans and assists the school for many special events and activities. If you would like more information, please contact PTO Treasurer, Sean Dobbin.
Dear Parents/Guardians:

The DJSHS Parent Teacher Organization, (PTO) extends a warm welcome to all parents and guardians of Desert students 7th through 12th grade.

We look forward to meeting new families as well as our returning families. There are many ways to support the programs/events provided this year. For example: College Fairs, Job Fairs, Scholarship Workshops, various student performances, Spirit Sales, Food Sales, Publicity, Graduations, Teacher Appreciations, or Membership outreach. If you would like to share those talents of yours, please contact one of the PTO Executive Board members.

Membership:

Every family is eligible to join the DJSHS PTO. A $20 donation from each family goes towards helping with various activities, scholarships, special improvement projects, teacher appreciations, graduations and other special events throughout the year. Benefits of becoming a member is discounts on food sold by PTO, spirit wear, seniors are eligible for scholarships, etc. Fill out an Annual Membership Application form found in the handbook or you can pick it up from the office. Checks can be made payable to DJSHS PTO. Please return the form and check to the school office or bring it to the next General meeting.

General Information Meetings:

General PTO Membership meetings will be held the first Thursday of each month. We will alternate times giving interested parents an opportunity to attend and a chance to hear about upcoming events and also to share some thoughts regarding the school.

Means of Communication:

The school marque, Connect-Ed, flyers, social media and word of mouth will be the way to hear about events, announcements, etc. View our agendas, minutes, and other announcements on the school website at http:muroc.cyberschool.com/Desert. Look for us on Facebook. We also have an email address: djshspto@gmail.com

Suggestions/comments can be dropped off at the school office.

The PTO Executive Board looks forward to new and exciting year. GO SCORPS!

Yours truly,

DJSHS PTO

Bonnie McGee, President
Barbie Councell, Vice President
Carmen Coleman, Treasurer
Vacant, Secretary

See “PTO Membership Form” at the end of handbook.
California law requires every child between the ages of six and sixteen to attend school for the full time the schools of the district are in session unless exempt under state law. Any pupil subject to compulsory full time education, who has been deemed a habitual truant, will be referred to the school and district administration. Students with excessive absences will be referred to the appropriate county agencies for intervention.

We recognize that there are a number of very good reasons why students miss school. When a student is sick, he/she should stay home for the sake of his/her own physical health and the health of other students. Other excused absences include quarantine, professional medical appointments, and funerals of immediate family members. Although these absences are generally unavoidable, they make learning much more difficult for the student involved.

Absence Notes/Telephone Verification

California law requires us to have an excuse from the parent/guardian whenever a student is absent for any reason. This may be a written note or a telephone call from the parent/guardian to the Attendance Office. We request that you call the school before 9:00 a.m. on the day of the student's absence. If you do not contact the school, an automatic notification may contact the parent/guardian at home or work place requesting verification and reason for the student's absence. Parents may verify their students' absence by e-mail from their place of work by e-mailing the Attendance Secretary at ahansen@muroc.k12.ca.us. If you cannot phone or email, please send a note to the Attendance with your child when she/he returns. The note should explain the reason for his/her absence, the date(s) of the absence and must be signed by parent/guardian. If the absence is for several days, a parent/guardian must notify the school within 24 hours of the first absence to avoid truancy. At any time the Attendance Secretary can request a doctor's note to cover excessive absences or other attendance issues. If an absence is not verified within 5 school days it will be changed to a truancy with Ineligibility. Due to California/Muroc deadlines for submission this cannot be excused after the 5 day window. An unexcused absence (below) confirmed by parent/guardian is better than truant.

Unexcused Absences

If a student must be out of school for any reason other than illness, medical, dental, or court appointments, or a death in the immediate family, the absence is considered unexcused. Parents are requested to contact the Attendance Office in advance when a long unexcused absence (longer than 5 days) will occur to request a Short Term Independent Study. Satisfactory completion of the Independent Study Contract will convert the unexcused absence to an excused absence covered by the Independent Study Contract. Please contact the school five (5) days before the absence is to occur to allow time to prepare assignments for the time missed.

Arrival and Departure Time

School starts at 7:50 a.m. Students not enrolled in zero period should arrive on the school grounds no earlier than 20 minutes before school starts. The school's staff does not report for duty until 7:30 a.m. so there is no supervision for students prior to that time. Students who are not involved in after school sports or other school activities should plan to be off campus by 3:15 p.m., as there is no supervision for students after that time.

School Closure - Inclement Weather

In the event of an emergency or storm day, be sure to watch Channel 6 for a school closure announcement, or listen to a local (Lancaster, Palmdale, Mojave) radio station for announcements of school closures. You may also check the Kern County alert line at the following link, http://alertline.kern.org/.

Absences on the Day of Participation

Any student athlete who misses class(es) during the regular school day may not attend practice or a game on that day unless the absence is medical in nature and has been pre-approved by a school administrator.

Closed Campus

Desert has a closed campus policy. This means students are to remain at school throughout the school day. Parents arriving to pick up students before the end of the school day are required to come to the Attendance Office to sign out the student. For the safety of the students, they may be picked up only by parents or the authorized person(s) listed on their emergency cards. DHS students must remain on the west side of campus during the day. A few classes are on the east side of campus with controlled access. The parking lot remains off limits during the nutrition break and between classes for all students. Only seniors have off campus privileges and only at lunch. Any other student may not leave for lunch unless checked out and accompanied by their parent or guardian.
NEW CALIFORNIA TRUANCY LAW

Effective January 1, 2011, there have been changes to California’s truancy laws, which may affect you and your student if your student exhibits attendance problems during the 2011-2012 school year.

California Ed Code only excuses personal illness, medical appointments, quarantine, funerals of immediate family members, court appearances, and religious exercises. Additionally, please remember that out of town visits, caring for the sick, or caring for relatives are not excused absences.

Be mindful that a student is considered truant if he/she is absent from school without valid excuse either:

1. For three full days; or
2. Tardy more than 30 minutes three times; or
3. Any combination of three (full school days or
   over 30 minutes late.) - Education Code 48260

This year, as a result of the changes in the truancy laws, Muroc Joint Unified School District has adopted a School Attendance Review Board (SARB). The purpose is to address truancy/behavior problems which interfere with the educational progress of students, while holding parents and students to a greater level of accountability.

If a student has been reported as a truant three or more times within the same school year, provided the district has made a conscientious effort to hold at least one conference with the student and his/her parent or guardian, he/she is regarded as a Habitual Truant.

(Education Code 48264.5) Parents/guardians of truants will receive three (3) progressive notification letters. The third letter notifies that a mandatory SARB hearing will be scheduled.

These changes include the definition of a new term: Chronic Truant. A Chronic Truant is any student who has missed 10% or more of the school days in one school year, from the beginning of the school term until the date the check is conducted, provided the proper notifications have been made. Under Ed Code parent/guardians of chronic truants in grades K-8 can be found guilty of a misdemeanor and can be subject to imprisonment, or a fine, or both.

We urge you to make every effort to ensure that your student is at school on time each day in order to maximize his/her educational experience and to be in compliance with the laws of California.

Truancy

A truancy will be entered in the student’s attendance file when he/she receives an unverified absence that is not verified within 24 hours after the student’s return to school, or if the student receives a tardy in excess of 30 minutes. Truant students will be ineligible. California law requires that the truant student be reported to the attendance supervisor, school administration, and the county truant officer.

Vacations during the School Year

Vacations during the regular school year are very strongly discouraged. Lost learning from classroom instruction and participation is irretrievable and cannot be replaced with any amount of assigned written work. When students miss school, they miss instruction. School officials will always encourage you to keep your child in school. Plan vacations during the months school is not in session so that each student may benefit from the classroom experience to the fullest. If students must be absent for a period of time, please call the Attendance Office as early as possible so that we may make preparation for this absence. Advance notice should be at least five (5) school days to allow teachers to prepare assignments for the student. See Unexcused Absences section above for Short Term Independent Study procedures. Please be aware that these absences often cause students to fall behind. Please keep students in school throughout the school year to help them be successful.

Early Finals

The parents of a student transferring to another school may arrange for the student to take early finals no earlier than ten (10) school days prior to the end of the semester. Any parent requests for early finals must be submitted to the Principal’s Office at least three weeks prior to the end of the semester to allow sufficient preparation time. First semester finals will be just prior to the Winter Break. Failure to take final exams will result in no grades or units being earned for the semester. Should the student arrive at the new school too late to establish credit there, neither school would grant credit for the semester and graduation would very likely be delayed.
Tardy Policy

California law requires all children of proper age to attend school. Compulsory attendance laws exist to prepare students to be self-reliant and self-sufficient participants in society. California law considers a student truant who is tardy to school in excess of 30 minutes. By law, a tardy may be excused for ONLY the following reasons: illness, medical and court appointments, and a death in the immediate family. Students must make every effort to get to class on time. If a student is tardy more than 20 times in the entire year they will be subject to an Administrative Review Board.

The determination of tardiness rests with the teacher. Each teacher shall make it clear to his/her students what behavior actually constitutes a tardy - i.e., one teacher may require students to be in their seats when the bell rings while another only requires students to be in the classroom. The administration will not overrule the teacher’s judgment regarding tardiness to class.

Students are given 1 (ONE) free tardy per quarter. Each subsequent tardy will result in one hour of school detention to be served at the school’s convenience. Detention may include trash pick up. Parents are notified of tardies through an automated calling service. If a student is tardy more than four times during a quarter a letter will be sent home notifying parents. If a student is tardy more than nine times in a quarter they are Ineligible until the next quarter. See also Detention below.

Detention

Any student who owes over 3 hours of detention is automatically ineligible until only 1 hour is owed. Any student who has not served all detention time by the end of the quarter in which the infraction occurred will be placed on the ineligible list until detention hours are served. Additional times to serve detention or a work contract will be offered to students to clear detention on a quarterly basis.

Students who fail to serve detention without making prior arrangements will receive the following punishment:
1st time: “A” referral, one extra hour detention
2nd time: “B” referral, Ineligible, one extra hour detention
3rd time: “B” referral, Ineligible, campus beautification

Eligibility

Co-Curricular and Extra-Curricular Activities

Desert offers a variety of co-curricular and extra-curricular activities in which our students are encouraged to participate. Co-curricular activities are those after school events that are associated with courses offered in our curriculum such as band concerts, course field trips, plays or science fairs. Extra-curricular activities are all activities and events that normally occur outside the classroom such as sports, student government, dances, and trips. California and Muroc eligibility rules apply to students participating in all extra-curricular activities. Dress Code and behavior standards will be enforced at all school activities.

Eligibility Requirements for Extra-curricular Activities

Students who do not meet the following academic and citizenship requirements will not be allowed to participate in or attend extra-curricular events. This includes all dances and school activities, both home and away, including promotion and graduation activities.

Academic Eligibility

California law and district policy (BP 6145) requires that all students must maintain a minimum 2.0 grade point average to participate in any extra-curricular activities/events. Desert High School offers students a wide variety of involvement opportunities in the areas of athletics, academic competition, and club activities, both service and social in nature. To be academically eligible to participate in any extra-curricular activity, a student must have earned a grade point average of 2.0 during the previous grading period. Student government and some academic clubs have additional restrictions on membership. The grades earned for first quarter, first semester, third quarter, and second semester are used in determining a student's eligibility for the following term.

Clubs

Desert sponsors a variety of special interest clubs and activities that students may join. These organizations meet on a regular basis before or after school or during lunch. Students are encouraged to join one or more of the following school-sponsored clubs, activities and academic competitions that may be offered this year:

Associated Student Body (ASB – Student Government)
Mathletes
Choir

National Junior Honor Society (NJHS)
Robotics
Patriots Club
Academic Competitions
Kern County Superintendent of Schools sponsors several academic competitions that are available to all students and DHS has traditionally garnered many academic awards at the county level. Science Fair winners from the local area competitions will travel to Bakersfield to participate at the county level. The winners of the Kern County competition will represent Desert and the county at the state competitions in the spring.

In addition, at the high school level (grades 11-12) we offer a Mock Trial class. Students in this class are given facts about a fictitious crime and are then required to build a case from the ground up, presenting both the prosecution and defense. The class then competes with other county teams.

Dances
Students who are academically (2.0 and above) and behaviorally eligible may attend the after-school dances, which are sponsored by Desert Jr/Sr High School. Students must be eligible to attend the dance to be nominated for the court. A student may not return to the dance once he/she has left. Student (and guest) must depart campus or dance area at once. Junior High School students may not attend High School dances. High School students may not attend DJHS dances. Student dress and behavior codes remain in effect at all school-sponsored activities. The only dress code element which is relaxed for a dance is the prohibition of strapless or spaghetti straps on dresses. Dresses must reach the mid back level with solid coverage around the torso. Cleavage must be covered. If student or guest is in violation of dress code they may cover up, change clothes, or leave. No refunds will be issued. Guest passes are required if you plan to invite a student from another school. You can pick them up in the office. They are due the Tuesday at 8 am before the weekend dance. This allows enough time for the office to call the other school for verification. Deadlines for approval will be strictly enforced. The guest must enter and leave with the Desert student. No one over 20 years of age will be approved to attend. DHS students and guests must show a picture ID to attend a dance.

Participation in 8th Grade Promotion Ceremony and 8th Grade Trip
Students must have completed all DJHS requirements. 8th grade students who meet eligibility requirements (academics as well as behavior) may attend the end of year trips. Behavioral Eligibility for the 8th grade events are specified on the Promotion Contract at the end of the handbook. It must be signed by the 8th grade student and parent/guardian.

Suspension
Any student who has been suspended will be ineligible to participate in extra-curricular activities/events for the duration of the suspension. With the exception of in-school suspension (ISS), suspended students may not come to the Desert campus before and during the period of suspension (including before and after school). In-school suspension students must leave the school premises immediately after dismissal.

DHS Cheating Policy
Cheating is a serious academic and behavioral violation, and consequently, cheating is treated as a special case of academic dishonesty. Any student who is sent to the office with a Behavior B referral for cheating will receive an automatic one day in-school suspension and will be ineligible for a number of days to be determined at the time of the referral. Teachers may choose to deal with a cheating incident without writing a referral to the office. In that case, the consequences associated with this action are determined by the teacher.

Cheating is not limited to tests only. It may include, but is not limited to, homework, projects, reports, etc.

School Policies

Lunch/Nutrition Program
The school cafeteria serves a hot lunch each day as well as snacks and ala-carte offerings. A meal account has been established for each student in the school. Money can be added to student lunch accounts by paying the cafeteria cashier during nutrition or lunch (NOT during class). Money can also be added to student meal accounts using the internet by visiting http://www.mealpay.com. Students may also pay for their meals as they go through the cafeteria line. Free or reduced lunch applications are available in the Attendance Office and must be completed and returned to the Attendance Office for approval PRIOR to the student being placed on the free or reduced lunch program. Applications for this program must be made annually.

Sack lunches and containers from home should be clearly marked with the student’s name. Providing your student with a sack lunch from home or lunch money to buy a hot lunch at school is the responsibility of the parent. Students will not be allowed to charge lunch in the cafeteria or borrow lunch money from the office.

Locker Policy
Lockers are provided by the school and are subject to search by school officials at any time. Students wishing to use a school locker/lock will be assigned the first week of school. If the lock is lost a $5 replacement fee will be charged. Students may not use their own locks. All remaining items in lockers will be thrown away/discharded/given to charity. Students may not retrieve items after the deadline.
Students in grades 7-10 are assigned lockers. Students in grades 11 and 12 are permitted to choose their lockers. Students are advised that the school will not be held responsible for articles lost or stolen from school lockers. We encourage students not to share lockers or combinations with other students or store articles of significant value in their lockers.

**The school principal or designee may search the person of a student (including backpack, purse, bag, etc.) or the student's locker if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property or contraband.** {U.S. Supreme Court Case: New Jersey v. T.L.O. 19850 469 U.S. 325}

**Assemblies**

When attending assemblies students will be escorted by their teachers. Students will remain with their assigned class. If there is a problem during the assembly, please notify your teacher at once. Students who display rude, disruptive, inappropriate behavior during the assembly will be removed, a referral will be written and appropriate action will be taken. Hats will NOT be worn during assemblies.

**Visitation by Parents**

The schools of the Muroc Joint Unified School District are always open to the public during normal operating hours. Parents and citizens need never feel that an invitation is necessary, however for student safety and campus security, **all visitors must check in** at the Attendance Office. Prior to visiting the campus, the following suggestions will make your visit more valuable:

♦ Call the teacher(s) to schedule a time to visit at least 24 hours in advance.
♦ Know the time for the subject you wish to visit.
♦ Save questions for the teacher until a conference is scheduled. All parent-teacher conferences should be arranged for and held before or after instructional time.
♦ Teachers appreciate a note, call, or message from the parent when there is a concern or a request made to visit the classroom.

**Visitation by Friends/Former students** Desert does not allow school-age visitors (such as out-of-town relatives, and friends) to attend campus during the school day. This practice is disruptive to the educational process and school liability insurance may not cover visitors.

**Conferences with Teachers**

Parent-teacher conferences should be arranged for in advance and at a time when the teacher does not have students in the classroom, or duty elsewhere. You may call the Counseling Office (258-4411 ext. 140) to schedule conferences with teachers or to leave a message for a teacher.

**Change of Address and Telephone Number**

Please notify the Counseling or Attendance Office of any change of address and/or telephone number. This is of great importance should it be necessary to contact you concerning your student. This includes any changes to emergency contacts and phone numbers. If addresses are not updated the student’s report cards will not be forwarded.

**Student Records**

Parents/guardians have the right to inspect and review all records, files, and data related to their child at any time. If you have concerns about the accuracy or appropriateness of any information or record maintained by the school, please refer your concern to the school principal. The school district will not release information or records concerning your child to non-educational organizations or individuals without your consent. If your child transfers to another school district, the school will transfer your child’s school records. Discipline records are not transferred and are destroyed after three years.

**Student Identification Cards/ASB**

Student photo ID cards are issued to every student free of charge. If lost, a replacement card is $3. These are used to permit entry at the gate when driving on base. When an ASB discount is purchased, these ID cards will be embossed. The ASB card entitles a student to discounted purchases and free entry to home sports events.

**Telephones**

Office telephones are not to be used by students except in case of emergency. Arrangements for after-school activities should be made before coming to school. Students will not be permitted to use the office phone to call for homework, textbooks, lunch money, etc.
Textbooks/Fees

Textbooks are furnished by the school free of charge, and fines are assessed for unusual wear, willful destruction, or loss. Students will receive their books from their teachers during the first week of class. Since students will be bringing books home from school often, it will be important that they bring home only those books which have been checked out to them. Since students are responsible for their own books, they should not borrow textbooks from friends or loan their textbooks to friends. It is the student’s responsibility to return their books in good, clean condition. When students drop a subject, change teachers, or leave school they must return their books to the issuing teacher. If a book is lost or stolen or has a missing bar code, report immediately to teacher or office personnel. A student must pay for all missing books before being issued another book, or make arrangement for a payment plan. Students who still owe money for books or other school material will be placed on Ineligible list for school activities. No report cards or transcripts will be available until fees are paid. Students will be expected to pay for lost or damaged books as follows:

Barcode missing – Full cost of book replacement
Lost or Missing – Full cost of book replacement
Unusable (stained, mildewed, burned, partially destroyed) – Replacement cost
Rebound - $20
Dirty, Edge or minor Cover damage - $5
If found – Full refund

Library/Fees

The Library is a valuable school resource, and students have opportunities to visit the library throughout the day during normal school hours. Books may be checked out for a period of one week and may be renewed for one more week if they are not overdue. Report cards and school records may be withheld in the event of past due or lost books. Computers are available in the lab in the library if a student has a signed computer use agreement. The copy machine is 10 cents per page for student use. This also applies to student copies made in office, counseling, or Room 2.

Lost and Found

Articles found on campus are placed in the lost and found box located in the Library. Articles of value such as money, watches, wallets and purses found on the school grounds should be turned in to the Attendance Office. All items except clothing, which are not claimed within 30 days, will be returned to the finder or donated to charity. Students are advised to write their names on lunch bags, backpacks, sweaters, coats, etc. Articles of clothing not claimed by the end of the school quarter will be donated to charity.

Personal Possessions/Cell Phones/Cameras

Personal possessions such as cell phones, cameras, toys, computer games, computer discs, electronic games, music players (IPods, MP3), personal pagers, radios, tape players, etc., are prohibited during the school day. Devices must be turned off and stored in student’s backpack, purse or locker. If used during school hours the item will be confiscated. See Board Policy 5131.8. Repeat offenders (2nd time) will need parental pick-up for item and habitual offenders will receive detention (3rd time), then suspension and ineligible (4th).

Large sums of money and articles of real or sentimental value should never be brought to school. The school takes no responsibility for lost or stolen items.

Parking Lot

To ensure student safety, once students have arrived at school, they are not permitted to return to the parking lot area unless they have been signed out by their parent or guardian and are leaving campus for personal or medical reasons. Students may only park in front of the school in the paved lot. The first two rows in the parking lot are for staff use.

Loitering and Hanging Out

Staff members are not on duty after 3:00 p.m., so students should not be on the campus after 3:15 p.m. unless they are participating in a school-sponsored activity. Students who are participating in after school activities must remain in the company of the club sponsor, coach, etc. Students should not return to the campus unless an adult accompanies them.

Bicycles, Skateboards and Sports Equipment

Bike racks are provided for student use, and bike owners should lock their bicycles to the bike rack. One bike per lock is permitted. Loitering around the bike rack is not permitted. The school is not responsible for theft or damage to bicycles left in the bike rack. Students must walk their bicycles while on campus. Reasonable effort will be made to monitor the bike area. Skateboards and other wheeled vehicles are not to be ridden on campus, nor are they to be carried between classes. During school hours students must store wheeled vehicles in the lockers provided in the bike rack area. Personal locks may be used to secure these lockers.
Due to previous injuries on campus several sports items are prohibited from recreational use on campus. No football throwing or Frisbee throwing unless monitored by a coach during official practice. The only basketball use is on the blacktop courts at lunch and only in a non-aggressive manner. Specifically ganging up on the ball carrier is prohibited.

**Food, Beverages, Water**

Food is not permitted in the classroom. If there is a special activity an exception can be made with principal approval. Any extra trash must be taken to the dumpster by the end of the day. Water is always allowed as long as any spills are cleaned by the student. Other beverages are not allowed in the classroom. California and Muroc district policy now prohibit the sale of soft drinks on a school campus because of lack of nutritional value.

**Child Abuse Reporting**

According to Penal Code 11165, it is mandatory for childcare custodians (i.e., teachers, secretaries, and administrators) to report any known or suspected child abuse to the proper authorities. This includes physical, emotional, or sexual abuse as well as neglect, which the childcare custodian has reasonable suspicion has occurred. If a childcare custodian does not report the suspected child abuse, he/she may be found guilty of a misdemeanor, punishable by fine, incarceration and forfeiture of credential or licenses.

**Civil Defense or Emergency Procedure**

We are asking each parent to instruct his/her child to return home in case of alert drill or emergency or to make arrangements for the student to go to an alternate home if the parent is working or would not be at home to receive the student. It is the parent’s responsibility to obtain permission for the alternate home to receive the student. Please make arrangements with your student and friends or neighbors. There should be no doubt in the student’s mind where he/she is to go when the parent is not home. In the event of a natural disaster emergency, students will not be released until a parent or guardian or other authorized individual checks student out through the school office.

**Tobacco-Free Schools**

Ample research has demonstrated that health hazards are associated with the use of tobacco products, including smoking and the breathing of second-hand smoke. Therefore, the district believes it is in the best interest of students, employees and the general public to prohibit the use of tobacco products anywhere and any time on district property and in district vehicles. The use of tobacco products shall be prohibited on all district school campuses at all times. State law prohibits student possession or smoking of tobacco, drinking or possession of alcoholic products on school property. Any student found violating this law will be disciplined according to the school discipline code.

**Drugs and Alcohol**

The use of alcohol and other drugs adversely affect a student’s ability to achieve academically and an employee’s ability to perform his/her job adequately. These substances are physically and emotionally harmful and have serious social and legal consequences. It is the intent of the Governing Board of Muroc Joint Unified School District to make this district alcohol and drug free.

The Board desires that every effort be made to reduce the chances that our students and employees will begin or continue using alcohol and other drugs. The Superintendent or designee will develop a prevention program that includes instruction, intervention, recovery support and enforcement/discipline. The Superintendent or designee will clearly communicate to students, employees and parents/guardians all Board policies, regulations, and procedures related to the prevention program.

Keeping our district alcohol and drug free is a common concern of our district and the community we serve, and the Board supports cooperation between schools, employees, parents/guardians, students, law enforcement and other appropriate community agencies and organizations that are involved in alcohol and other drug prevention programs.

The Superintendent or designee will take appropriate action to eliminate possession, use and sale of alcohol and other drugs and related paraphernalia for students on school grounds and at school-sponsored events and for employees while officially representing the district. Students or employees possessing, selling, and/or using alcohol or other drugs or related paraphernalia will be subject to disciplinary procedures which may result in student suspension or expulsion, and employee suspension or termination.

School or civil authorities may search school property, as well as students and employees, for the possession of alcohol and other drugs as long as such searches are conducted in accordance with the law.
Student Conduct and Behavior

The administration, faculty and staff at Desert have high and reasonable standards of conduct and behavior for all students. We believe appropriate student conduct is essential to make each student’s experience at school more meaningful and productive.

DHS IS A BULLY-FREE ZONE!

In an effort to enforce policies, DHS Administration reserves the right to require students to record incidents onto the “Student Incident Report”. Student Incident Reports are a tool that allows administrators to get an accurate depiction of events that took place.

The maintenance of proper school behavior is necessary to provide an effective learning environment for all students, and involves an educational process designed to:

- Develop the student’s ability to assume responsibility for his/her actions
- Develop the student’s ability to make appropriate decisions regarding his/her actions based on “cause and effect” relationships
- Develop the student’s awareness of the impact of his/her actions on the rights of others
- Develop the student’s ability to deal with problems within the framework of accepted social standards
- Develop the student’s sense of respect for him/herself, other people, property and the laws governing society

In an effort to ensure that the campus is safe and conducive to learning, DHS administration may have students enter into “Peace Contracts” with other students with whom there may be conflicts. Peace Contracts are a tool used to ensure that students treat each other with respect, and it is a preventative measure used to eliminate physical violence.

Close cooperation between home and school is essential in the development of appropriate behavior patterns. In order for any organization to operate effectively, it is important that all concerned be aware of what the rules are and why they were established. In light of this we have provided the following for your guidance and information:

Student Rights

Each Desert student has the right to:

- Learn in a classroom without disruption.
- Express his/her thoughts and point of view in an intelligent and respectful manner.
- Be listened to without being made fun of.
- Participate in class activities developed by the teacher.
- Listen to the teacher and other contributors in the class.
- Come to school, free from harassment and threats.
- Achieve, accomplish, and live out his/her own dream to accomplish and be successful.

Student Expectations

Each Desert student is expected to:

- To be regular and punctual in attendance
- To be prepared for class each day
- To complete assigned work on time
- To work toward constant self-improvement
- To listen attentively to teachers and other students
- To learn to criticize fairly and to accept criticism
- To respect other people and their feelings
- To respect school property and the property of others at all times
- To respect the authority of school personnel
- To display proper conduct in the classroom, on the school grounds, on school buses, in the cafeteria and at school activities
Guidelines of School Discipline

In an effort to create a consistent discipline policy for grades 7 -12, the Muroc Joint Unified School District has adopted the following general guidelines for student discipline. In the guidelines, disruptive behavior is divided into three groups and appropriate consequences are outlined. Desert High School will follow these guidelines in dealing with disruptive student behavior.

General Guidelines
1. Eating, drinking, and chewing gum
   a) Gum chewing is at the discretion of the teacher and can be discontinued at any time.
   b) Food or drinks are prohibited in classrooms (water bottles with sipper lids are ok).
   c) Spitting of any type (spit, gum, spit wads, and “gleaking”) is inappropriate.
2. Animals are not permitted at school without the permission of the teacher and principal. When the principal does give permission to bring an animal on campus, the student's parent/guardian must bring the animal to school and take it home when the approved activity is concluded. Animals that follow students to school create quite a nuisance to the school. If the owner cannot be determined and contacted, Animal Control will be requested to remove the animal.
3. Radios, Ipods, recorders, toys, electronic signaling devices including personal pagers, electronic games, cell phones, and athletic equipment are prohibited during the school day.
4. Students are not allowed to climb on the roofs of the school buildings or on the sidewalk covers.
5. Skateboards, bicycles, rollerblades and other wheeled vehicles may not be ridden on school grounds.
6. Students are expected to treat adults and fellow students respectfully at all times.
7. Profanity and vulgarity, name-calling and physical aggression, or public displays of affection are not tolerated at any time. It is inappropriate for students to kiss, romantically touch, or display sexually suggestive behavior at school or at any school sponsored event. Holding hands is allowed.
8. Horseplay or play fighting is prohibited.
9. Cheating on tests, quizzes, homework, etc. is unacceptable behavior. Violators will be disciplined according to the Cheating Policy (automatic suspension). The teacher and administrator will determine incidents of cheating. The teacher may contact parents if these incidents occur.

Cafeteria Behavior Standards
1. Students may not throw, flick, toss, or otherwise propel food.
2. Each student will clean his/her eating area prior to leaving the cafeteria.
3. Students will not whistle, talk loudly, run or move from table to table while in the cafeteria.
4. Students will show respect for and follow the directions of cafeteria staff.

Snack Bar
The use of the snack bar is a privilege that may be revoked in the event that excessive trash appears on campus or the use of the snack bar becomes a nuisance to the academic atmosphere.

Conduct on the way to and from school
Parents are asked to support our efforts in teaching students to respect the property of others. Please remind them that lawns, shrubs, trees and flowers adjacent to walkways are not to be abused.

Vandalism
All acts of vandalism will be thoroughly investigated. Students involved will have parents notified immediately, and damages will be assessed and charges levied accordingly. Any student caught in possession of markers of any kind in bathrooms, hallways, etc., will be subject to the school discipline program.
Student Dress Code

Public schools are not intended to be showplaces for unusual or immodest modes of dress. There is ample time off campus and on non-school days to wear clothing deemed inappropriate at school.

The following guidelines are established to assure student safety and the least disruption of the educational environment. A student may be asked to return home if he/she is improperly dressed or if he/she needs to attend to personal grooming and/or hygiene. This applies to any and all school functions and activities held at any location. Each Desert student should understand that they are representative of our school wherever they might be. **Students who have been specifically warned or have 2 violations will be issued a referral for Defiance of Authority on the third violation of the Dress Code with detention. A fourth results in suspension and ineligibility.**

1. **Shoes must be worn at all times.** To insure student safety, Science Labs, Wood Shop, and P.E. classes require shoes that give full foot coverage. No house/bedroom slippers are permitted.
2. **To insure an educational environment, clothing and jewelry shall be free of writing, pictures or any other insignia that is crude, vulgar, profane, sexually suggestive or advocates racial, ethnic or religious prejudice.** Any designs worn that promote the use of alcohol, tobacco, or drugs are inappropriate attire for school and are prohibited.
3. **Hats, caps and other head coverings are not to be worn indoors. Bandanas are prohibited.**
4. **Clothing which fails to cover all portions of the chest and upper torso, including, but not limited to, the midriff, bust and cleavage so as to direct attention or expose these particular areas is not allowed. Shirts may be sleeveless, but must have backs and must not be see-through. Tube tops, tank tops, and spaghetti straps are prohibited.** Sleeveless shirts must have straps that are at least two inches wide at each shoulder seam. Undergarments must be covered at all times when standing, sitting, or bending.
5. **All pants must fit in the area of the student’s natural waist and may not be more than two inches larger than the student’s natural waist size.** Since “sagging” may connote gang-related activity, or allow for concealed items in addition to being difficult to keep in the appropriate place on the body, it is not acceptable. Baggy clothing must not hinder movement and must be worn in a natural fitting manner. Belts must be tucked into belt loops. All forms of pajamas/sleepwear are prohibited.
6. **Skirts and shorts shorter than mid-thigh is prohibited.** High slits must reach mid-thigh; holes in garment must start at mid-thigh. Spandex-type or clingy clothing may not be worn as outer garments, or to count as coverage.
7. **Hair should be clean and neatly groomed. Hair may not be sprayed with any coloring material that would drip when wet.**
8. **Students may not wear or bring chains, including wallet chains, to school.** Large belt buckles and studded belts are prohibited as are spiked pieces of jewelry.
9. **Parents retain the right to petition the school administration, in writing, for modification of the dress code to meet the physical or special needs of their students.** The petition will be reviewed and the parent, student, and school administrator will meet to determine the appropriate modification.
10. **Students in violation of the Desert High School Dress Code will be sent to the Office where the violation will be recorded.** The student will be detained until the violation is corrected. The DHS Discipline Code steps will be followed (Dress Code violations fall under “Behavior A”).

Prohibited Attire

- Pajamas and Sleepwear
- Bandanas
- Chains
- Hats (indoors)
- House slippers
- Backless shirts
- Saggy pants
- Exposed undergarments
- Hanging belt tails
- Spiked jewelry
- Shirts that have straps less than two inches wide
- Hair treated with any material that drips or runs when wet
- Clothing that exhibits graphics or writing that is profane, sexually suggestive, or promotes drugs, alcohol, violence or prejudice
Desert Jr-Sr High School recognizes that to maximize the learning potential of each student the school environment must be safe, secure and peaceful. The following guidelines, in accordance with Education Code and Board Policy, are enforced district wide in a fair and consistent manner.

**Alternative Means of Correction (AMC) may include, but are not limited to (no particular order):**

- Parent/Teacher conference
- Parent Contact
- Warning
- Referral to Student Services staff for intervention
- Ineligibility for Extra-Curricular Activities
- Detention
- Restitution
- Behavior Contract
- Conflict Mediation
- Community Referral/Services
- Parent supervise student in class
- Parent escorts student to/from school
- Restorative Justice
- Writing activities/essays
- Check in/Check out
- Student Study Team
- School Attendance Review Board (SARB)
- Peer Mentoring
- Projects on campus
- Community Service
- In-school suspension
- Counseling
- Behavior support plan
- Exclusion from school activities/field trips

All **minor** violations included in, but not limited to the following list, are to be dealt with using AMC:

- Over affection
- Minor class disruptions
- Littering
- Lying
- Gum Chewing
- Dress code violation
- Nuisance/Nuisance items
- Poor behavior in cafeteria/restroom/playground
- Being in an unauthorized area
- Unauthorized attendance at school activity
- Bike/skateboard riding on campus
- Parking/driving vehicle in unauthorized areas

The following offenses may be dealt with using any of the measures listed above as well as possible home suspension.

- Hazing
- Fighting
- Gambling
- Theft
- Profanity or vulgarity
- False fire alarm
- Cutting detention
- Vandalism (w/ repayment)
- Truant
- Reckless driving
- Cheating/Forgery
- Behavior dangerous to students or staff
- Fireworks possession/use
- Tobacco possession/use
- Defiance of authority (blatant/flagrant)

The following offenses will result in automatic home suspension (up to 5 days), recommendation for expulsion, and notification of police.

- Alcohol possession/use
- Controlled substance – possession/use
- Weapon or dangerous object possession/use
- Assault/battery on a school employee
- Causing serious physical injury to a student
- Sexual assault/battery
- Arson
- Possession of Explosives
- Robbery/Extortion
- Selling a controlled substance
- Bomb threat
- Any felony not listed herein
Health Information

First-Aid and Illness During School Hours

First-Aid is administered in case of minor injuries. If illness or a serious accident occurs during the school day, an attempt is made to notify the home and/or work at once. However, many times we cannot contact parents/guardians. For this reason, it is important that you keep an up-to-date emergency card and telephone number on file in the school office. The person designated as your emergency contact should be someone who can reach the school in a reasonable length of time. If you or the person designated as your emergency contact cannot be reached, our only recourse is to use our judgment in seeking medical attention for your student.

Communicable Diseases

When students complain of stomach pain, ear pain, sore throat, and/or cold symptoms or have not been free from fever for at least 24 hours, they should be kept home for observation. Please notify the school office immediately when students have been absent because of one of the following diseases: chicken pox, mumps, red measles (Rubeola), German measles (Rubella), impetigo, pink eye, ringworm or lice.

Medication

California law states that school personnel may not dispense any medication without a physician’s order. Occasionally a student under medical care may continue to attend school. In these special cases, school personnel may dispense medication under the following circumstances:

A written school directive that identifies the medication to be dispensed is mandatory. The directive must be signed by Parent/Guardian and Physician, and the information on the directive and the prescription label on the medication must be exactly the same.

The directive is good only for the remainder of the school year in which it is introduced. Medication stored from one school year to the next. Medication must be in its original container, bearing the names of the student and physician as well as direction for dosage. Dosage must have begun at home not less than 12 hours prior to the first dosage at school. The District Nurse shall be notified of, and MUST authorize, all medications to be dispensed at school. Parents/guardians shall notify school personnel of any possible side effects that may occur from the medication. All medications shall be dispensed through the School Office.

Parents with students who need to take medication at school should complete the “Directive to Administer Medication at School” form below and have their physician complete and sign the bottom section. The completed form and the prescribed medication should be brought to the school office for review by the District Nurse.

See “Directive to Administer Medication at School” at the end of the handbook.

Technology Information

The Muroc Joint Unified School District has invested substantial funds and effort into computer technology in recent years. To administer the use of this equipment and the capabilities it provides requires special policies and procedures. The Board of Trustees has approved an Acceptable Use Policy (AUP) for this purpose. AUPs are a common part of the “information highway” and ours was based on ones in use by other school districts.

Students and their parents/guardians must agree to the terms of the AUP before Internet access will be allowed. The attached Acceptable Use Agreement is based on the district AUP and explains in more detail what constitutes proper and acceptable use. We encourage you and your child to read carefully and discuss the information included in the Acceptable Use Agreement.

The agreement covers all aspects of technology. This includes the use of instructional programs, electronic files, Internet access, videotape players, video conferencing, etc. Not all are available or applicable at all sites and/or to all students. Internet access is subject to the AUP. It is recognized that parents/guardians may not want their students to have access to the Internet while in a school setting. This request can be accommodated while still allowing the student to use computers for other purposes (i.e.: writing reports). In order to restrict Internet access, parents/guardians can check the appropriate box on the agreement signature page. Also, parents/guardians may restrict Internet use at any time by submitting a written request to the school.

For more information about the AUP and other aspects of MJUSD’s technology efforts, please visit our website: http://muroc.cyberschool.com/ and read the District Technology Plan. Parents/guardians are encouraged to participate in district and school technology committees.
The Muroc Joint Unified School District is pleased to offer electronic information services to students and staff in the district. We believe strongly in the educational value of such electronic services and recognize the potential of such to support our curriculum and student learning in the district. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The District will make every effort to protect students and staff from any misuses or abuses as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service.

Please read this document carefully, discuss it with your child, and sign where indicated. Your signature and your child’s signature will indicate acknowledgement and understanding of the agreements outlined in this document.

Terms and Conditions of This Agreement

1. Personal Responsibility
As a representative of this school, I will accept personal responsibility for reporting any misuse of the network to the appropriate school staff member. Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below.

2. Acceptable Use
The use of my assigned account must be in support of education and research and with the educational goals and objectives of the Muroc Joint Unified School District. I am personally responsible for this provision at all times when using the electronic information service.

   A. Use of other organization’s networks or computing resources must comply with rules appropriate to that network.
   B. Transmission of any material in violation of any Unified States or other state organizations is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene material, or material protected by trade secret.
   C. Use of commercial activities by for-profit institutions is generally not acceptable.
   D. Use of product advertisement or political lobbying is also prohibited.

I am aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and that I can be prosecuted for violating those laws.

3. Privileges
The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each user will be issued a password upon receipt of a signed Acceptable Use Agreement. If questions arise as to the appropriate use, the site administrator or designee in accordance with School Board and District Policy will decide what is appropriate. The site administrator or designee may close an account at any time deemed necessary. Other staff may request that the site administrator or designee deny, revoke, or suspend specific user accounts.

4. Services
The Muroc Joint Unified School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, miss-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. The Muroc Joint Unified School District specifically disclaims any responsibility for the accuracy of information obtained through its services.

5. Security
Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the teacher, staff member, or administrator immediately. Never demonstrate the problem to other users. All use of the system must be under your own account. You are strictly prohibited from sharing your login or password information with anyone else. Any user identified as a security risk will be denied access to the information system.

6. Vandalism
Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creating of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.

7. System Security
Staff students, and parents (where applicable) are prohibited from bringing in their own software or downloading information from
the Internet to use on district computers without prior approval of the site administrator or designee. Internet access is provided by the school district for a specific purpose — “support of education and research.”

Because the Internet provides educational and other information not related to the district purpose, a filtering and access control software program and service called “Intergate” is used. Intergate includes a service, which constantly attempts to prevent access to inappropriate websites. Students, parents and district personnel must realize filtering is not guaranteed and some inappropriate websites or information may be accessed. However, every effort will be made to prevent access to inappropriate websites.

8. **Guidelines for Network Etiquette and Privacy**

Rules of network etiquette (as a user of this service, your child will be expected to abide by the generally accepted following):

A. **Be Polite** - Never send, or encourage others to send, abusive messages.

B. **Use appropriate language** - Remember that you are a representative of our school and district on a non-private on-line system. You may be alone with your computer, but what you say and do can be viewed by many others. Never swear; use vulgarities, or any inappropriate language. In your messages, always use appropriate, respectful language.

C. **Privacy** - Do not send any message that includes personal information such as a home address or phone number for yourself or any other person. Report to your teacher anyone who asks for personal information or violates your privacy.

D. **Electronic mail** (*Currently not available*) - Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the authorities. Your account will be cancelled if the guidelines are not followed.

E. **Information** - The information accessed by the use of electronic services may or may not be accurate. The district makes no guarantees of any kind concerning the accuracy of information obtained on-line.

F. **Disruptions** - Do not use the network in any way that would disrupt use of the network by others.

G. **Vandalism** - Never move, delete, or trash any application or files that are not yours.

H. **Sharing accounts** - You are responsible for your account. Never share your login or password with other users. Any misuse of your account is your responsibility.

I. **Misuse** - Report any misuse of the network to your teacher.

See “Computer Use Signature Page” at end of the handbook.

**Curriculum Information**

**Academic Program**

The academic program for all grades 9-12 is departmentalized. The academic program consists of a curriculum of required core courses plus a variety of elective courses.

**Master Schedule Development**

The master schedule for the school is developed each year from student demand for the courses described in this publication. Some courses listed here may not appear in the master schedule for a particular year if the number of students requesting those courses falls below a minimum number set by the district. Teacher availability for certain courses may also limit course offerings. The master schedule is developed from the information received from students during the spring registration conferences. It is very important that students and their parents give careful consideration to the selection of courses during the registration process so a master schedule can be developed that meets the needs of all students.

**Schedule Changes**

Student initiated schedule changes are allowed only during the first two weeks of each semester. Students should choose their courses carefully during the spring registration conference to avoid having to make schedule changes. Schedule change request forms are available in the counseling office and usually require parent, counselor, and teacher permission before a schedule change will be processed.

Schedule changes after the first two weeks of a semester may be permitted within a department (e.g. Geometry to Algebra 1) provided the teachers of both classes involved agree and the principal permits the change. Students changing classes within a department must carry their current grades from the old class with them to the new class to be merged with the grades earned there. Schedule changes after the fourth week of a semester are rarely allowed and require extraordinary circumstances for approval.
Alternative Ways to Earn Credits

Alternative Education - Desert Jr-Sr High School Alternative Education exists to give the DJSHS student an alternative setting to traditional education. The main purpose of Alternative Education is to help students recover credits in hopes of graduating on time and to encourage them to stay in school and earn a diploma. Secondary purposes include educational interventions, support, and increased course offering.

Students must be referred to Alternative Education by an administrator, academic advisor, teacher or parent. Once referred, administration and academic advisors will review the referral to determine placement. The following factors will be considered during the referral/placement process:
- Current credit status (deficient students have a higher priority)
- Discipline (students may be referred due to serious or excessive behavior problems)
- Space available
- Personal factors (health, transportation, need for a change, learning style, etc.)

Home Teaching - The district provides a home teaching program to pupils who are confined to their homes for three weeks or more because of physical illness or disability. The illness or disability must be documented by a physician and reviewed by the District Nurse. Contact the Counseling Office for information.

Transferring from Another High School
Students transferring to Desert High School in mid-semester will complete the required course of study from his/her previous school (where possible) through the end of the semester. Beginning with the new semester, the student must fulfill the graduation requirements established by the Muroc Joint Unified School District. All students will be required to meet all graduation requirements established by California Education Code regardless of the time of their enrollment. A counselor will complete a graduation contract with each transfer student that lists the courses and units completed at the previous school and the requirements remaining to graduate from Desert High School once official records have been received from the previous school.

Transferring to Another School
The parent or guardian of a student transferring to another school district is asked to contact the counseling secretary by phone or written note at least three days prior to the last day of attendance. A student will be cleared for withdrawal from school after obtaining clearance signatures from all of his/her teachers, library, Athletic Director, coaches, counseling office and main office. To receive clearance, all books and athletic equipment must be returned and all outstanding debts must be paid before final checkout will be approved. Failure to complete proper checkout will delay establishing credits and forwarding records and transcripts to the new school (see Final Exams below). We recommend that the new school check our website to assist them in determining our graduation requirements and to provide them with a description of the courses completed at Desert High School.

Physical Education
Physical Education is a state and district graduation requirement. Participation may only be waived under certain conditions. If a student has a temporary medical condition that prevents him/her from taking part in full Physical Education activities, a medical doctor's note must be brought to the P.E. teacher stating the reason and duration the student cannot participate. The student will be given alternative written assignments for the period of time the medical condition exists. Those students participating in school sports in grades 10 – 12 may be granted 2.5 Physical Education credits for each completed season of athletic participation. Team managers, statisticians, and non-participants are not eligible for credits. Students cannot receive 2.5 credits for athletic participation and be enrolled in a P.E. class at the same time. See your Academic Advisor.

Homework
It is reasonable that students be held accountable for work assigned to them. It is also reasonable that students be assigned out-of-class work which reinforces academic skills taught in school, teaches students how to conduct research effectively, develop ideas creatively and become life-long learners. Assigned homework takes the student's personal time to complete; it involves family interaction and time to some degree. It is reasonable that the teacher, through some form of review or comment, acknowledge a student's homework. Homework may be categorized as follows:

- Work that was not finished during class time
- Assignments to help a student practice basic skills
- Assigned long-term projects
- Additional work to reinforce classroom instruction
Make-up Work
A student absent for any reason may be required to make up all work missed during the absence. A student will be allowed double the amount of time absent to make up the work missed if the absence was excused (Example: If a student was absent three days, he/she will be allowed six days in which to make up the work missed without a penalty or lower grade). For all other absences, a student will be allowed the same number of days absent to make up the work. Teachers may allow an extension of time. Good attendance is essential to student success.

If parents/guardians know in advance that a student will be absent for several days, they may contact the Attendance Office for a short-term independent study. Upon returning from the absence, the student must submit all of the assigned homework to the Attendance Office in order to get credit for the time missed. Advance notice of at least five school days is required for teachers to have adequate time.

Inter-District Attendance Agreements
Students admitted by Inter-district Attendance Agreements may continue attending District schools only as long as they work acceptably and obey school rules. Students out of compliance will be referred to the administration for immediate action.

Release Time for Religious Instruction
Students may be released from school for religious instruction. Contact the Counseling Office for more information.

Desert High School Grading Policy
Grading practices may vary with each teacher, and students should request a copy of each teacher’s grading policy at the beginning of the school year. Students are urged to keep copies of all completed assignments and tests should grading questions arise.

Report Cards and Progress Reports
Report cards are issued at the end of each quarter grading period, approximately every nine weeks. The report cards are sent home approximately one week after the end of each of the first three quarters. Fourth quarter report cards are mailed home approximately two weeks after the end of the school year unless a student owes fees for missing books, uniforms, etc. Progress reports are sent home in the middle of each quarter grading period. Parents are asked to contact the teacher if they have any questions about the progress of their student(s). Conferences with teachers can be scheduled by calling the Counseling Office at 258-4411 x-140.

Parent Portal
Desert has opened Parent Portal accounts through secure software. After the parent has signed an ABI Use Agreement in person at the school, they will be given directions and a random Verification Code (VPC). Through the internet they can log-on and set up their own password which the school does not keep record of. After the account is activated a parent can see the attendance and grades of their student at any time through the internet.

Quarter Grades
The quarter grade will be based on homework, class work, projects, quizzes and tests assigned during the quarter. Each school year is composed of four quarter grading periods that are approximately nine weeks in length. Grade report cards sent home at the end of the first and third quarters will show the grade for that quarter only. The grade report cards sent home at the end of the first and second semesters will include both quarter grades for that semester, a final exam grade, and an overall semester grade for each course taken. Quarter grades and progress report grades do not appear on the official transcript for a student.

Final Exam Grades
Only semester grades (December and June grade reports) are placed on official transcripts and earn credit for graduation. The semester grade in a course is calculated from the grades earned during the two quarters in the semester and the semester final exam. Final exams are very important as they can count for a substantial portion of the semester grade in each class. Students who are transferring to another school near the end of a semester are strongly urged to take final exams in all classes before checking out. Failure to take final exams will result in no grades or units being earned for the semester. Should the student arrive at the new school too late to establish units there, neither school would grant credit for the semester and graduation would very likely be delayed.

In special circumstances, the principal may allow a student to take final exams up to ten day early to complete the requirements for semester grades and units. The parents must document that they cannot wait for regular final exams and there would not be enough time to establish credit at the new school. Parents may contact the counseling office for more information about early finals.
**Semester Grades**

The semester grade is the most important as it will be used to meet graduation requirements, to calculate cumulative GPA, and as a permanent grade on the student's transcript. In computing the semester grade, the teacher will use the grades earned in each of the two quarters of the semester plus the grade earned on the final exam. Should a final exam not be required, the semester grade will be calculated from the grades earned in the two quarters of the semester.

Many teachers use a "40-40-20" standard in calculating the semester grade. Each of the two quarters is worth 40% of the semester grade and the semester exam is worth 20% of the semester grade. A very low quarter or final exam grade can have a dramatic effect on the overall semester grade. For example, if a student earns a B (80%) first quarter, an F (30%) second quarter, and a D (60%) on the final exam, that student would receive a semester grade of "F" (56%) using the "40-40-20" standard.

**Incomplete Grades**

Incomplete grades (I) are given when a student has missed work because of a verified absence and has not had the opportunity to make up the work according to the time frames listed below. If the work is not completed in the time allotted a zero or "F" grade will be entered in the grade book for the uncompleted work and the student's grade will be calculated. The teacher giving the incomplete grade must change it using an official grade change form. An incomplete grade is treated as an "F" grade for GPA calculations and eligibility determination.

When the incomplete work is made up or the time allotted has passed, the changed grade submitted by the teacher will be used in recalculating the GPA and determining eligibility. Most incomplete work should be made up and the incomplete grade changed within ten days of the end of a grading period. However a student must be given time to complete the work according to the following time frames:

- **Excused Absences** - Two days for every day absent.
- **Unexcused Absences** - One day for every day absent.
- **Suspension** - The teacher may require the student to make up the work missed and would allow one day for every day suspended. If the student is not allowed to make up the work, the missed assignments cannot have a negative impact on the student's grade (essentially these assignments would be ignored for grade calculations).

**Pass/Fail Grading**

Driver’s Education and Work Experience are the only courses which are regularly graded on a Pass/Fail system. In special circumstances and with administrative approval, a teacher may place a student on a Pass/Fail contract. A passing grade (P) is not included in any GPA calculations or athletic eligibility determination. However a failing grade (F) is included in both.

**Honor Roll**

Desert High School recognizes academic excellence by naming qualifying students to one of three honor rolls. Honor roll selection is based on grades earned for the first and third quarters and for the first and second semesters.

- **Superintendent’s Honor Roll** - Awarded to students who achieve a GPA of 4.0 or higher for a grading period.
- **Principal’s Honor Roll** - Awarded to students who achieve a GPA between 3.65 and 3.99 for a grading period.
- **School Honor Roll** - Awarded to students who achieve a GPA between 3.25 and 3.64 for a grading period.

Honor roll certificates are awarded to students by the principal at special assemblies after each grading period. Parents are invited and invitations will be sent home with selected students prior to the assembly.

**Grade Point Averages and Class Standings**

The counseling office maintains each high school student's class standing based on the cumulative GPA for all students enrolled at Desert High School. At the end of the senior year, the final class standing and cumulative GPA will be placed on the official transcript of each graduating senior.
# Bell Schedule 2015-2016

## 6 Period Day

<table>
<thead>
<tr>
<th>H.S.</th>
<th>Jr. H.S.</th>
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<tbody>
<tr>
<td>7:43 - 8:43</td>
<td>1st</td>
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<td>8:48 - 9:48</td>
<td>2nd</td>
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<tr>
<td>10:08 - 11:08</td>
<td>3rd</td>
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<tr>
<td>12:53 - 1:53</td>
<td>5th</td>
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## Class Meetings

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<tr>
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<tr>
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<td>8:38 - 9:38</td>
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<td>9:38 - 10:38</td>
<td>Nutrition</td>
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<tr>
<td>12:03 - 12:58</td>
<td>4th</td>
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## Collaboration (Wednesday)

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<td>8:33 - 9:18</td>
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<td>11:53 - 12:38</td>
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<td>12:43 - 1:28</td>
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## PEP Assembly

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<td>1st</td>
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<td>9:26 - 10:15</td>
<td>Nutrition</td>
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<tr>
<td>11:49 - 12:24</td>
<td>Lunch</td>
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<td>12:24 - 1:23</td>
<td>5th</td>
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## Minimum Day

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<td>8:29 - 9:10</td>
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<td>9:56 - 10:11</td>
<td>Nutrition</td>
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<td>10:16 - 10:57</td>
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<td>11:02 - 11:43</td>
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<td>11:48 - 12:29</td>
<td>6th</td>
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## Modified/Alternate PEP Assembly

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<th>Jr. H.S.</th>
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<tbody>
<tr>
<td>1:26 - 2:58</td>
<td>Assembly</td>
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## Minimum Day (Follow PEP Assembly Schedule)

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<tr>
<td>1:26 - 2:58</td>
<td>Assembly</td>
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## Student Calendar

### Muroc Joint Unified School District

#### 2015-16 Student Calendar

(180 Student Instruction Days)

Student Attendance Days are shaded

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### Holidays (Observed)

- Labor Day: September 7
- Columbus Day: October 12
- Veteran's Day: November 11
- Thanksgiving Break: November 26-27
- Winter Break: December 17-January 1
- Martin Luther King Day: January 18
- Lincoln's Birthday: February 12
- President's Day: February 15
- Spring Break: March 21-April 1
- Memorial Day: May 30

### Legend

- C = Closed/Closure Wednesdays
- H = Holidays/No School for Students
- M = District-wide Minimum Days
- EM = Elementary Minimum Days
- SM = Secondary Minimum Days
- Q = End of Quarters for Student Grades
- S = Exempts Student Attendance Days (if needed for inclement weather)

Board Adoption Date: 6/11/14
DJHS 8th Grade Promotion Contract

Participation in promotion ceremonies and activities is a privilege bestowed upon students in good standing. Violation of the rules and procedures set forth in this contract may result in the LOSS OF PROMOTION PRIVILEGES (which includes 8th grade Trip, Promotion Practice, and Promotion Ceremonies).

Student Name: ___________________________ Class of: ____________

Promotion Policy

Students must:

- Attend all promotion meetings and practices
- Adhere to the dress code at practice and during the actual event

The following may result in ineligibility for all promotion events:

- 6 Behavior A referrals
- 4 Behavior B referrals
- 1 Behavior C referral

I/We have read this document, understand the policies, and agree to follow them.

___________________________________________ ________________________
Student Signature Date

___________________________________________ ________________________
Parent Signature Date

___________________________________________ ________________________
Administrator Signature Date
This page intentionally left blank.
Please complete the information below. Note: All information will be for PTO Board Use only (sending upcoming DJSHS/PTO events, etc.). Personal information will not be used for non-DJSHS events.

Please print clearly:

Last Name: ____________________________

Please check the following:
□ Parent/Guardian First Name (1) ____________________________ (2) ____________________________
□ Staff Member First Name (1) ____________________________

Desert Junior Senior High School Students Name and Grade only:
1. ____________________________ ______ 3. ____________________________ ______
2. ____________________________ ______ 4. ____________________________ ______

Street Address: ____________________________

Home # ____________________________ Cell # ____________________________

1st E-mail: ____________________________

2nd Email: ____________________________

PTO is here to help the students and teachers. If you would like to be more involved with your student’s school and PTO, please put a check next to the areas where you would like to assist. Event committees will be formed during the planning stage of the event.

_____ Memberships (Recruitment, etc.)  _____ Teacher Appreciation (1st Sem & 2nd Sem)

_____ Fundraiser Events
(Example: Cooking, Donations, Back to School night - Selling food, spirit wear, football/basketball games etc.)

_____ PTO DJSHS Newsletter  _____ Selling Spirit Wear

You can learn more about the PTO and school activities by attending monthly meetings scheduled every 1st Thursday of the month. Times will vary each month. They will either be 11:00 a.m. or 4:00 p.m.

District Board Meetings – 2nd Wednesday of the month @ 6:00 p.m. MUROC School District – N. Edwards, CA

The DJSHS PTO is a private non-profit organization operating under the jurisdiction of the MUROC Joint Unified School District and operating as a PO (Private Organization) listed with the 412th Force Support Services.
Completing this form will allow this student to have access to computer technology while at school. Internet access will be allowed only if the parent or guardian gives permission below. *This form will remain in effect for as long as the student is enrolled in a district school or until revoked by the school or a parent or guardian.*

**Student**

I understand and will follow the guidelines for using school computers and computer services as outlined in the parent/student handbook. I understand that this electronic service is a privilege and inappropriate use will result in the loss of this privilege.

Printed Student Name:  Last_________________________  First____________________

Student Signature: __________________________  Date _____________  Grade _____

**Parent or Guardian**

As the parent or legal guardian of this student, I have read the guidelines for student use of school computers and computer services as outlined in the parent/student handbook. I have read the use agreement and understand that it is designed for educational purposes. I understand that it is impossible for the Muroc Joint Unified School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired on the network or Internet. I also agree to report any misuse of the information system to my child's teacher or school administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues as describe above.

I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained in this form is correct.

INTERNET USE
Check one

☐  My student may access the Internet while at school

☐  My student may not have access the Internet while at school.

Parent/Guardian Name (please print)______________________________________

Parent/Guardian Signature _______________________________   Date ___________________

**Please return this page with required signatures to school.**
This page intentionally left blank.
Dear Parent/Guardian and Students:

Both parents and students are required to read this Handbook and then sign and return this whole page during the first week of school. Parents/guardians must also completely fill out the Emergency Procedure Form below and sign the bottom of the form. Students will be Ineligible if not returned in two weeks.

I have read and understand the contents of the 2015-2016 Desert High School Handbook.

Parent/Guardian Signature______________________________________Date:__________________

Student’s Signature__________________________________________Date:__________________

Student Birthdate ___________________ Cell # ___________________________ Grade ______

Emergency Procedure Form
Please Print

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>(Legal Last)</th>
<th>(Legal First)</th>
<th>(Middle)</th>
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<tbody>
<tr>
<td>Address: ________________________________</td>
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Parent Email address: __________________________ Home Phone________________________

☐ PLEASE CHECK BOX IF OKAY TO SHARE EMAIL ADDRESS WITH PTA.

District policy in case of accident or illness provides for temporary first aid and notification of parents. Please give the following information to be used if parent/guardian cannot be reached on the home phone.

Parent/Guardian Name Business Phone# Cell Phone #

Parent/Guardian Name Business Phone# Cell Phone #

Friends or relatives to be contacted if parents/guardians cannot be reached: Please list two who live locally:

Name Relationship Home Phone /Cell Phone #

Name Relationship Home Phone/Cell Phone #

Local doctor to be used in case of Extreme emergency:

Family Doctor Doctor’s Address Doctor’s Phone #

Parent/Guardian Signature Date