



**Parent-Student
Handbook
2018 - 2019**

BRANHAM HIGH SCHOOL

1570 Branham Lane
San Jose, CA 95118
(408) 626-3407
(408) 267-2676: fax
(408) 558-3067: 24-hour Attendance Line
www.branham.cuhsd.org

ADMINISTRATION

Cheryl Lawton Principal
Larry Lopez Assistant Principal
Rick Hayashi Assistant Principal
Justin Ponzio Assistant Principal
Joyce Davis School Counselor (F-L)
Loan Hong School Counselor (A-E)
Vince Leeburn School Counselor (Ro-Z)
Danielle Morrella School Counselor (M-Ri)
Christina Hillman Activities Director
Landon Jacobs Athletic Director
Melody Jones Principal's Secretary

SCHOOL COLORS

Navy Blue, Columbia Blue, White and Grey

MASCOT

Bruins

SCHOOL HYMN

*Branham High, Branham High
Alma mater we hail Thee
Blue and white, colors bright
Honored to have them are we
Proud in keeping our standards high
We shall stride forever
Branham High, Branham High
Glorious alma mater*

ACCREDITATION

Branham High School is accredited by the Western Association of Schools and Colleges.

DISTINGUISHED SCHOOL

Branham High School is a
California Distinguished School.

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BRANHAM HIGH SCHOOL MISSION

Branham provides an inclusive, nurturing environment that enables students to build the confidence necessary to take risks. We mentor students as they master a relevant, rigorous curriculum that empowers them to achieve their maximum potential as successful and productive citizens.

BRANHAM HIGH SCHOOL VISION

The Branham community is healthy, engaged and innovative. We work together to explore issues and solve problems to positively impact the world in which we live.

STUDENT LEARNER OUTCOMES (SLO'S)

- **Self-Directed Learner**
Sees what needs to be done and does it, seeking help and support when needed. Plans and manages workload and time. Locates and utilizes available resources. Has confidence to explore areas of interest or curiosity.
- **Complex and Innovative Thinker**
Interprets, analyzes, and integrates information from varied sources and applies knowledge to new problems or situations.
- **Effective Communicator**
Clearly expresses ideas in a variety of modes to specific audiences. Actively listens and collaborates with diverse groups.
- **Engaged Citizen**
Actively contributes to our school, our city, and our world. Understands, respects, and values diversity.
- **Healthy Individual**
Achieves and maintains physical and emotional well-being, while balancing the demands of academic and personal life.

ADVISORY AND TUTORIAL PERIOD

Tutorial is held three days a week (Monday, Thursday, Friday) for the purpose of providing students with additional academic support during the school day. Advisory is held once a week (Tuesdays) with the purpose of providing students with support and guidance in non-academic areas such as study and organizational skills, career and post-secondary exploration and planning, life skills such as financial literacy, etc.

During this allocated time, students are expected to follow these norms for behavior:

- On Advisory days, attend their assigned advisory class. On Tutorial days, attend one of their current teacher's sessions.
- Arrive on time and stay in that teacher's tutorial for the whole period.
- Check in by scanning their ID. (If students do not have an ID card, they will be required to go to the office to purchase a new one.)
- Maintain a quiet environment conducive to learning.
- Work on school-related tasks, for instance completing homework, preparing for a test, making up work, reading, getting help from the teacher, etc.

- Use of cell phones (or other electronic devices) without explicit permission from the teacher is prohibited.

GENERAL INFORMATION

Main Office

This area is the location of the Principal, Assistant Principals, Principal's Secretary, Receptionist, and Attendance Secretary. Office hours are from 7:30 AM – 4:00 PM.

Activities Director

All matters related to student extra-curricular activities and facilities use are coordinated by the Activities Director.

Athletic Director

The Athletic Director (AD) is the point of contact for all questions related to athletics, including concerns about officials, coaches, practice schedules, and athletic facilities.

Attendance Secretary

The Attendance Secretary assists students and parents in clearing absences and securing tardy passes, off-grounds passes for appointments, parking permits, and assigning detention (see ATTENDANCE POLICY VIOLATIONS AND CONSEQUENCES). **Branham's 24-hour attendance line is 408-559-3067** is available for you to leave absence and off-grounds messages.

Library/Career Center Room 45

Students may use the library/career center before school, after school, and during lunch. Hours are from 7:30 AM – 4:00 PM. Books may be checked out for three weeks; reference books may not be checked out but may have pages photocopied. Computers are available for use as needed. Students and their parents must have on file a signed "internet/e-mail use" contract prior to using any school computer. Students may use the library printer to print a copy of their work. Eating and drinking are not allowed in the room. Students who disturb others or violate library/career center rules may be denied the privilege of using the library. Students with late or overdue books or materials will receive a fine.

Student Service Center

The Student Service Center houses the offices of the School Counselors, Psychologist, Registrar, and Health Secretary. SSC office hours are from 7:30 AM – 3:30 PM.

Counseling and Support Services for Youth (CASSY) Counselor

Branham has a full-time CASSY therapist to provide ongoing counseling, crisis intervention and treatment, community outreach, and staff training. This greatly enhances our ability to address the mental health issues of our students.

Registrar

The Registrar assists parents and students with information regarding transcripts, transcript interpretation, academic credits, course descriptions, and testing programs.

Health Secretary/Health Services

The Health Secretary is available for assistance with the maintenance of immunization records, minor medical emergencies, students who have become ill and need to go home, and issuing PE medical excuses. Every attempt is made to contact parents or the Emergency Contact person listed on the Emergency Card and Registration form. Our ability to contact a responsible adult directly depends on the accuracy of the provided phone numbers. PLEASE UPDATE YOUR PHONE NUMBERS IF A CHANGE OCCURS. **The Health Secretary is not a nurse and is, therefore, prohibited by law**

from giving out any type of medication to students without written approval from the student's doctor.

Medications

At the beginning of each school year, parents should inform us of any medical issue(s) affecting the student and any medication that is given to them during the school day. Medications will be administered at school ONLY when a Permission and Instructions to Administer Medications form, completed by the parent and the student's doctor, is on file with the Health Secretary.

Feeling Ill

Students who become too ill to continue classroom activities should report to the Health Secretary in the Student Service Center with a pass from the teacher. The student's parent or guardian will be notified and will be expected to make arrangements for the student to leave campus. **Students must never leave campus without first notifying either the Attendance Secretary or the Health Secretary.**

School Property

Students are asked to use common sense in protecting personal goods or equipment issued. Any school items which are lost must be paid for by student and/or family.

Personal Property

Students are asked to use common sense in protecting personal goods. A few simple rules will assist you:

- Do not bring expensive items or large sums of money on campus.
- Do not share your locker or locker combination with other individuals.
- Do not store purses, jewelry, or expensive equipment in lockers.
- Do not bring pets, expensive electronic devices or dangerous items to school.
- PE lockers are not monitored so don't leave items of value

Lost and Found

Lost books will be returned to the book room; lost clothing and other items will be taken to the Student Service Center. Unclaimed items are donated at the end of the semester. If you lose something, please check and reclaim it before the end of the semester.

Lost or Stolen Items

If you have an item stolen, please report the items to the Main Office. Every effort will be made to assist in retrieving lost or stolen items. However, Branham High School is not responsible for the replacement of lost or stolen items.

Fire, Earthquake, and Security Drills

Fire, earthquake, and security drills are conducted regularly as a legally required safety precaution. Students are expected to conduct themselves in a quiet and orderly fashion and fully cooperate with staff members.

STUDENT SERVICES

To Find Out About	Contact	In This Location
Advanced Placement	Assistant Principal	Main Office
Alternative Schools	Assistant Principal	Main Office
ASB/ID Cards	Main Office	Main Office
Athletic Team Tryouts	Athletic Director	Student Service Center
Attendance	Attendance Secretary	Main Office
California High School Proficiency Exam	Assistant Principal	Main Office
Change of Address	Registrar	Student Service Center
Checking out of school	Attendance Secretary	Main Office
College Admissions	Guidance Counselor or College & Career Specialist	Student Service Center
Dance Tickets/ Guest Passes	Activities Director	Activities Office
Diploma Requirements	Guidance Counselor	Student Service Center
Discipline	Assistant Principal	Main Office
Grade Dispute	Assistant Principal	Main Office
Health Services	Health Secretary	Student Service Center
Home & Hospital Instruction	Assistant Principal	Main Office
Lockers	Textbook Clerk	Textbook Room
New Student Registration	Assistant Principal	Main Office
Parking Permits	Textbook Clerk	Bookroom
Reduced/Free Lunch	Cafeteria Manager/ Assistant Principal	Cafeteria/ Main Office
Request for homework	Main Office Receptionist	Main Office
Schedule adjustments	Guidance Counselor	Student Service Center
Special Education Services	School Psychologist	Student Service Center
Teen Counseling	Guidance Counselor	Student Service Center
Textbooks	Textbook Clerk	Bookroom
Transcripts	Registrar	Student Service Center
Vocational School (SVCTE)	Guidance Counselor	Student Service Center
Work Permit	College & Career Specialist	Library/Career Center

Textbooks

Textbooks and featured novels are furnished to students free of charge. Students are responsible for the care and return of these materials. Novels are typically due six weeks after checkout and textbooks are due at the end of the school year. If a student checks out of school and is no longer enrolled, all Book Room (and Library) materials must be returned at that time. All students are accountable for the cost of replacing/repairing textbooks or novels that are lost or damaged.

Lockers

Lockers are assigned for student use during the school day. The lock must be returned in good condition at the end of the school year or before checking out. Locks are furnished free of charge. Lost locks will result in a charge for the replacement cost. The school does not have insurance to cover lost or damaged items left in lockers.

Skateboards/Bikes/Scooters

For safety reasons, skateboards, bikes and scooters are not to be ridden on campus. Bikes are to be

locked in the bike cage. If possible, skateboards and scooters should be locked and stored.

Work Permits

Students under the age of 18 who are employed during the school year and the non-school summer break are required by state law to have a work permit. Work permit applications are available in the Main Office or Library during break and lunch, or before and after school. Work permits are valid only for the current school year. Students need to be in good standing to be eligible for a work permit.

Student Parking

- Students are directed to park in the student lot area unless their privileges have been revoked. **Parking in the spots marked ‘Visitor’, ‘Staff’, or ‘Reserved’ is strictly prohibited.**
- Motor vehicles driven by a student must be registered with the office and have a current parking tag; parking tags must be visible from outside the car.
- Tags are non-transferable between students but may be used in different cars as long as they are registered with the office.
- Students who fail to park in the proper space, fail to park properly within the lines, drive recklessly or park outside the student lot are subject to citation by the police, suspension from school, detention, campus fine, and/or loss of driving and parking permit on campus.
- The parking lot is off-limits during school hours. Students may not loiter in the parking lot during the school day, including lunch and advisory/tutorial periods. This rule provides better security for student cars and better student safety.
- A progressive discipline model will be enforced if students walk into the parking lot or go to their cars during the school day. Students should not use their car as a locker.
- Parking privileges can be revoked at any time from any student who is not acting responsibly.
- All vehicles on CUHSD property are subject to search if there is reasonable suspicion.
- A limited number of parking tags are available. Seniors get priority.

STUDENT ACTIVITIES

Extracurricular Activities

All matters related to student extracurricular activities are coordinated by the Activities Director. Students make all arrangements for joining clubs, obtaining pictures, securing dance ticket, etc., in the Student Store or at the online store on the Branham website (www.branham.cuhsd.org). All signs posted on campus to advertise and event must be preapproved by the Activities Director and the ASB. Approved signs may be attached to the walls using blue masking tape **ONLY**. All activities must be arranged with the Activities Director’s office.

Associated Student Body (ASB)

All students at Branham High School are members of the Associated Body (ASB). ASB is overseen by an ASB Executive Board which is comprised of students elected to represent the Associated Student Body. Additionally, each class elects their own class officers and representatives to the ASB. Elections are held annually in the spring. All ASB officers are enrolled in a Leadership class that meets with the Activities Director to approve fundraisers and expenditures, to plan special events, and to discuss issues of concern to the students.

ID Card

All students will receive a free picture identification card (ID) at summer check-in/registration. Students are required to carry this card with them at all times when they are at school. This includes but is not limited to school activities, athletic competitions and other school or district sponsored

events. Replacement cards are available in the main office for \$5.00.

ASB (Associated Student Body) Card

The ID card becomes an ASB Card or Student Body Card when the student purchases an ASB package for their ID card. The ASB Card entitles a student to a yearbook, free admission to regularly scheduled home athletic competitions, and reduced prices to other school events. ASB packages can be purchased online or at registration.

Yearbooks

If a student does not purchase an ASB package, yearbooks can be individually pre-ordered for \$85 from October 1st to February Break. From February Break until Spring Break, yearbooks will be \$90. From Spring Break until May 1st, yearbooks will be \$95. A limited number of yearbooks may be available for sale at the end of the school year for \$100.00, but purchasing an ASB card assures the student will get a yearbook.

Online Store

Students and families can purchase ASB packages and other student items online.

1. Go to the school website, scroll down the homepage to *Webstore* and click on the button
2. Log in with your student ID number and default password
 - a. Username = Student ID number
 - b. Password = first initial last name (no spaces and all lower-case letters)
3. Pay for all your school items securely online
4. Bring your confirmation email to registration to pick up your items.

Clubs

Check out the Branham website www.branham.cuhsd.org => *Activities and Extra-curriculars* for a current list of clubs

Payments

Any check payment that comes back as Non-Sufficient Funds (NSF) is subject to a \$12.00 service fee which will be charged to your students account.

Any reimbursement check that requires a Stop Payment will be subject to a \$34.00 service fee.

School Dances

Dances are a major activity of the social life of Branham High School and should be a safe and fun experience for all who attend. To maintain the fun and safety of Branham's dances, students are expected to observe the following rules:

1. Branham students and guests will observe all Branham High School rules of conduct including those which apply to the use/possession of tobacco, drugs, and alcohol. Students violating this provision may be suspended from school and suspended from a minimum of the next two dances.
2. Branham students may be ineligible if they are not in good standing with the school due to excessive bills, unserved detentions, or disciplinary issues.
3. Any student who does not bring an I.D. will not be allowed into the dance. Acceptable forms of identification include student body cards, driver's licenses, or state identification cards.
4. Once students enter a dance they will not be allowed to leave the dance location at any time for any reason except in the event of an emergency that has been verified by a parent.
5. Branham High School often hires San Jose police officers to provide security at our dances. Along with chaperones, they are there to deal with any issues that may arise.
6. Students will not be allowed to leave a dance more than 30 minutes before the scheduled end of the event. This is for students' safety and parents' peace of mind that students are indeed at

the dance. Should parents want their student to leave earlier, a parent or guardian will be required to come pick them up and sign them out from the event. San Jose police will not allow students to leave earlier than the allowed time.

7. Breathalyzers will be on hand to randomly check students as they enter and leave a dance if security officers or chaperones feel it is necessary.
8. All students are subject to search at any time by chaperones, BHS staff, or SJ police.
9. Branham High School has a strict "No Freaking" policy. If students choose to disobey this policy, they will be removed from the dance and parents will be called to pick them up. This will take place regardless of whether students have hired limousines or other forms of transportation.

Guest Passes

Most dances at Branham are for Branham students only. However, throughout the year Branham hosts dances to which a limited number of guest passes are issued. Branham students may bring guests to these dances provided the following conditions are met:

- The guest is enrolled in at least the ninth grade or is no more than 20 years old (unless otherwise posted).
- A guest pass permit is obtained from the Main Office or Student Service Center, completed with the proper signatures, and submitted to the Assistant Principal for approval by the posted deadline.
- The guest abides by all Branham High School rules of conduct.
- The guest must bring their picture ID.
- Students and their guests are expected to be cooperative, and follow the direction of the adult chaperones and security officers.
- Students and guests will conduct themselves in such a manner so as to not create dangerous or disruptive situations.
- Branham student must be in good standing with the school

FOOD POLICIES

Lunch/Snack Purchases

Students must use their ID card to purchase lunch or snacks at the school cafeteria. A "Point of Sale" debit system allows parents to place money on a student's "account." Students can access the money in their account by swiping their ID card. The amount purchased will be deducted from the student's account, eliminating the need for cash. Parents can set up an online account for student meal purchases through the district website at www.cuhsd.org.

Free & Reduced Lunch

Your student may be eligible for Free or Reduced-price meals. To participate in the program you must complete an application. Only one application is required for all children in the same household within Campbell High School District. All application information is confidential. Applications will be mailed home two weeks before school begins. Applications are also available at the schools office or you can apply online at <http://mylunchapp.CUHSD.org>. Applications must be returned to the school office and will take 7 working days to process.

Food Deliveries

Due to safety and health concerns, food deliveries by outside services (i.e. Door Dash, Order Ahead, and restaurants in general) **are not permitted during school hours without specific consent from school administration. Food delivered by an outside service without school administration consent will be confiscated.** If food MUST be delivered to a student, it is the responsibility of the parent/guardian to personally deliver that food to the Main Office and pre-arrange with his or

her student for pickup at break or lunch. Parents/guardians are not allowed to deliver food directly to a student in the parking lot, on campus, or in a classroom. The Main Office is not responsible for any food delivered during school hours. In addition, any food not picked up by the end of the day will be discarded.

COMMUNICATIONS

School Loop

School Loop is an online communication system that allows parents and students to access online school news and information, student courses, homework, and grades. It also provides a direct and easy way to communicate with teachers. Parents can register online at *branham.schoolloop.com*.

Daily Bulletin

The Daily Bulletin is emailed every school day to all Branham students and parents who provided email addresses. The Daily Bulletin contains current information about which class schedule to follow each day (“A” Day or “B” Day, Collaboration Day, Minimum Day, etc.), upcoming school events such as sporting events, club meetings, parent booster meetings, band and choir concerts, theater productions, school dances, and upcoming school-wide tests, etc.

Bear Witness

The Journalism class produces the Branham school newspaper called “Bear Witness” several times throughout the school year. It contains school information, articles of interest to the students, and activity news. The most current copies are available in the Main Office and Library.

Personal Messages

Unless it is an emergency, please do not ask to interrupt a class to deliver a message. Messages can be left in the main office for the student to pick up at break or lunch.

Chain of Communication

If you have a classroom or academic concern, please observe the following chain of communication.

- **Always start with the teacher.** This will streamline your concern being addressed quickly and resolved effectively.
- If the teacher does not resolve your concern, then follow this order of communication:
 - Your student’s School Counselor
 - Assistant Principal
 - Principal

PARENT BOOSTER CLUBS

We encourage all parents to actively participate in the various parent organizations that support Branham High School. Check the club website for the most up-to-date meeting information. Branham’s parent booster clubs include:

PTSA

PTSA is a group of parents, teachers, and students working together to support Branham’s parent community and education programs. www.BranhamPTSA.org

Music Boosters

Join other hardworking parents/guardians with fundraising, transporting, chaperoning, and organizing

music activities. <http://bhsroyalalliance.com/>

Sports Boosters

Besides being involved at the actual events, your time and talent helping with fundraising efforts to support the Branham athletics program is much needed and appreciated. www.branham.cuhsd.org

ELAC (English Learner Advisory Committee)

The ELAC meets to support families who speak English as a second language.

ATTENDANCE/PARTICIPATION POLICY

Attendance

Students are expected to be in their seats and on time to all classes.

Absent/Truant Policy

All-day absences should be called in directly by a parent/guardian to the 24-hour attendance line (408-558-3067) on the day of the absence. All absences must be cleared within 3 days to avoid being designated as “truant.” Due to State audit regulations, **the status of any absence cannot be changed after the three-day clearance period.** Students are required by State Law and District Policy to attend school on a regular basis. Any student missing an excessive number of days will be subject to a review by the Assistant Principals to determine his/her status at Branham High School.

Tardy Policy

Any student arriving up to 29 minutes late will be marked Late/Tardy. Students arriving 30 plus minutes late will be marked absent. Students who arrive late to their 1st or 4th periods will need to come to the main office for a pass before being admitted to class. Those with an unexcused tardy will be assigned lunch detention. There will be additional consequences imposed upon students who are late to other classes throughout the day and/or have a pattern of being late to class (see ‘Attendance Policy Violations and Consequences’ section below).

0-29 minutes late = tardy

30 minutes plus = unexcused absence

Note: Parents can monitor student absences and tardies by using Branham’s online School Loop program located at branham.schoolloop.com.

Attendance Policy Violations and Consequences

In our commitment to hold students accountable for their school attendance, Branham shall enforce a strict progressive discipline model with students who come late to school and/or who are truant (unexcused absence).

- 5 unexcused tardies to a single class over a 6-week period will result in consequences.
- 3 unexcused absences to a single class over a 6-week period will result in consequences.

Excused Absences

An absence will be excused for the reasons in Education Code 48205, which include, but are not limited to:

- Illness – a doctor’s note may be required for extended illness.
- Quarantine – directed by a doctor.
- Medical or dental appointments or treatments.
- Bereavement – attending funeral services of an immediate family member for one day in

California and up to three days if the service is conducted out of state.

- Jury duty as required by law.
- School activity – approved participation in a school co-curricular activity in which the student represents the school or district, including athletic events, fine arts and vocational exhibits or performances, and academic competitions.

Unexcused Absences and Truancies

Unexcused absences are any absences not specifically defined by CA Education Code. They include those that occur for other reasons that may/may not be beyond the student's control such as oversleeping, car problems, or disciplinary suspension. A student is marked as 'Truant' if the absences occur due to intentionally not attending class.

P.E. Excuses

A student may be excused from P.E. participation for up to three days with a signed note from the parent/guardian indicating the student cannot participate because of medical reason. The parent/guardian is not required to reveal the medical reason, unless the condition requires assistance from the school staff and the assistance requires that medical information be shared. Parent notes should be given to the Health Secretary in the Student Service Center before the school-day begins. Medical excuses for longer than three days requires a doctor's note. Students who are excused from PE for medical reasons are still expected to make up the missed work.

Missed Assignments

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. Students who miss school work because of unexcused absences (not including truancies) shall also be given the opportunity to make up missed work. Teachers shall assign such makeup work as necessary to ensure academic progress, not as a punitive measure. (Education Code 48205. Please also see 'Make-Up Work' below.)

Make-Up Work

Upon returning to school after an absence, a student is required to meet with each teacher within two days of his or her return. Each teacher will provide the student with the work missed and will set a reasonable schedule for the work to be completed. Generally students will have the number of days they missed to make up assignments, tests, etc. This is not true in the case of long-term projects; long-term projects are due on the assigned due date even if the student is absent the day before. If absent the day a long-term project is due, the student must notify the teacher and may be allowed to turn the project in on the first day the student returns to school. Students not meeting the deadlines for make-up work will not be allowed to make up the work at a later time. **Students lose the privilege of making up work when they are truant.** (Please see each teacher's course syllabus for specific processes for making up missed work.)

Leaving Campus for an Appointment, Illness, or Injury (Off Grounds Pass)

If a student needs to be released from school for an appointment, the parent **MUST** contact the Attendance Secretary in the Main Office **BEFORE** the time the student needs to be released. Absences for students who leave without properly checking out with the Attendance Secretary will **NOT BE EXCUSED**.

In the event of sudden illness, injury, or physical problem during the school day, students are to report directly to the Health Secretary in the Student Service Center for permission to leave campus.

Students who leave campus without checking with the Health Secretary (or the Attendance Secretary) first, WILL BE MARKED AS "TRUANT." This cannot be cleared after-the-fact.

Off Grounds Pass Procedures for Parents/Guardians

It is sometimes difficult and disruptive to classrooms to locate a student at only a moment's notice.

- **If you need to pick up your student for an appointment during the school day, we ask that you call the Attendance Secretary IN ADVANCE to arrange for an Off Grounds Pass.**
- **Branham's phone number is 408-626-3407, press 1 and then press 4 for the Attendance Secretary.**
- Please do not leave requests for Off Grounds Passes on the 24-hour attendance line.
- **You should have a meeting place with your student, i.e. by the 'Rock,' near the flagpole, etc.**
- Your student should pick up his or her Off Ground Pass before school at morning break, or during lunch, BEFORE leaving campus.

Thank you very much for your cooperation.

ANTI-GANG POLICY

The school is committed to maintaining a safe educational environment for all students and staff. The school developed the following policy designed to identify and eliminate gang influences on our campus and in our neighborhoods. Whether an individual student views him or herself as a gang member, a "wannabe," or a graffiti "tagger," it is our view that all such individuals are at risk of gang involvement and represent a threat to the safety of our students and staff. The school Anti-Gang Policy has provisions for gang-related dress restrictions, and gang symbols and behavior. It should be noted that students found to be in violation of this policy are subject to suspension, expulsion, and other legal action, such as law enforcement citation and/or arrest.

This policy is in force on campus and at all school activities regardless of location, as well as in the vicinity of the school, specifically across the street in the business parking lot, and/or at 7-Eleven.

Gang-Related Dress Restrictions

Any clothing which may be reasonably interpreted as symbolic of gang association is prohibited. Specific examples of PROHIBITED CLOTHING include, BUT ARE NOT LIMITED TO:

- Bandanas/"rags" either worn or carried (visible or concealed).
- Dangling belts.
- Any piece of clothing, backpack, book, notebook or other item which is inscribed or marked with tagging or gang-associated symbols, words, or names.
- **Calf-length shorts, usually with long socks that are easily identifiable as gang attire.**

Symbols/Behaviors

The display or use of any symbol, word(s) or "tag" which may reasonably be interpreted as symbolic

of gang association is prohibited. Specific examples include BUT ARE NOT LIMITED TO:

- Tagging of backpacks, books, notebooks, or other personal belongings
- Tagging of lockers (either inside or outside), desks, walls or any other school property
- Visible gang or gang-like tattoos or body drawings
- Displaying a “rag” or other similar object
- Gang hand signs
- Giving a look to another student for the purpose of intimidation (i.e. “dogging.”)
- Moving around campus as part of a group of students for the purpose of intimidation

Students Identified As “At Risk Of Gang Involvement”

Students who are identified by the school as “at risk of gang involvement” will be placed on a far more restrictive dress code and behavior contract, and they will be referred to an on-campus gang intervention program.

RULES/DISCIPLINE POLICY

Senior Consequences

Seniors are the leaders on campus and are expected to act as positive role models for underclassmen. Seniors have significant events throughout the year (and especially at the end of the year) for which the senior may lose participation privileges for inappropriate acts of misconduct. To that end, seniors committing such an offense, (for example, under the influence of drugs or alcohol at school or at a school event, involved in a fight, or involved in a destructive senior prank), face the likelihood of losing all or some of their end-of-the-year participation privileges including but not limited to walking at graduation and similar events.

General Rules

Students have the responsibility to be aware of and abide by the established rules of the school and district. Students are also to comply with all legal requirements and policies.

- Students are expected to respect the authority of all adult staff members, address them with respect, and respond to and comply with their direction. Any student who uses language or takes action directed at a staff member that is threatening, sexually harassing, or insulting to their ethnicity, sexual orientation, gender or other protected characteristic will result in disciplinary consequences up to and including suspension and/or expulsion. Any student whose action interferes with a staff member or officer in the conduct of their duty that may endanger the safety of students or staff will face expulsion.
- Students will settle conflicts calmly and peacefully, avoiding violence or intimidation as a response to disagreements. Students will immediately leave and/or avoid the scene of a conflict unless directed by a staff member to do otherwise.
- Students will not contribute to conflicts by spreading rumors, hazing, bullying, gossiping or threatening others with harm or any other form of harassment. If a conflict is in progress, they are not to “rubber neck,” get involved, egg-it-on or otherwise interfere with school authorities dealing with the situation. Students are to immediately leave the area as directed – “mob-like” behavior will be severely dealt with.
- Students will refrain from the use or possession of tobacco or tobacco-containing products, drugs, alcohol, any intoxicant and any hallucinogenic substance on the way to or from school or a school activity, on campus at any time, or while attending any school activity whether on campus or away from the school. The school is a “TOBACCO FREE ZONE,” so neither students nor adults attending events on campus may use tobacco or tobacco-containing products including e-cigs, vape pens, juuls, etc.
- Students will respect all school property and will refrain from spitting on, tagging, defacing,

- vandalizing, breaking, or damaging it.
- NO pets allowed on campus.

Basic Rights and Responsibilities

All members of the school Student Body and staff share the right to:

- Learn and be in a safe and orderly school environment.
- Be treated with dignity and respect.

All members of the school Student Body and Staff, working together to ensure a safe and orderly school environment, will:

- Take responsibility for his or her actions.
- Act with respect for others.
- Use language that is appropriate and reflects respect for one another.
- Resolve conflicts calmly and with reason, avoiding the use of violence, threats, and intimidation.
- Respect the diversity of our campus and avoid acts of discrimination, harassment, bullying, intimidation, and bigotry based on actual or perceived ethnicity, color, disability, race, religion, gender, gender identity, gender expression, sexual orientation, and/or national origin and/or any other protected characteristic.

These are general rules for expected behavior on Branham's campus. Additional rules and expectations are covered throughout this handbook, so please read all provisions carefully and ensure you fully comply.

Please Note: The last page has a summary of serious infractions that will result in a suspension and may or will result in expulsion. Each student is asked to read and sign a copy of this last page, along with their parent/guardian's signature, and return it to school staff during the Administration's presentation of rules at the beginning of each school year.

Birthday Celebrations

Though we all like to help our friends celebrate their birthdays, loud and/or destructive displays cause disruption to regular school activities. "Birthday bashing" (i.e. spraying with whipped cream, shaving cream, throwing water balloons, or physical punishment) is not allowed and carries strict consequences. Also, the posting of birthday displays (i.e. handbills, posters, etc.) is not permitted. Cards, balloons, or flowers are acceptable as long as they do not create a classroom distraction. Deliveries of any items cannot be made to students during the school day. Parents can deliver items to the main office for student pick-up at the next break, lunch, or passing period.

Cell Phones and Electronic Devices

Students are not to use cell phones or electronic devices for calls, texts, photos, or other purposes except during passing periods, break, or lunch. The only exception to this is when a teacher gives permission to use the phone for academic reasons. If there is an emergency, students may report to the Student Service Center or Main Office for phone access. Cell phones and other hand held electronic devices used without permission during instructional time will be confiscated according to the following cell phone offense policy:

- 1st Offense: Teacher will turn it over to the Main Office. An Assistant Principal will secure the electronic device and will return the device or item at the end of the school day.
- 2nd Offense: The item will not be returned until a parent conference is held at school with an Assistant Principal.
- 3rd Offense: Student will not be allowed to bring the item to school (or will be expected to

deliver it to an Assistant Principal during the school day) for 5 days.

- **4th Offense:** An Assistant Principal will issue discipline, which may include the permanent loss of use of a cell phone or item on campus, school suspension and/or expulsion.

Parent/Student Responsibility for Cell Phones

Students are not to receive or initiate calls to anyone, including parents, except during the designated time and except for a 911 call in a situation requiring a police response. In an emergency, parents are to contact the main office and students will call home from the office. Otherwise, please leave a message on voice mail or text your student, understanding that they are not allowed to check for a text or message until a break. Although Branham High School has strategies in place to deter theft, Branham shall not be responsible for lost or stolen electronic devices. Please secure your belongings and do not allow others to use or borrow your electronic devices during the school day.

Refusal to Provide Cell Phone or Item to an Adult School Employee

If a teacher or other adult school staff member requests a student provide the cell phone or item to him/her for any reason, a student's refusal to provide the cell phone or the item to the requestor will result in additional consequences for willful defiance, up to and including suspension and/or expulsion.

Closed Campus

Branham HS is a CLOSED CAMPUS. Students must remain on campus for the entire school day including lunch. (Exceptions: Students with a valid Off-Grounds Pass, SVCTE students, Work Experience students, or students with "No 3rd" or "No 6th" period). There are a number of areas on campus where students are not allowed without a staff member. The following areas include the football stadium, athletic fields, basketball gym and lobby, inside the PE locker rooms, the theatre, baseball fields, softball fields, outdoor basketball courts, tennis courts, and parking lots. Non-students and students from other schools may NOT visit the campus nor attend school with this school's students.

Visitors

To allow staff to spot an unauthorized person on campus, the campus is closed to all non-students and non-staff between 7:00 a.m. and 4:00 p.m. Parents/Guests coming to the school on official business are permitted on campus but must report first to the Main Office to sign in and receive a visitor's I.D. badge that must be worn while on campus. Visits to classrooms must be prearranged with the permission of a school administrator. A 'visitor request' form is available on our website or in the Main Office.

Loitering

Loitering in the neighboring community or business areas is prohibited. Students coming to school are expected to come directly on to campus and not loiter in or around the neighborhood. Parents of violators may be contacted on the initial offense, and the student will face detention and/or suspension and/or expulsion for subsequent offenses. Please note: Students may be cited for trespassing by the police or Student Resource officer (SRO) if they are loitering in the parking lots or across the street from the school.

Student Dress Code

Students are to dress appropriately for school. Shoes must be worn at all times. Wearing clothing that is overly revealing, has gang connotations, promotes drugs/alcohol, or poses a danger to students and staff is strictly forbidden. Students will be asked to change their clothes if they are wearing inappropriate items. Parents may be contacted and asked to bring a change of clothing. Repeat violators will be subject to school discipline. **(See p. 40 at the end of the handbook for a**

complete explanation of Branham's Dress code.)

Sexual Harassment

Sexual harassment is defined as making unsolicited and unwelcome written, verbal, physical, and/or visual contact with sexual overtones, or continuing to express sexual interest after being informed that the interest is unwelcome. If a student believes that he or she is being sexually harassed by another student, the first step is to tell the offending person that their actions are unwelcome (if a student is comfortable stating this). If the action persists, or if the student is not comfortable telling the harasser to stop, the student should make a formal complaint to his or her Guidance Advisor or Assistant Principal. If a student believes he or she is being sexually harassed by a staff member, the student should immediately report the incident to the Principal or the Assistant Principal. Harassment based on other protected characteristics (including race, sexual orientation, national origin, religion and disability) is also prohibited and unlawful, and should be reported.

Inappropriate Displays of Affection

Mature individuals do not display their affection for one another inappropriately in public. "Making out" and other inappropriate intimate behavior is not tolerated on campus. This behavior may result in a referral to the Assistant Principal's Office.

Sexual Battery

Sexual battery includes touching an intimate part (female's breast or anyone's anus, groin, sexual organ, or buttocks) against that person's will (without consent) for a sexual purpose, even if the touching is through clothing. Suspension and expulsion are mandatory.

Off-Campus Misconduct, and Its Relationship to School

Students may be subject to discipline for off-campus misconduct if the misconduct is related to school activity or attendance and causes or is reasonably likely to cause a substantial disruption to school activity. For example, a student using technology such as a home computer, cellular phone, or other electronic communication device may be disciplined for engaging in unlawful harassment or making threats against students, staff, or district property, even if such misconduct occurred off-campus and during non-school hours, if the behavior causes or is reasonably likely to cause a substantial disruption to school activity.

Bullying/Cyberbullying

Education Code (EC) 48900(r) defines bullying and cyberbullying as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including actions involving sexual harassment (EC 48900.2), hate violence (EC 48900.3), and/or creating a hostile educational environment (EC 48900.3) that are directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property
- Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health
- Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying and cyberbullying is taken seriously on our campus as it creates a negative learning environment for our students and staff. As our school identifies issues of bullying and/or cyberbullying, we provide the following definition to our students and families:

- Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.
- Cyberbullying is the use of digital-communication tools (such as the Internet and cell phones) to transmit negative or hurtful things to another person or groups of people who have a hard time defending themselves.
- Bullying and cyberbullying share two common themes – they are both **intentional** and **repeated**.

Bullying is defined in Education Code 48900(r)(1), which read as follows when this handbook was last revised: “Any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in [Education Code] section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
- Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
- Causing a reasonable pupil to experience substantial interference with his or her academic performance.
- Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the school.”

“Electronic act” is defined in Education Code 48900(r)(2)(A), which reads as follows when this handbook was last revised: “the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

- A message, text, sound, or image.
- A post on a social network Internet Website including, but not limited to:
 - Posting to or creating a burn page. “Burn page” means an Internet Website created for the purpose of having one or more of the effects listed in paragraph (1)[48900(r)(1).]
 - Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil, such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil, other than the pupil who created the false profile.”

Discipline Referrals and Procedures

A “referral” is a communication from the classroom teacher to an Assistant Principal describing a student’s misconduct that has violated classroom or school rules. The referral represents a request by the teacher for disciplinary action. When the student is directed to leave the class by the teacher,

the student will:

- Leave the room quickly and quietly, and report immediately to the Main Office.
- Sign in with the Attendance Secretary and report the reason for being sent to the office.
- Turn in their electronic devices (this applies to any student seeing the Assistant Principal) to a staff member.
- Be seated in the assigned area and wait quietly until the end of the period.
- Students who fail to report and remain in the Main Office will be subject to additional disciplinary action.
- **Students may not return to class until directed to do so by the Assistant Principal or Principal.**

Note: Students are usually not seen immediately after being sent to the office in order to allow the Assistant Principal to conduct an appropriate investigation. After discussing the situation with the teacher, the Assistant Principal or Principal will meet with the student to hear his/her side of the story and will take the necessary action. Parents will be informed of the student's behavior and the disciplinary consequences.

Respect for Teachers, Staff and Others

Students are expected to follow all teachers' directions and observe all classroom rules. Students must comply with school regulations. Willful defiance of the valid authority of supervisors, teachers, clerical staff, or administrators will not be tolerated. Consequences may include but are not limited to: detention, possible suspension, and possible recommendation for expulsion. Putting hands on another student is unacceptable for all individuals involved. Verbal, physical or sexual harassment, bullying, intimidation, and threats are prohibited at all times. Profane and vulgar language is not allowed on campus and is considered disrespectful and inappropriate at all times.

CONSEQUENCES FOR MISCONDUCT

The school uses a progressive discipline model for minor offenses, but expulsion can occur for the first serious or dangerous offense. Consequences increase in severity with repeated misconduct or in accordance with the seriousness of the violation. Disciplinary actions and consequences may include but are not limited to the following: verbal/written warnings, parent contact, counseling, behavior plans, class suspensions in the main office, campus clean-up projects, school suspensions, after school detentions, restorative justice conferencing, removal from a class with an "F," transfer to an alternative education program, confiscation of student property that violates school rules, expulsion, and/or other action considered reasonable and appropriate by the Assistant Principal. Parents may appeal suspensions to the Principal. Police may also be notified of the misconduct. For some violations, police notification is required and potential citation may occur.

Questioning by Administration and School Staff

The Assistant Principal, other school administrators, and school staff have the right to question students at any time when the student is on campus or participating in a school-sponsored off-campus event, even if not during the school day. **School staff are not required to contact the parent for permission before questioning a student.** If a student is determined to have engaged in a suspendable offense, school staff will make a reasonable effort to contact the parent in person or by phone. When a student is suspended, the parent will be notified in writing of the suspension.

School Resource Officer (SRO) Questioning

The school administrators may involve a School Resource Officer (SRO) in questioning a student suspected of misconduct. The school resource officers may act as an agent of the school while on

campus.

Outside Law Enforcement (non-SRO) Questioning

Should law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the principal or designee will be present when possible. An effort will be made to notify the parent.

Student Searches and Confiscations

Lockers: Students are permitted to use school lockers as a convenience. Lockers belong to the school district and remain under control of the school administration. They may be searched whenever reasonable suspicion exists.

Personal Property: School officials may search a student and their personal property (including cars, purses and backpacks) when there is reasonable suspicion to believe a student is concealing evidence of a behavior code violation. Illegal items (weapons, alcohol, unlawful drugs, etc.) or other possessions determined to be a threat to the safety or security of the student or others will be confiscated and turned over to the police.

Items which have the potential to disrupt or interfere with the educational process may be temporarily removed from a student's possession or forfeited in accordance with law. A general search of district facilities and properties, including but not limited to lockers or desks, may occur at any time. Items belonging to the district or items which are unlawful or are in violation of district policy may be seized. Students will be notified that searches of district property have occurred and will be notified of any items seized as appropriate. **School staff are not required to contact the parent for permission before searching a student's personal property.**

Suspensions and Expulsions

Student misconduct may be serious enough to warrant a suspension and/or expulsion. The Education Code of the State of California (Education Code 48900-48927) dictates which behaviors can or must result in a suspension and/or expulsion. At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. The parent/guardian shall also be notified in writing of the suspension (Education Code 48911).

Make-up Work Following Suspension

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 (Education Code 48913). Each student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed during the suspension, as well as the required timeline for turning in missed work or making up tests.

Appealing a Suspension or Expulsion

Whenever a student is suspended, school officials may meet with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter (Education Code 48914). At this conference, parents have the right to appeal the decision, but the final decision made by the school regarding suspension will stand. In the case of recommendation for expulsion, the student is entitled to a hearing before the CUHSD School Board at which time the student/parent may present his or her case and if desired, appeal the decision. (See Education Code 48918 for further details.)

ACADEMIC CODE OF CONDUCT

Branham High School is committed to students achieving the school wide learning outcomes while conducting themselves with the highest level of integrity. Students are expected to follow the

Branham High School Academic Code of Conduct. Students are responsible to complete their own work and are responsible for their own actions.

Cheating Defined:

Cheating is defined broadly as turning in work that is not your own or allowing another student to plagiarize your work. While this list is not exhaustive, examples of cheating include the following:

- Looking at another student's assessment during a quiz/exam
- Talking or communicating to another student during a quiz/exam
- Using resources not allowed by a teacher to accomplish work
 - For example, using a cellphone to look up an answer to a test question during an exam.
- Allowing another student to copy work or quiz/exam answers
- Using unauthorized electronic devices during a quiz/exam
- Giving or receiving quiz/exam information to students in an unauthorized manner
- Misrepresenting someone else's work as your own, failing to give credit for statements and conclusions drawn from another source, submitting someone else's work as your own
- Not following quiz/exam protocols and procedures as outlined by the teacher or outside agency. (Examples would be the College Board during A.P. exams)
- Hacking or altering school records.

Consequences:

Students who have been caught cheating will face the following consequences

First time offense:

- No credit on the assignment/quiz/exam
- Contacting parent/guardian
- Referral to school administration

Second time offense:

- No credit on assignment
- Contact parent/guardian
- Referral to school administration
- Parent teacher conference
- Detention

Third time offense:

- No credit on assignment
- Contact parent/guardian
- Referral to school administration
- Parent teacher conference
- Student may face suspension and receive a "Drop F" in the class.

Branham High School will provide information in regards to academic integrity should a university or college request this.

GUIDANCE SERVICES

Individual Guidance

Individual guidance is available for students. Students can meet with their School Counselor for the following services:

- (A) Social/Emotional Support
- (B) Scheduling Corrections
- (C) Academic Concerns
- (D) Graduation Status Information and Review

- (E) Credit Recovery Options
- (F) Concurrent Enrollment in Community College
- (G) College Planning
- (H) Transcript Review

College and Career Center

The College and Career Specialist is temporarily located in Room 45 (open from 7:30 AM to 4:00 PM) and available to students and parents before school, during lunch, and after school. The College and Career Center (CCC) is stocked with information and materials relevant to college planning and applications, financial aid and scholarships, graduation status review, college admissions testing, SAT Prep Information, career planning, tutoring, and summer employment. The CCC will host college representatives and related speakers and workshops at various times throughout the school year. Announcements regarding these presentations are made in the Daily Bulletin, School Loop and Announcements.

Work Permits

Work permits are available during the school year in the CCC and during the summer in the main office. A job offer must already have been made as the employer's information is required on the permit. Students are required to maintain a 2.0 GPA and have positive attendance patterns in order to receive a permit.

Graduation Requirements (Total of 220 credits required)

Content Area	Requirements for Class of 2019	New Requirements for Class of 2020+ (designed to align with both California high school diploma and UC/CSU a-g college readiness requirements)
English	4 years (40 credits)	Same
History/Social Science	3 years (30 credits) (World Hist, US Hist, Econ/Govt)	Same
Math	2 years (20 credits) (At minimum IM1, IM2)	3 years (30 credits) (At minimum IM1, IM2, IM3/Other)
Science	2 years (20 credits) (At minimum one Biological and one Physical Science course)	3 years (30 credits) Class of 2021+ (At minimum NGSS Living Earth 1(Bio), 2, 3)
Physical Education	2 years (20 credits)	Same
Language other than English	OPTIONAL	2 years of same language (20 credits)
Visual and Performing Arts	OPTIONAL	1 year of same course (10 credits)
Applied Arts or Career Technical Education (CTE)	OPTIONAL	1 year (10 credits) unless 20 credits total of VAPA have been earned
Additional Electives	Additional courses from any of the above content areas to equal at least 220 total credits	Same

Scholarships

Many scholarship opportunities are announced throughout the year. Lists of available applications

are announced and distributed to seniors in their American Government or Economics class. Applications and further information are available from the School Counselors and the College and Career Specialist. They are also available to assist the students with pursuing these opportunities.

Financial Aid

The Free Application for Federal Student Aid (FAFSA) is available in October online and in the Student Service Center. Workshops are held in November and February to assist students in completing the application. The FAFSA is a necessary document to qualify for Cal Grants or for additional types of financial aid to attend two year and four year colleges or vocational school.

Cal Grant Opt Out

The District Office will be sending student GPA's to the California Student Aid Commission (CSAC), for Cal Grant eligibility purposes. **We do not recommend opting out as we would like all students to apply for Federal Student Aid and be considered for state financial aid (CalGrant).** However, we understand that this is a personal decision and you have the opportunity to opt-out of the automatic submission.

If you choose to opt out please fill out the Opt Out form found in the Student Services Center by September 1st. Remember this is ONLY IF YOU DO **NOT** WANT YOUR STUDENT'S GPA SUBMITTED TO CSAC.

Educational Planning

Each student will be given an opportunity to develop a four-year plan that will be reviewed by the student each year with their school counselor.

Educational Programming

Students, with parental assistance, will make course selections consistent with their chosen educational/career paths and will be expected to take responsibility for enrolling in, and successfully completing, the courses necessary to meet the goals of those paths. The School Counselors will meet with every student, individually in the late Fall and early Spring semester to help select classes for the next grade level.

Advanced Placement (AP) Class Information

Taking an AP course is a stronger predictor of success in college than test scores or grade point average. Colleges consistently admit students prepared to tackle rigorous course work.

Characteristics of a Successful AP Student

- Strong desire to challenge and motivate self
- Independent Study Habits
- Strong Writing Skills
- Strong Reading Skills
- Ability to work under academic pressure
- Strong organizational skills
- Taken prerequisite courses for preparation

An AP course includes extensive work outside of class and the course work is judged by standards appropriate to an introductory college level course. Students are expected to take the College Board AP Exam proctored in the spring as a validation of the AP curriculum. **Students must make a commitment to remain in the course for the entire school year, and there is no option for**

changing classes. Dropping a class will result in a Drop F on the student's final transcript.

Parent and Student Suggestions for Academic Success

1. Parents should contact teachers directly by phone or email if they have a question about their student's academic performance. Teachers can be reached by voice mail or email. They should return your phone call or email within two schooldays. **Teachers should always be the first point of contact before parents contact school administrators.**
2. If parents or students have a concern about their academic program, they should contact the student's School Counselor.
3. If the student is a Special Education student, contact their Case Manager.
4. Parents should require their student to bring home texts or materials, daily handouts, and daily assignment sheets.
5. Parents should see that their student's homework is completed. Parents should not do the work — just check to make sure it is done.
6. Parents should provide a quiet place for their student to do his or her work. The kitchen table is sometimes better than the bedroom, which may contain various electronic distractions. Requiring students to do their school work at a set time each day allows for practice of routine and time-management.
7. If you have a concern about a student's attendance or behavior, contact the assigned Assistant Principal.
8. Keep all parent/guardian contact information up to date. Parents should report any changes in phone numbers (home, work, or cell) and/or addresses directly to the Guidance Secretary/Registrar in the Student Service Center.

University of California (UC) and California State University (CSU)

Minimum "A – G" Course Requirements

- A History/Social Science – 2 years required
- B English – 4 years required
- C Mathematics – 3 years required, 4 years recommended
- D Laboratory Science – 2 years required, 3 years recommended
- E Language Other Than English – 2 years required, 3 years recommended
- F Visual and Performing Arts (VPA) 1 year required
- G College Preparatory Electives – 1 year required

NOTE: Admission to UC and CSU campuses has become extremely competitive. Students meeting only the minimum requirements may not be accepted at the campus of their choice. We recommend that the student take 4 years of math, 3 to 4 years of lab science, and 3 years of a language other than English.

Semester grades in all of the above-required courses must average a minimum of 3.0 (for UC) and a 2.00 (for CSU) with no grade less than a "C." Eligibility is then determined by the student's score on the SAT Reasoning Test or ACT Exam plus Writing Test. SAT Subject Tests are no longer required for admission to a UC campus and are not used for eligibility and placement purposes; however UC highly recommends students take them. Private colleges still highly recommend the SAT subject tests for eligibility.

Reports and Grades

Letter grades are issued six times each year. Semester grades become part of the student's permanent record and determine units of credit earned toward graduation. Five units per semester are earned for each class passed except student aide, which is 2.5 credits. Classes repeated to

improve grades other than an “F” receive no additional units.

Grades

The school year is divided into 6 grading periods, 3 per semester. Hard copies of progress reports are mailed home with six-week, twelve-week, and then semester grades in January and June. Six- and twelve-week grades are for progress monitoring purposes only. Semester grades are documented on a student’s permanent transcript. Grade definition, grade point values, and semester credits earned are listed below:

Grade	Description	GPA*	Semester Credits Earned (Each course generally earns 5 credits per semester.)
A	Superior	4.0	5 credits
B	Above Proficient	3.0	5 credits
C	Proficient	2.0	5 credits
D	Approaching Proficiency	1.0	5 credits
F	Failing	0.0	No credits earned for the course
I	Incomplete	--	Work must be completed within six weeks of the end of the grading period to earn a grade for the course
P	Pass	--	Credits earned but not calculated in the GPA
NM	No Mark	--	No grade provided; No credits earned for the course

*Students earn an additional Grade point for AP courses. See ‘Grade Point Average, Weighted GPA’ below.

Course Grading Practices

Written notice of course grading requirements, practices and procedures for each course is provided to students at the beginning of the school year in the form of a course syllabus. All courses are subject to school policies regarding attendance and discipline.

Course Designations

The following letter designations are used to identify courses that are a (P) College prep course, (H) Honors course, and (AP) Advanced Placement course.

Grade Point Average

The school weighted GPA includes semester grades in all courses *except* PE, Leadership and Office Assistant. Advanced Placement (AP) classes earn one extra grade point. It is the student’s responsibility to send an official transcript to the Student Services Center of grades and coursework taken at an institution other than Branham (college, online, etc). All such coursework must have prior, written approval of the student’s School Counselor. Grade Point Average Definitions:

- **Academic GPA (9th – 12th)**
 - All college prep courses (P) from grades 9th to 12th.
- **Academic GPA (10th – 12th)**
 - All college prep courses (P) from grades 10th to 12th. CSU and UC college system will only take 10th and 11th grade GPA to determine admission eligibility. However, 9th and 12th grade grades do matter as students take A-G college preparatory courses which determine eligibility. Students must receive a grade of C or better in all college preparatory courses.
- **Total GPA (9th – 12th)**
 - Includes *all* courses taken at Branham
- **Non-Weighted vs. Weighted GPA**

- Non-weighted- The following grade point scale is used:
 - A = 4, B = 3, C = 2, D = 1, F = 0
 - Exclude any courses and grades in which NM is earned
- Weighted GPA- Advanced Placement (AP) course grade point scale break down:
 - A = 5, B = 4, C = 3, D = 1, F = 0

Incomplete Grades

A grade of “I” (Incomplete) may be issued by a teacher at the end of the grading period whenever a student, due to severe illness or extreme extenuating circumstances, has not had sufficient time to complete course requirements. The student has the first six weeks of the next grading period to complete the required work, at which time the “I” is replaced by the teacher with the earned grade (A, B, C, or D). If the student does not complete the required work within the first six weeks, the “I” is automatically changed to a grade of “F” on the transcript. There are no exceptions!

Repeated Courses

Course titles and grades are NEVER removed from a student’s transcript even if a course is repeated and a higher grade is earned. Credit towards graduation is earned only once even if a course is repeated. Only repeated grades are calculated in the school GPA.

Academic Load

No student may carry more than 35 units (7 classes) per semester without written permission from a parent/guardian and administration. A total of six class periods is the standard course load for students, although they do have the option of taking seven classes to maintain participation in specialized course pathways.

Requests for a Class Schedule Change

Students have several months from the time they request their courses in January/February until the deadline of May 1st to make changes to their next-year schedule. Schedule **corrections** are made by the School Counselor based **ONLY** on these criteria: (1) incorrect placement, (2) graduation status, (3) a “hole” in the schedule or (4) double courses during a single period. Other types of requests for schedule changes, (i.e. want to take a harder/easier course, want to change teachers, want to have classes with friends) will not be fulfilled. If a student requests to change a class after instruction has begun, changing the course will result in a withdraw-fail grade in that course, which will be posted on the student’s permanent transcript.

Final Exams

Students take final exams in all classes each semester. A special ‘Final Exam’ bell schedule allows for a shortened school day during finals. Students may not take exams early unless they have prior approval from their teacher. Any student who must leave school for health or other urgent reasons before final exams should make arrangements with the vice principal to make-up the exams after the semester ends.

Transcripts

January and June grades are entered on the Permanent Record Card (transcript) and are the grades used to determine subject and units completed as well as Grade Point Average (GPA). Computer printouts of transcripts and graduation status reports will be provided to all students at least once a year. Students are encouraged to study the reports and be responsible for completing the graduation requirements. Students should make an appointment to see their School Counselor if there is an error in their records or if clarification is needed. Parents may also request an official transcript by contacting the Registrar in the Student Service Center. A transcript is available free of charge for the first year a student graduates from high school. A transcript after the student’s first year will be \$5

and can be ordered through the registrar.

Enrichment Policy

For an enrichment course to be reflected in the notes section of a student's transcript from Branham High School, the school or company must be accredited by the Western Association of Schools and Colleges (WASC). The course the student is taking must also be A-G Approved.

If a student is planning to participate in Division 1 or 2 sports, NCAA does NOT accept online courses.

Students must bring to their School Counselor an official (signed and sealed) transcript from the school/company where they took the enrichment course.

Enrichment courses are **NOT** calculated into the following:

- Credit toward graduation
- The grade a student earns will not be used in calculating a student's Grade Point Average (G.P.A.) for Branham High School
- It is the student's responsibility to report all courses they are taking to any college or university they apply to during their senior year.
- We will make every effort to create a schedule for a student who has chosen to take an enrichment course. However, taking an enrichment course does not guarantee a student will be placed in the next level course here at Branham.

Silicon Valley Career and Technical Education (SVCTE)

SVCTE offers career, technical courses to high school juniors and seniors who wish to prepare for employment or post-secondary education in conjunction with high school graduation. SCVTE offers morning and afternoon sessions. The AM session is 2 hours for 20 credits and the PM session is 3 hours for 30 credits. Students are bused daily from Branham to and from the campus. One and two year programs are available. Articulation agreements are in effect between SVCTE and various local community colleges so that students who earn a "B" or better in some programs may receive credit on their college transcripts. See a School Counselor in the Student Service Center for more information.

Middle College at West Valley College

Middle College offers students who have the social and academic skills to successfully function in college level courses with the opportunity to complete their high school requirements on the campus of West Valley College. Students take college level courses and two high school level courses each year (English & History) while completing high school graduation requirements. The program is housed entirely on the West Valley College campus, so students are no longer actively involved on Branham's campus. Students are enrolled in a weekly in-class six-hour high school program, which they supplement with six or more college units per semester.

College Advantage at West Valley College

The College Advantage Program is open only to seniors in the Campbell Union High School District. The program is on the West Valley College campus for all their classes for their senior year, obtaining an early start on transferable college credits. The students are concurrently enrolled at Branham as well as at West Valley College. All courses taken through College Advantage are college courses.

Student Records

A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records will comply with all state and federal laws. Personally

identifiable information shall be disclosed only as provided by Board policy and state law. Additional information regarding records can be obtained from the Student Service Office.

Guidance Services for Special Programs

Information will be provided to parents and students by email, School Loop, auto dialer, class presentations, mail and evening presentations.

No Fees, Charges, or Costs for Classes or Field Trips

There is no required fee, charge, or cost for any class or any field trips in which students are expected to participate. Voluntary donations and voluntary participation in fundraising for a class, field trip, or project is always deeply appreciated. The school will provide the books, materials, and equipment for all required classes, free of charge. Please contact the Principal if there is any concern about a fee, charge, or required cost so that s/he can clarify.

Computer Use

In order to use any school computer, a student must have an "Acceptable Use Agreement" on file, signed by both student and parent. Any violations of the agreement will result in the loss of computer privileges. Students may not download personal files on to school computers and must save any work done in the lab on a thumb drive, not on the hard drives.

Recommended Annual Testing 2018-2019

- 10th Grade: PSAT in October
- 11th Grade: PSAT in October; SAT/ACT in the spring; Early Assessment Program for CSU in March
- 12th Grade: SAT/ACT in the fall; Community College Placement Tests in April
- AP Exams: Advanced Placement Exams in May (first two full weeks). Open to all grade levels.

Introduction to Section 504

Section 504 of the Rehabilitation Act of 1973 (Section 504) is a federal civil rights law that prohibits discrimination against individuals with disabilities. The intent of Section 504 is to provide students with disabilities equal access to educational programs, services, and activities. Specifically, the school district must provide qualified handicapped students in its jurisdiction with a free appropriate public education (FAPE).

Eligibility under Section 504

A student is eligible for Section 504 services if he or she:

- Has a physical or mental impairment which substantially limits one or more major life activities;
- Has a record of such an impairment; or
- Is regarded as having such an impairment. (34C.F.R.§ 104.3(j).)

The physical or mental impairment must **substantially limit one or more major life activities**. Major life activities are defined as those functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning or working. (34 C.F.R. § 104.3(j)(2)(ii).)

Requesting a Section 504 Plan

To request an evaluation to determine whether if your student qualifies for a Section 504 Plan, documentation is required. A checklist of what needs to be completed and turned into the school is in the packet that is available in the Main Office.

Please submit the completed packet to the Assistant Principal or designated site 504 Coordinator. Once the packet has been turned in, the School Counselor will set up a Student Study Team (SST) meeting to discuss concerns and strategies. Six weeks after the first initial SST, a second follow-up SST meeting will be held to see if there are improvements or additional concerns. If attempts have been made but no improvements have occurred, the team will then determine whether a 504 plan is necessary. Any questions about this process can be directed to the Assistant Principal.

Introduction to Student Study Team (SST)

The Student Study Team is the first step a parent or staff members can take when they have a concern about their student's progress in school. The purpose of the SST is to design a support system for students having trouble in a regular classroom.

The SST is a group formed within the school to provide interventions for the student. The group includes but is not limited to:

- Teachers
- Student
- Parents
- School Counselor
- Assistant Principal or Principal
- School Nurse

The SST meeting provides all participants with an opportunity to share concerns and develop a plan to meet the needs of the student. The interventions agreed upon will vary depending on the student's educational needs. SST Meetings are scheduled by the student's School Counselor.

Title IX Gender Equity in Education, Athletics, Activities

Title IX of the Education Amendments of 1972 is a federal law prohibiting gender discrimination in any school receiving federal funds. The text of the law states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance...."

If you have questions or concerns, please contact the CUHSD Title IX Coordinator: Director of Student Services, at 408-371-0960, ext. 2016.

ATHLETICS

Sports offered at the school typically include the following, although each sport may not be offered each year.

FALL

Football
Cross Country
Field Hockey
Girls Tennis
Girls Volleyball

WINTER

Boys Soccer
Girls Soccer
Boys Basketball
Girls Basketball
Wrestling

SPRING

Boys Volleyball
Swim/ Diving
Track
Boys Tennis
Softball
Badminton
Baseball
Golf

Athletic Code of Conduct

This code is developed to guide the student athlete at the school. It is expected that each student athlete recognize his/her responsibilities as a representative of our school and community and will act as a role model for others.

Sportsmanship Definition

A person who can take a loss or defeat without complaint, or victory without gloating, and who treats his/her opponents with fairness, courtesy, and respect has good sportsmanship.

The following are expected to be role models, demonstrating sportsmanship at all times:

- A. Administrative staff/teachers
- B. Athletic Director
- C. Coaches, players, and cheerleaders
- D. Booster Club members
- E. Band members, color guard, and band director

Coaches, players, and spectators will respect the integrity and judgment of the officials. The conduct of coaches, players, and cheerleaders generally sets the tone for high school contests. These individuals are expected to maintain the highest level of decorum at all school contests.

The following behavior is unacceptable at all school contests:

- Berating or ridiculing your opponent's school or mascot
- Berating or ridiculing opposing players
- Obscene cheers or gestures
- Negative signs or gestures
- Artificial noisemakers
- Complaining about officials' calls (verbal or gestures)

The highest degree of good sportsmanship is expected from everyone. Sportsmanship is winning graciously and losing with grace. It is positive, spirited support for one's school and treating opponents and officials with generosity, respect, fairness, and courtesy. Sportsmanship is the responsibility of everyone involved in an athletic contest: players, coaches, officials, cheerleaders,

students, parents, and other spectators.

Let the players play. Let the coaches coach.

Let the officials officiate.

Let the spectators be positive.

Conduct at Athletic Events

1. Students and adults who attend the school sporting events, whether at home or away, are expected to display conduct reflecting appropriate behavior and good sportsmanship. All school guidelines, rules and regulations are in force during such events.
2. State law dictates that schools are “**Tobacco Free Zones.**” Neither students nor adults may use tobacco products, including electronic cigarettes, while on campus or at a sporting event.
3. Everyone attending athletic events is expected to conduct themselves in a manner that will bring respect to the school. They shall refrain from any conduct that degrades, baits, bullies, or intimidates others.
4. Night games at the school have some specific rules to which all are expected to adhere. There is a “**no in and out**” policy which means that after entering the event, students are to remain at the event until completion. No loitering is allowed, and all people are expected to exit promptly at the completion of the game. Stadium/gym lights will be turned off shortly after the game is completed.
5. Please respect the campus and throw away all trash in the appropriate receptacles. No outside food is allowed at athletic events.

General Athletic Eligibility Criteria

Athletics is a great way for students to get positively involved in the school. We encourage students who meet the eligibility requirements to participate in one or more of the athletic teams provided by the school. **There are several prerequisites for trying out for a team. The student/athlete must have:**

1. a current physical exam covering the entire school year;
2. proof of medical insurance (inexpensive insurance may be purchased through the school if the family does not have insurance—contact the Main Office for information);
3. met all of the academic eligibility requirements listed below;
4. paid all outstanding school bills;
5. be residentially eligible as defined by the CCS (note: if a student has attended a previous high school, their residential eligibility **must** be checked by the Athletic Director).

No Fees, Charges or Costs for Extracurricular Activities

There is no fee, charge, or cost to participate on extra-curricular teams. Voluntary donations and voluntary participation in fundraising for a team is always deeply appreciated. The school will provide the uniform, materials, and equipment for extracurricular teams, free of charge. If a student wants to purchase accessories that are not required for the uniform, such accessories are optional and are not provided by the school. If a student wants to purchase items for the uniform that the school would otherwise provide (such as a student wants to purchase a uniform cap because the student wants to keep it at the end of the season rather than returning it), the student should talk to the coach or check the online store, but such items are not required to be purchased because the school will provide them. All uniform items provided by the school must be returned promptly at the end of the season when the coach or staff requests. Please contact the Principal if there is any concern that a fee,

charge, or cost is required so that the Principal can clarify.

Academic Eligibility Criteria for Sports

Freshmen come into high school automatically eligible and are not required to meet the requirements listed below during the first grading period of their freshmen year. Academic eligibility for athletic participation requires that the student meet the following criteria:

1. be enrolled in a minimum of five classes
2. have passed a minimum of 20 units in the previous grading period
3. have earned a minimum of a non-weighted 2.0 grade point average in the previous official grading period. (Progress Reports at 6 and 12 weeks and end of semester grades.)

Attendance-Athletics

School coaches, teachers, and administrators believe that attendance in all classes is necessary to maintain good grades. Therefore, we expect all of our athletes to attend all their classes each and every day! We further encourage students to make every effort to schedule medical/dental appointments outside of the school day.

A student athlete must meet all of the following minimum attendance requirements to participate in practice and/or a game:

The student must be present a minimum of 2 out of 3 periods

The only accepted reasons for an absence to be excused for the one period are:

Dental or Medical Appointments (The returning athlete must present a written note from the Doctor or Dentist.)

Serious family illness (validation may be required.)

Students may miss 3 classes (proof of attendance required) for the following reasons only (validation may be required for any of these):

- A. Jury Duty
- B. INS Appointment
- C. Funeral
- D. Religious event

If the student athlete is absent from school for any other reason, he or she will not be allowed to practice or play. Athletes who do not attend school on Friday may not play in a game on Saturday.

School Equipment and Uniforms

Each athlete is responsible for safeguarding and not losing all equipment and uniform items checked out to him or her. Grades, awards, and clearance for eligibility will be withheld until all equipment and uniform items have been returned or bills for lost items have been paid.

Dropping Out of A Sport

Once a student has made a team, he/she is expected to attend practices regularly, participate in practices and games to the best of his/her ability and with a respectful attitude, and remain on the team for the duration of the season unless he/she becomes academically ineligible. A player who quits a team in the middle of the season or is dropped from the team by the coach for attendance or disciplinary reasons will not be allowed to participate on another team until the present season is

completed, unless approved in writing to do so by the Athletic Director.

Transportation to Games

Athletes may be required to travel to and from away games on the team bus at the discretion of their coach. The coach may organize parent carpools and all adults driving students other than their own child must file a completed CUHSD driver packet with the main office before driving students to athletic events. Under no circumstances will students be allowed to drive other students to or from games that take place immediately after school hours. The 'Student Bus Release Form' must be completed if a parent wants to opt out of the official school transportation plan either to an event or home from an event.

Transferring Schools and Impact on Sports

Transferring from one school to another school may affect your athletic eligibility under Central Coast Section (CCS) and California Interscholastic Federation (CIF) rules. It is the student's responsibility to see athletic director for these rules. A transfer because of student discipline may impact eligibility, so athletes need to follow all rules.

Chain of Communication for Concerns with Sports

If you have a team concern, observe the following chain of communication, always starting with the coach. This will streamline your concern being addressed quickly and resolved effectively:

- Athlete speaks with coach
- If necessary, parent schedules a meeting with coach (not before, during or after practice or contest)
- If necessary parent contacts Athletic Director
- If necessary parent contacts Principal

Sports P.E. Guidelines

- Sports P.E. is available to two-sport athletes in 10th grade. Students earn 5 units per semester and will substitute the regular P.E. requirement for 10th graders. It is a graded course. Eligible students must have played two sports in the previous year and received at least a C in both semesters of 9th grade PE.
- To receive credit, students enrolled in the course must participate in their sports to the satisfaction of their coach and must remain on the team throughout the season. If injured or disabled, they must still attend practices as directed and perform other duties assigned by the coach that the student is able to perform.
- If they quit, are removed from a roster, or fail to participate in a second sport, 10th graders will be removed and immediately referred to and enrolled in a regular P.E. class for the balance of the school year.
- Grading of those enrolled in Sports P.E. will be the responsibility of the PE Department Chair, and those enrolled in Sports P.E. will be listed on a class roster assigned to him or her. Coaches will, at grading periods and at the end of their season, report their evaluation to the PE Department Chair, who will assign the grades as appropriate. The grades must be awarded by someone with a valid Physical Education credential. Credit will not be granted to a student who is removed from Sports P.E.
- Students will be placed in Sports P.E. based on their athletic performance and their agreement to participate in two sports during the academic year as determined by the Athletic Director

and PE Department Chair, whose decision shall be final. 9th grade students may not be enrolled in Sports P.E.

- Parents and students may be asked to sign that they acknowledge and understand numbers 1 through 5 above.

COMPLAINT AND FORMAL COMPLAINT PROCEDURES

Complaints regarding the interpretation or application of any district nondiscrimination policy shall be processed in accordance with the following procedures.

1. The superintendent has appointed the Director of Student Services to assist with complaints or concerns on issues concerning the Americans with Disabilities Act, section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX, and other civil rights or discrimination issues:

Director of Student Services, 408-371-0960 Campbell Union High School District, 3235 Union Ave., San Jose, CA 95124.

2. The superintendent will be informed of any complaints communicated to the district alleging noncompliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Title VI, Title VII, Title IX, or other civil rights or discrimination issues.

3. If the Director of Student Services is the subject of the complaint, the individual may file a complaint with the Director of Human Resources, 408-371-0960 Campbell Union High School District, 3235 Union Ave., San Jose, CA 95124

4. If the Director of Human Resources is the subject of the complaint, the complaint may be filed with the Superintendent or other designee. Campbell Union High School District, 3235 Union Ave., San Jose, CA 95124

Complaints (Special Education): Parents may file a complaint concerning violations of federal or state law or regulations governing special education related services. To file a complaint, write a description of the manner in which the parent believes special education programs for handicapped do not comply with state or federal law or regulations and file with the District official listed below at the following address and telephone:

Director of Special Education
Campbell Union High School District
3235 Union Ave.
San Jose, CA 95124
408-371-0960

Date: _____ Grade: _____
Teacher: _____ Period: _____

Student Compliance

Branham High School adheres to a District-wide Student Compliance Policy that is enforced on campus regardless of the time of day (24/7, even on weekends, holidays, breaks, and during the

summer), to and from school, during all school hours and at, to, or from all school-sponsored activities. It is important for parents and students to understand that the Education Code contains a variety of offenses for which a school (1) MAY recommend expulsion and MAY expel, (2) MUST recommend expulsion and MAY expel, and (3) MUST recommend expulsion and MUST expel. These offenses are clearly stated in the Student Handbook and the Assistant Principal's presentation of school rules provided at the beginning of each year and which may be periodically restated throughout the school year. Each student must comply with all rules.

Among the offenses listed in the Student Handbook, the Education Code mandates that a student **MUST** be recommended for expulsion **AND** the CUHSD Board of Trustees **MUST expel a student** who has committed any of the following serious offenses:

- Possessing, selling or otherwise furnishing a firearm.
- Brandishing a knife at another person.
- Unlawfully selling a controlled substance.
- Committing or attempting to commit a sexual assault or committing a sexual battery. Sexual battery includes touching an intimate part (female's breast or anyone's anus, groin, sexual organ, or buttocks) against that person's will (without consent) for a sexual purpose, even if the touching is through clothing.
- Possession of an explosive.

Among the offenses listed in the Student Handbook, the Education Code mandates that a student **MUST** be recommended for expulsion and may be expelled for the following serious offenses:

- A. Causing serious physical injury to another person not in self-defense
- B. Possession of any knife or dangerous object of no reasonable use to a pupil. This includes, but is not limited to the following:
 - knives (any type or size) or any object that is sharp or can cut
 - firearms or look-alike firearms such as pellet or air soft guns
 - brass knuckles
 - fighting sticks
 - any dangerous object
- C. Unlawful possession of any controlled substance listed in Section 11053 and the following sections of the California Health and Safety Code which includes, but is not limited to the following:
 - Marijuana (over 1 oz. or concentrated, or second or subsequent offense means the student shall be recommended for expulsion) (First offense of less than an ounce of unconcentrated marijuana may result in an expulsion.)
 - Cocaine
 - Methamphetamines
 - Ecstasy
 - Prescription medication (If possession is not in accordance with school rules and prescriptions)
- D. Robbery and/or extortion
- E. Assault or battery on a school employee, including a school resource officer

Other offenses that may result in expulsion include threatening, attempting, or causing injury; willful use of force; dangerous objects; drugs, alcohol, or intoxicants or look-alike substances; damage or stealing property; tobacco; obscenity; profanity; vulgarity; drug paraphernalia; disruption; defiance; receipt of stolen property; bullying or cyberbullying; hazing; harassment; hate violence; creating a

hostile educational environment; and terroristic threats.

I have heard the Assistant Principals' presentation. I have reviewed this Student Compliance form at my school during class. I understand that I may be suspended and/or expelled for any of the above offenses (or other offenses), even if it is my first offense.

Student Signature

PRINT NAME

SCHOOL RULES, REGULATIONS AND DISCIPLINE

By signing this, I acknowledge that I have read and understand all of the rules, regulations, consequences and STUDENT COMPLIANCE as described in the Parent/Student Handbook.

Parent/Guardian (Print) _____

Parent/Guardian (Signature) _____ Date _____

Student Name (Print) _____ Grade _____

Student Signature _____ Date _____

STUDENT DRESS CODE*

Dress Code Philosophy

Branham High School's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Our values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.

- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Dress Code

Branham High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect CUHSD's and Branham's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or

guardian(s). We are responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses are deemed necessary to support the overall educational goals of the school and are explained within our dress code:

1. Basic Principle: Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

2. Students Must Wear*, while following the basic principle of Section 1 above:

- A **Shirt** (with fabric in the front, back, and on the sides under the arms), **AND**
- **Pants/jeans or the equivalent** (for example, a skirt, sweatpants, leggings, a dress or shorts), **AND**
- **Shoes.**

**Courses that include attire as part of the curriculum (for example: athletics, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are also permitted (for example: athletic shoes for PE).*

3. Students May Wear, as long as these items do not violate Section 1 above:

- Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

4. Students Cannot Wear:

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)

- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).
- Clothing or articles that may be construed as being affiliated with gang activity or culture (head coverings, scarves, bags, backpacks, etc).

**This dress code is a modified version of the dress code from Evanston Township High School in Evanston, Illinois. Branham has been given permission by ETHS administration for its use.*