

GRANITE HILLS HIGH SCHOOL

STUDENT HANDBOOK
2023-2024



Dear Granite Hills Parents, Guardians, and Students:

As your Principal, it is an honor to serve all of Granite Hills High School's students and families. Whether you are beginning your journey as an Eagle or nearing graduation, I am committed to engaging every one of you in an educational experience that challenges you to discover your fullest potential and prepares you for life after high school.

I am proud to be the Principal of this school known for maintaining high academic achievement while fostering interest and excellence in athletics and various extracurricular activities. Part of the success of Granite Hills is attributed to a climate and culture on campus that supports student success. Undoubtedly, every student possesses the skills, knowledge, and ability to continue this tradition of excellence at Granite Hills High School.

The Student Handbook serves as a tool to guide conduct and actions to maintain and ultimately improve campus life and the Granite Hills experience for every one of you. Being a Granite Hills Eagle requires all of us to conduct ourselves appropriately. I challenge every Eagle to consider the contents of this handbook while setting challenging goals for the new school year.

On behalf of the entire Granite Hills staff, I welcome all students and families to the 2023-24 school year.

Sincerely,

Principal, Granite Hills High School



ADMINISTRATIVE TEAM

Dr. Christina Wilde , Principal	Cristi MacArthur , Principal Secretary (619) 593 - 5512
Joe Garcia (A-D) , Assistant Principal Travis Engstrand (E-K) , Assistant Principal	Maggie Ransdell (A-K) , Assistant Principal Secretary (619) 593 - 5524
April Hernandez (L-Q) , Assistant Principal Lauren Basteyns(R-Z) , Assistant Principal	Dawnn Bailey (L-Z) , Assistant Principal Secretary (619) 593 - 5527
Junior Guzman , Manager of School Facilities (619) 593 - 5551	



Learn More About GHHS Admin @ bit.ly/ghhs-admin



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BELL SCHEDULES

Regular Day

Period	Start	End
1	8:30	9:20
2	9:26	10:16
<i>Break</i>	<i>10:16</i>	<i>10:24</i>
3	10:30	11:20
4	11:26	12:18
<i>Lunch</i>	<i>12:18</i>	<i>12:48</i>
5	12:54	1:44
6	1:50	2:40
7	2:46	3:36

Collaboration Day (*Every Thursday*)

Period	Start	End
1	8:30	9:10
2	9:16	9:56
3	10:02	10:42
4	10:48	11:30
<i>Lunch</i>	<i>11:30</i>	<i>12:00</i>
5	12:06	12:46
6	12:52	1:32
7	1:38	2:18

Minimum Day

Period	Start	End
1	8:30	9:05
2	9:11	9:46
3	9:52	10:27
4	10:33	11:13
<i>Break</i>	<i>11:13</i>	<i>11:23</i>
5	11:29	12:04
6	12:10	12:45
7	12:51	1:26

Minimum Days

Fall

- Tuesday, August 13
- Friday, September 20
- Friday, November 1 & 22

Spring

- Friday, February 14
- Friday, April 4
- Wednesday, May 7
- Thursday, May 8



For **Final Exam Schedules** and **Spring Testing Schedules**, please refer to our School Bulletin or School website.



COUNSELING & CAREER CENTER

Your Counseling Staff is available to help you navigate your high school experience. Our Counselors are trained to help you select the coursework that best supports your college and career aspirations. In addition to academic support, Counselors are prepared to support your social-emotional needs.



Explore More Online @ bit.ly/ghhs-counseling

COUNSELORS

Erin Burke (A-Con)

(619) 593-5546

Lisa Statley (Med-R)

(619) 593-5548

Bethany Kohler (Coo-Ham)

(619) 593-5545

AJ Harwood (S-Z)

(619) 593-5539

Guadalupe Hernandez (Han-Mc)

(619) 593-5528

Carly Bourque, Resource Counselor - All Students

(619) 593-5575

Susan Lusk (All students with an IEP)

(619) 593-5543

COUNSELING SUPPORT STAFF

Lindsey Belchamber, Administrative Assistant

(619) 593-5540

OPEN, Academic Advisor - 9th grade (A-K)

(619) 593-5541

Marilyn Morse, Academic Advisor - 9th grade (L-Z)

(619) 593-5544

HOW TO MAKE A COUNSELING APPOINTMENT



Click the "CONTACT COUNSELOR" icon on our home page (granite.guhsd.net)



Walk into the Counseling Office and see the secretary.



Scan the QR Code (QR Codes are posted in multiple locations throughout campus, on your ID card, or you can scan the code here.)



If the need is urgent and your Counselor is unavailable, another Counselor will help you immediately.



CONTACTS



FRONT OFFICE ASSISTANT | (619) 593-5500

Your direct phone line to the school's front desk.



ATTENDANCE CLERK | Alisha Howe ahowe@guhsd.net

Absences *must* be cleared by parents/guardians within 72 hours. Please send a note with your student or email the attendance clerk referencing your student's name, ID number, the date(s), and the reason for the absence. **For an Off-Campus Pass, please send an email on the morning of the day your student needs to leave early. Voicemails can become buried; emails are the most efficient/timely way to process requests so that your student gets their pass before they need to leave campus.**



ASSOCIATED STUDENT BODY ADVISOR (ASB) | Bobby Albright (619) 593-5586

ASB assists in funding numerous events on campus. Input from students is desired and welcome.



BOOK CLERK | Aubree Mascari (619) 593-5562

The Book Clerk tracks and maintains the textbooks for each class.



CAFETERIA | Tracey Dunn (619) 593-5578

Our school food offerings are managed and distributed by our food services staff.



LIBRARIAN | Angela Scott (619) 593-5561

See the Librarian for help with research needs and library materials.



NURSE | Danielle Garcia (619) 593-5571

See Mrs. Garcia for all medical-related needs. ALL medications MUST be checked in with the nurse.



SCHOOL RESOURCE OFFICER | UPDATE (619) 593-5573

El Cajon Police Department has an officer assigned to Granite Hills.



REGISTRAR | Stacy Barry (619) 593-5530

The Registrar manages student information records, including academic results, class enrollment, and transcripts.



CONTACTS

Joe Garcia

Athletic Assistant Principal

(619) 593-5523 | jgarcia@guhsd.net

James Davis

Athletic Director

(619) 593-5601 | jdavis@guhsd.net

Maggie Ransdell

Athletics Secretary

(619) 593-5524 | mransdell@guhsd.net

SEASONS

FALL

Cross Country (B&G)

Field Hockey

Football

Girls Golf

Girls Tennis

Girls Volleyball

Boys Water Polo

WINTER

Basketball (B&G)

Soccer (B&G)

Girls Water Polo

Wrestling

SPRING

Baseball

Softball

Gymnastics

Lacrosse (B&G)

Swim (B&G)

Boys Tennis

Track and Field (B&G)

Boys Volleyball

Boys Golf



Explore More Online @ bit.ly/ghhs-athletics



TECHNOLOGY TOOLS & RESOURCES



FutureForward Website

GUHSD provides a Chromebook laptop to each student as a means to expand on the potential of the conventional classroom. Here, you will find information about parent accounts, student accounts, Chromebooks, and Google apps.



bit.ly/guhsd-future-forward



Your Chromebook

Your new Chromebook will be a powerful partner in your high school experience. Learn how to **login** and use your Chromebook!



bit.ly/your-chromebook



Infinite Campus

Infinite Campus is our Student Information System and contains all of the official information related to your enrollment. You will need to be familiar with how to log in to check your grades.



bit.ly/infinite-campus-student



Schoology

Schoology is our district-wide Learning Management System. Your teacher will use Schoology to assign digital work, assessments, discussions, and activities.



bit.ly/schoology-student



GUHSD Gmail Account

Every student has an email account associated with their student number. Your email address is your studentnumber@guhsd.net (Ex. 123456@guhsd.net)



bit.ly/gmail-basics

TutorMe



Need academic support? TutorMe is a 24/7 chat-based, online tutoring service for all GUHSD students - during class or outside of school hours. Support is available in over 60 languages -ANY SUBJECT, ANY TIME!



bit.ly/tutormestudent



GRADUATION & BEYOND

GRADUATION & COLLEGE ADMISSION REQUIREMENTS

Academic Subject	Graduation Requirement	College Admission Requirement UC CSU A-G
(A) History/Social Science	4 Years (40 Credits) <i>1 year each</i> <ul style="list-style-type: none"> Geography World History US History <i>1 semester each</i> <ul style="list-style-type: none"> Government Economics 	2 Years <i>1 year</i> <ul style="list-style-type: none"> World History US History and/or 1 semester Government
(B) English	4 Years (40 Credits)	4 Years
(C) Mathematics	3 Years (30 Credits) <ul style="list-style-type: none"> Integrated Math 1 & 2 1 additional year 	3 Years (4 recommended) <ul style="list-style-type: none"> Integrated Math 1, 2 & 3 1 additional year
(D) Lab Science	2 Years (20 Credits) <ul style="list-style-type: none"> Physical Science Life Science 	2 Years (3 recommended) <ul style="list-style-type: none"> Biology Chemistry Physics Other approved lab science
(E) Language other than English	1 Year (10 Credits) <ul style="list-style-type: none"> World Language Fine Art 	2 Years (3 recommended) <ul style="list-style-type: none"> Foreign language <ul style="list-style-type: none"> same language
(F) Visual and Performing Art		1 Year
(G) Electives	4-6 Classes (40-60 Credits)	1 Year <ul style="list-style-type: none"> Chosen from any area on the approved A-G course list
Additional Requirements	<ul style="list-style-type: none"> Technology (met in Geography) 	<ul style="list-style-type: none"> All A-G requirements

	<ul style="list-style-type: none"> • Career Plan • Physical Education <p>*220 credits to graduate</p>	<p>completed at college prep or higher level</p> <ul style="list-style-type: none"> • All courses must be completed with a grade of C or better • Maximum of 8 extra grade points are awarded for approved H, AP, IB, and transferable community college courses
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Credit

A student receives five credits for a semester course. Credits may be earned in high school classes, Adult School, or a community college (11th or 12th grade). Advanced classes taken in middle school DO NOT earn high school credit, but they will help students advance to higher-level courses while in high school. A grade of “D” or higher is required to receive credit for the class. 220 credits are required to graduate (within the various requirements listed above).

Repeating Courses

After a student has passed a course, it may not be repeated for credit. However, a student may repeat a class to improve a grade or gain stronger foundational skills. Both courses will appear on the transcript, but the higher grade is used to calculate GPA.

Credit / No Credit

With prior administrative approval, a student may enroll in an elective course on a credit/no credit basis. Electives taken under credit/no credit are not taken to meet any specific graduation requirements. A maximum of 20 credit/no credit coursework credits may be applied to the 220-unit graduation requirement. This option may only be exercised if the student is concurrently enrolled in at least five other five-credit courses for which a letter grade will be issued.

Honor Grad

All students achieving a GPA of 3.5 or higher, based on the accumulated high school transcript at the seventh semester or eighth-semester second progress report, who have met all requirements for earning a high school diploma, completed all UC “A-G” coursework, will be recognized as Honor Graduates. All courses used to meet UC “A-G” requirements, including online and college courses, must be posted on a student’s high school transcript. College courses are unweighted.



Seniors applying for admission for the fall term to either the University of California or the California State University system must complete admission testing by December of their senior year.

GRADUATION & CSU / UC STUDENT PROGRESS TRACKER

Graduation requirements that must be met to earn a high school diploma in Grossmont Union High School District (GUHSD)				
Social Science 4 years = 40 credits				
English 4 years = 40 credits				
Mathematics 3 years = 30 credits				
Science 2 years = 20 credits				
Visual / Performing Arts 1 year = 10 credits				
Electives 60 credits				
Physical Education 2 years = 20 credits				

A-G requirements for admittance to a California State University (CSU) or University of California (UC) school				
History 1 year US / Gov. and 1 year World / non-US				
English 4 years college prep				
Mathematics 3 years (4 recommended)				
Science 2 years lab (3 recommended)				
Visual / Performing Arts 1 year of the same course				
Elective - 1 year academic elective				
Foreign Language 2 years same language (3 recommended)				



WHAT IT TAKES TO BE AN EAGLE

THE CODE – RESPECT | RESPONSIBILITY | PRIDE

	RESPECT	RESPONSIBILITY	PRIDE
Classroom	<ul style="list-style-type: none">• Let others speak without interruption• Follow teacher instructions the first time• Follow classroom codes• Greet teachers and peers with kindness• Choose appropriate times to ask questions• Treat substitute teachers with respect	<ul style="list-style-type: none">• Be on time, prepared, on task• Keep assignments and due dates organized• Follow dress code guidelines• Be accountable for your actions• Be helpful to substitute teachers• Dress out for PE daily• Keep track of absences and complete makeups in PE	<ul style="list-style-type: none">• Complete all work with integrity and pride• Participate in school activities• Attend school daily• Help others to be their best
Common Areas	<ul style="list-style-type: none">• Use appropriate language• Offer help to someone in need• Keep hallways clear• Use appropriate volume in class• Keep your body to yourself• Refrain from excessive PDA	<ul style="list-style-type: none">• Head to class early• Have a pass if out during class time• Stay within school boundaries• Maintain a safe environment• Stay on campus for the duration of the school day	<ul style="list-style-type: none">• Pick up your trash, even if it is not yours• Keep our campus beautiful• Clean up after yourself
Extra - curricular Activities	<ul style="list-style-type: none">• Welcome players and supporters of other teams• Adhere to the six pillars• Respect officials• Use appropriate language	<ul style="list-style-type: none">• Pick up trash/equipment, even if it is not yours• Participate to the best of your ability	<ul style="list-style-type: none">• Wear your spirit gear• Get involved in a club or sport• Support classmates in their extracurriculars
Online / Technology	<ul style="list-style-type: none">• Be respectful of others' differences• Respect boundaries and privacy	<ul style="list-style-type: none">• Remind friends to solve conflict appropriately• Log out/shut down school computers after use• Report inappropriate material or behavior• School technology is for academic purposes only• Handle school equipment with care	<ul style="list-style-type: none">• Remember that anyone can see what is posted on the internet• Use good judgment when posting anything on social media or the internet
Office / Counseling / Library	<ul style="list-style-type: none">• Use academic language• Sign in and wait quietly• Be respectful	<ul style="list-style-type: none">• Have the appropriate pass• Know how many credits you need to graduate• Ask for help with needed	<ul style="list-style-type: none">• Encourage friends to utilize Counseling Office resources• Advocate for yourself by keeping communication open with your counselor

GENERAL SCHOOL POLICIES

Behavior Code

A Behavior Code is provided to each student to set clear expectations for establishing a safe and secure campus for everyone. These procedures comply with Grossmont Union High School District policy and state and federal law. Specific Education Code language is provided in the GUHSD Parent and Student Rights Handbook provided during the registration process. When a student receives a referral and/or a suspension for violating a CA Ed Code, a copy of the behavior code will be issued to the family and mailed home. Please discuss with your student the importance of avoiding suspendable behaviors such as fighting, bringing drugs/weapons to school, being under the influence, defiance/disrespect, profanity, and vaping/nicotine. You are always welcome to call your alpha Assistant Principal with any questions regarding progressive discipline.

Closed Campus

All schools in the Grossmont Union High School District are closed campuses. Students may not leave campus until their school day is completed. Students are expected to stay within defined boundaries during lunch. Food deliveries (Uber Eats, Door Dash, Grub Hub...etc.) inadvertently invite adult strangers to our campus, posing a safety threat and are not approved. Food deliveries will be confiscated. Parents who wish to bring something to their child must do so through the front office; curbside drop-off is not permitted. Students who leave campus without permission and then return are subject to a safety search and contact with parent/guardian.

Students who must leave campus during the school day must obtain an off-campus pass to leave through the Nurse or Attendance Office. Parents/guardians can call the office to get the appropriate pass ahead of time or email our Attendance Clerk at ahowe@guhsd.net.

Searches and Seizures

The law provides school officials with wide latitude to search students, their possessions, and automobiles in the ongoing effort to maintain a safe and secure campus. When a school official has “reasonable suspicion” that a student may be in possession of contraband or dangerous objects, the student will be subject to a cursory search and asked to empty all pockets and provide access to other personal items (backpacks, purses, lockers, cars, etc.) if requested. Students should also be aware that any contraband or dangerous objects found in their possession will be assumed to belong to them. If a student should discover contraband or dangerous objects on campus, they should go directly to an Assistant Principal or any staff member to turn it in.

Canine Detection

To provide another resource in helping to ensure safe schools, Grossmont Union High School District has contracted with a licensed canine detection company to bring specially trained dogs on to the high school campuses to conduct periodic weapons searches. The canines are capable of finding guns, ammunition, homemade devices and fireworks, alcohol, contraband, drugs, and over-the-counter medication. The purpose of this effort is to serve as a deterrent to students who

might bring weapons and/or contraband to school. All students are made aware of this program prior to its implementation. The dogs will randomly visit all DISTRICT campuses during the school year. Under no conditions will the dogs be allowed to sniff the person of a student, employee, visitor, or anyone else while on DISTRICT property or at any DISTRICT event. If you require further information, please contact Student Support Services at the Grossmont Union High School District Office at (619) 644-8012.

Electronic Devices

Students are strongly advised not to bring unnecessary electronics to school. Students are not permitted to play music aloud on any device. Granite Hills High School is not required to investigate or be responsible for the loss or theft of any electronic devices and is not responsible for confiscated items that are not allowed on campus. Individual teachers will define use within the classroom. If a student has ongoing issues with inappropriate cell phone use in the classroom, progressive discipline could include a referral, detention, and/or parent pick-up from an Assistant Principal's Office. Parents/Guardians will be called when cell phone use is excessive, impeding their access to their education and/or disrupting the classroom/learning environment.

Computer/Internet Ethics

All students are expected to embrace the following principles as they utilize technology:

- Be empowered and innovative. Do awesome things. Be amazing.
- Be smart and be safe. Make good choices. Protect yourself and others.
- Be careful and courteous. Foster a school community that is respectful, helpful, and kind.

As a student at Granite Hills High School:

- Make school-appropriate judgments about information and images viewed and shared online.
- Protect passwords, accounts, and resources. Do not alter/change passwords or accounts of other students.
- Do not engage in inappropriate/unlawful activities.
- Report any attacks or inappropriate behavior targeted at any student.
- Using technology to bully, harass or stalk other students will not be tolerated.
- Avoid plagiarism and abide by copyright laws.
- Treat school technology equipment with respect.
- Follow testing safeguards and protocols.

Chromebook Access

Grossmont Union High School District, uses a content safety filtering service to limit access to inappropriate material. Students are expected to use their devices in compliance with the Responsible Use Policy signed when the Chromebook was issued. The following is a brief description of the level of access each student begins with and the other levels they may be moved into if the RUP is violated:

- Open Access - Full access to most of the web.
- Restricted Access - Limited access to the web and YouTube, all social media sites blocked, Google Hangouts and Chat disabled.
- Penalty Box - All web access is blocked with the exception of Schoology, Google Sheets, Google Docs, School Website, Edgenuity, and Khan Academy.

Academic Dishonesty

Acts of academic dishonesty will not be tolerated at Granite Hills High School. Examples include but are not limited to:

- Cheating on assessments
- Fabrication or falsification of information
- Unauthorized collaboration
- Plagiarism (including inappropriate AI usage)
- Theft or alteration of materials or intellectual property
- Forgery

Cheating on standardized tests (CAASPP, NWEA, AP, etc.) may result in a minimum 2-day suspension with a possible recommendation for expulsion. Violations of standardized test security include discussing test questions, taking photographs of test materials and documents, copying answers or allowing peers to copy, etc.

Dress Code

Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia that is vulgar, lewd, obscene, profane, gang-related, directs hate towards a group, or promotes the use of alcohol, drugs, tobacco, or other illegal activity. See-through clothing items are not allowed. Clothes shall be sufficient to conceal undergarments.

Appropriate footwear must be worn at all times. Students shall be allowed to wear sun protective clothing, including but not limited to school-authorized hats. (Education Code 35183.5)

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by administrative staff. In addition, the Principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the Principal, staff, and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Given that gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received. As necessary, the school shall collaborate with law enforcement to update definitions of gang-related apparel.

The Dress Code is a dynamic document. Changes may be made at any time during the school year. Discretion may be used to determine appropriate attire for the classroom by the administration. Students and parents/guardians will be

notified of any changes through the school bulletin and parent newsletter or other messaging services.

Attendance

Attendance is oftentimes our first sign that a student is disengaged in school or not doing well in a class. We do monitor attendance closely and track patterns of behavior. It is expected that students are on time and present in their classes on a daily basis. Consequences for unexcused tardies/absences may include parent/guardian notification (letter or phone conference), detention, Saturday School, addition to the Loss of Privilege list (LOP), Student Attendance Review Team (legal process), Student Attendance Review Board (legal process), assignment of a Probation Officer, or involuntary change of placement. Students on the LOP list will lose privileges to after-school activities and events (i.e. games, concerts, dances, etc). [Please see the Family Letter regarding LOP and how it relates to attendance.](#)

Students are not to be wandering campus during class time and may not be present in any class or school facility they are not scheduled to be in during that period of time. Exceptions are made when a student has an emergency or needs to visit the Nurse's Office, administration or Counseling Office (typically given a pass by the teacher, when feasible).

Bicycles, Skateboards, Roller Blades, Scooters

Students are to lock their bicycles, skateboards, and scooters to one of the available racks on campus. Skateboards and scooters are not to be carried by students from class to class. Granite Hills High School staff is not responsible for lost, damaged or stolen bikes, skateboards, or scooters. Bicycles, skateboards, scooters, and skates are not to be ridden on campus at any time, including weekends.

Reckless Driving

Students who drive and/or park in the Granite Hills High School campus parking lots are expected to do so in a careful and responsible manner. Campus parking lot speed limit is 10 mph. Careless use of a vehicle on campus will result in loss of parking and driving privileges on campus as well as other disciplinary action. Law enforcement may be contacted. Students who park in either the Senior Lot or Junior Lot must attend a Start Smart class (run on campus by the CHP) in order to obtain a Granite Hills student parking pass/sticker. Students may not park in staff lots at any time during the school day.

Sportsmanship

Granite Hills High School students must abide by the rules set for each sport on the field/court and in the classroom.

- Students are expected to be gracious in both victory and defeat.
- Granite Hills recognizes the importance of character development for all students.
- Granite Hills recognizes that the work of parents at home, instilling core values, should also be supported at school.
- Universal values include caring, fairness, respect, trustworthiness, responsibility and integrity.
- Development of these traits defines good character and leads to positive conduct, productive citizenship, and academic excellence.

Unsportsmanlike behavior (heckling, negative cheering, etc.) may result in removal from the athletic event as well as discipline deemed appropriate by an Assistant Principal.

Excessive Displays of Affection

Excessive displays of affection are inappropriate on school grounds and school sponsored events. Excessive refers to kissing, petting, and other physical demonstrations considered to be inappropriate when conducted in public.

Unsupervised Activities/Games/Horseplay

Unsupervised activities, games, horseplay are not permitted on campus due to the potential risk of severe injury and disruption to campus. Students who wish to participate in any activity or game on campus must find a faculty or staff member to supervise the activity. Penalties will range from a warning through suspension; equipment will be confiscated.

Gang Affiliation

Students are not to identify themselves as a member or affiliate of a gang. Any clothing, monikers, or graffiti identified with a gang will be confiscated and turned over to local law enforcement. Any student involved in a behavior code violation and it is later determined that the violation was due in whole or in part to be affiliated with a gang will be subject to consequences involving administration and local law enforcement. Penalties range from suspension to referral to the GUHSD Governing Board for expulsion.

LOSS OF PRIVILEGE (LOP)

Attending extra-curricular activities is a privilege at Granite Hills High School. A student may be placed on the Loss of Privileges list at any time based on excessive tardies, period trancies, all day trancies, not attending assigned detentions, and/or a significant behavior incident. Emails will go out to students and parents/guardians when students are on the LOP list. [Please see the Family Letter regarding LOP and how it relates to extra curricular activities.](#)



*Opportunities to clear trancies and tardies may be possible by attending **Saturday School** and/or **detentions**. Check with the Assistant Principal Administrative Assistants for dates and times. Check in with your Assistant Principal for all methods of getting off of the LOP list.*

SUSPENSIONS & EXPULSIONS

Physical Injury to Another Person

Physical altercations on or off campus, before or after school, or at school events are considered to be mutual combat if both or all students are actively engaged in fighting. All students involved are subject to suspension. A student may be suspended for instigating, threatening, arranging or aiding in a physical altercation. Consequences include suspension, behavior intervention program, placement at an alternative site, arrest, and referral to the GUHSD Governing Board for expulsion.

Dangerous Objects

Students may not possess, sell or otherwise furnish any knife, explosive, pepper spray or other dangerous object that constitutes a potential threat to the safety and security of the school. Students found to be in possession, whether on their person, in their locker, backpack, sports bag or vehicle, of any dangerous object will be suspended and possibly being placed at an alternative site or referred to the GUHSD Governing Board for expulsion on the first offense.

Controlled Substances

Students may not possess, use, arrange, exchange, sell, or be under the influence of any amount of controlled substance or intoxicant of any kind. All prescription and over-the-counter medication must remain in the possession of the school nurse. Students found to be in possession of any prescription, controlled substance or intoxicant, whether on their person, in their locker, backpack, sports bag, or vehicle, will possibly be suspended, enrolled in a behavior intervention program and possibly referred to an alternative education site. Other consequences include arrest and possibly being placed at an alternative site or referred to the GUHSD Governing board for expulsion.

Tobacco

Students may not possess or use tobacco or any other products containing tobacco on school property. These products include (but are not limited to) cigarettes, vape pens, cigars, smokeless tobacco, snuff, and chew packets.

Students who are found to be in possession of or consuming tobacco products on campus or at any school sponsored event will receive an assigned intervention (outside of the school day), with a possible suspension if the intervention is not attended.

Paraphernalia

Students may not possess, offer, arrange, or negotiate to sell any drug paraphernalia. Examples of paraphernalia include (but are not limited to) pipes, vape pens/cartridges, bongs, roach clips, wax pen chargers, and rolling papers.

Students who are found with drug paraphernalia are subject to the same disciplinary consequences as listed in this handbook under “controlled substances”.

Robbery

Robbery is the theft of any property by use of force or by the creation of fear in others during the attempt to steal. Consequences for robbery or extortion will range from suspension to expulsion. The student and/or parent will be responsible for returning/replacing stolen property or for full payment. In addition, law enforcement may be contacted.

Receiving Stolen Property

Students who knowingly receive stolen property will be suspended and may be referred to the GUHSD Governing Board for expulsion. In addition, law enforcement may be contacted.

Damage to Property

The consequences for attempting to cause or causing damage to the property of another student or property of Granite Hills High School will range from suspension to expulsion. The student and/or parent will be responsible for payment of

repairs. In addition, law enforcement may be contacted.

Theft

The consequences for theft will range from suspension to expulsion. The student and/or parent will be responsible for returning the stolen property or for full payment of replacement. In addition, law enforcement may be contacted.

Obscenity, Profanity, & Vulgarity

Students may not engage in obscene acts or engage in habitual profanity or vulgarity. This includes any writing, speaking and gesturing any irreverent or coarse language. Pornographic material in any form is not allowed at school.

Bullying and Harassment

The Grossmont Union High School District is committed to making the educational environment for students free from bullying and harassment. Board Policy 5131.2 prohibits bullying as defined in the Education Code to mean “any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, as defined, including, but not limited to, sexual harassment, hate violence, or harassment, threats, or intimidation, that has the effect or can reasonably be predicted to have the effect of placing a reasonable pupil as defined, in fear of harm to that pupil’s or those pupil’s person or property, causing a reasonable pupil to experience a substantial detrimental effect on his or her physical or mental health, causing a reasonable pupil to experience substantial interference with his or her academic performance, or causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities or privileges provided by the school.” The District prohibits conduct that has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or creating an intimidating, hostile, or offensive environment.

Students should report any bullying/harassment to their school principal, vice principal, counselor, or teacher. Students who violate this policy shall be disciplined appropriately, including suspension and possible expulsion. Complaints must be initiated no later than six (6) months from the date when the alleged discrimination occurred or when the individual first obtained knowledge of the facts of the alleged discrimination. Investigation of alleged discrimination complaints shall be conducted in a manner that protects confidentiality of individuals and the facts. The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. The initiation of a complaint of bullying/harassment will not reflect negatively on the student who initiates the complaint, nor will it affect the student’s academic standing, rights or privileges. Sometimes complaints can be settled at the school and sometimes at the District office. If the complaint is not settled after mediation and/or investigation, you have the right to discuss your concerns with the Superintendent or designee. If it is not resolved there, you may go to the Governing Board, Child Protective Services, and/or law enforcement agencies including the U.S. Office of Civil Rights, which may also investigate complaints of harassment. The U.S. Office of Civil Rights may be contacted directly to file complaints. This notice is prepared and disseminated in compliance with Board Policies regarding student rights and required notification. It is designed for students and paraphrases the details of actual Board Policies and Administrative Regulations.

Sexual Harassment

The Grossmont Union High School District is committed to making the educational environment for students free from sexual harassment. Board Policy 5145.7 prohibits sexual harassment as defined in the Education Code to mean unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting. The District prohibits conduct that has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment. The District further prohibits sexual harassment that conditions a student's academic status, progress, benefits, services, honors, program or activities based on submission to such conduct.

Students should report any sexual harassment to their school principal, vice principal, counselor, or teacher. Students who violate this policy shall be disciplined appropriately, including suspension or possible expulsion. Employees who violate this policy shall be disciplined, pursuant to Board Policy 4119.11. Complaints must be initiated no later than six (6) months from the date when the alleged discrimination occurred or when the individual first obtained knowledge of the facts of the alleged discrimination. Investigation of alleged discrimination complaints shall be conducted in a manner that protects confidentiality of individuals and the facts. The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. The initiation of a complaint of sexual harassment will not reflect negatively on the student who initiates the complaint, nor will it affect the student's academic standing, rights or privileges. Most harassment complaints can be settled at the school and sometimes at the District office. If the complaint is not settled after mediation and/or investigation, you have the right to discuss your concerns with the Superintendent or designee. If it is not resolved there, you may go to the Governing Board, Child Protective Services, and/or law enforcement agencies including the U.S. Office for Civil Rights, which may also investigate complaints of sexual harassment. The U.S. Office for Civil Rights may be contacted directly to file complaints. This notice is prepared and disseminated in compliance with Board Policies regarding students' rights and required notifications. It is designed for students and paraphrases the details of actual Board Policies and Administrative Regulations.



Read More Detailed Explanations About Suspensions & Expulsions @ bit.ly/guhsd-suspensions



FREQUENTLY ASKED QUESTIONS

How do I change a class?

During the first three weeks of each semester, the Counseling Office is available by appointment to discuss potential schedule changes (see Counseling & Career Center section on page 6). Changes are not made after the three-week period due to the extensive amount of work that will have been missed in the desired course. During the first week of the semester, Counselors will be giving priority to students whose schedules need emergency attention (e.g. missing an English class, have a gap in their schedule, etc.).

What do the absence, tardy, and truancy codes represent and what are verification procedures?

- **Excused Absences:** personal illness, medical and dental appointments, funerals, court dates, or other as designated by the principal.
- **Unexcused Absences:** vehicle difficulties, oversleeping, out of town, etc.
- Verification of an excused tardy must take place at the time it occurs.
- Verification of an excused absence must take place within 72 hours or it will default as a truancy.
- Parents/guardians can email the attendance clerk or send a note with their student. Please see page 7 for contact information.

Consequences for excessive attendance issues can include:

- Detention
- Parent/Guardian notification
- Saturday School
- Addition to the Loss of Privilege list
- Student Attendance Review Team (legal process)
- Student Attendance Review Board (legal process)
- Probation Officer
- Involuntary change of placement

How can I obtain an off-campus pass?

Granite Hills is a CLOSED CAMPUS. Students who leave campus before obtaining appropriate permission from the office will be considered truant. Students who must leave during the day may do so through the attendance or nurse's office.

Note: Students caught leaving or returning to campus without permission are subject to a cursory search and phone call home to alert parents/guardians.

When do I need a hall pass?

Hall passes are required whenever a student is out of class during instructional time.

Are visitors allowed on campus?

Visitor passes are granted to individuals with legitimate business at the school and who have made **arrangements in advance**. Guests, visitors, and parents/guardians must register at the front office. **Student visitors are not permitted.**

What do I need to be cleared for sports/cheer?

All athletes and cheerleaders must be cleared before participating in any tryout, practice, or competition. The following must be completed.

- Physical Examination within one year to cover the entire season of the sport
- Complete Online Clearance at www.athleticclearance.com
- Medical Insurance is required

Do I need an ASB Card or a Granite Hills ID Card?

The ASB card provides various discounts at school activities like admission to home (non-playoff) sporting events at no cost. Students may purchase an ASB card at any time from the Finance Clerk. All proceeds go directly to the Associated Student Body to support the development of extracurricular activities throughout the year, like club activities, lunch events, dances, and support for our sports teams.

Students will be required to show their school ID card at extracurricular events, regardless of whether they purchase an ASB card. This is meant to help ensure Granite Hills student safety and minimize disruption to our campus by non-Granite Hills students.

What if I need to take medication while at school?

Students are not to self-dispense any medication while on campus or at any school function. This includes over-the-counter drugs such as Tylenol, Advil, cough drops, eye drops, etc. All medications **MUST** have a doctor's prescription and a label. A physician must complete a medication form, and the medication must be stored in the Nurse's Office. Any prescription medication must be checked in with the school nurse immediately upon arrival to campus. Inhalers may be self-carried but must be accompanied by appropriate documentation and dosage to the school nurse.

How do I get in touch with my teachers?

All Granite Hills teachers have a district email account. The email addresses are usually the teacher's first initial and last name, followed by guhsd.net. Telephone numbers are available through the front office and the Granite Hills website.

How do I check my grades?

Many teachers on campus use an online gradebook called Infinite Campus. Parents and students have access to this online system. Please refer to the information [here \(bit.ly/infinite-campus-guhsd\)](https://bit.ly/infinite-campus-guhsd) on how parents and students can access and use the tool. Please contact the Assistant Principal's office if you need help accessing the parent portal.

How do I apply for the free and reduced lunch program?

All school meals are free of charge for August 2023-June 2024.

How do I apply for a work permit?

Work permits are available in the Counseling Office. Students must be between the ages of 14 and 17, in good academic standing, and without excessive absences to be approved for a work permit. Return completed applications to the Counseling Office and allow 48 hours for processing.

I drive to school, do I need a parking permit?

The student and parent/guardian must attend a Start Smart class to park on campus. The Start Smart program is offered in conjunction with the California Highway Patrol. Parking permit applications are available in the Assistant Principal's Office. Information for Start Smart will be available throughout the school year.

How can I get a bus pass?

The [GUHSD Transportation website \(bit.ly/guhd-transportation\)](http://bit.ly/guhd-transportation) provides transportation information and is housed under Business Services > Departments > Transportation. *To initiate the bus transportation process, you must complete a Bus Application (located on the Transportation website under "Bus Passes") each school year.*

How do I find help for school-related issues?

If the issues involve grades, transcripts, your classes, or other academic questions, see the Counseling Administrative Assistant to make an appointment with your Counselor. If the issue involves other students, seek an Assistant Principal for help. *For any conflict, do not wait until the problem becomes unmanageable before seeking help.*

How do I find help for issues outside of school?

The Counseling Staff is equipped to help students experiencing trauma (death, abuse, depression, housing insecurities, alcohol and drug abuse, suicidal ideation, and much more). Students experiencing overwhelming feelings or needing an adult to talk to should begin by seeking out a trusted adult on campus who can help guide you towards the appropriate resources on campus.

What is the P3 App on my Chromebook?

The P3 app, pre-installed on your laptop is where students can report bullying, drugs, violence, and crimes. This is a fast and anonymous way to report concerns. Tips are routed to our School Resource Officer for immediate attention.