

Faculty Handbook

2026-2027

HHS HUB [here]

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GENERAL INFORMATION

HUSD Basics

HUSD's Mission

Every Student, Every Day; Embrace, Educate, Empower.

Vision Statement

To design a system that leads to equitable educational outcomes for all students, including and especially those who have been kept furthest from opportunity, we EMBRACE, and EDUCATE students in deeper learning competencies that EMPOWER each student for college, career, and life.

Core Values

1. **Collaboration**: We engage everyone in an innovative and collaborative environment focused on promoting improvement of academic, social, and emotional outcomes.
2. **Communication.** We mutually communicate in a timely manner throughout the organization to foster trust, collaboration, growth, and consistency while staying true to our collective vision.
3. **Pristine.** We share responsibility to provide clean, updated, and well-maintained workplaces.
4. **Professionalism.** We will demonstrate professionalism that values equity and fosters the social, emotional, and physical safety of all team members.
5. **Respect.** We will interact positively and respectfully to ensure everyone feels acknowledged and valued.

HUSD's Goals

1. **Teaching and Learning.** Provide high quality teaching and learning for all students.
2. **Systems of Support.** Develop an Integrated System Framework for academic, behavioral, and social emotional success for all students.
3. **Culture and Climate.** Fully engage stakeholders to create a culture and climate to support all students.

Hemet Unified School District
2026-2027 Traditional School Year Calendar

District Superintendent: Dr. Christi Barrett Board Approved 07/16/2024 District Phone Number: 951-765-5100

JULY 2026

M	T	W	T	F
		1	2	HOL
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

School Days 0
CE Days 0

AUGUST 2026

M	T	W	T	F
3	4NTO	5TWD	6TWD	7TWD
10TWD	11	12s	13	14
17	18	19s	20	21
24	25	26s	27	28
31				

School Days 15
CE Days 19

SEPTEMBER 2026

M	T	W	T	F
	1	2s	3	4
HOL	8	9s	10	11
14	15	16s	17	18
21	22	23s	24	25
28	29	30s		

School Days 21
CE Days 21

OCTOBER 2026

M	T	W	T	F
			1	2
5	6	7s	8	9
12	13	14s	15	16
19	20	21(s)	22M	23ENS
26	27	28s	29	30

School Days: 20/21
CE Days 21

NOVEMBER 2026

M	T	W	T	F
2	3	4s	5	6
9	10	HOL	12	13
16	17	18s	19	20
23	24	25	HOL	HOL
30				

School Days 15
CE Days 15

DECEMBER 2026

M	T	W	T	F
	1	2s	3	4
7	8	9s	10	11
14	15	16s,H	17H	18SNS
21	22	23	HOL	HOL
28	29	30	HOL	

School Days 13/14
CE Days 14

JANUARY 2027

M	T	W	T	F
				HOL
4NS	5	6s	7	8
11	12	13s	14	15
HOL	19	20s	21	22
25	26	27(s)	28	29

School Days 18
CE Days 19

FEBRUARY 2027

M	T	W	T	F
1	2	3s	4	5
8	9	10s	11	12
HOL	16	17	18	HOL
22	23	24s	25	26

School Days 15
CE Days 15

MARCH 2027

M	T	W	T	F
1	2	3s	4	5
8	9	10s	11	12
15	16	17s	18	19
22	23	24s	25	26
29	30	31		

School Days 20
CE Days 20

APRIL 2027

M	T	W	T	F
			1	2
5	6	7s	8	9
12	13	14s	15	16
19	20	21s	22	23
26	27	28s	29	30

School Days 20
CE Days 20

MAY 2027

M	T	W	T	F
3	4	5s	6	7
10	11	12s	13	14
17	18	19s*	20	21
24	25	26s*	27	28CM
HOL				

School Days 20
CE Days 20

JUNE 2027

M	T	W	T	F
	1CM,H		3	4
7	8	9	10	11
14	15	16	17	HOL
21	22	23	24	25
28	29	30		

School Days 2
CE Days 2

GRADING PERIODS

		1st	2nd	3rd	4th	5th	6th
SEC	Period Ends: # of Weeks/Days	9/18/2026 6/28	10/30/2026 6/29	12/17/2026 6/28	2/26/2027 7/33	4/16/2027 6/30	6/2/2027 7/32
	Semester Ends # of Days	12/17/2026 85	06/02/2027 95				
ELEM	Quarter Ends/ Report to Parents	10/09/2026 9 weeks	12/19/2026 9 weeks	3/19/2027 10 weeks	6/2/2027 10 weeks		

LEGEND

New Teacher Orientation	NTO		Shortened Days, All Schools Teacher Collaboration	s
Teacher Work Day	TWD		Secondary Shortened Day – Teacher Collaboration	(s)
First Day of School			Minimum Days, Comprehensive Middle Schools (6-8 only)	CM
Elementary Parent Teacher Conference/Elementary Minimum Day			Minimum Days, High School/Hamilton (6-12)	H
TK-12 - Non-Student Day	NS		Minimum Days, Middle School Students	M
Recess			Last Day of School/All Sites Minimum Day	
Holiday	HOL		Elementary/K-8 – Non-Student Day/Parent Teacher Conference Day	ENS
Non-Work Day – Non Student Day			Secondary – Non-Student Day (Excludes K-8)	SNS
			Shortened Days – All Schools, Teacher Collaboration. High Schools choose 1 optional senior check out (Reverse Release)	s*

TWD – 1 meeting day, 2 days of professional development and 1 day of teacher preparation

SCHOOL RECESSES

Thanksgiving: November 23-27, 2026	Winter: December 21, 2026 – January 1, 2027
President's Days: February 15-19, 2027	Spring: March 29, 2027 – April 2, 2027

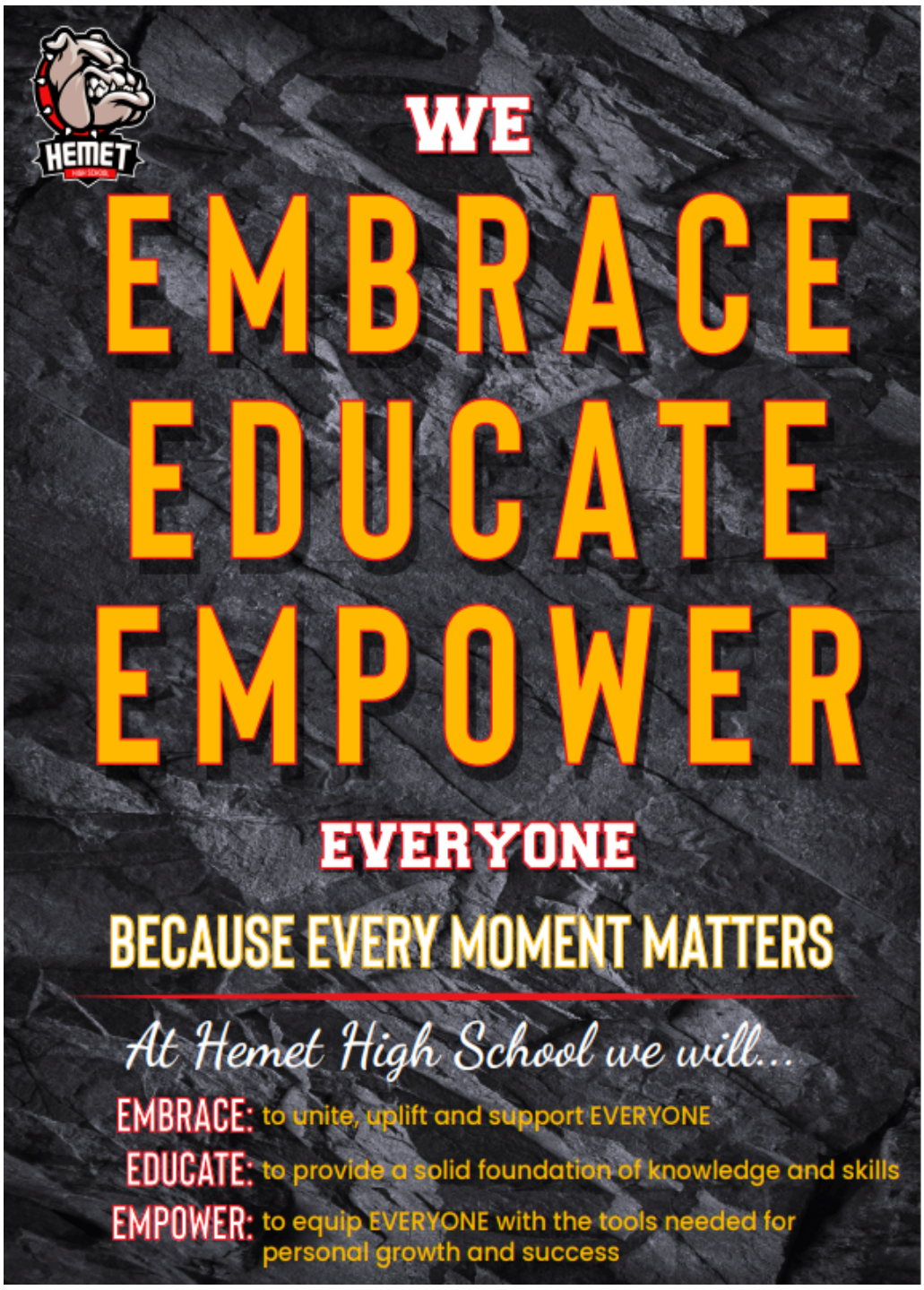
HOLIDAYS

Independence Day (obs.) – July 3, 2026
Labor Day – September 07, 2026
Veterans Day – November 11, 2026
Thanksgiving Day – November 26, 2026
Local Holiday – November 27, 2026
Local (Floating) Holiday – December 24, 2026
Christmas Holiday – December 25, 2026
Local Holiday – December 31, 2026
New Year's Day – January 01, 2027
MLK's Birthday – January 18, 2027
Washington's Birthday – February 15, 2027
Lincoln's Birthday (obs.) – February 19, 2027
Memorial Day – May 31, 2027
Juneteenth (obs.) – June 18, 2027

Calendar Reflects:
Total Number of Student Days – 180
Total Number of Certificated Work Day – 186

Revised 7/10/2024

HHS Mission and Vision



Hemet High School
Bell Schedule
2026-2027

Monday, Tuesday, Thursday, Friday

* Buildings: 100, 200, 300, 400, PE, Office		
0	7:27	8:23
1	8:30	9:26
2	9:33	10:29
3	10:36	11:42
Lunch 1	11:42	12:17
4*	12:24	1:20
5	1:27	2:23
6	2:30	3:26

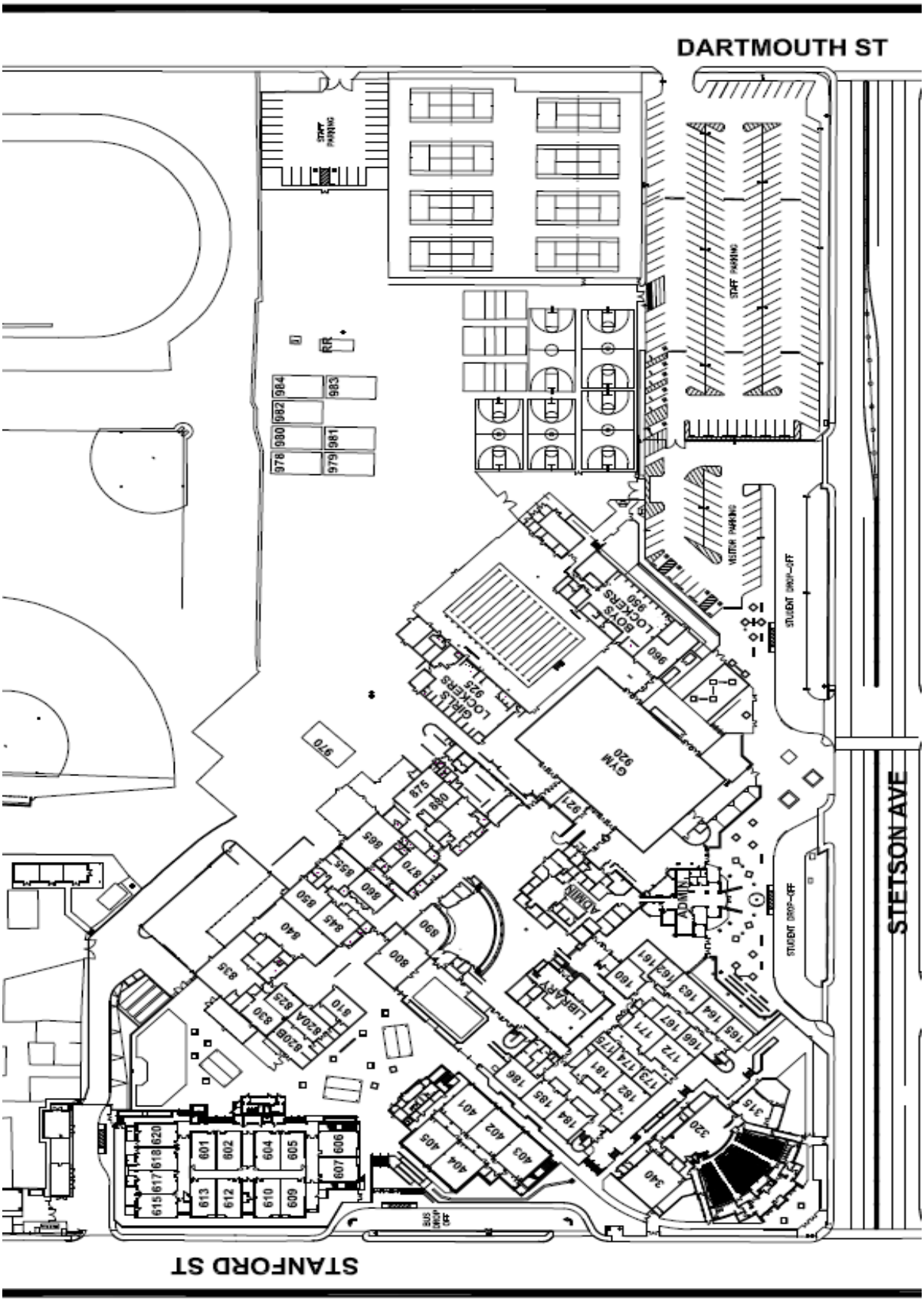
* Buildings: 500, 600, 700, 800, 900		
0	7:27	8:23
1	8:30	9:26
2	9:33	10:29
3	10:36	11:42
4*	11:49	12:45
Lunch 2	12:45	1:20
5	1:27	2:23
6	2:30	3:26

Wednesday - Late Start

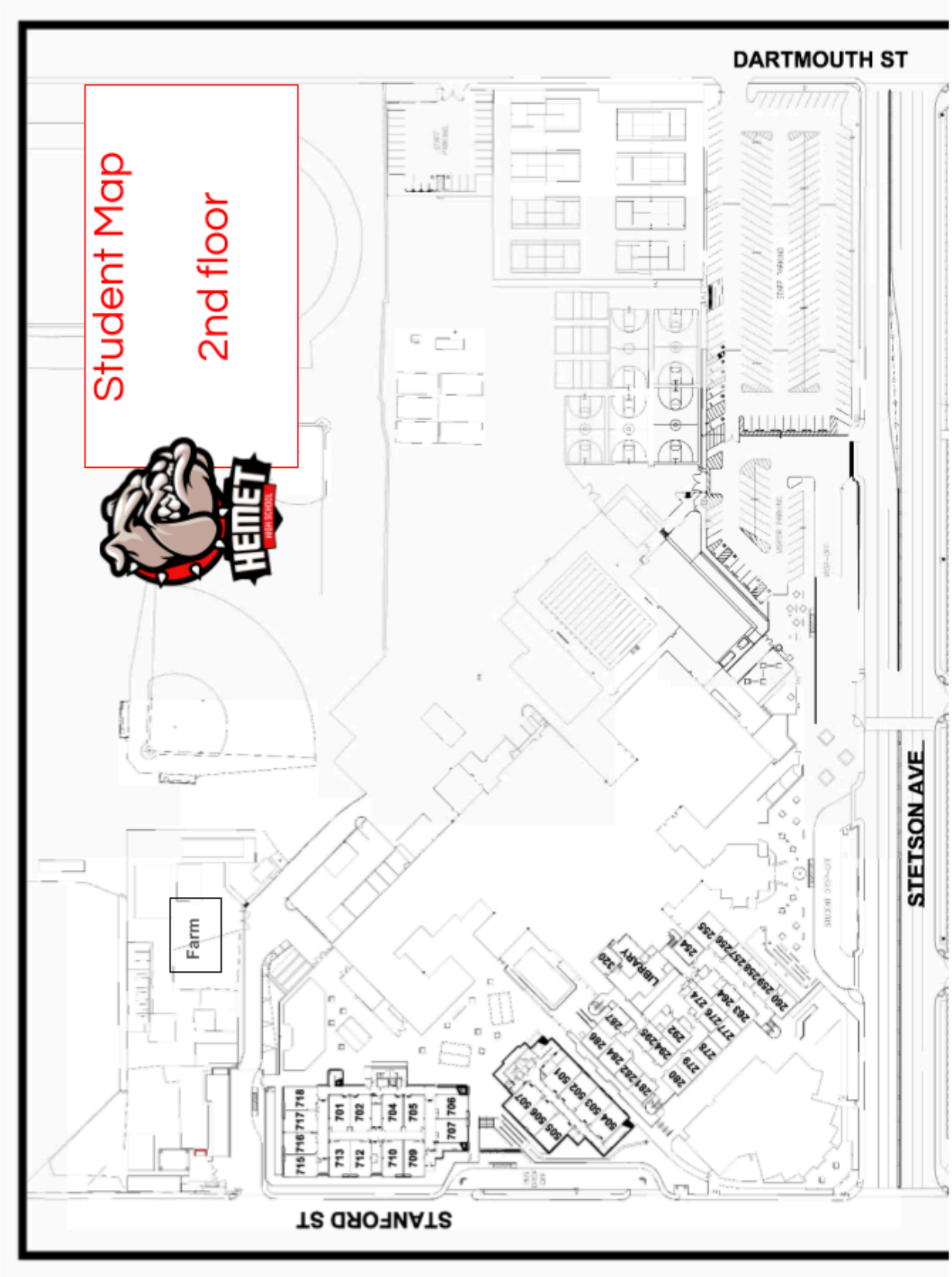
*Buildings: 100, 200, 300, 400, PE, Office		
0	7:30	8:14
1	9:50	10:34
2	10:41	11:25
3	11:32	12:18
Lunch 1	12:18	12:53
4*	1:00	1:44
5	1:51	2:35
6	2:42	3:26

*Buildings: 500, 600, 700, 800, 900		
0	7:30	8:14
1	9:50	10:34
2	10:41	11:25
3	11:32	12:18
4*	12:25	1:09
Lunch 2	1:09	1:44
5	1:51	2:35
6	2:42	3:26

HHS Map


DARTMOUTH ST
STAFF PARKING
STAFF PARKING
VISITOR PARKING
STUDENT DROP-OFF
STUDENT DROP-OFF
BUS DROP OFF
BOYS LOCKERS 930
GIRLS LOCKERS 925
GYM 920
ADMIN
LIBRARY
STETSON AVE
STANFORD ST

HHS Map


Student Map
2nd floor
DARTMOUTH ST
STETSON AVE
STANFORD ST
Farm
LIBRARY

Administration & Leadership Team Duties

Administration		
Dr. Jeff Franks	Corina Moore	Hannah Plaza
Bradley Waldon	Diana Ybarra	Bill Ray

ASB Director: Juliette Connell		

• Student Leadership
  o Class Councils
  o Activities
  o Rallies
  o Dances
	• Class Advisors
	• Back to School Night
	• Homecoming
	• Master Calendar
	• Senior Activities
	• Prom
		• School Board Rep
		• Student Handbook
		• Graduation
		• Clubs
		• ASB Clubs
		• Student Academic Recognition
		• ASB Financial Agenda
		• PLUS Forums

Plant Manager: Temoc De Santiago	

• Plant Maintenance
  o Maintenance
  o Custodial Crew
  o Overall Appearance
  o Supplies/Materials
  o Facilities
	• Vans
	• Work Orders
	• Williams/Valenzuela Act
	• Facilities Use
	• After Hours Security

Site Leadership Team 2026-2027	
ASB Director	Juliette Connell
AVID Lead	Chris Gutierrez-Cook
College & Career Center Coordinator	Lauren Lloyd
Counseling Lead	Erica Espinoza
English Learner Lead	Erin Myles
Office Manager	Rory Munsinger
Plant Manager	Temoc DeSantiago

Agriculture Department Chair	Katie Fernandes
English Department Chair	Laura Brown
Fine Arts Department Chair	Bret Cherland
World Language Department Chair	Elodia Eddy
Math Department Chair	Kristin DeWit
Science Department Chair	Mike Apffel
Social Studies Department Chair	Jamie Killebrew
Special Education Department Chair	Travis Henderson
Learning Improvement Site Support Specialist	Dane Thomas

GENERAL RULES, POLICIES & RESPONSIBILITIES

Aeries (here)
Teachers shall utilize the features of Aeries for recording student information [attendance, grades, behaviors, parent/caregiver contact, etc.].

Advertisements and Sales
No advertisements are to be displayed on the campus, in the rooms, or the daily bulletin without prior permission from administration. Check with the Principal concerning any outside business, advertisements, personal representatives, circulars, posters and the like. No organization, including those of the school may sell articles or materials unless permission to do so has been obtained from the Principal or an Assistant Principal.

Announcements Sent Home
Approval by the Principal is required prior to the sending of any general announcement home to parents.

Assembly/Pep Rally Procedure
Assemblies/pep rallies/activities are planned parts of the curriculum. Faculty members are to attend and to help supervise. Please sit/stand with your class/ grade level students you teach. The faculty lounge/ your classroom is off limits during all assemblies and special activity periods unless given prior administrative approval.

Attendance & Reporting [Pupil]
Teachers will report attendance on the Aeries system for every period they are assigned, within the first 10 minutes of class. It is the responsibility of each teacher to accurately record attendance, for every period assigned. Only the assigned teacher may record attendance, it can not be completed by an Instructional Aide, student, student aide, parent, or volunteer.

TAKING PUPIL ATTENDANCE:
In Aeries:

1. From the Attendance menu item, teachers select Take Attendance from the drop down menu.
2. Select the desired Period from the drop down menu.
3. Click the appropriate column for your student attendance.
    a. Note: A is for Absent
    b. T is for Tardy. [see Tardy/Truant below for the matrix]
        i. If you make a mistake you can click the option to the left of the A that does not have a header. You will notice the day you are submitting attendance for is highlighted in yellow, and when you select an attendance option for a student their row is highlighted in a light green color.
    c. Note: If the Attendance Office has already submitted attendance for a student, the attendance options will be grayed out and you will not be able to alter them.
4. When finished click on the **Submit Attendance button – Even if all students are present**.
    a. Note: If your attendance was successfully submitted you will notice a red note indicating the last time Attendance was submitted.
5. Click Logout.

EXCUSING STUDENTS FROM THE CLASSROOM: Upon receiving notification [verbal or written] from the Attendance Office, students are permitted to leave and meet their parent/caregiver at the Attendance Office. Students must wait in the class until proper notification is given to the teacher, permitting them to leave the room. No Parent/Caregiver should call the classroom for their student to be released.

ABSENCE MAKE-UP POLICY: Students can be expected to complete all work missed for any absence, including those who are suspended. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

PRE-ARRANGED ABSENCES/SCHOOL BUSINESS ABSENCES: It is important that the Attendance Office and Assistant Principal receive a list of those students who will be excused from class for field trips, excursions, and the like, or who take part in programs here at school or off the grounds during school time.

LISTS MUST BE SUBMITTED TO THE **HEALTH TECH.**

UNEXCUSED/TRUANT ABSENCES PROCESS

1. The Attendance Office will send a letter to the parents of any student after three unexcused absences or truancies in any one period. The letter will explain our unexcused/truancy policy and the Education Code. The Attendance Office will refer students for all-day verified truants to Child Welfare and Attendance (CWA).
    a. The Attendance Office will send a letter to parents for excessive medical absences. This letter will explain our policy on medical verification with doctors' notes and the Education Code.
2. Students who have been identified as habitual truants or who have excessive unexcused absences will be referred to the Attendance Action Board for review and remediation.

WEEKLY ATTENDANCE REPORT
Teachers will provide a signed weekly Attendance report (digital or printed) verifying student attendance for accuracy. Cross-reference your attendance records, make necessary corrections, sign, and submit to the Attendance Office by close of business on the following Monday (or the first day following a holiday). This signed report acts as the official attendance record.

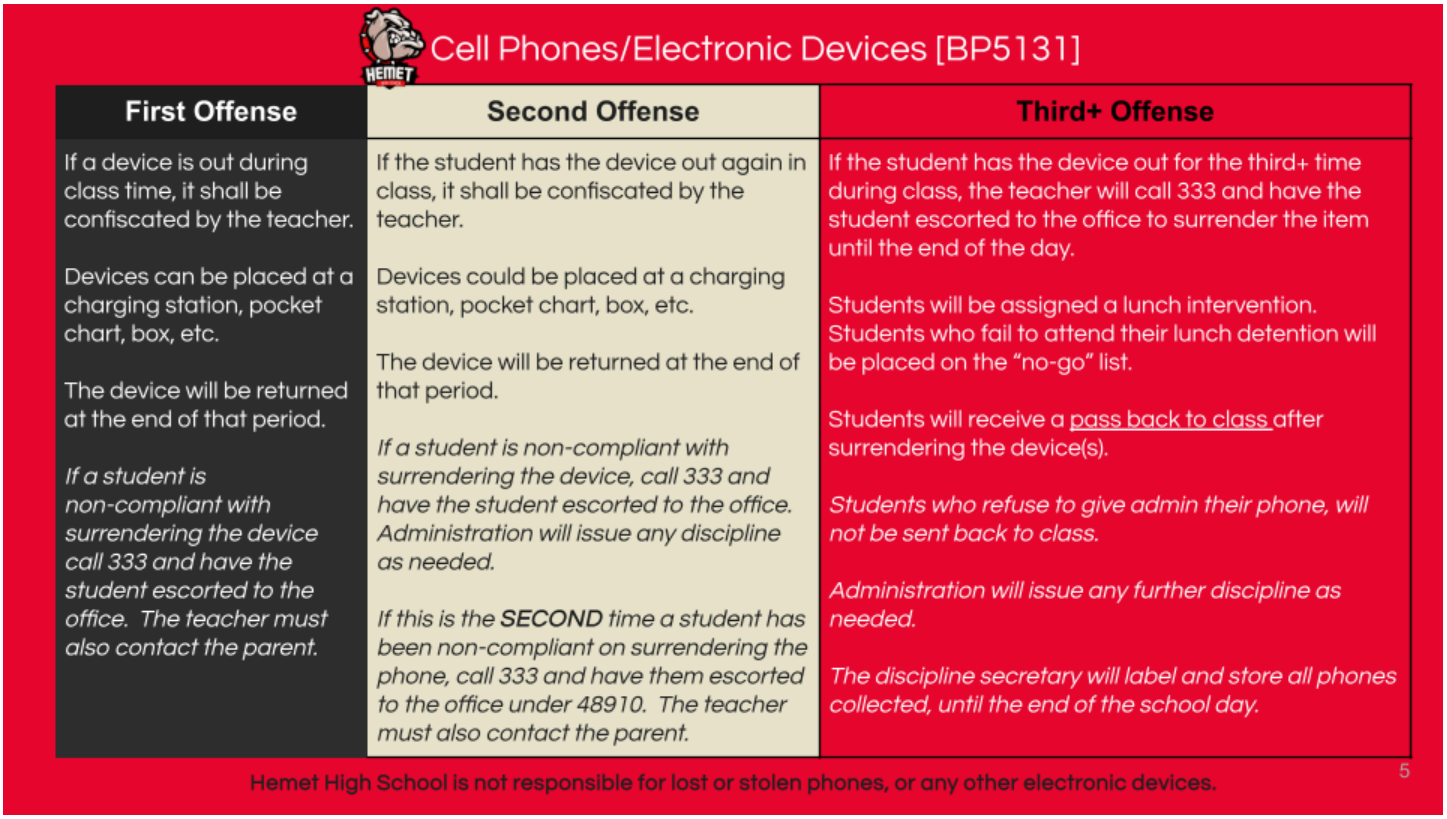
Calendar - Activities-
USE OF FACILITIES: The Master Calendar of all high school activities is maintained by the Assistant Principal and secretary. All school functions must be entered on or deleted from the Master Calendar only as requested by the sponsor. It is necessary that all school functions on or off campus, be recorded on this calendar. A Student Activity Application must be secured, completed and filed with the Activities Director, two weeks prior to the date of the activity.

Sponsors of student or faculty groups who wish to use any of the special rooms in the building for meetings or rehearsal purposes at any time, must see the Office Manager to complete a "Request for Use of Facilities" form two weeks prior to the event. After approval of the form, the activity will be listed on the Master Calendar. The activities of students in these rooms are always to be carried out under the personal supervision of the teacher. All school business subs must be pre-approved.

Cell Phones/Earbuds/Electronic Devices

Any electronic signaling device that operates through the transmission or receipt of radio waves, including but not limited to cellular phones, Airpods/ Earbuds, etc., **needs to be turned off for the duration of instructional periods.** Students are not permitted to photograph or record videos on personal devices during the instructional day, including instructional settings, before or after school, acts of physical aggression or conflicts, locker rooms, bathrooms, etc. Review policy and expectations (here).

Cell Phone/Electronic Device Matrix



Ceremonies and Observances

The following Governing Board policies provide direction for patriotic observances and exercises and are listed in the Index of Governing Board Policies and Regulations: 6115 Elementary and Secondary: Schedules Ceremonies and Observances 6115 R Elementary and Secondary: Schedules Ceremonies and Observances.

Changing Classrooms [Temporarily]

Teachers are to notify the Attendance Office of any room changes, even for one period from the regular classroom schedule. This is absolutely necessary so teachers and students can be located in case of an emergency. Please post a room change notice on your classroom door. Any request for a permanent change must be cleared with the Assistant Principal or Principal.

Child Abuse: Suspected and Neglect Reporting Outline

This important policy and procedure is enclosed in its entirety in the Index of Governing Board Policies and Regulations, available online through the HUSD website – Board Policies. Please read carefully. You are a mandated reporter. CPS: 800-442-2918.

Classroom Environment & Decorations

Guidelines for room environment from the Riverside County Fire Department:

It is designed to allow flexibility in creating a room environment while maintaining a reasonable degree of fire safety. Teachers are encouraged to display student work and decorate the classroom with subject-appropriate materials.

1. Wall coverings, decoration, and display
    a. No more than fifty percent paper on the walls and 18 inches from below the ceiling (See Note), Life Safety Code 101 Sec 31-3-3.10 2. Doors, windows, and ceilings will be kept free of all such materials. None closer than thirty-six inches to vent outlets or air registers. None within ten feet of any exit.
    b. EXCEPTION: Permanent bulletin boards may be utilized at your discretion. NOTE: When determining total wall area, window and cabinet surface area may be used in the calculation. Curtains and wall coverings shall be fireproofed.
2. Layering of wall covering, decoration, and display
    a. Single composition project assignments may be displayed at the corner of the room furthest from exit(s). Other areas may be used to display single-sheet layered work. The total layered area should not exceed twenty-five percent of the total wall space. No layering within eighteen inches of the floor or ceiling.Firmly fastened decorative material is not considered layering.
3. Electrical Connections
    a. Extension cords must not be used as permanent wiring. They must be unplugged from wall outlets when not in use.
    b. Zip cords are not allowed.
    c. Power strips, equipped with circuit breakers, may be used. The power strip supply cord must be plugged into a wall outlet. Power strips may not be "piggybacked."
    d. All electrical cords, outlets, etc., must be covered and properly secured and insulated. They must be located to avoid creating obstacles in aisles or exits.

Teachers are encouraged to decorate their rooms for special occasions, holidays, etc. Teachers should be careful, however, to conform to all safety precautions. Hanging decorations, crepe paper streamers, etc., are required by law to be constructed of fireproof materials. Christmas trees must be fireproofed. Exits, lighting fixtures, and air vents must be kept clear.

PERSONAL EQUIPMENT: Teachers should not use or install their own equipment, such as fans, projectors, etc.without official approval from the principal, since proper wiring and safety guards must be maintained. District insurance does not cover loss or theft of teachers' personal items used in instruction. The school and/or district cannot reimburse for lost/stolen items, such as electronic devices, radios, computers, etc.

Teachers are expected to aid custodial staff by keeping their rooms free of trash and clutter.
During the last period, students should stack chairs on top of tables.

Co-Curricular Activities

Staff is encouraged to attend and support co-curricular activities whenever possible. Staff may also be asked to assist in supervision at a number of events.

Closed Campus

Sending students off campus on errands is prohibited.

Duplicating Instructional Materials [copying]

1. For single copies: Use the Xerox machines in the Faculty Lounge.
2. For 50 copies or more, use one of the Duplo machines.
3. For collated copies, use the Xerox machine.

FOR ASSISTANCE WITH MACHINE MAINTENANCE, SEE Jessica Daniels.
MACHINES ARE NOT TO BE USED BY STUDENTS.

Field Trips

Please see the guidelines on our website. Click here

Office for Medical Clearance: AT LEAST TWO WEEKS PRIOR TO THE DAY OF THE TRIP OR ACTIVITY. The teacher in charge of the activity is responsible for keeping track of those students' attendance for the activity time. Upon completion of the activity, the Attendance Office must receive a list of those students who were to attend the activity and did not. ALL STUDENTS WHO ARE NOT PHYSICALLY IN THEIR CLASSROOM MUST BE MARKED ABSENT (CODE B), WHETHER THEY ARE ON A STUDENT ACTIVITY OR JUST ABSENT.

LUNCHES: Nutrition Services offers a sack lunch, at no charge, to all students going on a field trip.To be eligible for this program, the following steps must be followed:
INSTRUCTIONS FOR TEACHERS:

NO LESS THAN TWO WEEKS PRIOR TO THE EVENT YOU NEED TO DO TWO VERY IMPORTANT THINGS:

- Ask your students who would like a sack lunch and mark these students on a class roster. (Please use an official school class roster with student ID. In addition, remember sack lunches must be offered to everyone.) Students who do not wish to take a sack lunch from the cafeteria may choose to bring one from home.
- Notify your cafeteria manager of the event and give her/him a copy of the class roster that indicates who wishes a sack lunch.

DAY OF FIELD TRIP:

- Following the start of school, send each student who indicated they wanted a sack lunch to the cafeteria to pick-up their sack lunches.
- Each student will need to have their lunch card or know their ID Number.
- Each student will pick up their own sack lunch with the PB & J Sandwich in the bag.
- Each student will need to select 1 to 3 additional side items to complete the meal.
- Each student will then give their card to the cashier or input their ID Number into the keypad.
- Each student will write their names on their bags.
- Lunch bags may then be put into boxes for storage on the bus.
- Milk will be placed in the milk transport bag for each student. NOTE:
- Alternate arrangements may be made but will require a more complex accountability system.
- The milk transport bag must be returned to the cafeteria manager before the start of school the day following the field trip. The school will be charged $50.00 for any unreturned milk transport bags.

Sack lunches include an Entrée and 4 side items:

Entrée: Peanut Butter & Jelly Jamwich (Ham & Cheese if peanut allergy)
Chocolate Milk will be sent with each meal unless the student requests white milk. Carrots or apple slices..

MEDICAL GUIDELINES:

FIELD TRIP MEDICATION PROCEDURE [IN ADVANCE]

1. Teacher will give health tech a field trip permission slip as soon as one is available.
    a. No later than Two (2) weeks prior to the date of the trip.
2. Teacher will inform health tech of any medication needs
3. Health tech will check class lists against student medication list at school.
4. Health tech will contact parent/caregiver for all paperwork needed for meds not already approved for school use.
5. Health tech will contact the teacher to inform them that meds need to go with the teacher.

If meds are other than routine oral and inhaled meds, special instruction may be needed.

DAY OF FIELD TRIP

1. Health tech will prepare pouch with med, med orders, and instruction sheet.
2. Teacher will sign meds out on the day of the field trip in the health office.
3. Teacher will administer med to student following med administration guidelines:
    a. Check the enclosed med order
    b. Check the Five Rights*
    c. Wash hands, use hand wipes if necessary
4. give medication without touching the med
    a. Observe for side effects and illness, handle illness and emergencies per school's field trip policy.
5. Teacher will return the pouch and sign the med container back into the health office. Any circumstances should be documented on the sign in sheet.

*THE 5 RIGHTS of MEDICATION

1. Right Student
2. Right Medication
3. Right Dose
4. Right Time
5. Right Route

♦ The teacher will take the prepared pouch and keep it with him/her at all times.
♦ Return the pouch with meds or an empty container to the health office.

SPECIALIZED PHYSICAL HEALTH CARE SERVICES [SPHCS]: There are situations when students who take medication or receive SPHCS leave the school campus to attend a one-day field trip or for an extended (overnight) time. In the event a student at a school-sponsored function requires the administration of medication either prescription, over-the-counter, or SPHCS, a protocol must be followed to facilitate meeting the statutes of Ed Code 49480 and to insure the safety of all students.

1. When the teacher and/or school site administrator determines a student, class, or group will leave the campus for a school-related function, the school nurse and health technician shall be notified immediately.
2. The school nurse or health technician will contact the parent/guardian of the student(s) who is on continuing medication to determine the need for medication after regular school hours. If the student will need an additional dose, an "Administration of Medication" form will be given to the parent/guardian for them and the physician to sign.
3. Students who need to take prescription or over-the-counter medication outside the normal school day must provide the school with an "Administration of Medication" form signed by the parent and the physician. The medications must be brought to the school in a properly labeled prescription container. Over-the-counter medications must be brought in an unopened, sealed container.

4. **When the school nurse determines all requirements have been met, the event teacher will be given the completed forms. A HUSD employee who has been inserviced on administration of medication and SPHCS must dispense the medication and provide services for the special needs student.**
   Ref. Ed. Code 49480; Rules and Regulations 5141.21(a)

Evaluations/Grades

All teachers are to submit a paper copy and a digital copy of their course syllabi for the school year to the School Registrar at the beginning of each course. If a teacher has already submitted a syllabus for Fall semester and it has not changed for Spring semester, he or she does not need to submit another copy. During final checkouts for Fall and Spring, a gradebook summary is also submitted to the School Registrar. An explanation of your method of grading must be placed in the front of the Gradebook print out. List what each grade is for. Identify homework, reports, projects, panel discussions, class discussions, notebooks, etc. Identify your grades for examinations, quarter and semester grades. In your explanation of your method of grading, list how you weight tests, class discussions, projects, etc. in relation to the total grade given. Please be specific.

A grading key shall accompany each grade book for future reference. Each gradebook summary should include max points possible, max points earned, and a final grade. All teachers are to indicate their grading system (weighted or unweighted). If scores are on a weighted scale, teachers are to attach a key to their scoring system. The last page for each period of the gradebook must be signed. Place in front of the grade book and attach a copy to grading sheets turned in at the end of the year.

The following Governing Board policies on this topic may be found in the Index of Governing Board Policies and Regulations: 5124R Elementary & Secondary: Progress Reporting to Parents 6154R Elementary & Secondary: Instructional Arrangements Homework/Make-up Work; 5121: Grades/Evaluation of Student Achievement.

ADVANCED PLACEMENT COURSES: Because of the extra work involved, the evaluation system shall be weighted to reflect the more rigorous nature of these courses. Grades received in these courses will be counted on the following scale:
A = 5 points B = 4 points C = 3 points D = 1 point F = 0

GRADES: Governing Board policy 5121 provides how grades for achievement shall be reported each period. The policy states:

A - 4.0 GPA - Exceeding Content Area Standards
B - 3.0 GPA - Meeting Content Area Standards
C - 2.0 GPA - Approaching Content Area Standards
D - 1.0 GPA - Beginning Progress Towards Content Area Standards
F - 0.0 GPA - No Evidence of Progress Towards Standards

Incomplete: An Incomplete shall be given only when a student's work is not finished because of illness or other excused absence; if not made up within six weeks, the Incomplete shall become an F.

No Mark: Shall be given only when a student has been enrolled less than 10 days and no transfer grades are available [progress reports only].

No Credit: Shall be given only when a student has been enrolled less than 10 days and no transfer grades are available for final semester grades.

Pass/No Pass: Applicable for specific courses; serve as student aides and as outlined in Assembly Bill No. 104. Students who receive a "Pass" grade will acquire the appropriate semester units of credit for the course, and the grade will not be counted in determining class rank, honors list, or membership in the California Scholarship Federation. Students who receive a "Fail" grade will not receive credit for taking the course.

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report (E.C. 49067. Students in grades 7 through 12 must earn at least a 2.0 or C grade point average in order to participate in extra/co- curricular activities.

Academic marks shall be based on the competency level of each student and subject area as it relates to standards. Student shall achieve the level of meeting content area standards by the end of the grading terms when a final grade mark is recorded. Per California State Education Code, attendance shall not be factored into the academic grade.

GRADE DUE DATES: Grades are due in the counseling office by 3:00 PM on the third business day following the grading period. Pass/fail may be given only to student aides, except as outlined in Assembly Bill No. 104, An act to add Sections 48071, 49066.5, and 51225 to the Education Code, relating to pupil instruction, and declaring the urgency thereof, to take effect immediately.

GRADE CARDS/PROGRESS REPORTS: Report cards are issued and mailed home to parents/caregivers twice each year. Progress reports are mailed home 4 times per year. After the grades are reported by the teacher they cannot be changed except by the following the grade change procedure (*below*). Progress Reports are issued to explain the status of the students' work, based on meeting content area standards . Reports are issued after the 1st, 2nd, 4th, and 5th triads, but they may be sent any time during the year as needed. The Progress Report grades are not recorded on the student's transcript, but are representative of the grade achieved as of that date. The semester grade is the only grade recorded on the transcript.

GRADE CHANGES: Teachers may submit a grade change to the registrar to correct a grade, subsequent to Administrative approval. All grade changes must be submitted within the first 2-week grading period of the subsequent triad. Education Code 49066: When grades are given for any course of instruction taught in a school district, the grade given to each pupil shall be the grade determined by the teacher of the course and the determination of the pupil's grade by the teacher, in the absence of clerical or mechanical mistake, fraud, bad faith, or incompetence, shall be final.

GRADING - RECORD KEEPING: Sufficient grades should be recorded so that a student's standing can be computed at any time. Teachers must update grades in Aeries no less than once every two weeks.

Guidance/Counseling Services

Counselors serve as resource people both to students and teachers. All progress reports, grade cards, letters to parents, anecdotal records, discipline, attendance and records problems, and grade books are a part of the Counseling Office operation.

ONLY EMPLOYEES LICENSED ARE PERMITTED TO ADMINISTER PSYCHOLOGICAL /PSYCHIATRIC TREATMENT OR THERAPY TO STUDENTS ENROLLED IN THIS SCHOOL.

Health Services

Emergency first aid treatment is given only for school injuries and illness. Injuries sustained or an illness contracted outside of school, are the responsibility of the home. The state law forbids the administering of drugs such as aspirin, soda or any other kind of medication to students. Students may have medication administered to them by school personnel only when a 'Parent/Guardian and Physician Request for Medication' form is signed and completed by their doctor and is returned and on file in the Health Office. The form can be obtained from the Health Office.

STUDENT ILLNESS/INJURY: A teacher should allow a student feeling ill or is injured to go to the Health Office. Except in cases when it is obvious a student should go to the nurse immediately, all students must have a 5 Star Pass to the Health Office. If it is unsafe for the student to go by themselves, please contact the Health Office or dial 333.

Always call 911 for life-threatening injuries.
911 calls must be reported to an administrator.

Homework Policy

Homework is a planned learning assignment given by a teacher, which will require students' time and effort outside of the classroom for successful completion. Assignments should be clearly understood by both teacher and student. Clear and specific information for each assignment is to be given by the teacher so that each student can accomplish the task without further "teaching" on the part of the parents. The type and length of assignments should be varied. Homework should not require the use of reference materials not readily available in most homes or in the public library and should require the use of these materials only when the student has had instruction in their use. Although on-time completion of homework is important to maintain academic progress, the Board recognizes that students learn at different rates. Students shall receive credit for work completed in a reasonable amount of time and shall not be penalized for work that is completed late in order to encourage their continued learning.

TIME ALLOTMENTS: Grades 9-12 Guidelines General courses - minimum of l hour per course per week College prep courses - minimum of 2 hours per course per week Advanced placement courses - minimum of 3 hours per course per week. Work assigned for weekends should usually be equal to recreational reading and to working on long-term assignments or make-up work missed due to illness.

OTHER CONSIDERATIONS: The teacher should guide each student in developing good study skills and provide opportunities for independent work and practice in the use of these skills outside the classroom. Site administrators will work with teachers to develop a homework plan consistent with these guidelines and inform parents of homework regulations at the beginning of each school year. College Prep courses, by their design and due to the number of prerequisite courses, will require more time as a student progresses toward graduation. Freshman level courses will then, on an average, require less time than senior year level courses.

Instructional Procedures

Lesson Plan: It is necessary to keep up-to-date lesson plans with past, current, and at least one week's future assignments. Administrators may ask you for your lesson plans periodically and/or at evaluation time.

COPYRIGHTED MATERIALS: All videos and films shown to students must be relevant to the curriculum that is being studied, and be appropriate for the age and maturity of the students being taught. Videos must be:

1) Suitable for the course for which it is intended;
2) Directly related to the Governing Board approved course of study objectives for the particular course;

3) Consistent with the maturity and comprehension levels of the viewing students; and
4) Enhance the learning process of the viewing students.
5) Video use and parent release forms must be used for all videos with a greater than "G" rating. (See form in Appendix)

BP 6162 Instructional Resources for Teachers: Use of Copyrighted Material
BR 6162.1R Instructional Resources of Teachers: Use of Copyrighted Material.

Prohibited Instruction:

ARTICLE I - PREJUDICES 51500. Prohibited Instruction or Activity No teacher shall give instruction nor shall a school district sponsor any activity, which reflects adversely upon persons because of their race, sex, color, creed, national origin or ancestry.
51501. Prohibited Means of Instruction No textbook or other instructional materials shall be adopted by the state board or by any governing board for use in the public schools, which contains any matter reflecting adversely upon persons because of their race, sex, color, creed, national origin or ancestry.

ARTICLE 2 - PROHIBITED MATERIALS 51510. Prohibited Study or Supplemental Materials Except as to textbooks approved by the state board or a county board of education, no bulletin, circular, or publication may be used as the basis of study or recitation or to supplement the regular school studies if the material contained in the bulletin, circular, or publication has been disapproved by the governing board of the school district in which the school is situated.
51511. Religious Matters Properly Included in Courses of Study Nothing in this code shall be construed to prevent, or exclude from the public schools, references to religion or references to or the use of religious literature, art, or music or other things having a religious significance when such references or uses do not constitute instruction in religious principles or aid to any religious sect, church, creed, or sectarian purpose and when such references or uses are incidental to or illustrative of matters properly included in the course of study.

51512. Prohibited Use of Electronic Listening or Recording Devices; Penalties
The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. Any person, other than a pupil, who willfully violates this section, shall be guilty of a misdemeanor. Any pupil violating this section shall be subject to appropriate disciplinary action. This section shall not be construed as affecting the powers, rights, and liabilities arising from the use of electronic listening or recording devices as provided for by any other provision of law.
Any electronic signaling device that operates through the transmission or receipt of radio waves, including but not limited to, cellular phones, Airpods/ Earbuds etc. need to be turned off for the duration of instructional periods. Students are not permitted to photograph or record videos on personal devices during the instructional day to include instructional setting, before or after school, acts of physical aggression or conflicts, locker rooms, bathrooms etc.

51520. Prohibited Solicitations on School Premises: During school hours, and within one hour before the time of opening and within one hour after the time of closing of school, pupils of the public school shall not be solicited on school premises by teachers or others to subscribe or contribute to the funds of, to become members of, or to work for, any organization not directly under the control of the school authorities, unless the organization is a nonpartisan, charitable organization organized for charitable purposes by an act of Congress or under the laws of the state, the purpose of the solicitation is nonpartisan and charitable, and the solicitation has been approved by the county board of education or by the governing board of the school district in which the school is located.Nothing in this section shall be construed as prohibiting the solicitation of pupils of the public school on school premises by pupils of that school for any otherwise lawful purpose.

ARTICLE 3 - SOLICITATIONS 51521. Fund-Raising Projects No person shall solicit any other person to contribute to any fund or to purchase any item of personal property, upon the representation that the money received is to be used wholly or in part for the benefit of any public school or the student body of any public school, unless such person obtains the prior written approval of either the governing board of the school district in which such solicitation is to be made or the governing board of the school district having jurisdiction over the school or student body represented to be benefited by such solicitation, or the designee of either of such boards.
The prohibitions of this section shall not apply with respect to any solicitation or contribution the total proceeds of which are delivered to a public school, nor to a solicitation of a transfer to be affected by a testamentary act.

ARTICLE 4 - ADVOCACY OR TEACHING OF COMMUNISM 51530. Prohibition and Definition: No teacher giving instruction in any school or on any property belonging to any agencies included in the public school system, shall advocate or teach communism with the intent to indoctrinate or to inculcate in the mind of any pupil a preference for communism. In prohibiting the advocacy or teaching of communism with the intent of indoctrinating or inculcating a preference in the mind of any pupil for such doctrine, the Legislature does not intend to prevent the teaching of the facts about communism. Rather, the Legislature intends to prevent the advocacy of, or inculcation and indoctrination into, communism as is hereinafter defined, for the purpose of undermining patriotism for, and the belief in, the government of the United States and of this state. For the purposes of this section communism is a political theory that the presently existing form of government of the United States or of this state should be changed, by force, violence, or other unconstitutional means, to a totalitarian dictatorship which is based on the principles of communism as expounded by Marx, Lenin, and Stalin.

ARTICLE 5 - HUMANE TREATMENT OF ANIMALS 51540: Treatment of Animals In the public elementary and high schools or in public elementary and high school sponsored activities and classes held elsewhere than on school premises, live vertebrate animals shall not, as part of a scientific experiment or any purpose whatever:
a) Be experimentally medicated or drugged in a manner to cause painful reactions or induce painful or lethal pathological conditions. b) Be injured through any other treatments, including, but not limited to, anesthetization or electric shock. Live animals on the premises of a public elementary or high school shall be housed and cared for in a humane and safe manner. The provisions of this section are not intended to prohibit or constrain vocational instruction in the normal practices of animal husbandry.

ARTICLE 6 - SEX EDUCATION COURSES 51550: Sex Education Courses No governing board of a public elementary or secondary school may require pupils to attend any class in which human reproductive organs and their functions and processes are described, illustrated or discussed, whether such class be part of a course designated “sex education” or “family life education” or by some similar term, or part of any other course which pupils are required to attend.

This important policy and procedure is enclosed in its entirety in the Index of Governing Board Policies and Regulations.

Library [Hours: 7:30 a.m. to 4:00 p.m]

Circulation of library books to faculty members for instructional use in the classroom, books are loaned for extended periods, but not to exceed one (1) school year. All books must be returned at the close of the Spring semester for inventory purposes. Books on extended loan are re-callable at any time upon the request of the Librarian. Teachers may place books on "reserve" so that all students may have an opportunity to use them. These books will remain in the Library to be used as reference books during school hours, but may be checked out overnight. A reserved shelf for overnight books is provided. Any teacher wanting to use this shelf should notify the Librarian in advance so that the books can be put on reserve so all students can have a chance to see them. Current periodicals to be used for instructional purposes will be loaned to faculty members for a period of one week. For personal recreational reading, period or overnight loans will be made.

STUDENTS TO THE LIBRARY DURING CLASS: No more than 5 students from one class may do to the Library [5 Star Pass]. Only students with legitimate library work to do should be permitted to go.

OVERDUE NOTICES: It is necessary to notify some students about overdue materials. The Library Overdue Notices are **not** requests for the student to leave class to take care of the matter.

Passes [5Star] / Request for a Student

Each teacher will be given a log in to **5 Star** that will allow them to access the pass issuing system. Teachers will then issue the pass through their system or allow students to request the pass through their device and approve the pass. Some students may require an escort [per Admin], please dial 333.

10-10 RULE: All students shall be in class the first 10 minutes of every class and the concluding 10 minutes of class (barring medical emergencies). This ensures the safety and security of the campus as well as promotes maximum use of instructional time for students. Students are given ample time between classes to use the bathroom facilities. Students who have special circumstances will be permitted to handle their duties through the nurse's office.

OFF-CAMPUS: All passes are issued as a control and safety measure. A parent must authorize the student's release through Attendance Office personnel. Eighteen-year-olds must meet off-campus requirements. No student may leave campus during regularly scheduled class time without an OFF-CAMPUS PASS.

REQUEST FOR A STUDENT: A student may be called out of class by a counselor, administrator, or someone else who has pressing business with the student. The individual needing the student should send a call slip to the teacher and to facilitate efficient use of time for all concerned, students should be released promptly or as indicated on the call slip. There may be situations which necessitates a call to the classroom for the student. Teachers must answer their classroom phones. We will make every effort to limit the number of phone calls to classrooms. The person [Counselor, Admin, etc.] calling for the student will create a 5 Star pass.

Sale of Classroom Materials to Students

There will be no charge for classroom materials on projects done for a grade. These materials must be covered by the school and are not allowable fees for students. Exceptions to the above policy include when the student is making a project above the required one for a grade. Students who cannot afford the fees for class activities may not be punished (i.e. discipline, failing grade).

School Property - Use and Loan

The District has ordered that school property (equipment, supplies, tools, business machines, furniture, etc.) shall remain on school premises. In the event such items are to be used in connection with the educational program outside of classes away from the campus, a written request must be filed and approved by the Principal. The person or persons making the request will be held responsible for the return of the property in good condition. All equipment is assigned to a definite place or room. Permission must be obtained from the person in charge before any equipment is borrowed for use on campus. Transfer of equipment to a new location or room shall be by approval of the Department Chair or the Assistant Principal.

Student Activities

ADVISORS: It is the responsibility of the advisor to make certain that his/her group is officially approved.

- All clubs to be approved must have a club charter issued by the Student Council.
- All classes are officially approved organizations. Constitutions are not required for these organizations.
- If there is any question in your mind regarding the status of your own group, please see the Activities Director.
- The advisor or his delegated representatives must attend all meetings of his group at all times and remain with the group until adjourned. This includes supervision of decorating committees, poster committees, etc. All advisors or their representatives must be members of the faculty. Club activities are expected to be on the campus unless field trip arrangements have been made. In the event of an off-campus activity, certificated staff sponsoring an off-campus trip must supervise students until all students are picked up by the parent or otherwise transported home.
- It is the responsibility of the club and the advisor to remove all decorations, posters, etc., as well as to clean up generally immediately following the close of the activity.

ADMISSION TICKETS TO SPECIAL ORGANIZATION EVENTS: To comply with the accuracy requirements of the state audit, the following procedure must be followed when admission tickets are to be used:

- Organizations must use serially numbered tickets issued by the ASB Office.
- The Faculty Advisor will secure the tickets in person, sign for them and personally be responsible for accurate handling and accounting. Forms are available in the ASB Office for control of ticket distribution.
- After the event, the faculty advisor will promptly return both unsold tickets and tickets collected at the door, together with money received, and account accurately for the entire transaction.
- As it is almost impossible to secure accuracy, or to collect from everyone when tickets are torn off from the roll and allotted to students for pre-sale. Tickets must not be torn from the rolls unless cash is collected at that time.
- Money from ticket sales is to be kept separate from other money taken in at an event (coke sales, etc.) and will be accounted for on a separate receipt.
- Should specially printed tickets be required for an event, they must be ordered by the usual purchase order. The regular accounting procedure for these tickets must be arranged with ASB.

ASSIGNMENTS FOR CO-CURRICULAR ACTIVITIES: There are co-curricular duties in which teachers will be asked to share. These include athletic events, plays, graduation activities, dances, musicals, and helping with certain field trips.

HHS ASB staff will supervise the student financial staff whose decision on matters of student finance is final.

BANDS AND OUTSIDE ENTERTAINMENT: Advisors and clubs must get approval of the Activities Director prior to engaging any band or other entertainment. Only the Principal is authorized to sign contracts such as for rings, yearbooks, etc. which bind Hemet High School. Please refer all contracts to the Principal. This is a legal requirement.

DEPOSITS: All clubs and organizations will deposit all receipts in the general student body fund. Teachers should never retain money for any reason from any activity or from any source. All money must be banked with the Associated Student Body and should not be held in the room overnight. This is one of the major purposes of our vault.

EXTRA CURRICULAR ACTIVITIES: All activities must be sponsored by a club or organization, which has been officially approved by the Student Council and the Administration. Application forms may be secured from the ASB Office. Approval for all activities must be obtained at least two (2) weeks prior to the date the activity is scheduled.

FACULTY SUPERVISION FOR DANCES: The following factors should be considered by the advisor:

- The sponsoring class or club will make arrangements for the DJ or band. The ASB contract will be used to secure the music provider. The contract must be approved by the Activities Director and Assistant Principal.
- Decorations will be done after school. A teacher shall be present to supervise the decorating. Decorations must be fireproof.
- The sponsor shall make arrangements for tickets and change with Kristi Martin. If pre-dance tickets are sold, these tickets should be numbered and a strict accounting should be returned to Mrs. Martin with the money collected. Gate receipts will be deposited in the school safe on the evening of the activity.
- Local security will be employed to assist with supervision. Details are completed with the Activities Director and the Commissioner of Finance.
- At least three (3) adults will supervise each dance, one of which will be an administrator. At least one (1) supervisor should be female. Security will be on duty at every dance.
- Clean-up should be done immediately after the dance unless the advisor wishes to return on Saturday morning with the clean-up committee to do this job. Decorations should be taken down, floors swept, and chairs put in place.

FACULTY ADVISORS: Funds from clubs, classes and all other student organizations are supervised by the faculty advisors appointed by and responsible to the school administration. At the beginning of a semester and whenever new officers are chosen by the group, the advisor should have a meeting with the group of officers and thoroughly familiarize them with the procedures.

FINANCIAL OFFICE: Funds of classes and organizations are kept in a special trust fund bank account by the District Office. The ASB Office is the controlling and operating agency for all funds as follows:

- It is a depository for all student money received from all sources both trust (organization) and general funds.
- No organization may pay out cash from undeposited cash on hand.
- It organizes and controls the financial arrangements of all general student events, such as athletic games.
- It renders advisory assistance to individual student organizations upon request.
- It approves, in advance, the financial arrangements for organization activities, clubs, entertainment, dances, concerts, carnivals, etc.
- It prepares and submits governmental and other financial reports.
- It is a student-training agency in financial matters.

INITIATIONS: The school must guard against permitting any actions bordering on hazing, which is forbidden by law. This law applies on or off campus.

- No organization may plan an initiation of any kind. Appropriate induction ceremonies may be held providing they are approved by the Activities Director before any further plans are made. It is the responsibility of the faculty advisor to see that this procedure is followed.

PURCHASES WITH STUDENT BODY, CLASS, OR CLUB FUNDS: No purchase will be honored unless the advisor follows the procedures as follows:

1. Determine the source of items to be purchased and the approximate cost.
2. Obtain and complete a purchase requisition available from the ASB Accountant.
3. When properly signed and returned, the ASB Accountant will make out a purchase order. The person purchasing items presents the purchase order to the merchant and returns an invoice to the ASB clerk as verification of the purchase.
4. Receipts must be issued for all fundraising sales. Receipt books may be checked out from the ASB office.

PURCHASE ORDERS:

- A purchase order is an authorization for the expenditure of funds as requested in the requisition.
- All ASB purchases or expenditures must be assigned a purchase order number by the ASB Accountant prior to the purchase of any item. No reimbursements will be allowed for purchases that have not been assigned a purchase order number.
- When charges are made, they must be made to the club making the charge. Many students charge articles for a particular club and sign for the student body. All charges must be made to the specific club making the purchases.

PUBLICITY FOR SCHOOL ACTIVITIES: All posters, banners, etc. must be approved and stamped by the ASB Office. Removal is the responsibility of the group sponsor. No posters or banners should be taped to windows.

SCHEDULING ACTIVITIES

1. Fill out three (3) copies of Student Activity Forms and give them to the Activities Director.
2. Set up a tentative date on the school calendar with the Activities Director and the Assistant Principal's Secretary.
3. Secure all signatures on the activity form in the order listed on the form.
4. After all signatures have been obtained return the form to the Activities Director for final approval. The Principal is the final authority for all school activities. Activities which cut into academic time are discouraged.
5. TREASURER'S RESPONSIBILITY All advisors are to have the treasurer of their organization keep records of all financial transactions in which the club is involved. Ultimately, the teacher/advisor is responsible for all money.

Student Aides

There is a maximum of one aide and one tutor per teacher, with administrative exceptions on a case-by-case basis, depending on a teacher's need for a student to assist with service, supervision, or safety. Only senior students may be tutors/aides. Being an aide or tutor requires parental permission on a district-approved form through the counseling office. Only by PRIOR administrative approval may a teacher have a TA or Tutor during his/her conference/prep period.

Student Aides: have various duties, which are generally clerical, such as typing, filing, and record keeping. No more than 2 semesters of the student aide course may count toward graduation requirements. Student aides receive a Pass/Fail grade. Board Policy prevents any grading or recording of grades by students, and students are not to use copy machines or equipment in the teachers' lounge. STUDENTS MAY NOT AIDE IN A COURSE OR FOR A TEACHER IN WHICH THEY ARE CURRENTLY ENROLLED. - Student Aides CANNOT: Input grades / take attendance / use staff bathrooms / handle keys / etc.

Student Tutors:

Student Tutor is available only with administrator, counselor, and instructor approval.
Student Tutor is a course that offers students a chance to help other students at lower grade levels. This course is especially appropriate for students considering a career in education. Students must be a 12th grader and have passed the course with an "A" or "B" grade prior to being a student tutor. Students earn a letter grade. STUDENTS MAY NOT TUTOR in a COURSE OR FOR A TEACHER IN WHICH THEY ARE CURRENTLY ENROLLED. NO MORE THAN TWO SEMESTERS OF STUDENT TUTOR CREDIT WILL BE ALLOWED TOWARD GRADUATION REQUIREMENTS EXCEPT BY ADMINISTRATIVE AUTHORIZATION.

Student Handbook [here]

Tardy/Truant

Tardy Policy 2026-27

Tardy Count	Interventions
Tardy #1	• Classroom intervention • Automatic ParentSquare notification
Tardy #2	• Positive parent contact by teacher • Automatic ParentSquare notification
Tardy #3	• Positive parent contact • Lunch Intervention • Automatic ParentSquare notification
Tardy #4	• Positive parent contact • Lunch Intervention • Automatic ParentSquare notification
Tardy #5	• Lunch Intervention • Attendance/Tardy Contract ATS* • Parent contact by ATS • Automatic ParentSquare notification
Tardy #6 +	• Administrative referral • Attendance intervention/support • Possible additional consequences/interventions

Tardies Over 10 Minutes

- Campus Security Officers will sweep the campus and ensure students are entering classes up to 10 minutes after each bell.

- Students found wandering the campus after 10 minutes (without a pass or out of bounds) will be escorted to the lunch intervention/ATS room.
- Teachers will contact the discipline office to have a student escorted to administration if a student tries to enter the classroom after 10 minutes.
- Administration will work in collaboration with the ATS (MTSS) Teacher to provide appropriate intervention/consequence.

Random Tardy Sweeps

- Random Tardy Sweeps will be conducted periods 2 - 6. If a student is found not in class during a tardy sweep, they will be assigned a lunch detention.

Transportation For School-Related Trips

The district may provide transportation for students, employees, and other individuals for field trips and other school-related trips approved according to Board policy and administrative regulation.
(cf. 3312.2 - Educational Travel Program Contracts)
(cf. 3540 - Transportation)
(cf. 3541 - Transportation Routes and Services)
(cf. 6153 - School-Sponsored Trips)
The Superintendent or designee shall determine the most appropriate and cost-effective mode of transportation for each approved trip. When district transportation is provided, students may be released from using district transportation only with the advance written permission of their parents/guardians.
School-related organizations requesting transportation shall be fully responsible for the costs of their trips unless funding has been approved by the Governing Board.
(cf. 1230 - School-Connected Organizations)

The Superintendent or designee shall ensure that the district has sufficient liability insurance when field trips or excursions involve either transportation by district vehicles or travel to and from a foreign country. When a trip to a foreign country is authorized, liability insurance shall be secured from a carrier licensed to transact insurance business in that country. (Education Code 35330) (cf. 3530 - Risk Management/Insurance)

TRANSPORTATION BY PRIVATE VEHICLE: Private vehicles shall not be used to provide transportation for school-related trips. If the Superintendent or designee approves the use of a private vehicle, then the Superintendent or designee may authorize the transportation of students by private vehicle when the vehicle is driven by an adult age 21 or older who possesses a valid California driver's license or, if he/she is a nonresident on active military duty in California, possesses a valid license from his/her state of residence. To be approved, a driver shall have a good driving record and possess at least the minimum insurance required by law. Any person providing transportation to district students in a private vehicle shall register with the district for such purposes. Any persons utilizing private or district vehicles must submit a DMV H-6 Record to the Transportation Department. No person operating a private or district vehicle can have three points on their DMV report within the last three years.
(cf. 1240 - Volunteer Assistance)

Drivers shall receive safety and emergency instructions which shall be kept in their vehicle.
All student passengers shall submit permission slips signed by their parents/guardians. Teachers shall ensure that each driver has a copy of the permission slip for each student riding in his/her vehicle.
The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed. Motor trucks may not transport more persons than can safely sit in the passenger compartment. The driver shall ensure that the manufacturer's recommendations for his/her vehicle are followed regarding the seating of children in seats equipped with airbags.
The driver or any other person shall not smoke or have in his/her immediate possession a lighted pipe, cigar, or cigarette containing tobacco or any other plant when there is a minor in the motor vehicle, whether the motor vehicle is in motion or at rest. (Health and Safety Code 118948)

PASSENGER RESTRAINT SYSTEMS: All drivers shall wear safety belts in accordance with law. In addition, drivers shall ensure that: (Vehicle Code 27315, 27360, 27360.5, 27363). A child who is under age 8 years shall be properly secured in a rear seat in an appropriate child passenger restraint system meeting federal safety standards, except under any of the following circumstances: (Vehicle Code 27360, 27363)

- The child is four feet nine inches or taller, in which case a safety belt may be used.
- Use of a child passenger restraint system would be impractical by reason of physical unfitness, medical condition, or size and an appropriate special needs child passenger restraint system is not available.
- There is no rear seat, the rear seats are side-facing jump seats or rear-facing seats, the child passenger restraint system cannot be installed properly in the rear seat, all rear seats are already occupied by children under age 8 years, or medical reasons necessitate that the child not ride in the rear seat.
- The child is otherwise exempted by law.

EMPLOYEE INFORMATION

Absence Reporting [Employee]

If a teacher is unable to report to school, he/she should immediately access Frontline at https://login.frontlineeducation.com. If you encounter any problems, the help desk can be reached at 951-765-5100, ext. 2204; Employee Absence Reporting Guideline [here]. **Office Manager at 765-5150, ext. 2001** If you miss the cut off time, email the Office Manager, Rory Munsinger and Secretary to the Assistant Principal, Stephanie Cachu ASAP. If you are able to come to work, please contact the above mentioned personnel immediately so the substitute can be reassigned/released. When a substitute teacher reports but is not used, the district is obligated to pay him/her for the day and the regular teacher loses a day's pay.

Athletic Coaching: Submit your schedule with release times to the Office Manager, before the start of the season.

- Coaches are to leave at students' release time, unless additional time was authorized by the Athletic Director.
- Communicate with the Office Manager any changes to the schedule.

Jury Duty: Notify the office as soon as you receive a jury summons. Make a copy of your summons, submit it to the Office Manager, which will be forwarded to the district payroll office. All employees reporting for jury duty must clock in and clock out on the time clock sheets provided by the court. The court time sheets must be returned to the Office Manager, who will forward them to the district payroll office.

Doctor's Release: Required for Absences of Three Days or More The district requires a doctor's release for all employees returning to work from an extended illness, surgery, or injury, especially an on-the-job injury, of three (3) or more working days.

HUSD's expectation is for all staff members to be present on the work days immediately before and after a break/holiday.

Emergency/Absence Instructional Plans

Please submit an Emergency Plan for each of your teaching periods to the Secretary of the Assistant Principal.

Lesson Planning for Substitutes

In order to provide continuity of the educational program for students at the time of the regular teacher's absence, it will be necessary for the teacher to provide a written lesson plan for the substitute. The plan for the substitute teacher should give direction to a person coming into the classroom without any background or knowledge of what has been studied by the class. Please have the following things for the substitute in the event you are absent:

1. Lesson Plan book up to date with future work outlined.
2. Seating chart for each class, emergency folder location and information.
3. Outline of class procedures.
4. Assignments due, homework to be given, etc.
    a. Examinations with copies available if tests are to be given.
    b. Make up work to be given and to whom.
5. Supervised study time suggestions.

This material must be in your room or left with the appropriate secretary. If you take this material home with you, you are responsible for getting all of the above material to the substitute teacher.

Collaboration & Staff Meetings

Faculty members are required to attend all faculty and department meetings. Meetings are held in the morning on Late Start Wednesdays.

Conference Expense Claims

1. All persons attending conferences are requested to consider the following items prior to filing Conference Expense claims:
2. Conference attendance must be recommended by the immediate administrator and approved in advance of attendance by the Assistant Superintendent, Instructional Services, on the "Request to Attend Conference" form. Each employee attending a conference must fill out a separate request.
3. Registration fees may be claimed only with a receipt for payment made by the employee concerned.
4. Lodging costs must be substantiated by receipts or itemized bills attached to expense claims. Only employee costs will be paid by the district. If a spouse accompanies the employee, hotel bills must show the "single room rate."
5. Meal receipts are necessary; the cost of each meal must be noted on the claim form. Tips paid may be included in the meal costs.
6. Each employee submitting a claim must attach separate receipts for registration, travel, and lodging. An employee cannot be reimbursed for costs paid by or for another employee.
7. Mode of transportation will be approved at the time conference attendance approval is given. Mileage will be paid if use of a private vehicle is authorized.
8. Other miscellaneous expenses will be approved if itemized and supported by valid receipts.
9. Employees unable to account for business expenses with receipts will have this reimbursement reported on their W-2 in Box 10 as "Other Compensation".
10. SUBMIT COMPLETED CLAIM FORMS TO OFFICE MANAGER WITHIN ONE WEEK OF RETURN FROM CONFERENCE.

    Mileage Expense Claims: Examples of forms used for mileage expense reimbursement are located online on the HUSD Website. All employees submitting mileage expenses claims must have an AUTHORIZATION TO USE PRIVATE VEHICLE FOR OFFICIAL BUSINESS form on file in the Principal's Office. Mileage claims are to be submitted to the Office Manager on a monthly basis, no later than 30 days after the last recorded date on the mileage expense claim form. Reimbursement is based on the current CBA rate.

Confidentiality

The Governing Board recognizes the importance of keeping confidential information confidential. Staff shall maintain the confidentiality of information acquired in the course of their employment including grades (Student TA's or Tutors should not have access to other students' grades) discipline, attendance and personal student information.
Only the Principal may release names and addresses of students. Students' and teachers' right to privacy must be protected.

Covering Classes

During a preparation period, due to an illness, school business, or an emergency, a teacher may have to cover a colleague's class. This may be on a volunteer basis, or assigned by an Administrator. Teachers will receive compensatory pay, based on the current CBA rate. All arrangements must be made through the Assistant Principal's secretary and have administrative approval.

Department Leader Responsibilities:

I. **Leadership Team**
   A. Attend District & Site Monthly Meetings (site)
   B. Participate/Contribute to PD sessions
   C. Monthly Share-out of relevant data
   D. Share instructional focus--best practices

II. **Department**
   A. Run department meetings (agenda/minutes/sign-in)
   B. Department budget
   C. Department Master Schedule--work with administration
   D. Regular Meetings with the overseeing administrator

III. **Communication**
   A. Bi-weekly newsletter to department and administration with updates, celebrations, and best practices.
   B. Climate & Culture Survey
   C. Department Celebrations
      1. Within department
      2. Share with overseeing administrator
      3. Potential for sharing with site

IV. **Lead Teacher Support**
   A. Assist with agenda development
   B. Assist with data

V. **Teacher Support**
   A. Help support the intervention process (however unique to your department when possible)
   B. Facilitate peer observations/learning walks
   C. Participate or facilitate Co-plan/co-teach with colleagues that may desire additional support

VI. **Admin Support**
   A. Bi-monthly meetings with the supervising administrator
      1. Share instructional focus
      2. Budget/resources discussion
      3. Data (Examples)
         a) IAB's
         b) Common Assessments
         c) D/F review
         d) Feedback on textbooks or adoptions
   B. Coordinate with administration to perform walkthrough and calibrate/norm with walk-through tool (with administration and peers)
   C. Discuss levels of support for the department
   D. LISTEN & Be positive
      1. Report concerns
      2. Come up with solutions
      3. Remember, we are a TEAM
      4. Be the connector, not the divider

Employee Assistance Program [EAP]

Confidential help with personal issues. Your EAP+Work/Life benefit offers support for personal issues and achieving a healthy work/life balance. More information can be found on the HUSD website [here] or call 866-799-2728.

Extra Hours
Time cards for Administration approved extra hours/overtime must be completed within 30 days from the last day the extra time or overtime was performed.

Faculty Lounge & Dining Room
A room off the Commons area is a faculty lounge and dining room. There are small lounges located in the 600 and 700 wings.

Mailboxes
Each teacher is assigned a mailbox. Teachers should check mailboxes daily before and after school for special bulletins or communications.

STUDENTS ARE NOT PERMITTED TO RETRIEVE TEACHERS' MAIL.

Purchases
Ordering Supplies - Materials - Equipment: Examples of purchase order request form and supply request form are located on the HUSD website or from the Office Manager.

1. Purchase Orders: Please complete a purchase order request form and submit it to your Department Chair. The Department Chair will submit the request to the Office Manager. All requisitions will include as much detail as possible - that is, the quantity needed, unit and description of the article, including the make, vendor, catalog number and current price. The Department Chairperson is responsible for keeping his/her department within the budget allocated. Teachers not having a Department Chair are to submit their requests directly to the Office Manager.
2. Warehouse Supplies: A requisition form for warehouse supplies should be completed and submitted to the Plant Manager. Requisitions will be filled as soon as possible.
3. Textbooks: The Department Chair shall requisition textbooks. Requisitions for new texts are to be submitted to the Assistant Principal, Instruction/Student Services, for approval.
4. Repair of Equipment: Whenever any service is required on any piece of equipment, submit a request for repair to the Plant Manager.

The Principal gives final approval for all purchases.

UNAUTHORIZED PURCHASES: It is the policy of the Hemet Unified School District that ALL purchases must be made using the purchase order system. School employees may not purchase items for school use and later be reimbursed for those purchases. Such purchases become the personal responsibility of the employee.

School Owned/Controlled Vehicles - Use of
School owned or controlled vehicles are available for use for school business or authorized school trips. Arrangements for the use of vehicles are coordinated by Mike Delgado, Plant Manager. Any employee wishing to use a district vehicle must complete Annual Certification from the HUSD Transportation Department.

SCHOOL VAN DRIVER PROCESS: Go to Hemetusd-Keenan.safeschools.com. 1- Do the "Van Safety" (Full course) 21 minutes 2- Print out the certificate of completion and send with the following forms: 3- DMV Authorization release form 4- H-6 10 year history (This is a print out obtained from DMV).

SAFETY INFORMATION

Accidents Away From The School Site

In the case of an accident involving a student that occurs away from the school site, school personnel shall observe these procedures. After administering first aid as required and determining the nature and extent of the injury or illness, a teacher shall take one of the following actions:

1. If the injury/illness does not require medical attention, comfort the student and, upon returning, inform the parent as to the student's condition. If you are in doubt as to the extent of the injury, seek medical attention at the nearest emergency room.
2. If the injury requires further medical attention, deliver the student to the nearest emergency room.
3. If there is serious or life-threatening injury, call paramedics/ambulance or call 911.
4. Notify Parent/Guardian
5. Notify Administration

REPORTING AN ACCIDENT: Whatever action is taken the parents/caregivers and school officials shall be informed. Parents/Caregiver must be informed first to confirm permission for medical treatment. If the illness/injury requires medical treatment, immediately notify by phone an Assistant Principal, Principal, or Director of Business Services.

In all accident cases, file an accident report with the Health Office on the following working day. Anyone who takes students on a trip away from school MUST have in his/her possession a Parent Permission form for each student so parents can be contacted in case of an emergency.

Emergency Action Plans

Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress students will look for leadership to those who are normally in an authoritative position. REMAIN CALM, size up the situation, and take action based on known facts. The teacher must keep a register of pupils with him/her at all times in order to take roll in an emergency. A well prepared and tested plan for prompt and positive protective actions minimizes injuries and loss of life in a major disaster. This plan outlines actions, which the school staff may be called upon to execute in an emergency. All school staff members must be thoroughly familiar with the contents of this plan. In the absence of orders from his/her superiors, each school principal is authorized and directed to implement one or more of these emergency actions as described herein; or take such other action as may, in his/her judgment, be necessary to save lives and mitigate the effects of disasters.

Emergency Health Services/Response

Emergency first aid treatment is given only for school injuries and illnesses. Injuries sustained or an illness contracted outside of school are the responsibility of the home. The state law forbids the administering of drugs such as aspirin, soda or any other kind of medication to students. Students may have medication administered to them by school personnel only when a 'Parent/Guardian and Physician Request for Medication' form is signed and completed by their doctor and is returned and on file in the Health Office. The form can be obtained from the Health Office.

COMMUNICABLE DISEASES: Students, while infected with any contagious or infectious disease, shall not be allowed to remain in school, according to the Education Code, Sections 48211 and California Administrative Code, Section 65. Any student suspected of having a communicable disease, including skin infection, must be referred to the school nurse for possible exclusion.

STUDENT ILLNESS/INJURY: A teacher should allow a student feeling ill or is injured to go to the Health Office. Except in cases when it is obvious a student should go to the nurse immediately, all students must have a 5 Star Pass to the Health Office. If it is unsafe for the student to go by themselves, please contact the Health Office or dial 333. After giving first aid as required, a teacher or Campus Supervisor should immediately take the student to the Health Office or inform the Health Technician of the injured student's location and the nature of the accident. The teacher should not call the parents, a doctor, or an ambulance. The teacher should remain with the student until an administrator or Health Office personnel arrive. The teacher should obtain the names of as many witnesses as possible. Within the same working day, the teacher shall submit to the Health Office an accident report, which is available from the Health Office Technician.

What Not to Do

1. Do not move the injured person. 2. Do not administer any medicines. 3. Do not let students crowd around. 4. Do not leave the patient alone.

Health Office Personnel: the Health Office Technician shall immediately notify the Assistant Principal or, if not available, another administrator. Within the next working day, the Health Office Technician shall submit a typed accident report to the Office Manager, for review and signature. After the report has been signed the Health Office Technician shall immediately forward it to the Assistant Superintendent, Business Services.

Always call 911 for life-threatening injuries.
911 calls for ER transport must be reported to an administrator.

Emergency Procedures

Earthquake

- An earthquake will be simulated by a voice over the intercom announcing a drill. In the event of a real earthquake, do not wait for an announcement.
- Remain calm and controlled at all times.
- Direct the students to DROP, COVER, and HOLD:
    1) Kneel on the floor under a desk.
    2) Place your face down to your knees.
    3) Clasp your hands around the back of your neck and cover your head.
    4) Face a solid wall and/or face away from windows and glass.
- If cover is unavailable, get against an inside doorway or crouch against an inside wall and cover your head.
- If outside, DUCK and HOLD, then move away from buildings, playground equipment, basketball courts, field lights, poles, large signs, trees, exposed wires, and wet areas.
- Avoid touching electrical wires and metal objects such as chain link fences.
- After the earthquake a site assessment will be made, there will be an announcement whether to evacuate if any buildings are deemed unsafe to occupy.
    - If an announcement is made to evacuate
        - Classroom doors must be left PROPPED OPEN.
        - Do not re-enter a building until given an all clear by administration or Fire Department.

Fire

- Upon activation of a fire alarm, a site administrator or designated staff member will respond to the alarm annunciator panel to verify the location and type of fire.
- Staff around the site should be preparing for evacuation by lining all students up at the door and gathering needed accountability items such as class rosters.
- Once a staff member arrives at the location of the alarm, the office will be notified and a PA message will provide directions to site staff.
    - If the alarm is deemed to be false, an announcement will be made by administration informing staff of directions/actions to take (for example: continue with drill or shelter in place)
    - If there does appear to be fire or smoke, an announcement should be made indicating that an evacuation should begin.
    - Take all necessary disaster items and exit, Close doors.
- When evacuating, teachers and site staff should always use extreme caution. A fire by its very nature is a dangerous event and many hazards could exist along the designated evacuation path. Always be aware of your surroundings and alert when evacuating.
- If you are on Prep during an evacuation (including a drill) you need to evacuate, once you arrive at the evacuation area, submit an Accountability Log. You may be called upon to assist with search and rescue.

Lockdown

- Lock and secure all doors and windows, turn off lights, and move students away from windows and doors.
- Window coverings pulled/closed.
- No instruction takes place. The classroom should be kept quiet.
- No student should be released for any reason. Do not allow anyone to enter or exit for any reason.
    - No bathroom, nurse, or office pass should be issued.
- No teacher is to leave the students unless a campus supervisor, other teacher, or administrator relieves him or her.
- If the fire alarm should go off during a lockdown, **DO NOT** evacuate the room unless instructed to by a familiar admin voice over the PA system.
- Continue to follow the procedure until "ALL CLEAR" is announced by the admin.

Shelter in Place

- Lock and secure all doors and windows
- Instruction may continue.
- Students and staff go along with business as usual inside the room.
- Talking is permissible.
- People may enter with authorized permission.
- *NOBODY* leaves the room unless permitted by the Incident Commander.
    - No bathroom, nurse, or office pass should be issued.
- Air Handlers (heat & a/c) may need to be turned off depending on reasons for response.

Bomb Threat

- If the caller indicates a time the bomb is due to explode the Administrator-in-Charge must determine if the threat is valid. If the threat is felt to be valid, the Site Emergency Operations Plan will be followed for evacuation of the facility.
- When a bomb threat call is received, the person receiving the call is to use the "Threatening Call Checklist": and make every attempt to:
    - DO NOT HANG UP THE PHONE! Alert the person closest to you to notify administration immediately so that authorities can be notified.
        - Do not use a radio.
    - Keep the caller talking as long as possible.
    - Query the caller as to the description of the bomb, where it is, and when it is supposed to explode.
    - For the benefit of police investigation: 1) Listen for background noises. 2) Note distinguishing voice characteristics. 3) Determine the caller's knowledge of the facility.
- The Administrator-in-Charge will notify the Police Department and the District Office.
- The Administrator-in-Charge will decide whether to evacuate the school immediately, search the facility, or make a preliminary search prior to any other action

Bomb Threat Evacuation

- DO NOT USE THE INTERCOM SYSTEM, BELL SYSTEM, OR A RADIO FOR COMMUNICATION.
- Evacuate buildings by sending runners to each classroom/area and verbally notify personnel of the evacuation. As staff evacuate, conduct a visual search of the area to determine if there are any unusual packages, boxes, or other objects.
- Evacuate students and staff to designated drill areas on PE field. During inclement weather and a possible prolonged search, students may be moved to an alternate location.
- Follow Evacuation Procedures for taking attendance and reporting to the Command Center.
- Search the room as you leave; look for an object that does not belong. A bomb can be almost anything ranging from the most overt bundle of dynamite and clock to cleverly concealed, perfectly ordinary objects such as a briefcase, a tool box, a flashlight and a piece of pipe.
- If what appears to be a bomb is found, DO NOT TOUCH IT. Let the authorities (police department/Fire Department) take charge of the object.
- After all students have been evacuated, turn off all utilities (electric, gas, water).
- Do not attempt to enter a building until it has been declared safe by an authorized individual.

Severe Windstorm

The U.S. Weather Bureau can usually forecast severe windstorms with a high degree of accuracy. However, if dangerously high winds develop during school hours with little or no warning, the following procedures should be followed:

- DUCK, COVER, and HOLD as stated above during an earthquake.
- Assemble inside a building or shelter.
- Close windows, blinds, and/or doors.
- Remain near an inside wall.
- Avoid auditoriums, gymnasiums, and other structures with large room spans.
- Evacuate classrooms bearing full force winds.
- Keep tuned to a local radio station for the latest advisory information.
- Take roll. Do not release any students. Call the office with attendance information.
- Notify the office of any damage to the facility that causes immediate danger: broken glass, pipes, falling debris, etc.

Fallen Aircraft

If an aircraft falls near the school, the principal will determine what action should be implemented. If necessary, teachers should take immediate action for the safety of students.

- If an aircraft falls on a portion of the school, fire drill procedures will be followed.
- All students/staff should be kept at a safe distance up-wind, allowing for possible explosion, with jet planes, minimum safe distance is 400 yards.
- The office should immediately notify emergency services – 911.

Chemical Accident

Chemical accidents of disaster magnitude would include tank truck accidents involving large quantities of toxic gasses.

- Notify the office who will then notify fire/sheriff/district/civil defense authorities.
- If needed, the school will be evacuated by the fire alarm bell.
- The principal will determine if the school grounds should be vacated.
- Move cross-wind, never up or downwind, to avoid fumes.
- Maintain control of the students at a safe distance from the toxic source.
- Take roll and report attendance to the Command Center.
- Administer first aid, if necessary.
- No one should return to school/class until the fire department declares the area safe.
- Wait for instructions.

Disasters During Non-Class Time

Should a fire, earthquake, or other disaster occur during lunch or passing time, all students should report to the evacuation area and line up with their PRIOR PERIOD TEACHER. Should a "LOCKDOWN" situation take place during this time, students should immediately report to their PRIOR PERIOD TEACHER or the NEAREST CLASSROOM.

For any emergency, the Administrator-in-Charge will alert the District Office and the Emergency Operations Center. In the event an administrator is unable to do so any site personnel may contact the district:

- HUSD Safety and Security Office
  - Director of Safety 951-765-5011 x 1100
- Emergency/Security Channel on District Radio(located at Office Manager's desk)
  - Using the on/off knob, turn the radio on. Wait for the tone and screen to light up
  - Press the P1 button to access Zones.
  - Using the middle menu keys, press the up or down arrows to reach channel "Network" and press the "OK" button.
  - Using the middle knob on top of the radio, turn until you reach the "EMERGENCY" channel.
  - Relay needed message

During a major emergency incident, students will only be released to the parent, guardian, or other adult specified on the emergency card. THERE SHALL BE NO EXCEPTIONS TO THIS POLICY. Students who are not picked up by their parents may be transported to another student shelter.

If staff members hear gunfire or observe some other suspicious activity, they should call it out so other staff members can be aware in order to avoid dangerous areas. All personnel should make efforts to notify the office staff of hazardous issues. All teachers should return to the classrooms to initiate a lockdown and barricade.

Miscellaneous Teacher Preparation:

a) Designate a student to open the door (earthquakes). b) Designate student leaders. c) Maintain emergency cards (Teacher name signs) to take with you at all times. d) Maintain disaster emergency supplies (black box). ** If you are missing any supplies, please notify an Assistant Principal immediately

THERE IS AN Emergency Response Quick Reference Guide with your Wall Unit

Civil Defense/Disaster Preparedness Plan Telephone Numbers

EMERGENCY: FIRE, POLICE, MEDICAL: 911

Non-Emergency:

- CAL FIRE: 951-658-5200
- ** Hemet High School -- SHERIFF **: 951-791-3400
- Highway Patrol: 951-769-2000

Hospital/Emergency [local]

- Kaiser – Riverside: 951-353-2000
- Loma Linda University Health - Murrieta: 951-290-4000
- Hemet Valley Hospital: 951-652-2811
- Riverside Community: 951-788-3000
- Red Cross – Riverside County: 888-831-0031

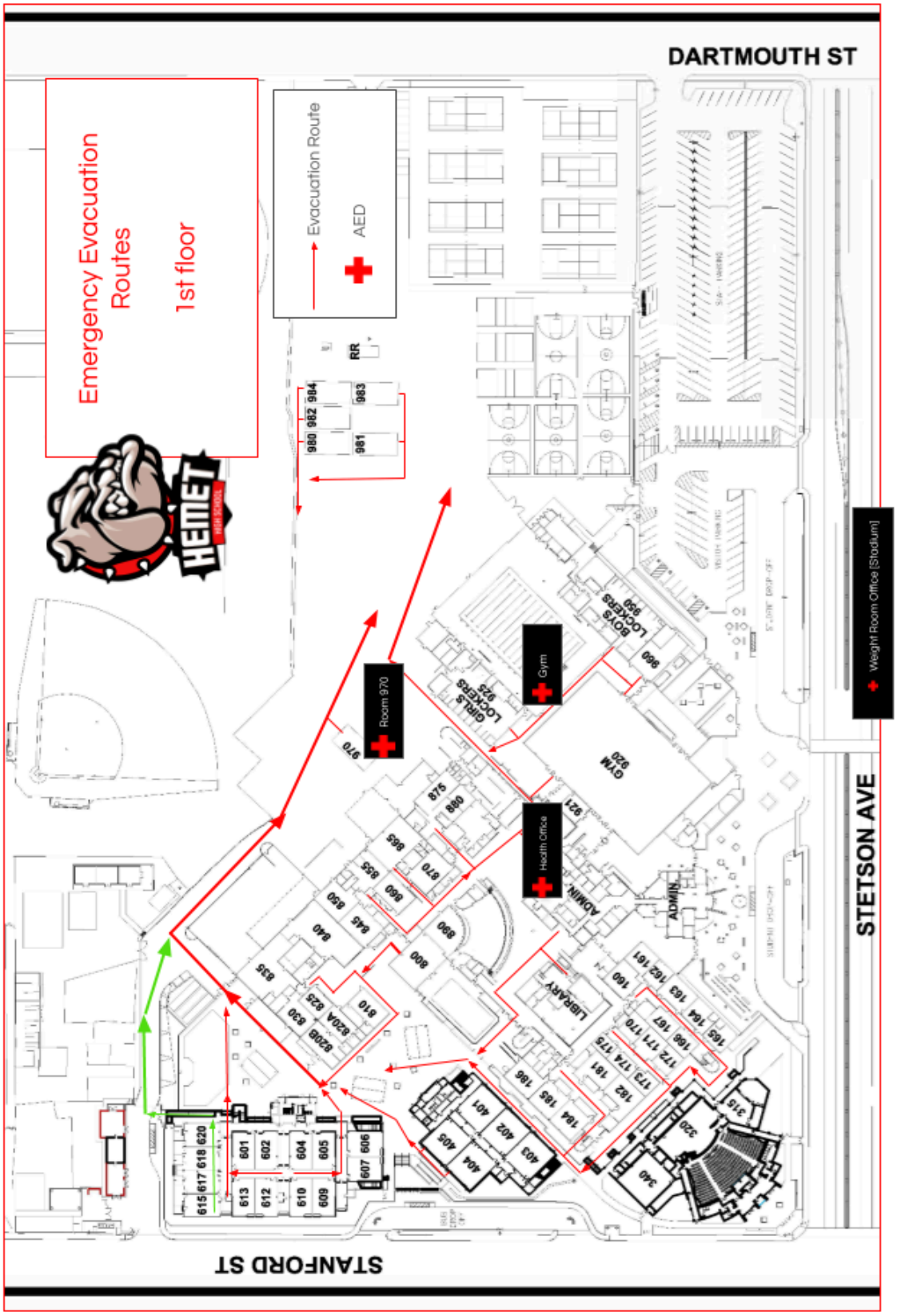
Ambulance: 951-782-5234
District Office: 951-765-5100
County Office of Education: 951-826-6530
News Media:

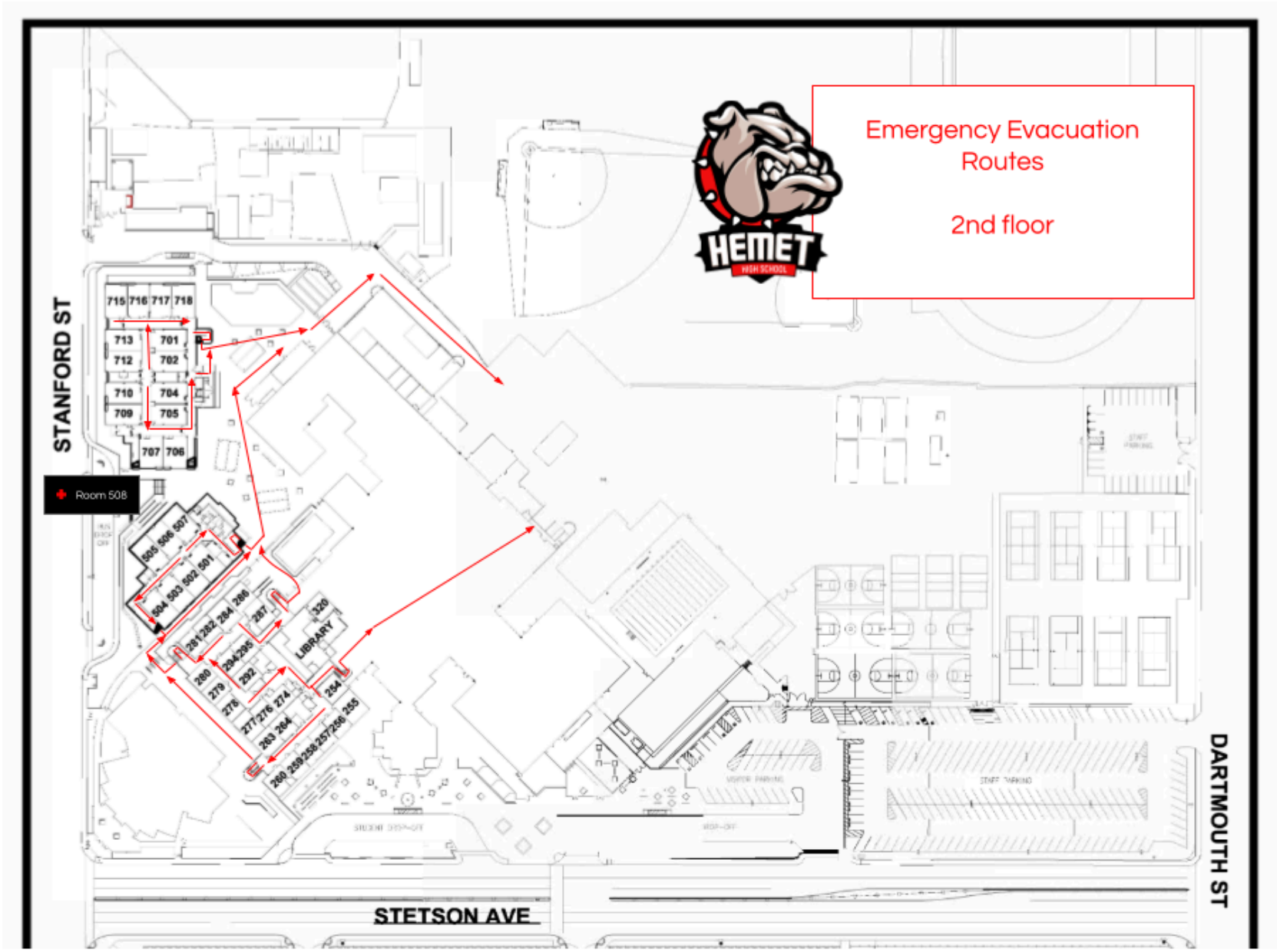
- Newspaper – Press Enterprise: 951-763-3466
- Newspaper – Idyllwild Town Crier
    - Radio Station #1 – KATY
        - (business line) 951-659-2145
        - (studio line) 951-506-1222, 951-676-1013
    - Radio Station #2 – KXRS – Spanish: 909-384-9750

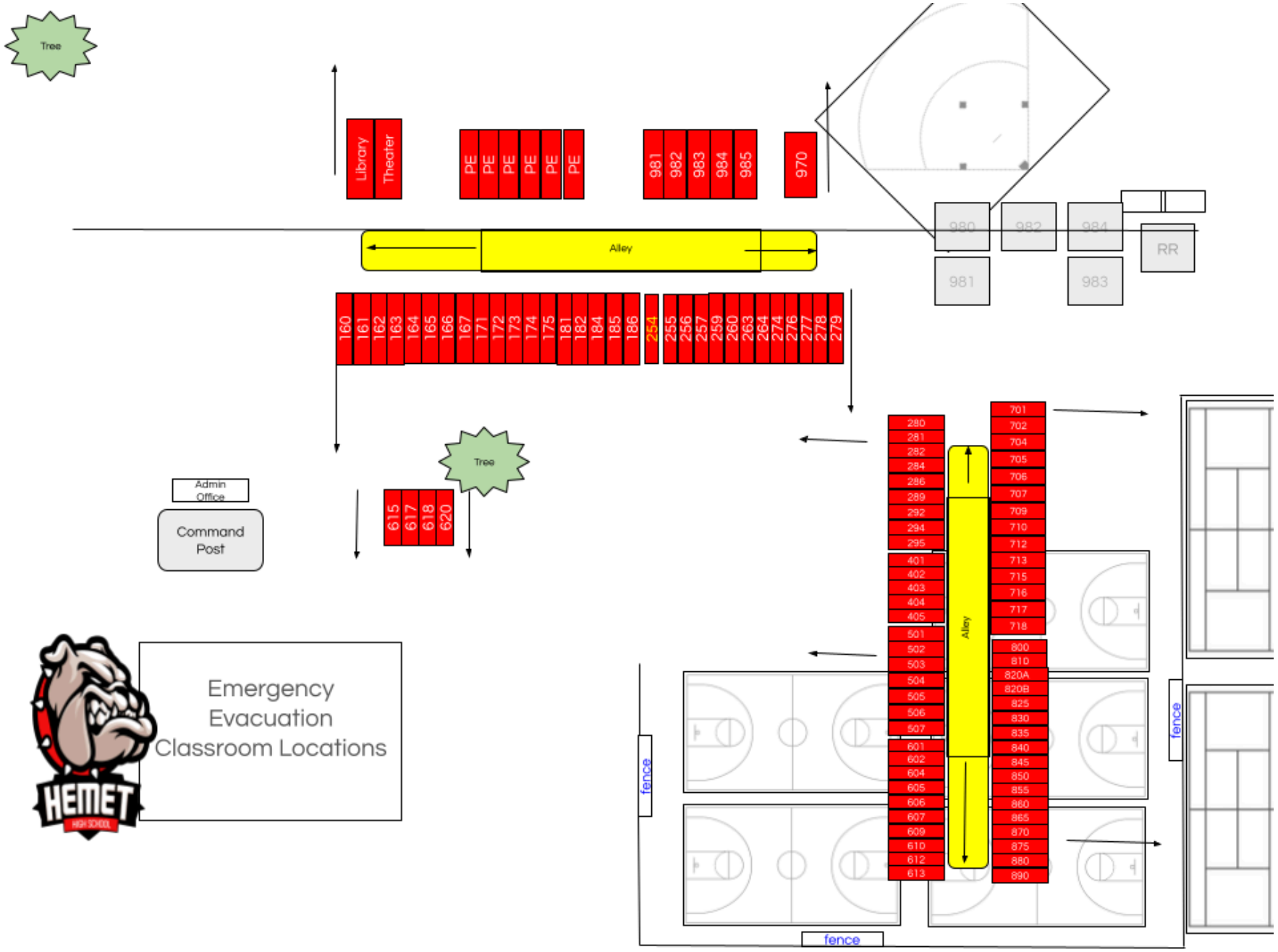
City Government:

- City of Hemet - Council: 951-765-2303
- Emergency Operations Center – Fire Dept: 951-765-2450

Evacuation Map




Emergency Evacuation Routes
2nd floor
HEMET
HIGH SCHOOL
STANFORD ST
DARTMOUTH ST
STETSON AVE
Room 508
LIBRARY
715 716 717 718
713 712
701 702
710 709
704 705
707 706
505 506 507
504 503 502 501
286 287
320
281 282 284
294 295
280 279 278
292
277 276 274
263 264
254
260 259 258 257 256 255


Tree
Library
Theater
PE
PE
PE
PE
PE
PE
981
982
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984
985
970
Alley
980
982
984
RR
981
983
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Tree
Admin Office
Command Post
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617
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401
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Alley
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702
704
705
706
707
709
710
712
713
715
716
717
718
800
810
820A
820B
825
830
835
840
845
850
855
860
865
870
875
880
890
fence
fence
fence
Emergency Evacuation Classroom Locations
HEMET
HIGH SCHOOL

Gang Activities

Gang activities on the school campus threaten campus safety and an individual's feelings of security. Objectionable activities include: 1) Fighting 2) Threats to students or school personnel. 3) Wearing of gang clothing (hats, shirts) or insignias of gangs 4) Wearing or displaying headbands or bandannas 5) Making gang hand signs 6) Encouraging others to fight 7) Possession of weapons or explosives 8) Any other activity or dress that indicates support or belonging to a gang. The wearing of hats, shirts, jackets, or any other clothing with gang names or an individual student's name or nickname is not acceptable. However, the uniforms and auxiliary clothing of school-sponsored groups and teams are acceptable campus dress.

All students have the right to feel safe and secure and to walk the campus without feeling threatened. Any student or group of students who engage in any activity that is determined to be gang-related by the school administration will be dealt with through conferences, suspension, expulsion, or transfer to an alternative study program.

Hate Violence

No person, shall by force or threat of force, willfully injure, intimidate or interfere with, because of the other person's race, color, religious ancestry, national origin, gender, or sexual orientation. To do so would constitute a hate violence crime resulting in suspension with a high probability of expulsion.

Handle the situation. Take the student to the administrator. Referral to counselor/administrator (teacher)

Injuries to Employees [If you are injured while at work]

Immediately: Notify the Office Manager immediately regarding ANY injury that occurs on the job. You must receive medical treatment from a physician designated by the Hemet Unified School District, including the Hemet Valley Medical Center Emergency Room, unless you have submitted a written request to be seen by your personal physician 30 days prior to the date of injury. These requests are to be sent to the Benefits Office (District Office).

If you are absent from work as a result of the injury, written authorization must be received from the treating physician. All physician's orders that change your work status, i.e. temporary disability or modified duty restrictions, must be submitted to your immediate supervisor and a copy to the District's workers' compensation coordinator by the next workday. If you are released to return to work with restrictions, all restrictions must be stated on the release and submitted to the Safety Office, and approved by the Business manager prior to your return to work.

Under no circumstances can you return without providing this document first!

NOTE: If you are absent from work and you do not have a current doctor's note taking you off work, absences will be charged to your sick leave. If you have follow-up medical appointments, you must notify your supervisor or office manager well in advance of the date and time of the appointment. Upon return to work, a note from the doctor verifying the date and time will be required.

Workers Compensation is allowed for the time required for the appointment only (including travel time). Excessive time off will be charged to your sick leave. Also, Hemet Unified School District policy does not allow an employee on a Workers Compensation related leave to be on HUSD property for any reason whatsoever, except for their own personal business.

If you have any questions, call the Safety Department at 765-5100 ext. 2300.

Keys/Salto

In order to avoid many difficulties caused by keys being distributed, loaned, borrowed, or acquired without authorization, please observe the following regulations concerning keys: Obtain all room keys from the Office Manager.. Do not trade keys with other teachers. DO NOT HAVE DUPLICATE KEYS MADE. Report lost keys to the office manager at once. Keys are to be turned in to the office manager at the end of the school year, inventoried, and checked out at the beginning of the school year.

Under NO circumstances should students be permitted to borrow keys or use them for a short time.

Outside Disruptors of the Educational Environment

Education Code 44811: Disruption of class work or extra-curricular activities; punishment; exemptions. Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor which is punishable by a fine not exceeding one hundred dollars ($100), by imprisonment in the county jail for a period of not more than 10 days, or both. This section does not apply to any otherwise lawful employee concerted activity, including, but not limited to, picketing and the distribution of handbills.

Education Code 44810: Willful interference with classroom conduct. Every minor over 16 years of age or adult who is not a pupil of the school, including but not limited to any such minor or adult who is the parent or guardian of a pupil of the school who comes upon any school ground or into any schoolhouse and there willfully interferes with the discipline, good order, lawful conduct, or administration of any school class or activity of the school, with the intent to disrupt, obstruct, or to inflict damage to property or bodily injury upon any person, is guilty of a misdemeanor, and is punishable by a fine of not less than one hundred dollars ($100) nor more than one thousand dollars ($1,000) or, by imprisonment in the county jail for not more than six months, or both.
All questions regarding the management of the school /classroom are expected to be asked / answered in a reasonable, solution-seeking style. Should hostility or emotion become overriding influences to problem solving and good judgment, the District and site written complaint procedure should be followed.

Sexual Harassment

The Hemet Unified School District is committed to a work and educational environment in which all individuals are treated with respect and dignity. Therefore, the District strongly condemns, opposes, and prohibits sexual harassment whether verbal, physical, or environmental. Anyone who violates this policy is subject to discipline, including student expulsion or employee dismissal. The complete Board Policy and resolution process is available at all school sites and the district office.

Student Behaviors and Expectations

According to Education Code 48900, a student may be suspended and/or expelled for the following offenses:

A. Caused, attempted to cause, or threatened to cause physical injury to another person.
B. Possessed, sold, or furnished any firearm, knife, explosive or other dangerous object.
C. Possessed, used, sold, or furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
D. Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or furnished another substance and represented it as a controlled substance, alcoholic beverage, or intoxicant of any kind.
E. Committed or attempted robbery or extortion.
F. Caused or attempted to cause damage to school or private property.
G. Stole or attempted to steal school or private property.
H. Possessed or used tobacco.
I. Committed an obscene act, engaged in habitual profanity or vulgarity.
J. Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.
K. Disrupted school activities, or willfully defied the authority of school personnel.
L. Knowingly received stolen school or private property.
M. Possessed an imitation firearm.
N. Committed or attempted to commit sexual assault, or committed sexual battery.
O. Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding.
P. Unlawfully ordered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
Q. Engaged in, or attempted to engage in hazing as defined in Section 32050.

R. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

T. Aiding or abetting the infliction or attempted infliction of physical injury on another person.
Note: This includes videotaping a fight per Jordan's Law.

EC 48900.2 Committed sexual harassment (Grades 4-12 only).

EC 48900.3 Caused, attempted to cause, or participated in an act of hate violence (Grades 4-12 only).

EC 48900.4 Created an intimidating or hostile educational environment by intentionally engaging in harassment, threats, or intimidation against a pupil or group of pupils (Grades 4-12 only).

EC 48900.7 Terrorist threats against school officials or school property, or both.

EC 48900.8 Reporting: Per EC 48900(r), a pupil may be suspended or expelled for acts that are enumerated on this form and related to school activity or attendance that occur at any time.

Teachers will also be notified via AERIES Referral Notification email, when a disposition has been assigned to a student. When viewing the attendance roster through AERIES, any student who committed an enumerated act should also have an SSA code next to his or her name. Teachers of the student can review the relevant record(s). Please stop by the discipline office if you would like to review the relevant record(s) when needed.

TEACHER'S RIGHT TO SUSPEND: AB 420 Section k (2) maintains the ability for a teacher to suspend a student in any grade level from class for the day of the suspension and the following day as per Education Code 48910 below.

1. A teacher may suspend any pupil from class, for any of the acts enumerated in Section 48900, for the day of the suspension and the day following. The pupil shall not be returned to the class from which he or she was suspended, during the period of the suspension, without the concurrence of the teacher of the class and the principal.
2. When suspending a student, the teacher must: (For complete step by step please refer to Appendix page 53).
    a. Report the suspension by submitting an electronic referral through Aeries Web and send the pupil to the discipline office for appropriate action. In the comments, include: 48910 - Teacher Suspension.
    b. Ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. (If practical, a counselor or school psychologist may attend the conference and a school administrator may attend if requested by teacher or parent)
    c. A pupil suspended from a class shall not be placed in another regular class during the period of suspension. However, if the pupil is assigned to more than one class per day this subdivision shall apply only to other regular classes scheduled at the same time as the class from which the pupil was suspended.
    d. A teacher may also refer a pupil, for any of the acts enumerated in Section 48900, to the principal or the designee of the principal for consideration of a suspension from the school. (Amended by Stats. 2004, Ch. 895, Sec. 10. Effective January 1, 2005.)

EDUCATION CODES 49079: A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in any of the acts described in any of the subdivisions, except (h), of Section 48900 or in Sections 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The District shall provide the information to the teacher based upon any records that the District maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section. Information contained in this summary is confidential and provided solely for the benefit of teaching staff. Further dissemination is prohibited.

HAT POLICY: Students are permitted to wear hats, but the hat may not display drugs, alcohol or other dress code prohibited items. Teachers may request that hats be removed in their classroom or inside buildings.

Student Supervision

All teachers are expected to assume responsibility for supervision at all activities where they are in attendance, regardless of whether they are formally assigned a specific responsibility. Teachers are expected to be alert at all times while on school premises. Infractions of school rules and regulations should elicit immediate action on the part of any teacher observing such irregular conduct.

EACH TEACHER IS RESPONSIBLE FOR THE SUPERVISION OF STUDENTS IN THE AREA ADJACENT TO HIS/HER ROOM BEFORE SCHOOL, BETWEEN PERIODS, AND AFTER SCHOOL.

CLASSROOM: Teachers must remain in their classrooms when their classes are in session. Emergency coverage may be requested from the front office when necessary. Never leave a class unattended. Students will be supervised during all activities. If teachers desire some of their students to use a classroom, they must be present the full time the students are in the room.

SCHOOL-SPONSORED ACTIVITY: Students must have the supervision of a credentialed person at any school-sponsored activity. This is to include decoration committees, clean-up committees, and all committee or individual work, field trips, workshops, or any other such activity for which school or ASB monies are used.

Tobacco Free

In the best interests of students, employees, and the general public, the Governing Board prohibits the use of tobacco products at all times on district property and in district vehicles. This prohibition applies to all employees, students, visitors, and other persons at any school or school-sponsored activity or athletic event. It applies to any meeting on any property owned, leased, or rented by or from the district. The District is considered to be "Tobacco Free." Smoking/use of tobacco is not allowed on any part of the Hemet High School Campus. Tobacco use, including chew, of any type is prohibited on any school district grounds or in any school district vehicles.
Information regarding on-campus smoking cessation classes can be obtained by contacting the Child Welfare and Attendance Office at 765-5100. For information regarding smoking cessation classes in the community, please contact the Community Education Department, Hemet Valley Medical Center, 1-800-800-8525.

Transportation of Sick or Injured Student(s)

An administrator or Health Technician (or teacher in charge of activities, which may be outside of school hours) shall decide who is to transport students.

Unsafe Conditions

Everyone in a workplace shares responsibility for ensuring that their work environment is safe and healthy. Some hazards pose an immediate danger, and others take a longer time to become apparent. But both types of hazards must be fixed. If you are aware of a hazard in your workplace, you should report it promptly to your site administrator.
Once a hazard has been identified, your employer and/or supervisor have a duty to assess the problem and eliminate any hazard that could injure workers. Details on page 60, of this handbook.

Use of Private Vehicles to Transport Students

An example of the Liability/Insurance Statement for transporting students in private vehicles can be found with the Office Manager. Any teacher using his own car to transport students on a school sponsored activity must fill out a regular transportation request form and submit it to the Office Manager. If an employee transports a student in his/her vehicle without authorization, the employee is personally liable.

Verbal Threats/Assaults Against School Employees

This policy is intended to cover actions by persons, other than employees of the District, described as follows: Any minor over 16 years of age who is not a pupil of the school; or Any adult, including but not limited to, a parent or guardian of a pupil of that school. This policy is intended to apply to any conduct which interferes with school activities or threatens a school employee in any way, and in particular conduct which constitutes: Willful interference with the discipline, good order, lawful conduct, or administration of any school class or activity of the school. Further, this policy shall apply to any conduct which indicates an intention to cause, attempt to cause, or which causes, any school employee to do, or refrain from doing, any unlawful act in the performance of his/her duties whether by means of a threat directly communicated to such person, or other conduct reflecting an attempt to inflict an unlawful injury upon any person or property.

The following procedural guidelines shall be followed:

1. Insofar as possible, employees should attempt to remain calm, avoid becoming defensive and avoid participating in a verbal argument.
2. Insofar as possible, provide the person with copies of the Complaint Procedure. If a copy is not available, inform the person that such a policy exists, and attempt to get them to use it.
3. Document the situation:
    a. Note the specific words, tones and gestures. Note witnesses for later verification.
4. Obtain assistance as necessary (step outside of a room, phone office or send the student to the nearest classroom with a predetermined "code" word, etc.).
5. Request that the person go to the appropriate administrator or office.
6. Report the incident to an Administrator and provide a written report to be filed as soon as reasonably possible.
    a. Note: Administrator to contact Educational Services Office or Child Welfare and Attendance).
7. Either the Administrator or the employee contacts law enforcement if required. Report made to law enforcement by an employee who was threatened/assaulted.
8. Administrator to work with Legal Counsel to initiate obtaining a Restraining Order. All employees who witnessed all or any part of the events shall cooperate in investigation.

Applicable laws: E.C. 448l0; 448ll; 322l0; 322l0; 32211 P.C. 7l; C.C.P. 527.6

Visitors and Official Investigators

All adults, official investigators or school age visitors who wish to contact or make inquiries concerning students, should be directed to an Administrator. Authorized visitors will wear a visitor's badge.

Work Orders/Repairs

All requests for repairs, improvements, or services from the District Maintenance crew should be presented on a work order and given to the Plant Manager or Office Manager.

APPENDIX

Bell Schedules [Regular & Special Events] [here]

Hemet High School
Bell Schedule
2026-2027

Monday, Tuesday, Thursday, Friday

* Buildings: 100, 200, 300, 400, PE, Office		
0	7:27	8:23
1	8:30	9:26
2	9:33	10:29
3	10:36	11:42
Lunch 1	11:42	12:17
4*	12:24	1:20
5	1:27	2:23
6	2:30	3:26

* Buildings: 500, 600, 700, 800, 900		
0	7:27	8:23
1	8:30	9:26
2	9:33	10:29
3	10:36	11:42
4*	11:49	12:45
Lunch 2	12:45	1:20
5	1:27	2:23
6	2:30	3:26

Wednesday - Late Start

* Buildings: 100, 200, 300, 400, PE, Office		
0	7:30	8:14
1	9:50	10:34
2	10:41	11:25
3	11:32	12:18
Lunch 1	12:18	12:53
4*	1:00	1:44
5	1:51	2:35
6	2:42	3:26

* Buildings: 500, 600, 700, 800, 900		
0	7:30	8:14
1	9:50	10:34
2	10:41	11:25
3	11:32	12:18
4*	12:25	1:09
Lunch 2	1:09	1:44
5	1:51	2:35
6	2:42	3:26

Bell Schedules [Regular & Special Events] [here]

Hemet High School
Bell Schedule
2026-2027

Finals		
Period	Start	End
0	7:27	8:23
1/4	8:30	9:49
2/5	9:56	11:15
3/6	11:22	12:41
Lunch Optional	12:41	1:11

Dates: 12/16/26; 12/17/26; 6/1/27; 6/2/27

Minimum Day		
0	7:45	8:21
1	8:30	9:06
2	9:13	9:49
3	9:56	10:32
4	10:39	11:15
5	11:22	11:58
6	12:06	12:41
Lunch Optional	12:41	1:11

Wednesday-Late Start		
*Buildings: 100, 200, 300, 400, PE, Office		
1	9:50	10:34
2	10:41	11:25
3	11:32	12:18
Lunch 1	12:18	12:53
4*	1:00	1:44
5	1:51	2:35
6	2:42	3:26

*Buildings: 500, 600, 700, 800, 900		
1	9:50	10:34
2	10:41	11:25
3	11:32	12:18
4*	12:25	1:09
Lunch 2	1:09	1:44
5	1:51	2:35
6	2:42	3:26

Bell Schedules [Regular & Special Events] [here]

Hemet High School
Bell Schedule
2026-2027

SRI / Rally Schedule - Period 2

* Buildings: 100, 200, 300, 400, PE, Office		
0	7:30	8:23
1	8:30	9:18
2 - SRI	9:25	10:11
2	10:18	11:06
3	11:13	12:06
Lunch 1	12:06	12:41
4 *	12:48	1:36
5	1:43	2:31
6	2:38	3:26

* Buildings: 500, 600, 700, 800, 900		
0	7:30	8:23
1	8:30	9:18
2 - SRI	9:25	10:11
2	10:18	11:06
3	11:13	12:06
4 *	12:13	1:01
Lunch 2	1:01	1:36
5	1:43	2:31
6	2:38	3:26

Bell Schedules [Regular & Special Events] [here]

Hemet High School
Bell Schedule
2026-2027

One Rally Schedule - Period 5

* Buildings: 100, 200, 300, 400, PE, Office		
0	7:30	8:23
1	8:30	9:18
2	9:25	10:13
3	10:20	11:13
Lunch 1	11:13	11:48
4 *	11:55	12:43
5	12:50	12:55
Rally	12:55	1:36
5	1:43	2:31
6	2:38	3:26

* Buildings: 500, 600, 700, 800, 900		
0	7:30	8:23
1	8:30	9:18
2	9:25	10:13
3	10:20	11:13
4 *	11:20	12:08
Lunch 2	12:08	12:43
5	12:50	12:55
Rally	12:55	1:36
5	1:43	2:31
6	2:38	3:26

Two Rally Schedule - Period 5

* Buildings: 100, 200, 300, 400, PE, Office		
0	7:27	8:23
1	8:30	9:21
2	9:28	10:19
3	10::26	11:17
Lunch 1	11::17	11:52
4 *	11:59	12:50
5	12:57	2:28
Rally 1	1:05	1:40
Transition	1:40	1:50
6	2:35	3:26

* Buildings: 500, 600, 700, 800, 900		
0	7:27	8:23
1	8:30	9:21
2	9:28	10:19
3	10:26	11:17
4 *	11:24	12:15
Lunch 2	12:15	12:50
5	12:57	2:28
Transition	1:40	1:50
Rally 2	1:50	2:25
6	2:35	3:26

CA Education Code 48910: Teacher Right to Suspend from Class

Ed. Code 48910

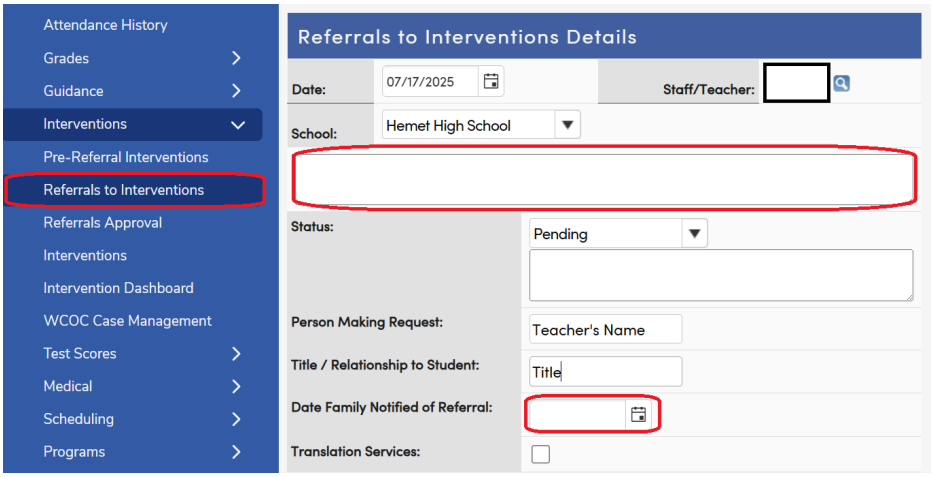
(a) A teacher may suspend any pupil from class, for any of the acts enumerated in Section 48900, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal or the designee of the principal for appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by the governing board of the school district. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. If practicable, a school counselor or a school psychologist may attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests. The pupil shall not be returned to the class from which he or she was suspended, during the period of the suspension, without the concurrence of the teacher of the class and the principal.
(b) A pupil suspended from a class shall not be placed in another regular class during the period of suspension. However, if the pupil is assigned to more than one class per day this subdivision shall apply only to other regular classes scheduled at the same time as the class from which the pupil was suspended. (c) A teacher may also refer a pupil, for any of the acts enumerated in Section 48900, to the principal or the designee of the principal for consideration of a suspension from the school. (Amended by Stats. 2004, Ch. 895, Sec. 10. Effective January 1, 2005.)

Teacher Rights

- A teacher has the right to suspend a student from their class for the day of and/or the following day (E.C. 48910).
- The suspension from their class can be for any reason under E.C. 48900, including willful defiance (code k).
- *Note: A teacher's right to suspend from class may be utilized without prior intervention. However, best practice is to provide prior interventions and document such in Aeries.*

Teacher Responsibilities Under E.C. 48910 (Steps to Suspend from Class)

Enter the suspension from class into Aeries under "Interventions" > "Referrals to Intervention" [see image below]



In the textbox under School, type in details of the incident.

- ☐ Include Teacher Suspension 48910.
- ☐ If the suspension from class is for "Today Only" or "Today and Tomorrow," [If the teacher does not complete the textbox, the administrator will assume it is for the day of the suspension]
- ☐ Teacher will provide class work for the student as soon as possible.

- ☐ Teachers must inform parents/guardians of suspension from class and attempt to schedule a parent-teacher conference.
    - ☐ A teacher and/or parent/guardian may request an administrator, counselor, and/or psychologist to attend the parent conference.
    - ☐ At the conclusion of the parent conference, it is best practice to update the entry in Aeries with a summary and date of the conference.

Administration Responsibilities
● The student will be appropriately supervised for the duration of the suspension from class. Administration will NOT return the student to the class from which they were suspended, nor will the student be placed in a "regular classroom" during the suspension from class.
● The school must provide support to ensure student IEP services and goals are addressed during the suspension from class.
● Note: AB420 and AB1729 limit student suspensions from schools on violations of E.C. 48900 (f - r) by requiring previous
interventions. In addition, it eliminates suspensions of K-3 students and expulsions of all students for violations of E.C 48900 (k) - "willful defiance and disruption." Offenses in E.C. 48900 (a - e) remain suspendable on the first offense. However, AB420 and AB1729 does not affect or eliminate a teacher's right to suspend a child from class for the day of suspension and/or the day following as outlined in California Education Code 48910.

Special Education
● Teachers maintain the right to suspend from class under E.C. 48910. However, special considerations are required when excluding Special Education students from their scheduled instructional time. For example, all support outlined in an IEP must be provided regardless of the student's location. An Instructional Aide or Special Education teacher may be redirected to provide services. In addition, a Manifestation Determination meeting must be held on or before the 11th day of suspension to determine whether or not the exhibited behavior is a manifestation of the student's disability.

Disclaimer
All HUSD Employees must adhere to the Federal, State, Local and District laws, rules, regulations and policies. Failure to do so will result in disciplinary action. Review Board Policies and Administrative Regulations in the Annual Notifications Packet [here]. All Board Policies and Administrative Regulations are located on the District's webpage.

Hazards/Unsafe Conditions Report Guidelines



1791 W. Acacia Ave.
Hemet, CA 92544

INSTRUCTIONS FOR EMPLOYEES ON USING THE UNSAFE CONDITIONS REPORT

Report hazards immediately

Everyone in a workplace shares responsibility for ensuring that their work environment is safe and healthy. Some hazards pose an immediate danger and others take a longer time to become apparent. But both types of hazards must be fixed. If you are aware of a hazard in your workplace, you should report it promptly to your site administrator. Once a hazard has been identified, your employer and/or supervisor have a duty to assess the problem and eliminate any hazard that could injure workers.

1. Describe the unsafe condition. Specify the specific location at the site and name the site administrator and supervisor of the location containing the hazard.
2. Describe the hazardous condition and location of the hazard in detail.
3. Provide suggestions for alleviating the hazard.
4. Specify your name, work location, and phone number.
5. Send the completed form to your site administrator, keeping a copy for your records.

Hazard/Unsafe Conditions Report [here]

Site Safety Plan [here]

Workplace Violence Incident Reporting Form [here]

Forms/Notifications

HUSD PARENT/GUARDIAN VIDEO/FILM RELEASE FORM

Date _____

Dear Parent/Guardian/Caregiver:

I am planning to show the _____ rated video/film to my class as part of our unit and/or lesson on _____(subject/topic)..

Description of the video/film:
_____
_____

Your student will not be permitted to view the presentation without your permission. Please return the bottom of the form by _____(date).

If your child will not view the video/film, an alternative structured learning activity will be provided

Sincerely,
Teacher Name

Date _____ Teacher _____

My student, _____, has permission to see

_____

____ [Name of Film/Movie]

I understand that the film will be incorporated as part of the planned, systematic, direct teaching activities.

_____ Parent/Guardian

FOR OFF-AIR TAPING

It is understood that if the tape is not erased on or before the date noted above, I am in violation of copyright laws and District policy and accept sole liability for my actions.
Teacher Signature _____ Date _____
_____ _____
Approval granted by: _____ (Administrator Signature) _____Date
Note: This form must be copied and kept on file by the principal or designee.

NOTIFICATION OF FILM/VIDEOTAPE USE

(For Material Not Owned by HUSD or Riverside County Office Of Education Film Library)
Date Submitted _____
Teacher's Name _____
School _____
Viewing Date _____ Periods _____
Title of Program _____ Rating _____ No Rating
General (G)
On District
Approved List for grades 9-12 only
Curricular Area _____ Grade Level _____
Briefly state the instructional objective for which the videotape will be used:
Off-air taping (if applicable):
Network or channel _____
Broadcast copy date _____
Viewing date _____ (Must be within 10 working days)
Erasure date _____ (Must be within 45 calendar days of copy date)
Parent/Guardian Film/Video Release form required: ____ yes ____ No
If Yes, attach description of structured instructional activity that will be offered to students that will not have parent permission to view video/film.
I affirm that the material listed above is appropriate for the grade level listed and enhances the curriculum. Further, the tape will be used according to HUSD Governing Board policy on copyrighted material, specifically face-to-face instruction and fair-use guidelines.

REQUEST FOR PERMISSION TO DUPLICATE

Date: _____
_____ (Address)
Attention: Permissions Department

Dear:
I _____, as an employee of Hemet Unified School District,
request permission to copy the following copyrighted materials;
Material to be copied (title, author, copyright date): _____
Number of copies to be made:
_____
Copy medium:
_____
Use of copies:
_____
Anticipated date of first use:
_____
Distribution of copies:
_____

Thank you for your consideration. I am enclosing a signed copy of this request for your files and a self-addressed envelope for the return of this request.
_____ Signature

PRODUCER REPLY:
Title: _____ Date:_____
Permission: _____ granted or _____denied
Conditions or details: _____
Signature:
_____

When copyright notices are required on photocopied materials, the following may be used to satisfy this requirement:

Parental/Guardian Liability

Parental/guardian liability for willful misconduct of a minor that results in injury or death to a pupil or school employee, or an injury to school property is now increased to $10,000. The parent or guardian shall also be liable for the amount of any reward not exceeding $10,000. Education Code 48904 (a) (1) Notwithstanding Section 1714.1 of the Civil Code, the parent or guardian of any minor whose willful misconduct results in injury or death to any pupil or any person employed by, or performing volunteer services for, a school district or private school or who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district or private school, or personal property of any school employee, shall be liable for all damages so caused by the minor. The liability of the parent or guardian shall not exceed ten thousand dollars ($10,000). The parent or guardian shall also be liable for the amount of any reward not exceeding ten thousand dollars ($10,000) paid pursuant to Section 53069.5 of the Government Code. The parent or guardian of a minor shall be liable to a school district or private school for all property belonging to the school district or private school loaned to the minor and not returned upon demand of an employee of the district or private school authorized to make the demand. (2) The Superintendent of Public Instruction shall compute an adjustment of the liability limits prescribed by his subdivision at a rate equivalent to the percentage change in the Implicit Price Deflator for State and Local Government Purchases of Goods and Services for the United States Department of Commerce for the 12-month period ending in the third quarter of the prior fiscal year. (b) (1) Any school district or private school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the district or private school authorized to make the demand may, after affording the pupil his or her due process rights, withhold the grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages thereto, as provided in subdivision (a). (2) The school district or private school shall notify the parent or guardian of the pupil in writing of the pupil's alleged misconduct before withholding the pupil's grades, diploma, or transcripts pursuant to this subdivision. When the minor and parent are unable to pay for damages, or to return the property, the school district or private school shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work, the grades, diploma, and transcripts of the pupil shall be released.

PARENTAL RIGHTS The Board supports and acknowledges the right of a parent or guardian to direct the upbringing of his or her child. The Board also recognizes that parents or guardians should have the right to know whether any child of theirs will be asked to disclose or reveal through the taking of any examination, survey, or questionnaire certain matters of a personal nature about themselves, their parents, or guardians. The Board also recognizes that the parent or guardian of the child should have the choice whether or not the student will be allowed to participate in any such examination, survey, questionnaire, practice, sample, or official test without the prior written consent of the parent. In order to ensure these rights, the District shall not administer to any student without prior written parental or guardian consent, any practice, sample, or official test, questionnaire, survey, or examination which contains any questions or activities that relate to a student's or his or her parents' or guardians' beliefs and practices in sex, religion, personal or immediate family morals or values, or critical appraisals of individuals with whom the pupil has a close family relationship. Secondly, no student shall be required, without prior written parental or guardian consent, as part of any research or experimentation program or project designed to explore or develop new or unproven teaching methods or techniques, to submit to psychiatric examination, testing, or treatment, or psychological examination, testing, or treatment in which the primary purpose is to reveal information concerning one or more of the following:

1. Political affiliation;
2. Mental and psychological problems potentially embarrassing to the student or his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating, and demeaning behavior;
5. Critical appraisal of other individuals with whom the student has a close family relationship;
6. Legally recognized privileged and analogous relationships such as those of lawyers, physicians, and ministers; or

7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without prior written consent of the parent. All instructional materials, including teacher manuals, films, tapes, or other supplemental material which will be used in connection with any research or experimentation program or project as defined by the paragraph immediately above, shall be made available for inspection by the parents or guardians of children.
The purpose of this Policy is not to prohibit any discussion in a classroom of such subjects as politics, religion, or sex if engaged in as part of a course of student or curriculum adopted by the Board. Rather, this Policy is designed to protect against any direct or indirect attempt to ascertain information from a student regarding him or her and/or his/her family in the areas described herein unless the parent or guardian has first given his or her written permission. This policy shall not be construed to interfere or affect in any manner whatsoever the District's responsibility to report child abuse to California Penal Code 11165 and seq. as well as any other applicable reporting requirements under California laws.

Progressive Behaviors & Interventions Matrix

Stages	Intervention Options for Dress Code, Defiance, Disruption, Obscenity, Profanity & Tardies	
1	**Classroom Interventions/Consequences:** Teachers may use the following interventions to help the student change behavior in the classroom.	
	• Prompt or redirect student • Verbal warning • Reteach desired behavior • Provide choices • Peer Mediation	• Teacher conference with the student • Time out in another classroom • Written reflection • Seat Change • Parent Contact
2	**Classroom Interventions/Consequences:** Teachers may use the following interventions to help the student change behavior in the classroom. **Appropriate when level 1 interventions/consequences have not been effective**	
	• Classroom behavior contract • Parent-teacher conference • Before or after school detention (teacher provided; parent must be notified before the student can serve this detention)	• Parent or guardian accompany the student to school or classes • Conflict Resolution (PBIS tech or counselor)
3	**Office Referral to Counselor** **Appropriate when level 2 interventions/consequences have not been effective**	
	• Before school detention • Community service • Teen Intervene • School-wide behavior contract • Written reflection	• Restorative practices • Referral to SST • Schedule or class change • Parent-teacher-counselor conference • Parent or guardian accompany the student to school or classes
4	**Office Referral to Administration** **Appropriate when level 3 interventions/consequences have not been effective**	
	• Parent-teacher-administrator conference • Substance abuse treatment program • Behavior Support Plan	• Restricted activity • Parent Shadowing • Alternative to Suspension • Suspension • *EC 48910: 2-day teacher suspension
5	**Office Referral to Administration** **Appropriate when level 4 interventions/consequences have not been effective**	
	• All of the above interventions • Guidance Council	• Suspension
6	**Office Referral to Administration** **Appropriate when level 5 interventions/consequences have not been effective**	
	• Extended Suspension • Referral to an alternative school site	• Referral to expulsion

Level 1	
Level 1 behaviors are handled by the attending staff member. Chronic level 1 behavior **could** result in a referral to a school counselor.	
• Assembly behavior • Defacing school property • Disrespect toward other students • Hallway behavior • Incomplete homework • Tardy • Throwing food in the cafeteria • Public displays of affection • Defiance (not completing work, not following directions, non-compliant)	• Littering/Failure to clean up the mess • Pushing/horseplay/roughhousing • Inappropriate language • Unprepared for class • Wandering during class time • Leaving class early • Classroom behavior /disruption of class • Loitering in stairwells (or other non-loitering areas) • Dress code violation
Level 2	
Level 2 behaviors are handled by the attending staff member. Chronic level 2 behaviors **could** result in a referral to a school administration.	
• Abuse of school equipment • Cheating (assignment, tests, essays, papers, etc.) • Violation of acceptable computer use policy • Inappropriate representation of school (trips/sports) • Behavior toward substitute • Cell phone violation	• Habitual Lying • Plagiarism • Teasing • Unexcused absence • Horseplay/pushing/running in the halls • Invasion of adult space • Misuse of electronics • Disrespect (talking back)
Level 3	
Level 3 behaviors will result in immediate referral to the school administration.	
• Bullying/Intimidation • Bus behavior to/from school • Cheating (exam, major project/assignment) • Dangerous use of a vehicle • Smoking • Use/possession of drugs and/or drug paraphernalia • Non-emergency fire alarm or 911 class • Hate literation • Illegal activity	• Vandalism • Fighting/physical aggression • Safety concern (dangerous) • Sexual behavior/harassment • Swearing at an adult • Theft • Weapons • Use of racial/homophobic comments/slurs • Forgery

HEMET HIGH SCHOOL QUICK TIPS

Aeries.net - Aeries.net is a tool for parents to communicate with teachers regarding student progress. All teachers are expected to post student information on Aeries. net.

Bulletin Boards - Job postings are located on the board In the Faculty Lounge. Union announcements can also be found on the bulletin board in the lounge.

Change of Address - Please complete a change of address form if you change phone numbers, move, etc. Forms located on the HUSD website. Click Staff, scroll down to **Business Service Quick Links**, click on arrow: Quick Links to Payroll Forms. Give updated forms to the Office Manager.

Copies - Copy machines are located by the Faculty Lounge, in the 600 building and the 500 building. *Students are not allowed in any Copy Room*! *There is a copy machine in the library for student use*.

Daily Bulletin - Is emailed to staff daily. You can also view the Bulletin at hemethigh.com.

Discipline Referrals - Available through Aeries - Guidance - Assertive Discipline.

FAX Machine - Our fax number is (951) 765-5177.

Forms - To request Purchase Order, Mileage, Conference Request, Supply Request, Roll Sheets, Plan Books, etc. see the Office Manager or the district website.

Gmail: Each employee is provided a District email address via gmail. All employees are expected to check their email daily, ideally throughout the day.

Library - You must schedule a time for your class to use the library. Check with the Library Techs to reserve time.

Lunch - The cafeteria serves both staff and students. Microwave ovens are available in the Faculty Lounge for staff use only.

Mail - Tubs for metered mail and inter district mail are located in the Main Office, Front Desk area.. Inter-district and U.S. mail are both picked up daily by the district delivery person at 8:30 AM.
If you have more than 200 pieces of mail, see the Office Manager about sending it as BULK MAIL.

Master Calendar - All activities must be put on the master calendar. See Bill Ray/Jessica Salinas

Phone Messages - Emergency calls will be delivered to your classroom. All other phone messages are directed to your voice-mailbox. Please check your box and voicemail before and after school.

Purchase Orders -See Rory. **It is the policy of the Hemet Unified School District that ALL purchases must be made using the purchase order system. School employees may not purchase items for school use and later be reimbursed for those purchases.**

Student Counseling
Requests
- Students may request to see their counselor by scanning a QR code located in the counseling office, or by visiting hemethigh.com and selecting “Counselor Appointment Request” under the Academics tab.

Substitutes - Stephanie Cachu coordinates certificated and classified substitutes.

Supplies - Supply Order Forms: Contact Mike Delgado, Plant Manager, to either pick up a copy of the form or have the form template emailed to you.
- Get department chair approval.
Facial Tissues & Sanitizer Wipes: Email Plant Manager, Scott Genton

Telephones - Dial 9 to get an outside line.

Textbooks - All textbooks are kept in the textbook room in the library and are checked out by the library staff. The library would prefer to have individual students check out books, as opposed to teachers checking out class sets and distributing to students.

Best Practices & Expectations

1. Stand at your door, greeting, socializing and monitoring students before/after school; during passing periods/lunch transitions.

2. Be in class on time before the tardy bell rings.
    a. Record tardies in AERIES and follow the discipline flow chart for habitually tardy students.

3. Start class when the bell rings – have an activity on board for students to work on while you take attendance, etc.

4. Be good role models for students – emphasize the importance of your time and their time in the classroom.

5. Follow 5 Star guidelines & 10-10 Rule.
    a. Student aides should only be out of class if they are on official business – give them a pass.

6. Bell-to-bell instruction: Do not release students from class early. Their safety and welfare remain your responsibility, including during passing periods.

7. To keep a student after class, obtain approval from the next-period teacher. Emphasize to students that they are to be in class on time, ready to learn.

Welcome to Bulldog Country!