

Orestimba High School

Student Handbook

Notice: The rules you are about to read in this code of conduct supplement are in addition to our broad, discretionary authority to maintain safety, order and discipline inside the school zone. These rules support, but do not limit, our authority.

I. RIGHTS AND RESPONSIBILITIES

A. Rights of Students

- To attend school unless removed under due process as specified in the California Education Code.
- To attend school in a secure academic and social climate, free of fear and violence.
- To enjoy the full benefit of their teachers' efforts, undiluted by the disruptive student.
- To be able to have ready access to a counselor or administrator.
- To be fully informed of school rules and regulations.

B. Responsibilities of Students

- To attend school and be to classes regularly and on time.
- To be prepared for class with all appropriate materials.
- To know, understand, and obey all school rules and regulations.
- To respect the rights of school personnel, fellow students, and the public in general to a high degree.
- To demonstrate pride in the appearance of school buildings and grounds.

C. Rights of Parents/Guardians

- To expect that their children will spend their time at school in a safe, wholesome, stimulating, academically challenging atmosphere while engaged in productive activity under the supervision and direction of a dedicated and caring staff.
- To be informed of school policies and regulations.
- To review their children's records with assistance provided by a certificated staff member.

D. Responsibilities of Parents/Guardians

- To visit the school periodically and to participate in conferences with teachers, counselors and/or administrators regarding the academic progress and behavior of their children.
- To provide supportive action by making sure that children have enough sleep, adequate nutrition, and appropriate clothing to attend school.
- To maintain consistent and adequate discipline over their children and to approve of reasonable disciplinary measures as applied by school personnel.
- To cooperate with the school in bringing about improvements designed to enhance the educational program offered students.
- To provide the school with current information regarding legal address, phone, medical data, and other facts, which may help the school to serve their children.
- To become familiar with school policies and regulations at all times.

- To participate in the education of their students throughout the school year.

E. Rights of Teachers

- To expect and receive the attention, effort, and participation of the students enrolled in their classes.
- To have parental and administrative support when enforcing rules designed to provide an optimum learning climate.
- To teach with interruptions held to an absolute minimum.
- To enjoy the same level of respect and courteous treatment accorded members of the class individually and collectively.

F. Responsibilities of Teachers

- To consider the personal worth of each individual student as a unique and important human being.
- To establish a classroom atmosphere in which productive learning can take place.
- To make every effort to equip each learner with the knowledge, skills, attitudes, and values required for successful living.
- To assess divergent ideas, opinions, and expressions objectively and deal with them in a balanced and unbiased manner.
- To keep parents and students informed, through timely and periodic reports, of all pertinent data related to the student's school experience.
- To continually evaluate their own instructional strategies to achieve the school's Expected Student Learning Results (ESLRs) and to improve student learning.
- To initiate and enforce individual classroom rules consistent with both school and District policies.

G. Rights of Administrators

- To expect that all students, parents, and school employees recognize the administrator's responsibility to maintain a safe campus environment.
- To expect that students, parents, and school employees recognize the administrator's responsibility to enforce District policies and school rules as directed by the District administration and Board of Education.
- To expect parental and teacher support when enforcing District policies and school rules and making those decisions designed to provide an optimum learning climate.

H. Responsibilities of Administrators

- To provide leadership that will establish, encourage, and promote exemplary teaching and effective learning.
- To establish, publicize, and enforce school rules that facilitate effective learning and promote attitudes and habits of good citizenship among the students.
- To be able to provide support for teachers in the enforcement of District policies and school rules.
- To make a determined effort to stay attuned to expressions of student/staff/parent/community concerns and to react with sensitivity toward them.
- To request assistance from District for support services and community agencies and resources in all instances requiring such action.
- To be able to communicate unverified student absences to parents.

II. BEHAVIOR EXPECTATIONS AND CONSEQUENCES

(The number of violations occurring in the current school year determines consequences.)

Note: The school day during which a suspension is assigned *may* be counted in the number of days suspended. An expulsion means to be removed from school attendance in the Newman-Crows Landing Unified School District. Only the Board of Education can decide on an expulsion. Such a decision will be based upon the recommendation of an Administrative Panel comprised of district administrators, none of who are from the site of the disciplinary incident.

During Suspension:

1. The student shall not report to school or be within 1000 feet of any District school campus during the period of suspension, unless coming to the school office on official business by prior arrangement with a school administrator.
2. The student is expected to be under the supervision of a parent during school hours (8:00 a.m. - 3:00 p.m.) when serving suspension days at home.
3. The student is not to attend any Orestimba High School events or those held at any other school campus during the suspension.
4. "The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension." (E.C. 48913) The responsibility of obtaining and completing class work and/or tests missed during the suspension lies with the student.

A. IMPORTANT NOTICE

1. No pupil shall be suspended or expelled for any of the acts enumerated unless the act is related to school activity or school attendance. (E.C. 48900) A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including, but not limited to, any of the following:
 - while on school grounds
 - while going to or coming from school
 - during lunch period, whether on or off the campus
 - during, or while going to, participating in or coming from, a school sponsored activity
2. Students accumulating 10 days of in-school or home suspension may be subject to involuntary transfer to an alternative program. Students accumulating 20 days of in-school or home suspension are subject to recommendation for expulsion to the school board. Disciplinary action will be taken if a student's behavior is disruptive to the educational process or causes danger to persons or property even though the offense is not specifically defined in the Student Conduct Code.
3. Parental liability for willful misconduct of a minor that results in injury or death to a pupil or school employee or who willfully cuts, defaces, or otherwise injures in any way any property real or personal, belonging to a school district 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 twenty-five thousand dollars (\$25,000). The parent or guardian shall also be liable for the amount of any reward not to exceed ten thousand dollars (\$10,000) (E.C. 48904).
4. Students and parents have a right to appeal disciplinary action taken against a student. A meeting must be requested with the principal.
5. By entering school property, the person driving any vehicle is deemed to consent to a complete search of the vehicle—all its compartments and contents—by school officials or law enforcement personnel for any reason whatsoever. This notice applies to all vehicles of any type and is in force 24 hours a day. [California Vehicle Code Section 21113(A)].

B. POLICY FOR THE USE OF DOGS TO SEARCH FOR CONTRABAND ON DISTRICT PROPERTY

The Board of Trustees (Board) of the Newman-Crows Landing Unified School District is committed to providing students and employees with schools and work places that are free of drugs and weapons. To that end, the Board prohibits the presence of drugs, controlled substances, weapons of any type, explosive devices, alcohol, or any intoxicant (as those terms are defined by state or federal law or District policy) on District property or at any District-sponsored event. This prohibition applies to employees, students, patrons, visitors, and any other person.

1. All persons are responsible for the security of any vehicle, locker, desk, bag, or other items they possess or bring onto District property or to a District-sponsored event. No person shall possess, place, keep or maintain any article or material that is prohibited by law or District policy in items, lockers, vehicles, desks, or bags assigned to them or under their control while on District property or at a District-sponsored event.
2. In an effort to keep the work place and schools free of drugs and weapons, the District may use specially trained non-aggressive dogs to sniff out and alert to the presence of those substances prohibited by law or District policy. These inspections shall be unannounced and will be made at the discretion of the program coordinator.
3. Under no circumstances will a dog be allowed to sniff the person of a student, employee, patron, visitor, or anyone else while on District property or at any District event. This prohibition extends to and includes demonstrations. When used for the purpose of demonstration the dog may not sniff the person or any individual and must be well separated from the audience.
4. The dogs shall not be used in rooms occupied by persons except for demonstration purposes with the handler present.
5. The dog may be used to sniff the air around lockers, desks, bags, items or vehicles that are on District property or at a District-sponsored event.
6. Only the dog's official handler will determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the person having the use of, bringing onto District property or responsible for that place or item will be called to the scene to witness the search. All searches shall be made in compliance with District policy and applicable law.
7. In the event the dog alerts on a locker, book bag, or a locked vehicle the owner or person bringing it onto District property shall be asked to open it for inspection. Refusal to open the item for inspection will result in parent contact and disciplinary action including but not limited to suspension or expulsion, a request for assistance from the local police department, and, in the case of a vehicle, loss of parking privileges on District property. A vehicle is subject to search at all times while on school campus. (California Vehicle Code 21113(A). Visitors or patrons may be banned from District property. A 1000 foot boundary adjacent to school premises will be included as part of this policy.
8. Discovery of a prohibited substance possessed by a student may result in referral to a law enforcement agency and/or school disciplinary action in keeping with District policy.
9. Students shall be informed of this policy at the beginning of each school year.

• **CAUSES FOR MANDATORY RECOMMENDATION FOR EXPULSION**

Except as provided in subdivisions (c) and (e) of the California Education Code (E.C.), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstances.

1. CAUSED SERIOUS PHYSICAL INJURY to another person, except in self-defense or willfully used force or violence upon the person of another, except in self-defense. [E.C. 48915 and 48900(a)]

1st Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

2. POSSESSED, SOLD, OR OTHERWISE FURNISHED ANY FIREARM, KNIFE, EXPLOSIVE, OR OTHER DANGEROUS OBJECT unless in the case of possession of any object of this type, the pupil has obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal. [E.C. 48915 and 48900(b)]

1st Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

*Note: Furnishing or possessing an imitation or look-a-like toy gun is considered an object of a dangerous nature and is included in this section. [E.C. 48900(m)]

*Note: Possession of tear gas/a tear gas weapon/pepper spray is considered a dangerous object. (Penal Code Section 12401, 12402) (E.C. 49330)

*Note: The possession or use of articles not generally considered to be weapons may be prohibited when the Principal or designee determines that a danger exists for any student, school employee, or school property by virtue of possession or use. This prohibition shall not normally apply to school supplies such as pencils, compasses, and the like, unless those instruments are used in a menacing or threatening manner.

3. FURNISHED OR SOLD ANY CONTROLLED SUBSTANCE listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind. [E.C. 48915 and E.C. 48900(c)]

1st Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

*Note: Furnishing or possessing an imitation controlled substance (look-a-likes) with the intent to distribute will result in a recommendation for expulsion. Imitation controlled substances are considered “dangerous objects.” This offense is also in violation of Health and Safety Code 11680.

4. POSSESSED ANY CONTROLLED SUBSTANCE listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense of possession of not more than one ounce of marijuana, other than concentrated cannabis. [E.C. 48915 and E.C. 48900(c)]

1st Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

*Note: A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this policy. However, any physician-authorized drug must be left in the school office during school hours or left with a supervising district employee at any school-sponsored activity. Additionally, parents/guardians and physician must complete the Parent Request for Administration of Medication if prescribed medication is brought onto District property or to a District-sponsored event.

5. POSSESSED WITH INTENT TO SELL ANY CONTROLLED SUBSTANCE listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind. [E.C. 48900(c)]

1st Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

6. OFFERED, ARRANGED, OR NEGOTIATED TO SELL ANY CONTROLLED SUBSTANCE listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, alcoholic beverage, or intoxicant and then sold, delivered, or furnished look-a-likes or in lieu substances. [E.C. 48900(d)]

1st Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

7. COMMITTED OR ATTEMPTED TO COMMIT ROBBERY OR EXTORTION [E.C. 48915 and 48900(e)]

1st Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

8. THREATENED, ATTACKED, OR COMMITTED ASSAULT OR BATTERY ON SCHOOL PERSONNEL (Penal Code Section 240, 242) [E.C. 48915 and 48900]

1st Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

9. COMMITTED OR ATTEMPTED TO COMMIT A SEXUAL ASSAULT as defined in Sections 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code. [E.C. 48915 and E.C. 48900(n)]

1st Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

10. COMMITTED A TERRORISTIC THREAT (including, but not limited to, a bomb threat) against school officials or school property, or both. "Terrorist threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under circumstances in which it is made, is so unequivocal, unconditional,

immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family. (E.C. 48900.7)

1st Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

D. CAUSES FOR MANDATORY SUSPENSION ON FIRST OFFENSE

Depending on the seriousness of the act, a student may be recommended for an alternative education placement or expelled on the first or succeeding offenses.

1. POSSESSING, USING, OR BEING UNDER THE INFLUENCE OF an alcoholic beverage or intoxicant of any kind. Possessing not more than one ounce of marijuana. Using or being under the influence of marijuana or any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code. [E.C. 48915 and E.C. 48900(c)]

1st Offense: 5-day suspension and notification of appropriate law enforcement agency. May be assigned to a substance abuse counseling program.

*Note: If the student completes a district-approved intervention program. Ineligibility for extra-curricular activities may then be reduced from eighteen school weeks to nine school weeks.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

*Note: Students appearing at school functions and having consumed or having in their possession alcoholic beverages or controlled substances may be handled by police action. (Penal Code section 647) (Health and Safety Code section 11550)

2. UNLAWFULLY POSSESSING OR UNLAWFULLY OFFERING, ARRANGING, OR NEGOTIATING TO SELL ANY DRUG PARAPHERNALIA as defined in Section 11014.5 of the Health and Safety Code. [E.C. 48900(j)]

1st Offense: 5-day suspension and notification of appropriate law enforcement agency. May be assigned to a substance abuse counseling program.

*Note: If the student completes a district-approved intervention program. Ineligibility for extra-curricular activities would then be reduced from eighteen school weeks to nine school weeks.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

3. FIRE-SETTING OR ATTEMPTED FIRE-SETTING including the activation of false alarms or tampering with emergency equipment. (Penal Code sections 447, 455, and 148.4) [E.C. 48900(k)]

1st Offense: 3-5-day suspension.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

*Note: Fire-setting of any nature may lead to recommendation for alternative education program or expulsion on the first offense. Fire setting is never considered to be a prank. The burning of trashcans can lead to immediate and serious consequences.

4. WILLFUL DEFIANCE OR DISRUPTION OF THE SCHOOL OR INTERFERING WITH THE PEACEFUL CONDUCT OF THE ACTIVITIES OF THE SCHOOL (Penal Code section 148.1) [E.C. 48900(k)]

1st Offense: 3-5-day suspension.

2nd Offense: 5-day suspension, recommendation for expulsion, and notification of appropriate law enforcement agency.

5. HARASSED, THREATENED, OR INTIMIDATED A PUPIL WHO IS A COMPLAINING WITNESS OR WITNESS IN A SCHOOL DISCIPLINARY PROCEEDING for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. [E.C. 48900(o)]

1st Offense: 5-day suspension and possible recommendation for expulsion.

E. CAUSES FOR HOME SUSPENSION OR OTHER ALTERNATIVE CONSEQUENCES

When “suspension” is indicated in this Student Conduct Code, the principal or principal’s designee will determine whether the consequence should include, but not be limited to, home suspension, in-school suspension, Saturday school, detention, or community service. Community service may include, but is not limited to; work performed on school grounds during non- school hours in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs.

- The school day during which the suspension is assigned may be counted in the number of days suspended.
- Law enforcement agencies may be notified at the discretion of the school administration.
- If the nature of the offense makes an alternative education placement or expulsion recommendation appropriate, the student will be suspended five days for the infraction.
- A student may be suspended on the first offense depending on the seriousness of the act, if the act is gang related, or if it is determined that the pupil’s presence on school grounds causes a danger to persons and/or property or threatens to disrupt the instructional process.
(E.C. 48900.5)

For offenses 1 through 10 only, depending on the seriousness of the act, a student may be recommended for an alternative education placement or expulsion on the first or succeeding offenses.

1. CAUSED, ATTEMPTED OR THREATENED TO CAUSE PHYSICAL INJURY TO ANOTHER PERSON; OR WILLFULLY USED FORCE OR VIOLENCE UPON THE PERSON OF ANOTHER, except in self-defense. [E.C. 48900(a) (1) and 48900(a) (2)]

- 1st Offense: Up to 5 days suspension
- 2nd Offense: 5-day suspension
- 3rd Offense: 5-day suspension and recommendation for alternative education program or expulsion

2. CAUSED OR ATTEMPTED TO CAUSE DAMAGE TO PROPERTY (cutting, defacing, or otherwise injuring any school district property, or the malicious injury or destruction of any other person's real or personal property. (Penal Code section 594) [E.C. 48900(f)]

- 1st Offense: Up to 5 days suspension
- 2nd Offense: 5-day suspension
- 3rd Offense: 5-day suspension and recommendation for alternative education program or expulsion

Note: The parent/guardian(s) will be held responsible for damage to school district property. When the minor and parent are unable to pay for the damages, the school district shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Parents or guardians of the student are also liable for the amount of a reward paid for information leading to the apprehension of person(s) causing damage. (E.C. 48904)

3. THREATENED, INTIMIDATED, MENACED OR HARASSED (INCLUDING SEXUAL HARASSMENT, AND/OR ELECTRONIC BULLYING) ANY OTHER PERSON. [E.C. 48900(a), 48900(k), 48900(r), 48900.2, 48900.4]

- 1st Offense: Warning to student and/or other alternative consequences
- 2nd Offense: 3-5 days suspension
- 3rd Offense: 5-day suspension and recommendation for alternative education program or expulsion

4. ENGAGED IN OR HAD ANY PART IN HAZING or committed any act that injures, degrades, or disgraces any other person attending school. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. [E.C. 32050-52, 33032.5, 48900(a), 48900(k), 48900.3]

- 1st Offense: Up to 5 days suspension
- 2nd Offense: 5-day suspension
- 3rd Offense: 5-day suspension and recommendation for alternative education program or expulsion

5. STOLEN OR ATTEMPTED TO STEAL SCHOOL PROPERTY OR PRIVATE PROPERTY. [E.C. 48900(g)]

- 1st Offense: Up to 3 days suspension
- 2nd Offense: 5-day suspension and possible recommendation for alternative education program
- 3rd Offense: 5-day suspension and recommendation for expulsion

6. KNOWINGLY RECEIVED STOLEN SCHOOL PROPERTY OR PRIVATE PROPERTY.

[E.C. 48900(l)]

- 1st Offense: Up to 3 days suspension
- 2nd Offense: 5-day suspension
- 3rd Offense: 5-day suspension and recommendation for expulsion

7. ANY ACT OF DEFIANCE OR DISOBEDIENCE either in language or in action against school personnel; refused to comply with the reasonable request or order of school personnel. [E.C. 48900(k)]

- 1st Offense: Warning to student and/or alternative consequence
- 2nd Offense: 3-day suspension
- 3rd Offense: 5-day suspension and/or possible recommendation for alternative education program.

*Note: A violation of the school’s Internet Use Policy is considered defiance of authority.

8. COMMITTED AN OBSCENE ACT OR ENGAGED IN HABITUAL PROFANITY OR VULGARITY, INCLUDING RACIAL AND/OR ETHNIC SLURS either verbally or in writing.

[E.C. 48900(i)]

- 1st Offense: Warning to student and/or alternative consequence
- 2nd Offense: Up to 5 days suspension
- 3rd Offense: 5-day suspension and/or possible recommendation for alternative education program.

*Note: Any act committed against school personnel warrants consequences starting at second offense.

*Note: A student will be suspended on the first offense for 3 days if such behavior disrupts school activities [E.C. 48900(k)], threatens to disrupt the instructional process, or causes a danger to persons or property (E.C. 48900.5).

9. POSSESSED ANY OBJECT ON CAMPUS WHICH COULD BE CONSIDERED DANGEROUS (unless in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal) if the principal deems expulsion inappropriate. [E.C. 48900(b)]

- 1st Offense: Warning to student, notification of parent/guardian, and/or alternative consequences
- 2nd Offense: 3-day suspension
- 3rd Offense: 5-day suspension

*Note: Toy or look-a-alike guns are considered objects of a dangerous nature and fall within the scope of this Student Conduct Code under “Causes for Mandatory Recommendation for Expulsion.” The principal must report in writing to the superintendent who will advise the governing board if expulsion is inappropriate due to the nature of the particular circumstances, which shall be indicated in the report of the incident. (E.C. 48915)

10. FORGED, FALSIFIED, ALTERED, OR USED FORGED SCHOOL CORRESPONDENCE, PASSES. [E.C. 48900(k)]

- 1st Offense: Warning to student and/or alternative consequence

2nd Offense: Up to 3 day suspension

3rd Offense: 5-day suspension and recommendation for alternative education program.

11. POSSESSED OR USED TOBACCO or any products containing tobacco or nicotine products. [E.C. 48900(h)]

1st Offense: 3-day suspension

2nd Offense: 5-day suspension

3rd Offense: 5-day suspension and possible recommendation for alternative education program.

*Note: OHS does not permit the smoking or use of tobacco or any product containing tobacco or nicotine products by pupils of the school while pupils are on campus or while attending school-sponsored activities or while under the supervision and control of district employees. (E.C. 48901)

*Note: Confiscated materials will returned to parents upon request. Confiscated materials will not be returned to students.

12. FAILURE TO IDENTIFY ONESELF or giving false information to school personnel. [E.C. 48900(k)]

1st Offense: Warning to student and/or alternative consequence

2nd Offense: Up to 3 day suspension

3rd Offense: 5-day suspension and possible recommendation for alternative education program.

13. TAMPERING WITH PROPERTY OF THE SCHOOL DISTRICT or belongings of any other person. [E.C. 48900(k)]

1st Offense: Warning to student and/or alternative consequence

2nd Offense: Up to 3 days suspension

3rd Offense: 5-day suspension and recommendation for alternative education program.

14. CHEATING, PLAGIARISM [E.C. 48900(k)]

1st Offense: Warning to student. "F" on assignment/test.

2nd Offense: 3 day suspension. "F" on assignment/test.

3rd Offense: 5 day suspension. "F" on assignment/test

15. GAMBLING AND WAGERING or habitually being present where gambling and wagering are taking place. [E.C. 48900(k)]

1st Offense: Warning to student and/or alternative consequence. Depending upon the incident, a police report may be made.

2nd Offense: 3-day suspension and possible recommendation for alternative education program.

3rd Offense: 5-day suspension and recommendation for alternative education program.

16. INTERFERING WITH THE PEACEFUL CONDUCT OF THE CAMPUS OR CLASSROOM causing class or campus disruption of a minor but annoying nature. [E.C. 48900(k)]

1st Offense: Warning to student and/or alternative consequence

2nd Offense: 3-day suspension

3rd Offense: 5-day suspension and possible recommendation for alternative education program.

*Note: Public displays of affection that are deemed excessive by Administration may be cause for disciplinary consequences.

17. LOITERING ON OR ABOUT ANY CAMPUS without apparent lawful purpose. [E.C. 48900(k)] (Penal Code 653G and 627)

1st Offense: Warning to student and/or alternative consequence

2nd Offense: 3-day suspension

3rd Offense: 5-day suspension and possible recommendation for alternative education program.

*Note: A student may be subject to arrest according to Penal Code 653G if he/she loiters at or near any school or public place, or at or near where students attend or normally congregate, or re-enters or comes upon such school or place after being asked to leave by a school official. Punishment for loitering includes a fine not to exceed \$1,000 and/or imprisonment in the county jail not to exceed six months.

18. ANY DRESS, GROOMING, OR APPEARANCE, which the administration deems unauthorized or inappropriate, or which disrupts, or tends to disrupt the educational process, or affects the health or safety of individuals shall be prohibited. [E.C. 48900(k), 35161, 35168, 35291.5, 35294.1]

1st Offense: Warning to student and notification of parent. Student will be sent home to dress properly, if necessary.

2nd Offense: Up to 3-days suspension

3rd Offense: 5 day suspension and possible recommendation for alternative education program.

*Note: Any attire/paraphernalia/symbol that signifies gang affiliation will not be allowed on campus or at any school activity. Any attire/paraphernalia/symbol that displays a logo or other message promoting alcohol or controlled substances, promoting violence, any illegal activity, or is sexually suggestive may not be worn on campus or at any school activity.

19. POSSESSED AN OBJECT NOT OF A DANGEROUS NATURE BUT IDENTIFIED BY A SCHOOL ADMINISTRATOR AS DISRUPTIVE, i.e., radios, tape/cd players, skateboards, or other items a school administrator identified as disruptive unless, in the case of possession of any

such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

- 1st Offense: Warning to student and/or alternative consequence
- 2nd Offense: Up to 3 days suspension
- 3rd Offense: 5 day suspension

*Note: The unauthorized object will be confiscated by school authorities and will be returned to the parent/guardian upon request, not to the student.

*Note: The possession or use of articles not generally considered to be weapons may be prohibited when the Principal or designee determines that a danger exists for any student, school employee, or school property by virtue of possession or use. This prohibition shall not normally apply to school supplies such as pencils, compasses, and the like, unless those instruments are used in a menacing or threatening manner.

20. INAPPROPRIATE/DISRUPTIVE BEHAVIOR ON BUS OR IN OTHER SCHOOL VEHICLES

District-provided bus transportation including any district vehicle is a privilege and not a right. Students shall abide by all rules set by the bus driver. Misbehavior on the bus shall be referred to the Principal or designee for disciplinary action as explained in the Student Conduct Code. Parents/Guardians and their students shall be responsible for any damage to the bus incurred by the student.

- First Offense: Administrator conference with student, and notification of parent *
- Second Offense: Up to five day suspension of bus riding privileges*
- Third Offense: Up to 20 days suspension of bus riding privileges*
- Fourth Offense: Suspended riding privileges for remainder of the school year.*

*Note: Depending on the seriousness of the act, the student may lose bus privileges at the discretion of the administration and/or for the remainder of the school year on the first or succeeding offenses.

22. RECKLESS DRIVING/SPEEDING ON SCHOOL GROUNDS (within 1,000 feet from any campus).

- 1st Offense: Warning to student and/or alternative consequence and parent notified**
- 2nd Offense: Revocation of Parking Privileges for 10 school days**
- 3rd Offense: Revocation of Parking Privileges for 20 school days**
- 4th Offense: Revocation of Parking Privileges for the remainder of the school year**

***Note: Depending on the seriousness of the act, the student may lose parking privileges for the remainder of the school year on the first or succeeding offenses. Police may be notified depending on the circumstances.**

G. UNAUTHORIZED GROUP POLICY

Mission Statement: As it is with unauthorized actions, dress, appearance, and words of individual students in the school zone, the same policy applies to unauthorized groups present within the school zone.

Definition: Two or more persons whose presence and/or appearance and/or words and/or actions in the opinion of school authorities disrupt or distract from the academic process and/or harass, intimidate, or threaten others involved in the academic process and/or create an atmosphere of same within a school zone.

Policy: Once identified by school authorities, unauthorized groups must disband and cease all unauthorized activities. In order to be considered for acceptance as an authorized group within a school zone, said group must meet minimum requirements that include but are not limited to the following:

- The group identified must submit a written mission statement signed by all members of the identified group which shall include:
 1. The group must obtain a Faculty Advisor from among the teaching staff.
 2. That the group's existence in the school zone serves a single specific purpose that directly benefits the educational mission of the school in some form.
 3. That there is no selectivity in membership nor are there any initiation rights
 4. That any new members identified by school authorities must sign the mission statement in order for the entire group to continue to exist.

The criteria for determining whether or not individuals are acting in some manner as an unauthorized group shall be established by school authorities as is done with any other school policy.

Those students who violate this policy are not only subject to school sanction but also may be subject to mandatory completion of a gang resistance- and education-type program.

End of the School Year Misconduct

No person is to engage in, promote, or plan any disruptive activity or prank in relation to the end of the school year. Any disruption or violation that the administration judges as being related to the proximity of the close of the school year, will be dealt with on the last step of the sanctions enumerated in the Conduct Code. Should there not be enough time remaining in the current year for the consequence to be served, the student will be assigned the consequence at the beginning of the following school year.

ANY SENIOR who engages in any such behavior will be prohibited from participation in any senior activities, including but not limited to: Grad Night, Senior Awards, and Graduation.

These seniors will receive their diplomas, but will not be allowed to participate in the commencement exercises.

III. ATTENDANCE EXPECTATIONS AND CONSEQUENCES

Education is an opportunity and a right. If students do not exercise their right to attend school, they have limited their opportunity for the basic education necessary to become mature, knowledgeable, and productive members of society. Absenteeism has a direct, negative effect on student achievement, promotion, graduation, behavior, and employment potential. It has been well demonstrated that regular attendance is a key factor in the success a student achieves at school.

When a student is absent from school all day for **ANY** reason, the **SCHOOL MUST BE NOTIFIED** that day. Such notification may take place by:

1. A phone call to the school office
2. A personal visit to the school office

3. A Note sent with student

If a note is sent with the student, it must be submitted to the school office before 8:00 a.m. upon the students return to school.

It is the student's responsibility to obtain a Readmit Slip from the school office between 7:30 and 7:55 a.m. Failure to do so may result in the absence being classified as a cut (unverified absence) and make-up work will not be allowed.

Students are to remain on school grounds at **ALL** times while school is in session except when excused by the principal or designee. Students are not to leave the campus without first notifying the school office and obtaining parent permission. An off campus pass will be issued at that time. Any student leaving campus without permission or not returning after lunch without parent notification will be given a cut and appropriate disciplinary action will be taken.

A. ABSENCES: ASSIGNMENT MAKE-UP ALLOWED

1. Excused Absences (CAC Title 5, Sec. 420)

Absences listed below are excused when verified in accordance with the Education Code and District Policy. **(Suspension is NOT considered and excused absence for purposes of allowing makeup assignments.)**

- a. Illness
- b. Quarantine directed by county or city health officer.
- c. Medical, dental, and eye appointments:
 - Students are encouraged to make medical, dental, and eye appointments after school hours whenever possible.
 - Students will be released for and receive excused absences for appointments only on the written approval of parents or guardians. The only exception shall be for those students whose parents or guardians have provided annual written consent to the school to release and excuse their child(ren) upon doctor verification.
- d. Attending funeral services of a member of the pupil's immediate family, so long as such absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside of California.

Students shall be permitted to make up missed school assignments. Students shall be allowed ONE school day for each day of absence to make up the work. The teacher may extend the time for make-up. **Responsibility for requesting missed work lies with the student.**

2. Absences Excused for Personal Reasons - Prior Approval Required (E.C. 48205)

A pupil's absence shall be allowed provided the absence is for one of the following justifiable personal reasons:

1. An appearance in court.
2. An employment conference.
3. A pupil/family hardship situation, as authorized by the Principal or administrative designee.
4. An observance of a holiday or ceremony of the pupil's religion.
5. Attendance at religious retreats not to exceed four (4) hours per semester.
6. Attending a funeral service of a person who is not an immediate family member.
 - Prior to an absence described in this section, a signed parental request must be received and approved by the principal or administrative designee.
 - Only in the case of extreme emergency will the principal approve an absence after the absence occurs.

A pupil whose absence is excused according to the above conditions shall be allowed make-up privileges. Students shall make arrangements with the teacher to make up missed work prior to the absence. Students shall be allowed one school day for each day of absence to make up the work. The teacher may extend the time for make-up. **Responsibility for requesting missed work lies with the student.**

3. Absences Excused/Release Time for Religious Education - Prior Notification Required (E.C. 46014)

- a. The student has the written consent of his/her parent or guardian indicating the time the student is to be released from school. The written consent must be submitted to the school two days prior to release from school.
- b. Verification of attendance at the designated exercise is provided to the school on the first day after the absence.
- c. The student attends school on the day of the absence for at least the minimum day as defined by the Education Code.
- d. No pupil shall be excused from school for such purpose on more than four days per school year.

Students shall make arrangements with the teacher to make up missed work prior to the absence. Students shall be allowed one school day for each day of absence to make up the work. The teacher may extend the time for make-up. **Responsibility for requesting missed work lies with the student.**

4. Completion of Worked Missed by Suspended Pupil (E.C. 48913)

The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension. **The responsibility of obtaining and doing class work lies with the student.**

B. ABSENCES (CUT): ASSIGNMENT MAKE-UP NOT ALLOWED

1. Absences for Personal Reasons (No Prior Approval) Unexcused (E.C. 048205)

Students who are absent for personal reasons and who did not receive prior approval from the administrative designee for such an absence may not be allowed to make up assignments or tests missed during the absence.

2. Truancy

Students who are absent from school without approval of the parent/guardian or the school shall be considered truant and shall NOT be allowed to make up assignments or tests, which were assigned during the truancy.

Students who leave campus or the classroom without proper school authorization will be considered truant.

3. Unverified Absences (Truant)

Absences, which cannot be verified, will be considered an absence without parent/guardian or school approval (truancy). Assignment make-up is NOT allowed. Two days of unverified absences will result in a Saturday School.

C: CONSEQUENCES FOR EXCESSIVE ABSENTEEISM

1. Truancy [E.C. 48260-48263, 48900(k), 49164]

Students may not be absent from school during any part of the school day without verified approval of a parent/guardian or the school. The following procedures will be followed when a student is absent from school during any part of the school day without a valid excuse or is tardy without the school's approval in excess of 30 minutes:

First Incident (Truancy Letter #1 mailed home): The student and parents will be informed of the mandatory attendance laws and the school's attendance policy and procedures. The student will be instructed to attend all classes. Failure to do so shall be treated as "defiance of authority."

*Note: An alternative consequence may be assigned such as detention, in-house suspension, or community service.

Second Incident (Truancy Letter #2 mailed home): The student and parents will be informed of the mandatory attendance laws and the school's attendance policy and procedures. The student will be instructed to attend all classes. Failure to do so shall be treated as "defiance of authority."

*Note: An alternative consequence may be assigned such as detention, in-house suspension, Saturday School or community service.

Third Incident (Truancy Letter #3 mailed home): The student and parents will be informed of the mandatory attendance laws and the school's attendance policy and procedures. The student will be referred to the vice principal so that he/she is placed on a SART contract. The student will be instructed to attend all classes. Failure to do so shall be treated as "defiance of authority." The student will be informed that a work permit will not be issued

or will be revoked if the student reaches the 4th step. The student is a legal truant (absent from school without a valid excuse for 3 days or tardy in excess of 30 minutes on each of 3 or more days). (E.C. 48260) The school may recommend that the parent/guardian attend school one day with the student.

*Note: An alternative consequence may be assigned such as detention, in-house suspension, Saturday School or community service.

- The student **may be** referred to an alternative education program, such as continuation high school.
- Student is ineligible to participate in Orestimba High School extra-curricular or co-curricular activities for the remainder of the school year.
- A work permit will not be issued or a work permit will be revoked by Orestimba High School

2. Excessive Absenteeism

Once a student accumulates a total of fourteen days (excused and/or unexcused) during one school year:

- A. A school administrator may place the student on Attendance Supervision (DART) which imposes a requirement that additional absences must be verified by a licensed medical practitioner. (CAC Title 5 sec. 421b)
- B. A student may not be placed on Attendance Supervision unless the parent/guardian has been notified previously in conference or by letter of the school's excessive absence policy after the student has been absent ten (10) days (70 periods) or more.
- C. Once a student has been placed on Attendance Supervision, a school administrator shall call and hold a parent conference. The parent/guardian will again be informed of the school's excessive absence policy. If the parent/guardian cannot be contacted, the administrator will hold a conference with the student and a certified letter shall be sent to the parent/guardian informing them of the pertinent provisions of the excessive absence policy and that the student is placed on Attendance Supervision.

D. Tardy Policy

<p>One of the responsibilities of each student is to be in the classroom when the bell rings or when class is to begin. Being tardy is irresponsible behavior in that it is disruptive to the learning process.</p>
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The faculty and staff of Orestimba High School are aware of the importance attendance and classroom participation contributes to the education of students. Therefore, we are making a concerted effort to reduce—for students and teachers—unnecessary distractions caused by a small number of students who do not arrive to class on time. Tardies cannot be excused unless it is a doctor's excuse with note or court appointment with documentation. There are three warnings before a consequence is enforced; this is to allow for student/family emergencies.

- **TARDIES: CRITERIA**

1. A student is tardy when he/she does not arrive to a classroom prior to the bell signaling the beginning of class.

2. If a student is tardy in excess of 10 minutes but not more than 30 minutes, the teacher has the option of not allowing assignment make-up because of a lack of class participation.
3. A tardy in excess of 30 minutes without a valid excuse will be considered a cut and the student will be considered truant (E.C. 48260) and must obtain a Re-admit slip (indicating a “cut”) from the office before being allowed to enter the classroom
4. The administration will keep a record of tardies for each student.
5. Tardies are accumulated for ALL CLASSES on a QUARTER basis. A student tardy more than three times during the quarter will receive a disciplinary consequence as described below.

TARDIES: CONSEQUENCES (Cumulative per quarter)

Number of Tardies	Consequence
1st, 2nd, 3rd	Warnings
4th	Saturday School
5th, 6th, 7th	Warnings
8th	Saturday School and loss of lunch pass
9th, 10th, 11th	Warnings
12th	2 Saturday Schools
13th, 14th, 15th	Warnings
16th	In House suspension, alternative consequences, and or possible consideration for transition to an Alternative Education Program.
If student fails to show for Saturday School without administrator approval, an additional Saturday School will be assigned. If student continues to refuse to attend, a three day suspension or alternative consequence can be assigned in accordance to California Educational Code [E.C. 48900 (k)].	

E. District Attendance Review Team (DART)

Students with excessive absences and/or tardies will be referred to the District Attendance Review Team (DART). DART is comprised of officials from Newman-Crows Landing Unified School District and Newman Police Department.

DART Procedures

1. When a student has six (6) or more unexcused absences, or when a pattern of excused/frequent absences has been formed, the student is then a candidate for the District Attendance Review Team (DART).
2. After the 3rd Unexcused Absence, a letter is sent informing parent(s) of the school's concern and possible DART referral.
3. After the 6th unexcused absence, a second letter is sent, establishing a DART hearing.
4. During the DART hearing, the parent and student are informed that under Education Code Section 48260, their son/daughter is classified as truant and they are in violation of Penal Code 272.
5. DART will give due process to the parent and student. Once this has been completed, DART members will discuss and agree upon the appropriate actions.
6. An attendance contract will be signed and enforced by NCLUSD and/or Newman Police Department.

7. For K-5 students that continue to be truant, a letter will be sent to the parent(s) indicating that the case will be referred to the Newman Police Department because the student has become a habitual truant as defined in Education Code Section 48263 and in violation of Penal Code 272.
8. If truancy continues for students in grades 6-12, the student may be assigned community service hours, lose their driving permit or license per Newman Police Department, and / or be transitioned to Newman – Crows Landing Unified School District’s Alternative Education program.
9. Any time during the proceedings, the Newman Police Department may elect to cite the parent/guardian and/or student and refer the case the Stanislaus County Court System.

F. IN-SCHOOL SUSPENSION

In-school suspension is intended to provide pupils and parents with an alternative to out-of-school suspension. Although a student may be removed from regular classes for excessive classroom disruption, in-school suspension is designed to provide productive study time. Students will receive full credit for assignments completed in in-school, and will be allowed to makeup tests or quizzes missed during suspension. All students assigned to in-school suspension by an administrator, must serve the full number of days assigned. **Taking a home suspension is not an option.** Absences will be considered unexcused or truant.

Time: 8:00 a.m. – 3:00 p.m.

Requirements: Report to in-school suspension room promptly at 8 a.m. Students are responsible to contact teachers prior to their suspension day and request assignments and bring those study materials to the suspension day to be completed. Students are required to follow in-school suspension rules and failure to so will result in additional suspension days and/or involuntary transfer to an Alternative Education site for the remainder of the school year.

Rules for In-School Suspension

1. Students will sit in the seat that have been assigned by the in-school suspension supervisor
2. No talking to anyone
3. Students will show respect to fellow students and the in-school suspension supervisor while serving their in-school suspension
4. Student is to work on their assigned class work given by their teacher(s)
5. Student may do outside reading once they have completed the assigned class work
6. Orestimba handbook rules and guidelines are to be followed at all times.
7. Only students assigned to in-house will be allowed in the classroom.

If a student fails to adhere by these rules, he/she is subject to additional administrative actions.

IV. EXTRA-CURRICULAR, CO-CURRICULAR AND

CURRICULAR ACTIVITY ELIGIBILITY

A. DEFINITIONS

1. Extra-curricular Activities are not part of the regular school curriculum, are not graded, and do not offer credit. The following are examples (but not limited to) of extra-curricular activities:
 - a. Student Council/Class Officers (Minimum GPA of 2.5/No failing grade). Students must meet eligibility standards at the time of tryouts, petition or nomination for election to office.
 - b. Athletics (Minimum GPA of 2.0/No Failing grade)
 - c. Club activities during school time (Minimum GPA of 2.0/No Failing grade)*
*Clubs may have additional criteria as per their by-laws.

2. Co-curricular Activities are defined as programs that may be associated with the curriculum in a regular classroom. The following are examples (but not limited to) of co-curricular activities:
 - a. Plays or other performances
 - b. Science Olympiad
 - c. Academic Decathlon
 - d. Future Farmers of America
 - e. Band/Color Guard

3. A curricular activity is a program that has, as its primary goal, the improvement of academic or achievements of pupils and is part of the approved regular school curriculum. Any required activity defined in an adopted course description that is part of the academic program might include both rehearsal and performance outside the school day. Any course, which meets the requirements for entrance into the University of California or the California State University systems, or graduation requirements established by the local governing board, is considered curricular. The following are examples of (but not limited to) curricular activities:
 - a. Band/Color Guard
 - b. Yearbook
 - c. Peer Counselors
 - d. Peer Assisted Learning

B. EXTRA- AND CO-CURRICULAR ELIGIBILITY STANDARDS

Six eligibility standards have been adopted to clarify student eligibility for extra-curricular and co-curricular activities:

1. Academic Standards

- a. Initial high school eligibility will be based upon the 8th grade, second (spring) semester grades.
- b. The eligibility grading periods shall be the first quarter, first (fall) semester, and/or second quarter, third quarter, and second (spring) semester and/or fourth quarter.
- c. The grading periods shall be considered consecutive and uninterrupted. Therefore, the second (spring) semester and/or fourth quarter grade of the previous year shall be the basis for determining the first quarter eligibility for the following year.
- d. A student who fails a class in the last semester of the school year may take a summer

- course to make up credits, but **may not** change their eligibility status.
- e. Student Government Officers, Class Officers and Representatives must have a GPA of 2.5 or above on a weighted 4.0 scale and receive no F grades, Incompletes or No Marks for the grading period preceding the election. Failure to maintain the academic standard will result in removal from office.
 - f. For participation in all other extra-curricular and co-curricular activities, a student must have a GPA of 2.0 on a weighted 4.0 scale and receive no F grades in the preceding academic quarter.
 - g. The eligibility period may extend seven (7) calendar days at the end of each quarter to allow grades to be turned in and verified.

2. Attendance Standards

- a. Students must be in attendance the entire school day to participate in extra-curricular and co-curricular activities.
- b. Students may be allowed to leave school for a doctor's appointment, dentist appointment, bereavement, DMV appointment, and etc. if:
 - 1. Prior approval has been obtained from the attendance office.
 - 2. Upon return to school, verification by the doctor, dentist, or other such qualified person is presented to the attendance office.
- c. Excessive unexcused absenteeism (absences not verified by parent/guardian or school) will result in the student being ineligible for extra-curricular activities.

3. Behavior Standards

- a. Students who are suspended from school for five (5) or more days or suspended twice within a quarter are to be declared ineligible to participate in extra- or co-curricular activities for nine school weeks commencing from the time of the last suspension (*not to include suspensions for tardies*).
- b. If an additional suspension occurs during the nine school week period, the period of ineligibility is to be extended for nine (9) additional school weeks but will not extend beyond the current school year.

1. Debts owed for loss or damage to school district property

- a. Students who owe for outstanding Newman-Crows Landing USD or Orestimba High School debts will not be allowed to participate in extra- or co-curricular activities until the debts is paid or until the student completes a program of voluntary work, as provided by the Education Code 48904, in lieu of payment.
- b. Notification to the parent/guardian regarding the debt will be made in writing.
- c. The effective date to determine eligibility shall be 5 days after the issuance of the

notification letter.

- d. Loss of privileges includes participation in the graduation ceremony if the parent/guardian is notified of the debt at least three days prior to the ceremony.

C. CURRICULAR ACTIVITY ELIGIBILITY STANDARDS

1. In order to participate in curricular activities* outside the school day, a student must be actively enrolled in those course related to the subject area, not limited to but including:

1. FFA (any agriculture courses)
2. Band/Color Guard (and all outlined performances as outlined in Band handbook)
3. Yearbook
4. Journalism

* Per Ed Code 35260.5(7) curricular activities are not subject to the eligibility criteria, 2.0 GPA

2. As in extra- and co-curricular activities, a student must be in attendance the entire school day in order to participate in curricular activities outside the classroom or outside the normal school day. However, students may be allowed to leave to a doctor, dentist, etc., if:

- a. Prior approval is obtained from the school office.
- b. Upon returning to school, and before a student is to participate in the extra-curricular activity, verification by the doctor, dentist or other such authorized person is submitted to the school office.

3. A student absent from school due to illness on the day of any curricular activity may not participate.

V. RIGHT OF APPEAL AND DUE PROCESS

A. Suspension

1. Suspension by the principal or principal's designee or the superintendent of schools shall be preceded by an informal conference which is conducted by the principal or principal's designee between the student and, whenever practical, the teacher, supervisor, or school employee who referred the student to the principal. At the conference the student shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his/her defense. [E.C. 48911(b)]
2. A principal, the principal's designee, or the superintendent of schools may suspend a student without affording the student an opportunity for a conference only if the principal, the principal's designee, or the superintendent of schools determines that an emergency situation exists. "Emergency situation," as used in this article, means a situation determined by the principal, the principal's designee, or the superintendent of schools to constitute a clear and present danger to the life, safety, or health of students or school personnel. If a student is suspended without a conference prior to suspension, both the parent and the student shall be notified of the student's right to a conference and the student's right to return to school for the purpose of a conference.

The conference shall be held within two schooldays, unless the student waives this right or is physically unable to attend for any reason, including, but not limited to, incarceration or hospitalization. The conference shall then be held as soon as the student is physically able to return to school for the conference. [E.C. 48911(c)]

3. At the time of suspension, a school employee shall make a reasonable effort to contact the student's parent or guardian in person or by telephone. Whenever a student is suspended from school, the parent or guardian shall be notified in writing of the suspension. [E.C. 48911(d)]
4. The parent or guardian of any student shall respond without delay to any request from school officials to attend a conference regarding his or her child's behavior. [E.C. 48900(f)]
5. The student or student's parent or guardian has the right to appeal the suspension to the principal whose decision will be final. A meeting must be requested within two (2) schooldays following the first day of suspension.
6. Students remain on suspension through the appeal process. If the principal overturns the suspension, all information related to the suspension will be deleted from the student's record.

B. Expulsion

1. In a case where expulsion is being processed by the governing board, the superintendent or other person designated by the superintendent in writing may extend the suspension until the governing board has rendered a decision in the action if it has been determined, following a meeting in which the student and the student's parent or guardian are invited to participate, that the presence of the student at the school would cause a danger to persons or property or a threat of disrupting the instructional process. [E.C. 48911(g)]
2. The student and the student's parent or guardian shall be entitled to a hearing to determine whether the student should be expelled. An expulsion hearing shall be held within thirty (30) school days of the date the principal or superintendent determines that the student committed any of the acts enumerated in Section 48900 of the Education Code unless the student requests in writing that the hearing be postponed. The student shall be entitled to at least one postponement for a period of not more than thirty (30) calendar days of an expulsion hearing. In the event that compliance by the governing board with the above time requirements is impractical, the expulsion hearing may be delayed, for good cause, up to five (5) additional days. Reasons for the extension shall be a part of the record at the time of the hearing. [E.C. 48918(a)]
3. Written notice of the hearing shall be forwarded to the student at least ten (10) calendar days prior to the date of the hearing. [E.C. 48918(b)]
4. An Administrative Panel shall conduct a hearing to consider the expulsion of a student in a session closed to the public unless the student or the student's parent or guardian request, in writing at least five (5) days prior to the date of the hearing, that the hearing be a public meeting. [E.C. 48918(c)(d)]
5. Within three (3) schooldays following the hearing, the Administrative Panel shall determine whether to recommend expulsion of the student to the governing board.
6. The expulsion order and the causes therefore shall be recorded in the student's mandatory interim

record and shall be forwarded to any school in which the student subsequently enrolls upon receipt of a request from the admitting school for the student's school records. [E.C. 48918(j)]

7. A decision of the governing board whether to expel a student shall be made within ten (10) schooldays following the conclusion of the hearing, unless the student requests in writing that the decision be postponed.
8. Written notice of any decision of the governing board to expel or to suspend the enforcement of the expulsion order during a period of probation shall be sent by mail, using "proof of service" method to the student or parent or guardian. The notice shall include notification of the right to appeal the expulsion to the county board of education. [E.C. 48918(i)]
9. Students who have been expelled shall not participate in extracurricular activities, including the high school prom, the senior trip, and the graduation ceremony for the length of the expulsion. Students who are on a suspended expulsion shall not participate in extracurricular activities for the length of time defined in the Attendance and Behavior eligibility standards described in subsection B of Section V in the Student Conduct Code.
10. For a student who has been expelled pursuant to E.C. 48915(c), the governing board shall set a date of one year from the date the expulsion occurred, when the pupil shall be reviewed for readmission to school, except that the governing board may set an earlier date for readmission on a case-by-case basis. Subdivision (c) of Section 48915 offenses include:
 - a. Possessing, selling, or otherwise furnish a firearm
 - b. Brandishing a knife at another person.
 - c. Unlawfully selling a controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code.
 - d. Committing or attempting to commit a sexual assault as defined in subdivision in E.C. 48900(n) or committing a sexual battery as defined in E.C. 48900(n).

C. Involuntary Transfer to Alternative Education Site (E.C. 48432.5)

1. A decision to transfer a student involuntarily shall be based on finding that the student (a) committed an act enumerated in E.C. 48900 or (b) has been habitually truant or irregular in attendance from instruction which he or she is lawfully required to attend.
2. Involuntary transfer to an Alternative school shall be imposed only when other means fail to bring about pupil improvement; provided that a student may be involuntarily transferred the first time he or she commits an act enumerated in E.C. 48900 if the principal determines that the student's presence causes a danger to persons or property, or threatens to disrupt the instructional process.
3. A written notice must be provided to the student and the student's parent or guardian informing them of the opportunity to request a meeting with the superintendent or a designee of the superintendent.
4. None of the persons involved in the final decision to make an involuntary transfer of a student to an Alternative Education school site shall be a member of the staff of the school in which the

student is enrolled at the time the decision is made. A District Transition Team will make the final decision for student transfer.

5. At the request of the student's parent or guardian, the involuntary transfer shall be reviewed annually.
6. Students assigned to an alternative education site must complete a **full semester** at the site before they can request transfer back to Orestimba High School. Students who transfer any time during a semester to an alternative education site must complete that semester and one full semester for consideration to return to Orestimba High School. Students must also have successfully gained all credits needed to return at grade level and the approval of the Transition teams,

D. Detention of Students after School

1. Students may be detained after school for up to fifteen (15) minutes without prior notice to the parents.
2. Detention from sixteen (16) to thirty (30) minutes requires a reasonable effort to give prior notice to the parent. Detention longer than thirty (30)-minutes requires prior notice to the parent. Prior notice includes telephone calls.
3. Regardless of the length of detention, prior notice to parents must occur in cases where detention will cause a student to miss the school bus.

F. Credit Recovery

Students at Orestimba High School who are deficient in credits for graduation may request or be recommended for enrollment in credit recovery. This program is an independent self-study curriculum that requires students to successfully complete assigned work in a timely manner per semester as directed by the Orestimba High School Counseling Department. The credits earned through this program may fulfill graduation requirements and/or UC/CSU A-G requirements.

Requirements:

- Parent/Student/Counselor meeting
- Students who start credit recovery must complete it in the time allotted each semester. Failure to complete the courses will result in no credit.

VI. GRADUATION REQUIREMENTS

A. Minimum Requirements

Students enrolled at Orestimba High School must successfully complete 260 semester credits and pass the Senior Portfolio/Interview Project to fulfill the graduation requirements of the Newman-Crows Landing Unified School District. The following is an outline of the required course of study for students:

Required Coursework	Semester Credits
English	40
Social Studies	30
Mathematics	30
Physical Education	20
9 th grade Science	10
Life Science	10
Physical Science	10
Freshman Requirements-Success 101	10
Foreign Language <i>or</i> Fine Arts <i>or</i> CTE	10
Computers/Technology	10
Required Courses	Total: 180
Required Electives	Total: 80
Total for graduation:	260 units

B. Senior Portfolio and Senior Interview

As part of the OHS graduation requirement, seniors must successfully complete a Senior Portfolio and Senior Interview. Students and parents should refer to the Senior Portfolio and Senior Interview instructions for complete information. These instructions are provided each year to the senior class. (Board Adopted: 11/4/97)

C. General Graduation Information

- Each course is assigned a value of five (5) credits per semester. A student ordinarily may earn thirty-five (35) credits per semester and seventy (70) credits per year.
- Students at Orestimba High School who are deficient in credits for graduation may request or be recommended for enrollment in credit recovery. This program is an independent self-study curriculum that requires students to successfully complete assigned work in a timely manner per semester as directed by the Orestimba High School Counseling Department. The credits earned through this program may fulfill graduation requirements and/or UC/CSU A-G requirements.
Requirements:
 - Parent/Student/Counselor meeting
 - Students who start credit recovery must complete it in the time allotted each semester. Failure to complete the courses will result in no credit.
- All 16 and 17-year old students who have not graduated from high school may elect to apply for testing under the California High School Proficiency Exam (CHSPE) administered through the State

Board of Education. This certificate is legally equivalent to a high school diploma, except that those certificate holders who have not regularly graduated from high school will have to submit verified parental approval in order to leave school before reaching age 18.

4. Only students meeting the Newman-Crows Landing Unified School District requirements for graduation will participate in graduation exercises.

5. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure, but he/she may be denied participation in the ceremony of graduation when his/her conduct so warrants. Such exclusion shall be regarded as a school suspension, and shall be subject to the same procedures and guarantees of due process as suspension

6. The administration of the school will determine whether or not a student will graduate at least one week prior to commencement. Parents will be notified as soon as possible (typically one week prior to the week of graduation) if a student will not be graduating.
7. No graduation awards, which require a semester final grade, will be given to graduating students until the teachers of each subject have submitted the final grade in writing. Further, no student will graduate from Orestimba High School until the final grades for required credits are submitted in writing to the administration of the school. This may require the awarding of the valedictorian and salutatorian honors at commencement exercises.
8. Each high school in the district will have its separate graduating exercise. Graduates will participate in the school ceremony from the school in which they have completed the requirements for graduation.
9. Students who transfer to an Alternative Education Program regain units to meet graduation requirements must complete a full semester in the Alternative Education Program to be eligible for re-entry into Orestimba High School.

D. Granting of High School Diplomas (Special Circumstances)

In considering a recommendation to the Governing Board for the granting of a diploma in the case of a student with special circumstances, the following reasons can be considered for the granting of a high school diploma:

1. A student who moves out of the district during the last quarter of the senior year, and who satisfactorily completes the graduation requirements of this district within the current year.
2. A student who moves into the district during the last quarter of his/her senior year and who satisfactorily meets the graduation requirements of his/her previous district.
3. A student who has a severe physical disability or limitation that has prevented regular attendance over an extended period of time and has the approval of faculty and principal may apply for graduation.

VII. GENERAL INFORMATION AND REGULATIONS

In addition to the General Information and Regulations, Board policies regarding rules and regulations are available in the office.

Activity Behavior policy

Orestimba High School students attending an event, whether participating or supporting, where Orestimba High School is being represented, will abide by all rules and regulations set by Orestimba High School and the host school. Any student reported to the OHS administration for violation(s) incurred while attending said activity will be disciplined as per the OHS Handbook and/or if the violation(s) merit it will be turned over to the appropriate law enforcement agency for prosecution.

After-School Program

The Newman-Crows Landing Unified School District After-School Program (**ASP**) is offered to all students across all grades levels within the boundaries of the Newman-Crows Landing Unified School District. The K8 programs are funded through After School Education and Safety (ASES) grants. The high school program is funded through Local Control Accountability Plan (LCAP).

The goal of (**ASP**) is to align and expand on the regular day curriculum by introducing hands-on enrichment activities coupled with a connection to cultural experiences to stimulate the brain and

educate the senses. Simply said, the ASP staff strives to connect with every child in a meaningful way every day.

The District approach focuses on improved student academic achievement and increased social development activities for youth to promote connectedness and to develop the ability to navigate multiple cultural contexts in an effort to reduce drug use and youth disengagement.

It is a privilege to be a part of ASP and students should follow the rules set forth at the beginning of the year including the Education Code of conduct. If students are unable to follow the rules they will receive a referral from the coordinator. Causing bodily harm to another student or having more than two referrals result in immediate suspension/possible expulsion from the program. Learning Directors will meet with the student to see if the offense will carry punishment into the regular day.

Alcohol and Drug Use

No student shall possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of (legal intoxication not required) any controlled substance, alcohol, or any chemical substance used for inhaling on school premises or at off-campus premises at a school-sponsored activity, function, or event.

Exception: A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this policy. However, any physician-authorized drug must be left in the school office during school hours or left with a supervising district employee at any school-sponsored activity. Additionally, parents/guardians and physician must complete the Parent Request for Administration of Medication if prescribed medication is brought onto District property or to a District-sponsored event. Students found to be in violation of this policy shall be subject to disciplinary action, including suspension and/or expulsion as explained in Section II of the OHS Handbook.

Assignments When Ill

Students out with a prolonged illness should make arrangements with the office to have assignments submitted by their teachers for all classes. Assignments may be picked up by a parent/guardian, relative or a friend for student completion. All work is due upon the student's return to school.

Athletic and Other Extra-curricular Activities Eligibility

Orestimba High School adheres to all California Interscholastic Federation (CIF) Eligibility Regulations. Please refer to the eligibility policy found in Section IV of the OHS handbook if you have questions about specific requirements.

Athletic and Other Event Attendance

School rules regarding behavior are in force at all school related events. Students are to enter and exit only through the authorized ticket gate. No student who leaves an athletic event will be re-admitted. No students younger than High School age will be allowed to enter without a parent/guardian. Any person deemed by administration or security staff to be disruptive, disrespectful or a disturbance will be required to leave.

Bicycle Riding and Skateboarding

Students are allowed to bring a skateboard on campus but can only ride it before and after school and completely off campus. Bicycles are not to be used during school hours and are to be parked in the bicycle racks at all times and should be secured with a chain and lock.

Bus Rules & Regulations

District-provided bus transportation including any district vehicle is a privilege and not a right. Students shall abide by all rules set by the bus driver. Misbehavior on the bus shall be referred to the Principal or designee for disciplinary action. Parents/Guardians and their students shall be responsible for any damage to the bus incurred by the student.

Students shall:

1. Not board the bus until a supervising adult is present.
2. Load and unload only in a designated area.
3. Cooperate and abide by all transportation rules.
4. Keep the bus clean and sanitary.
5. Adhere to all school rules.
6. Keep noise level at an acceptable level so as not to distract the bus driver.

Cafeteria and Lunchtime

Students are to observe proper rules of conduct in the cafeteria. No cutting in line, running in the cafeteria, food throwing, or general mischief will be tolerated. Students are responsible for keeping their lunch area (tables, floor, etc.) clean. Unacceptable behavior will result in the suspension of cafeteria privileges.

Daily Bulletin

Every morning the daily bulletin is read at the beginning of first period and is then posted in the main office area. All general school announcements and club information are included in the bulletin. All groups should have their announcements printed in the daily bulletin to receive maximum coverage. All bulletin items must be submitted to the office by noon the previous day. Forms are available in the office or information may be sent by email to the Office Secretary.

Dance Regulations

All dances will be considered closed dances. Students must be eligible for extra-curricular activities to be allowed to attend all dances. All persons attending must stay in the building during the duration of the dance. Any person who leaves will be denied re-admittance. *Prom and Winter Formal*: Only OHS students and their guests may attend a dance. Students must submit a dance guest request form to the office in advance of the dance and the form must be approved by OHS and the guest's school administration in order for the guest to attend the OHS dance. Only one guest per OHS student will be permitted. The guest list will be checked at the door and guests not on the list will be denied admittance. The administration reserves the right to refuse admittance to any student or guest. K-8 students will not be allowed to participate in high school dances. Guests cannot be *over the age of twenty* to enter the dance. All school rules will be in effect and enforced.

The length of dances sponsored by any class, club, or organization under the jurisdiction of the school district will be as follows:

Orestimba High School Prom	Four Hours: 9 p.m. - 1:00 a.m.
All other dances	Three Hours: 8 p.m.-11:00 or 9:00 p.m. - Midnight

Detention

Students may be assigned to serve detention by the school administration or teachers. Teachers assigning detention longer than 15 minutes will notify parents 24 hours in advance. Detention may consist of assignment to a classroom, Multi-Use Room, Saturday School or the OHS Work Detail. Students failing to comply with a detention assignment are subject consequences outlined in the Student Conduct Code under defiance of school authority.

Library Use

The OHS Library is open from 7:30 a.m. - 4:00 p.m. daily. Students going to the library during school hours must have a "pass" from their teacher. All books are loaned for a two-week period. One renewal is permitted. Books must be returned promptly, and in good condition. Reference books CANNOT be checked out. There is a charge of ten (10) cents per day for all overdue library material. If a book is lost or damaged, students will be billed for the replacement cost of the item.

Lockers

Students will be issued a locker for Physical Education (PE). Only PE clothing will be stored in the locker. **Orestimba High School is not responsible for any stolen items or lost items.**

Other District Campuses

Students are reminded not to drive by or walk through any other District campus one-half hour before school begins, during school hours (including lunch time), or one half-hour after school ends. Violators will be subject to the OHS discipline code for defiance of school authority.

Parent Conferences

To continue the District's goal of providing an effective communication process for students, parents/guardians, and staff, parent/teacher conferences are scheduled at the end of the first and third quarters. Other conferences may be arranged by appointment.

Parking Areas

All vehicles driven by students to attend school or conduct business must be registered in the school office and must display an OHS Parking Permit.

- All student motor vehicles must be parked in the Student Parking Lot in the appropriate spaces provided.
- Students are not permitted to sit in their cars while on school property.
- Students are not to park in any areas other than the Student Parking Lot
- Vehicles in violation will be cited by the Newman Police Department.
- Continued violations will result in loss of driving/parking privileges.
- Exhibition of speed or any other violation of the California Motor Vehicle Code will be reported to the Newman Police Department for legal action.
- Students are not to loiter in the parking lot at anytime.
- Students are not to use their cars as lockers.

Permission to Leave School Premises

Students are not to leave the campus without first notifying the School Office. Students are required to secure a permit to leave campus and must bring with them a note from their doctor or parent/guardian stating the reason for the absence. A pupil is to remain on the school grounds at all times while school is in session except when excused by the Principal, or his/her designee. Any student leaving campus without permission from the school office will be subject to consequences described in Section II of the OHS Handbook.

Phone Use

The office phone is available to students for emergency use or official school business only.

Progress Reports

Progress Reports will be issued to students during the course of each quarter. The report will notify parents/guardians of each student's standing during that grading quarter. Parents/guardians/students with questions regarding Progress Reports should make an appointment with the teacher(s) to review the contents.

Prom

The Orestimba High School Prom is limited to Juniors and Seniors only. Underclassmen may attend as the guest of an upper classman. Upperclassmen may bring an outside guest, but a guest application must be filled out and filed at least 10 days prior to the prom. The final prom bid sale date will be announced a month prior to the prom and **NO** bids will be sold after that date. The last refund date for prom bids is

10 days prior to the prom date. Currently, eligibility is not a requirement to attend prom. More information regarding dress code and behavior for prom will be available. Students who have excessive absences or instances of truancy (as determined by administration and evaluated on a case by case basis) will not be permitted to attend the prom.

School Activity Requests

Students must have their student council/class representatives submit an activity request (approved and signed by an advisor) for any student-sponsored activity (car wash, dance, etc.). The representative will be responsible for presenting the request to the student council for approval at least one week prior to the activity. A representative of the organization making the request must be present when the request is voted upon.

School Transportation

Students participating in any school activity requiring transportation are required to ride on school transportation. All exceptions will need prior permission from the coach/advisor/teacher and the principal. Students not riding on school transportation or who have not obtained prior authorized approval for an exception will not participate in the activity.

Student Body Cards

Student ID cards will be available each fall through the Student Council. Students may purchase their ID cards for \$10. The price includes a new student activity sticker for the school year.

Teacher's Request for Parental Assistance

Orestimba High School teachers and administrators may issue a "Teacher's Request for Parental Assistance" that asks for parental intervention in a student's behavior and/or academic progress. These requests are recorded in the student's current school records and can assist in helping the school's counseling staff address issues to help the student achieve success at Orestimba High School.

Tobacco - Use or possession:

State law prohibits the use of or possession of tobacco/tobacco products on school premises or within 1000 feet of a school site. Students on property adjoining the school grounds are under these restrictions. Students must adhere to all school rules and regulations during the school day including the lunch period. Students found to be in violation of this policy shall be subject to disciplinary action, including suspension and/or expulsion.

Video Surveillance

In order to ensure a safe school environment, the school administration may use video surveillance equipment on school grounds and/or during any school activity.

Weapons

For complete information on and consequences for possession of dangerous objects please refer to the Section II of the OHS Handbook. Lockers and cars parked on school premises (including cars parked within 1,000 feet of school property) shall be inspected by school personnel if there is reasonable suspicion to believe they contain weapons. Students found to be in violation of this policy shall be subject to disciplinary action, including suspension and/or expulsion as outlined in the Section II of the OHS Handbook.

Instruction

At the beginning of each school year, parents/guardians shall receive a copy of the District's Policy and Administrative Regulations regarding access by students to the Internet and on-line sites (Education Code 48980)

Internet and Technology Use

The Newman-Crows Landing Unified School District provides access to the Internet to all actively enrolled students through the District's computer network. The District's website is located at www.nclusd.org. All uses of District computers and networks are regulated by NCLUSD's Acceptable Use Policy (AUP) which can be found on the District's website.

Students are authorized to use District equipment to access the Internet in accordance with user obligations and responsibilities specified below and in accordance with Governing Board policy and the District's Acceptable Use Agreement. Students may request permission from Principal or designee to access the Internet or on-line services on a personal mobile device. With permission, students may have access and must meet all obligations and responsibilities specified below.

The Principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use.

Internet Access

The purpose of providing access to the Internet and District network resources is to provide access to unique resources and the opportunity for support of education and research. The Internet is to be used for regular instructional activity or to compile data necessary for educational research. Students shall use the system responsibly and primarily for educational purposes.

Newman-Crows Landing Unified School District is compliant with the Federal Children's Internet Protection Act (CIPA). Specifically, CIPA requires school Districts to use technology to block access to Internet sites that are: A) obscene, (B) contain child pornography, or (C) that are harmful to minors. Internet filtering technology may not be 100% effective, and there is no technical substitute for adequate supervision of a child connecting from school or home. Schools will implement digital citizenship curriculum to educate and empower our students to become safe, responsible and respectful digital citizens. Parents are requested to reinforce responsible, acceptable, and safe use of the Internet at home.

Privacy

The District reserves the right to monitor all use of District technology, including any Internet communications, for improper use. Electronic communications and downloaded material, including files, may be monitored or read by District officials to ensure proper use of the system. Such monitoring/recording may occur at any time without prior notice for any legal purposes. Students should be aware that, in most instances, their use of District technology (such as web searches and emails) cannot be erased or deleted. Since the use of District technology is intended for educational purposes, students shall not have any expectation of privacy in any use of District technology.

Obligations and Responsibilities

These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general, these require efficient, ethical and legal utilization of the network resources. Access to the Internet through NCLUSD Network and the use of District network resources including email accounts are privileges, not rights.

1. In order to use District technology and Internet, a student must have signed:
 - a. Student Conduct Code and Handbook Acknowledgement
 - b. Technology Acceptable Use Agreement
 - c. Chromebook Policies & Procedures Agreement
 - d. Google Apps for Education Agreement
2. All District equipment should be used with care. Any changes, alterations, or modifications by student of any settings on District equipment, are not permitted. Students shall not install any unauthorized software applications on District equipment.
3. The student, in whose name an account is issued, is responsible for its proper use at all times. They shall use the network only under their own account number. Students shall not share accounts or passwords with anyone.
4. Students shall not access, post, submit, publish, or display harmful or inappropriate material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs. Students shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or Board policy.
5. Students shall not disclose, use or disseminate personal identification information about themselves or others when using any form of electronic communication.
6. Students shall not use material that may infringe copyright, license, trademark, patent, or other intellectual property rights.
7. Students shall not intentionally upload, download or create computer viruses, maliciously attempt to harm or destroy District hardware or software or attempt to harm or destroy data of any other user. This includes disrupting or limiting access to network resources or using the network to make unauthorized entry to any other device accessible via the network (hacking).
8. Students shall abide by all networks filters, applications and network settings that set accessibility to content on the Internet. Students shall not bypass these in order to access content restricted by the District.
9. Students shall report any security problem or misuse of the services to a teacher or administrator.
10. NCLUSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Consequences

Any inappropriate use which is contrary to school policy, local, state and federal law will be subject to disciplinary action per the discipline policy. This may include suspension or expulsion. In addition, violations may be reported to law enforcement agencies as appropriate.