

2016-2017 Casa Grande High School Handbook

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<http://www.casagrandehighschool.org/>

This handbook is your on-line reference for school and district programs and policies.

(A printed copy is available, upon request, at the Casa Grande High School Main Office.)

For contact information please refer to the *2016-2017 Resource Guide* you received with your student's class schedule.

A school year calendar is included in the *Resource Guide*.

Casa Grande High School Mission, Vision, Expected Schoolwide Learning Results (ESLRs)

Mission

Our mission at Casa Grande High is to provide rigorous and relevant learning in a personalized, supportive, and safe environment where students are prepared for the responsibilities and challenges of adulthood. (Adopted September 2005)

Vision

Casa Grande High strives to be an inclusive learning community where academic goals, ESLRs, and State Standards are met, civic involvement is a priority, and healthy lifestyles are valued. (Adopted September 2005)

Casa Grande High School is committed to preparing our students to be:

Complex Thinkers who use higher order reasoning skills to solve problems in real-life situations, and who access information, analyze and solve problems, and communicate ideas using appropriate technology.

Global Citizens who are considerate of the earth and demonstrate respect for and tolerance of its diverse peoples and cultures.

Highly Effective Communicators who gather information and organize and clearly express thoughts in written and spoken words.

Self-Directed, Life-Long Learners who demonstrate appropriate study, work, and life skills to achieve educational, career, and personal goals. (Adopted October 2005)

Handbook Topics

Programs and Services
Student Attendance
Student Behavior: Rules and Expectations
Petaluma City Schools Discipline
Petaluma City Schools Discipline Chart

Programs and Services

Stay Informed

The Casa Grande website www.casagrandehighschool.org is your best resource for current school information. You can find the daily announcements, athletic packets, information from the counseling department, and important school forms and teacher contact information on the website. Be sure to check out the Calendar of Events!

Parent Groups and Organizations

We welcome your involvement. Please check the school website to join a group or volunteer. Most dates of meetings are listed on the school calendar.

- **School Site Council (SSC)** is a community-based decision-making group including parents, teachers, students, an administrator, and classified personnel. Focus is on long range planning related to the direction of the instructional program, Action Plan implementation, and staff development. Meetings are usually held the first Thursday of each month at 3:30 pm on campus.
- **Boosters Club** – Parents and friends volunteer at school activities and raise funds for athletics, academic and extracurricular programs. Bingo is a major ongoing fundraising activity. Check the website for meeting dates.
- **ELAC (English Language Advisory Committee)** – Parents, staff members, and students whose common goal is to inform and assist families of English Language Learners. ELAC meets at least four times a year. Participants are also encouraged to participate in district-level (DELAC) meetings, which are posted on the district calendar. Check the website for meeting dates.
- **PTSA (Parents, Teachers, Students Association)** – Parents, teachers, and students develop and maintain programs and projects that benefit the school community. PTSA provides resources, info, networking, and leadership development. Check the website for meeting dates.
- **Project Graduation** – Parents and volunteers organize and manage a safe, fun, and memorable graduation night for the graduating Casa Grande High School Class of seniors. Check the website for meeting dates.

Leadership Class

Students (including class officers) plan and coordinate student activities from rallies to school dances and lunchtime activities. This class is a great way to get involved and develop your leadership and organizational skills. See your counselor for more information.

Honor Societies at Casa Grande

Membership in the National Honor Society, Casa Grande Honor Society, and California Scholarship Federation are not automatic; **students must apply each semester**. Applications for membership in these organizations may be picked up and must be returned to the Honor Society Advisor. The final day for sign up for the fall semester is the last school day in September. **Late applications will not be accepted.** The final day for sign up for the spring semester is the last school day in January. A copy of the student's current transcript must accompany *each* application. Dues for *each* honor society are \$3.00 per semester. Details for membership are described below:

- **California Scholarship Federation:** Students must earn ten (10) points as explained on the CSF application. It is imperative that students read and understand the application and the accompanying course list. Students who have a grade below C are not eligible. Physical Education grades are not included. Students earn a *Life Membership* if they are members of CSF for four or five of the last six semesters (one semester must be in the senior year and freshman year is excluded). Students earn a *Life Membership Highest Honor* if they are members of CSF for six semesters (excluding the freshman year). Students who earn a *Life* or *Life Highest Honor Membership* will receive a gold tassel, a CSF pin, a certificate, and a seal on their diploma.
- **National Honor Society:** Students must have a cumulative GPA of 3.0 or higher. Students may not have a D or F for the semester for which they are applying. Seniors who are members of National Honor Society in their senior year will receive a gold and blue tassel at graduation.
- **Casa Grande Honor Society:** Students must have a cumulative GPA of 3.0 or higher. Students may not have a D or F for the semester for which they are applying. Students also must have been involved in at least ten hours of extracurricular activities (clubs/sports/band/community service or other school activity) for the semester for which they qualify. This activity **MUST** be verified with a signature on the application by the advisor, coach or teacher. Seniors who are members of Casa Grande Honor Society in their senior year will receive a blue and gold cord at graduation.

Student Clubs

Student activities include club and team sports, contests, the Car Show, Battle of the Bands, and other great events. Club sign-ups occur at Club Rush in both the fall and spring. Current clubs (subject to change) include: Best Buddies, Bike, Big House Book Club, Diversity, Dominican Republic, Eyes Open, Fashion, French, Gay-Straight Alliance, Guitar, Jesus, Habitat for Humanity, Health Occupations Students of America (HOSA), Helping Hands, Hip Hop, Interact, Key, Math, Organic Garden, Panel of Young Americans, Positive Images. To create a new club, contact the Student Activities Director.

Sports

Sports Schedules are available on the Casa Grande website. Click on Casagrandehighschool.org/Athletics Athletic Info/Casa Sport Calendar Link. Events are also listed in the daily school announcements. School sports are competitive. Teams conduct try-outs and placement does not guarantee any specific amount of playing time. The coach determines all decisions for tryouts and playtime.

Fall Sports

Football
Girls Tennis/Golf/Volleyball
Boys/Girls Cross Country
Girls Soccer

Winter Sports

Boys/Girls Basketball
Boys/Girls Wrestling
Boys Soccer

Spring Sports

Boys Baseball/Golf/Tennis
Girls Softball
Co-ed Badminton/Swimming/Track
Boys/Girls Lacrosse

Eligibility: Information about eligibility is included in the sports packet available on line at: www.casagrandehighschool.org on the Athletics page. Coaches may have added requirements to maintain eligibility. Incomplete grades are not considered passing. If there is a question or issue, first contact your coach, then the Athletic Director and, if necessary, an Assistant Principal.

Counselors

Counselors guide students on pathways to college, post secondary education, employment, and careers. Counselors help students with personal, social, and academic needs, and monitor grades, attendance, and behavior with the goal for student success. Check the website for your counselor's contact information.

Student Academic Progress

Student academic progress may be monitored in two ways:

- AERIES Parent Portal (<https://portal.petk12.org/parent/LoginParent.aspx>). Teachers post current assignment grades providing a current snapshot of student's academic progress. All parents receive instructions on how to set up and activate their account. All parents are encouraged to monitor their students' academic progress often using AERIES Parent Portal.
- Progress Reports are mailed home every 6 weeks. Progress report grades are not posted on transcripts. Semester grades are final grades that are recorded on transcripts.

We encourage parents/guardians and students to communicate with teachers or counselors for any progress grade that is a D or F. Low marks indicate that a student is not progressing satisfactorily in a course and is at risk of failing the course and earning no credit for that course.

Schedule Changes

Changes to student schedules are extremely difficult to make. Therefore, only students with an incorrect placement in math or language level or missing classes will be given preference for changes. To help ensure academic success, students may not change a class after the third week at the start of each semester. Generally, requests for specific teachers will not be granted. Students may drop a class up to the end of the first 6-week grading period, but cannot add a class that late in the semester.

Dropping a Course

If a class is dropped after 6 weeks, grading policy states that a student will receive an "F" on the transcript for that course, unless otherwise decided by the principal or designee because of unforeseen and serious extenuating circumstances. This policy is to discourage students from dropping classes after 1/3 of a semester has passed. Students who must drop a class after 6 weeks should see their counselor to complete the Request to Drop a Class form. **Note of caution:** When students drop a course, they will not receive credit for that course, which could jeopardize graduation status. Ultimately, it is the student's responsibility to meet graduation requirements of 220 credits in the appropriate subject areas.

Celebrations of Success

Students are honored in many ways at Casa. We host an array of award ceremonies. Awards for academics, sports, personal improvement, and community achievement are presented annually. Houses and clusters recognize students throughout the year. Petaluma also hosts an Education Foundation awards Petaluma seniors over \$200,000 each year in scholarships.

Graduation

Graduation is earned upon successful completion of required courses and credits. A graduation ceremony is held each year, but participation is voluntary and considered a privilege. Students may qualify to earn a diploma yet be restricted from participation in the ceremony if not considered to be in "Good Standing" (listed in the section *Student Behavior*) due to attendance and/or behavioral issues. The principal conducts an appeal hearing for extenuating circumstances. Students and their parents/guardians are required to read, sign, and fulfill a Graduation Ceremony Contract in order to participate.

Standardized Tests

There are several types of standardized tests administered in high school:

- **California English Language Development Test (CELDT)** – is given each year to all students who are identified as English Learners (English learners are defined as students who speak a primary language other than English at home) to identify a student's English fluency level and need for English support. English learners may be re-designated when they have achieved an advanced level of English proficiency. A CELDT level of "Advanced Proficiency" is a key requirement in earning the California State Seal of Biliteracy.
- **California Assessment of Student Performance and Progress (CAASPP) also called the Smarter Balanced Assessment Consortium (SBAC)** – is based on the idea that high-quality assessments can contribute to improved teaching and learning and

can ultimately help prepare all students to graduate high school ready for college or career. The SBAC standardized tests are aligned with the Common Core State Standards and measure student growth in English language arts and literacy and mathematics in grades 3 through 8 and 11. These tests are administered in April and May.

- **Early Assessment Program (EAP)** - is part of the SBAC assessment for 11th graders. The EAP measures readiness for college-level English and mathematics for the California State University and community college systems. A Level 4 – “Standard Exceeded” means that a student will be exempt from taking the CSU and participating CCC placement tests, and you will be able to move directly into college-level courses upon enrollment.
- **Advanced Placement (AP)** - these exams are voluntary and are usually taken in conjunction with AP courses offered at Casa. AP exams are given over a two-week period in May. Students with high AP scores may receive college credit for specific courses; however, this varies between colleges and majors. AP tests cost about \$95.00 per subject test. Reduced exam fees are available for students with economic hardship.

College and Career Center

The Casa Grande College and Career Center is located in Room H-4 of the Counseling/Student Services building. A Career Center Specialist who provides students and parents with information about career and college options staffs the center. Hours are Monday through Friday from 10:00 to 3:00 while school is in session. Resources include career and college reference materials, financial aid information, and computers with internet access. Please check the Casa Grande website at www.casagrandehighschool.org for more information about career and college opportunities.

Library

The Big House Library is generally open Monday through Thursday from 8am to 3:30pm and on Friday from 8am to 3pm. Students with a free period may only use the library if they are working on an assignment for school and are considerate toward the classes and other students using the library. The Librarian and the Library Assistant can help you with homework, research and finding a really great book. The library website can be accessed through the school website. NO FOOD OR DRINK IS ALLOWED IN THE LIBRARY.

Bilingual (Spanish) Support

Casa Grande has bilingual support staff on campus. The Bilingual Instructional Assistants work in classrooms, helping students who are learning English. They provide additional support by interpreting at parent meetings, maintaining the bilingual telephone line, translating written materials sent home, mentoring students, and maintaining the school-community link. Messages may be left on the bilingual office phone line at 778-4770. The Bilingual Instructional Assistants also provide tutoring support during office hours and after school. Students may stop by the bilingual office in Counseling for more information.

Safe School Support

Safe Schools Support Personnel work with students to address personal or school-related concerns and help Casa maintain a safe school environment. Casa offers Project Success, a student support program designed to assist students in making healthy choices regarding friendships, peer pressure, substance abuse, and other related issues.

Student Success Team

Students who appear to be struggling with learning may be recommended for a Student Success Team (SST) meeting. The purpose of the SST is to determine if there is any type of barrier to the student’s success due to emotional or learning issues and to identify strategies for supporting the student. A teacher, counselor, parent/guardian, school nurse, or school psychologist may make a request for an SST. The process begins with a verbal or written request for an SST with the student’s counselor. The counselor will collect pertinent information to determine if an SST is warranted. The parent/guardian is an integral part of the SST process. If an SST is warranted, the parent/guardian, the student’s teachers, counselor, and other appropriate people will be invited to attend the SST.

Speech and Language Therapist

The Speech and Language Therapist works with students who qualify for Special Education (IEP or 504 Plans) due to a communicative disorder. The Speech and Language Therapist can address various speech disorders. Should you have any concerns or questions about a student’s communicative abilities, please consult your student’s counselor to schedule a Student Success Team meeting to determine eligibility for services.

School Psychologist

The school psychologist collaborates with teachers, parents, and school personnel to create a safe, healthy, and supportive learning environment for all students. The school psychologist addresses students’ learning and behavior problems, works to improve classroom management strategies or parenting skills, and assesses students with learning disabilities. Should you have any concerns or questions about a student’s learning abilities or behavior, please consult your student’s counselor to schedule a Student Success Team meeting to determine eligibility for services.

Nurse and First Aid

Our nurse is on-site at least once a week. First Aid is always available from those in the Attendance Office. All prescribed medicine is kept in the nurse’s office and is ONLY dispensed with a parent’s and physician’s written approval. In order to take any medication, students

must present a doctor's note and the medication must be kept in the Attendance Office. Students may then come to the Attendance Office to take medication. Any medication, including over-the-counter pain relievers, may not be carried on campus.

Campus Supervisors

Campus Supervisors help keep Casa safe and secure. The Casa Grande team of campus supervisors is an essential resource for both students and staff. Campus Supervisors help students find their way around campus and help students find support services when needed.

School Website

Our school website is www.casagrandehighschool.org. Our website includes current school news, schedules, the school calendar, the iPad Handbook, and information about courses and testing.

Aeries Parent Portal

Parents and students use the Aeries Portal to access information regarding grades, attendance and other class information. Parents may get more information on the portal by visiting the district website (<http://www.petalumacityschools.org/>) and following the link on the left for portal information. Parents may ask for access information through the Casa Grande front office. Students may request information by visiting the school library. School re-registration and class enrollment information are accessed through the Parent Portal.

Turnitin

Turnitin is an online plagiarism screening tool. It also provides feedback to students and includes evaluation tools for teachers. It is the responsibility of students to set up a Turnitin account and to use it when submitting written work. Please ask your English teacher if you have questions about how to use Turnitin or how to set up an account. Library staff can also assist you.

Office Hours

Office hours are offered from 2:30 to 3:00 on Monday, Tuesday, Thursday, and Friday. All students are strongly encouraged to attend every day. 9th & 10th graders who receive a D or F on their last report card should attend office hours every day for a **minimum** of six weeks, until they improve grades to a C- or higher. Students can receive individualized help from teachers during Office Hours. **Any student who chooses not to attend Office Hours must leave campus by 2:30 so that we are able to maintain the academic focus of our campus.** All student athletes are encouraged to attend until practice begins (practice will not begin until after 3:15).

Wednesday Homework Lab

We hold an open Homework Lab in the library on most Wednesdays. The Wednesday Homework Lab is an opportunity to get help from teachers in every subject area or to work independently on homework. Check the Casa website for Homework Lab Wednesdays.

Student Attendance

On-Time Policy

It is expected that students will arrive to all classes on time. The on-time policy is as follows:

- A student who arrives late to any class (late is defined as entering the class after the tardy bell has rung; some teachers require students to be seated before the bell) will receive a detention slip from the teacher and is expected to serve detention within two days.
- The student will serve a detention either the same day, or the next school day. It is the student's choice.
- Detentions are 45 minutes in length. Students report to H-5, Student Services, for the detention immediately after school and after Office Hours. Detentions may not be served during Office Hours.
- Students who do not report for an assigned detention will receive two lunch detentions, one as a consequence for being late and one for failure to serve the first detention.
- A student who fails to serve the double detention will receive an in-house suspension for one school day.
- Students who have an excused tardy, ex: a doctor's appointment, should report to the attendance office where they will be given a pass to class. No detention will be assigned.
- **Students who intentionally cut class or who report 30 minutes or more late to class are considered truant and will receive detention and/or an in-house suspension.** Any single period of unexcused absence will result in two afterschool detentions.
- Parents/Guardians have 72 hours to clear an absence or tardy. After 72 hours, students will receive notification of an uncleared absence and will have 24 hours to clear the absence before detentions are issued.
- Once these detentions are issued, students and/or parents/guardians may not clear absences or tardies.

Absences

Absences are **excused for health reasons, family emergencies, and justifiable personal reasons (juvenile detention, court appearance, funeral service, religious holiday, or employment interview)**. If you miss schoolwork, you can receive full credit for work done within a reasonable time. Your makeup work and tests can be reasonably equivalent to, but not necessarily identical to, the academic content you missed. **Unexcused absences** include (but are not limited to) oversleeping, car trouble, a late ride, cutting class or school, unverified absences, family vacations, suspensions, and detainment in juvenile hall. **There is no requirement for a teacher to give you credit when the absence is unexcused.** Teachers must inform the class and parents/guardians at the beginning of the semester if applying

this Board Policy and records shall specify the grade was given for excessive unexcused absences. **When you are absent, makeup work is assigned to ensure your academic progress, not as punishment. Students are responsible for knowing when they have been marked absent in class. If you feel an absence was marked in error, see the Attendance Office secretary for a correction form.**

How Absences Are Excused

Parents/Guardians can excuse absences with a note or call to the **Attendance Hotline, which is available 24 hours a day (782-9055, ext. 5000, press 2 and leave a message)**. The note or phone call must state the specific dates, days, and/or periods missed to be excused and the reason for the absence. Please make sure you clear your absence on the day you are out. If you become sick during school and need to leave, sign out through the Attendance Office. If you become sick during lunch and can't return to school, a phone call or note is required. If you leave campus with an off-campus pass and return the same day, first stop in the Attendance Office to time-stamp your pass for admission or readmission to your class. Phone calls, messages, and notes received in the Attendance Office are logged and retained.

Independent Study

Independent Study is available to students who will miss 5 days or more due to a family emergency or family trip. Pick up the Independent Study contract from the Attendance Office and follow the process explained on the contract. Notify your teachers immediately. To receive an excused absence, bring your completed work packet to the Attendance Office for date-stamping before going to any classes on the first day you return, then bring your work to your teachers. Independent Study does not apply to students who must be at home. Students who will be out of the area for an extended period (more than 3 weeks) are encouraged to enroll in school where you will be staying.

Notification of Unverified Absences

After school on the day of an unverified absence, you will receive a computer phone call informing you that one or more teachers have marked an absence. A prompt conversation between parent/guardian and the student should be the first step followed by a call to the attendance office to verify or correct the record as needed. This computerized system does not notify you of which child has the absence when multiple family members attend Casa. The system leaves a message on answering machines. A second message is sent during the weekend if the Attendance Office has not received a written excuse or a phone call. Please call daily when absent.

Truancy

You will receive a **first Truant Letter** when you have **9 period cuts (the equivalent of three full days)**. If you receive a **first letter** you should review your attendance record and make any corrections immediately. At **12 period cuts** you will receive a **second Truant Letter** and likely be required to attend a **School Attendance Review Team (SART) meeting** with an administrator, district personnel, your counselor and your parent/guardian. At **15 period cuts** a **third Truant Letter** will be mailed and you may need to attend a **School Attendance Review Board (SARB) meeting** with a District committee. At this meeting other educational options will be discussed. If these measures are not successful the following may occur:

- You and your family can be required to attend a Student Attendance Review Board (SARB) with school, district, and community representatives, mental health staff, police, and probation officers. This Board decides under what conditions you may attend school and what school you are able to attend.
- The District Attorney's office may be notified and require your family's presence at a court hearing. At the hearing parents can be fined thousands of dollars (as they are legally responsible for you to attend school until you are 18), be ordered to attend school with you, require jail time for parents in extremely severe cases, or assign you a probation officer. Non-compliance could put truant students in juvenile hall. If your parents cannot afford to pay the fines, you may be required to perform community service in lieu of payment.
- Your driving privileges can be suspended, restricted, or delayed.
- You can have your work permit denied or revoked.
- You can be arrested if away from home and off campus without a valid excuse.

*** Please note: SART and SARB meetings are mandatory and legally required; failure to attend may escalate your truancy case to the next level.**

Evidence of Residency

Reasonable evidence of residency to enter the district may be established by documentation, including, but not limited to, property tax/rent/utility payment receipts or declaration of residency executed by the family. If enrollment is based on false evidence, the enrollment will be revoked. Before this happens, a written notice of the facts leading to the decision is sent home. Within 10 school days, you can schedule a meeting with a hearing officer. If this meeting is not scheduled, your child's enrollment shall be revoked 11 school days after the date of notice.

Inter and Intra District Transfers

Students who reside in Petaluma but outside Casa Grande boundaries may attend Casa Grande by obtaining an Intra-District Transfer Permit. The application process for intra-district transfer requests begins at the school of current attendance. The application is reviewed by Administration at both sites and forwarded to the District Office for approval. Families may also participate in the open enrollment process. If you reside outside PHSD boundaries, your child may attend Casa Grande if they have an Inter-District Attendance Permit approved by both your home district and Petaluma City Schools administration. You need to begin the application process at the district

office in your area. Intra-district and inter-district transfers must be renewed yearly and may be revoked because of excessive truancy or continual disruption of the educational program.

Student Behavior: Rules and Expectations

Students in “Good Standing”

A student in good standing earns a 2.0 GPA or higher, has no failing grades, has no/or a limited number of tardies/cuts, has no/or a limited discipline record, has no missing textbooks or fines and is a positive member of our learning community by:

- Doing the assigned work for classes, including homework, to the best of their ability.
- Being in class on time and not wandering the campus when classes are in session.
- Following classroom and school rules.
- Being attentive while teachers are teaching.
- Attending all classes and clearing all absences with a phone call or note from parent(s)/guardian(s).
- Discussing concerns with teacher’s discipline or class content at the end of the class period, during office hours, or after school.

A student considered **not** to be in “good standing” by Administration may be restricted from participating in school activities such as graduation, dances, including prom, leadership posts, sports, other contests, field trips, and 6th grade outdoor-ed camp, etc.

School Rules to Know

Students who violate district or school rules and regulations may be subject to discipline, including but not limited to suspension, expulsion or transfer to alternative programs in accordance with Board policy and administrative regulations.

Permission to Use Internet: To obtain Internet access at school, you must have a completed Network/Internet Use Form on file and you must follow the District’s Acceptable Use Policy (on form). If violated, you may have your privileges suspended or revoked and may be subject to other discipline, including possible civil or criminal action if appropriate.

Digital Citizenship and Responsible Use of Technology: Because Petaluma City Schools is committed to the use of technology and the Internet for educational purposes, every student in the district is issued an iPad each year. We are what is called a 1:1 district. Navigating cyberbullying, privacy, safety, and other digital dilemmas is a real challenge for schools. But technology also provides incredible opportunities for students to learn, connect, create, and collaborate in ways never before imagined. iPads have allowed teachers to enhance and extend curricula in exciting and engaging ways. Along with the advantages of using technology also comes the need to educate students about responsibility and safety when using computers and the Internet. Petaluma City Schools is working with Common Sense Media to build a positive school culture that supports the safe and responsible use of technology. All schools within the district will be working with the [Common Sense Education's K-12 Digital Citizenship Curriculum](#) to help students build skills around critical thinking, ethical discussion, and decision making.

A helpful resource for parents about all forms of digital media is the [Common Sense Media webpage](#). To view the Common Sense Digital Media curriculum for all grades, click [here](#).

Please read and be familiar with the Petaluma City Schools iPad Handbook. It can be accessed on the Casa webpage under the “Parent” tab.

In order to comply fully with the federal Children’s Internet Protection Act (CIPA), the school district uses various filtering and monitoring devices and techniques. However, no system is 100% foolproof and we cannot guarantee the appropriateness of all materials that can be accessed on the Internet. Students who do not adhere to the district’s rules may locate inappropriate material. Although teachers will review the information in this policy with students, we expect parents will spend a few minutes reviewing it with your son or daughter, as many of the rules apply to home computer usage as well. Before we can allow a student to use a computer or other device, we must have a signed Responsible Use Agreement and Contract on file. This must be signed by both the student and the parent/guardian unless the student is 18 or older. The reverse side of the contract has a separate form to indicate if the parent/guardian gives permission for the school department to use samples of the student’s schoolwork and/or picture on our website. In summary, there are two (2) forms for you to complete:

1. Responsible Use Agreement and Contract
2. Consent and Release Agreement for Students, Employees and Volunteers

Electronic Devices: Students may use personal electronic devices (cell phone, iPod, etc.) before and after school and at lunch, but not during class time. Students are instructed to keep their phones on “silent” during class time. In case of emergency, parents may reach students by calling the school. A school official will then contact the student. If a student uses a cell phone during instruction, a school employee shall direct the student to turn off the device and/or shall confiscate it. Repeat offenses may lead to the confiscation of a device. Refusal to surrender a device will be considered defiance and will result in disciplinary action. The teacher may choose to turn the device over to Student Services for further disciplinary action. A parent will be required to pick up the device at the end of the school day (Board Policy 5131). **Please keep cell phones or other devices on you at all times to avoid the risk of theft. The school is not responsible for lost, stolen or damaged electronic devices.**

Harassment: Harassment of students (including 8th grade graduates and students on other campuses) or staff, including bullying, cyberbullying, intimidation, hazing or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering will not be tolerated (Board Policy 5131 & CA Ed Code 48900) and may be cause for expulsion.

Cyberbullying: Cyberbullying includes the transmission of communications, posting of harassing messages, direct threats, social 10 cruelty, or other harmful texts, sounds or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendship. The use and distribution of video and/or photographs for the purposes of harassment or inciting a fight, including posting video of photographs of an event that has occurred, is considered cyberbullying. Cyberbullying is a serious form of harassment and is a violation of school, district policy and state education code. **Any student found engaging in cyberbullying will be subject to discipline sanctioned by Board Policy and California Education Code, and may be reported to the police for criminal investigation.**

Academic Integrity, Cheating and Plagiarism: Casa Grande High School is committed to developing ethical, responsible students. Academic integrity is highly valued. Cheating and/or plagiarism are not tolerated. Consequences may include loss of credit for the assignment or the entire course, suspension from class and/or suspension from school. For a major incident or a repeat offense, students will be referred to Student Services for disciplinary action that may include contract, suspension, involuntary transfer or expulsion.

- **Cheating** includes, but is not limited to, copying another's work in whole or part, passing off another's work as one's own, plagiarism, planning to cheat, disseminating content, copying and/or disseminating test content or answers, or anything that creates a misimpression about one's own or another student's performance.
- **Plagiarism** is a form of cheating where students attempt to pass off someone else's written work as their own. Plagiarism includes, but is not limited to, copying from a web site, reference, textbook, or other materials when writing a report without providing written credit to the author. **It is unnecessary to copy an entire article for the copying to be plagiarism.**
- Students are encouraged to work together to problem solve and build understanding. However, there is a distinct difference between collaboration and copying. If a student allows her/his work of any kind to be copied, **either knowingly or from lack of appropriate oversight**, he/she will be considered to be cheating and, per board policy, will receive the same consequences as the student doing the copying.
- **Helping someone else cheat is considered to be cheating**, even if the cheating doesn't actually occur. Students who cheat or aide others in cheating will receive a failing grade on the assignment(s) in question.
- Students are expected to guard the security of all tests and papers.
- A teacher may reasonably conclude that students are cheating if, during a test, they are seen looking at another student's paper. Teachers may collect phones and digital devices prior to exams. Students are encouraged to leave devices at home if they are unwilling to surrender them. **A student who refuses to turn over her/his cell phone or digital device will forfeit the opportunity to complete the exam.**
- If a student is seen using a cell phone or digital device for any purpose during an exam, a teacher may reasonably assume that the student is cheating. The teacher has the right to confiscate the phone or device and the exam, and to give a zero grade on the exam.
- If a student uses a cell phone or digital device to disseminate test documents or answers, or attempts to disseminate, duplicate or share test content in any way, the incident will be considered a compounded incident of cheating, and consequences will reflect the seriousness of the act. Consequences may include, but are not limited to, suspension or expulsion.
- If students try to change grades, grade books, transcripts, or any records relating to performance, attendance, or behavior, the consequences may include, but are not limited to, recommendation for expulsion or transfer.
- Teachers will attempt to contact parents/guardians to discuss any incident of cheating. Students or parents may appeal any decision about cheating directly to the teacher within a reasonable time after they are informed of the cheating.
- Cheating is generally handled in a progressive manner. The first incident will result in an F on the assignment and the student will be placed on an Accountable Behavior contract. Further incidents or very serious offenses may result in an F in the course for the semester (regardless of whether the student cheated in the same class) and/or suspension or expulsion.

The list above is intended to address issues related to academic integrity but is not comprehensive. Teachers and administrators will use professional judgment and discretion as new forms of cheating arise. Please refer to the Petaluma City Schools Discipline Chart (at the end of this handbook) for further information about consequences.

Gang Activity (Board Policy 5114.5): Casa Grande will not tolerate threats or the harmful influence of any group that advocates drug use, violence, or disruptive behavior. For this policy, a gang is two or more people who form an allegiance to engage in acts that are threatening or criminal, and/or include harassment, intimidation, threats, or violence. The Administration works with local law enforcement agencies to share information and prevent gang activity. Gang clothing and I.D. items are NOT allowed including, but not limited to, bandanas, belts, numbers, area codes and colors.

Searching and Questioning Students: School officials have the right to open and inspect a student's possessions when they have reasonable suspicion that the search will disclose evidence of illegal possessions or activity. School officials may also search students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or school/district rules. Searches for possession of alcohol, drugs, and related paraphernalia are permitted and are conducted in accordance

with the law or school/district rules. Search includes review of digital devices, such as phones. The district shall notify parents/guardians when a student has been subjected to a search as soon after the search as possible. Law enforcement officers have the right to interview and question students on school premises. If the officer needs to interview or question the student immediately, the principal or designee shall accommodate the process in a way that causes the least possible disruption to the school, gives the student privacy, and models exemplary cooperation with community law enforcement.

Off Campus Policy: The off campus policy ensures the safety of students and maintains a focus on academic endeavors. No students may leave campus during the morning nutrition break. Freshmen (9th) and Sophomores (10th) must stay on campus during lunch. Parking lots are off limits unless 11th and 12th grade students are going to and from their cars. Students may not sit in cars in parking lots during passing periods or lunch and loitering in or around cars is not permitted. The student parking lot is off limits during class time.

Visitors on Campus: ALL visitors to campus must check in and obtain a visitor's pass available in the main office. Visitors must be on campus for school business; drop-in visits and student "shadowing" are not permitted.

Personal Property: Students are responsible for protecting their property. It is expected that valuables (including cell phones, large amounts of money) will be left at home. Backpacks and personal belongings should be put in **locked** lockers during P.E. class.

The school is not responsible for personal property, nor is the school responsible for any item that is left in the office. Do not leave valuable items in the main office for pick-up by a student or parent.

Physical Education Department Lock Policy: P.E. lockers are provided to every student enrolled in Physical Education for a given term, semester, or year. The lockers have a built-in lock and are given a unique combination at the start of every school year. Students are encouraged not to share lockers or locker combinations. However, as the year goes on students have a tendency to walk away from their locker without locking it or find themselves sharing their combination with another student for one reason or another. Unfortunately, no matter how innocent the intentions are, it often poses the opportunity for theft. In an attempt to mute theft activity in the locker rooms the P.E. staff is strongly suggesting a second lock system. The second lock should be a combination lock and that combination should be reported to the Physical Education staff at the start of the school year. In case of any unforeseen problems or issues we may need access to the locker and would need the combination to be on file. We stress the fact that this is a DOUBLE LOCK system and not simply an alternative to the school issued lock. ***Both locks should be secured whenever the student leaves the locker room.***

Driving and Parking Rules: Driving on campus requires a valid driver's license, proof of insurance, and pre-registration in H-5. Students receive a current student-parking permit that is displayed in your car. Student parking is in the back student parking lot only. If a student is in violation of driving or parking regulations, the student will be disciplined, which may include termination of campus parking privileges. Do not: speed, drive over barriers/sidewalks/walkways, drive recklessly, or inappropriately exit from or enter into parking lots. No parking is allowed in faculty lots, illegal spaces, or in a fire lane. Parking laws are enforced on campus; tickets are given for parking in Disabled parking spaces as well as red zones.

Dance Rules and Expectations: Students planning on going to any dance must have a good attendance record. Any student who has 6 or more unexcused or unverified absences during the six-week period prior to a dance will not be permitted to buy dance tickets or attend a dance.

- You have to pre-pay to attend school dances. Payments are made at office hours and lunch the week of the dance. There will be no payments accepted after lunch on Thursday or at the door. Payments are not transferable or refundable.
- **Students MUST have a Casa Grande ID card to pay for tickets and must have a photo ID to enter a school dance.** (Only 1 payment per ASB card, except for Homecoming and Prom.)
- If students are on a suspension, they are not allowed to attend a dance.
- Dances are for Casa Grande students ONLY, except Homecoming and Senior Prom. For these two dances, guests must be at least 14 years old and have an approved guest form on file by the Wednesday prior to the dance. Forms for Homecoming are available in the Student Services Office, H-5. Forms for Prom are available in the Counseling Office. All campus dances are from 7 pm to 10 pm. There is no admittance after 8:30 p.m. unless pre-approved on an individual basis by an administrator.
- Once students leave a dance they cannot return.
- No shoes can be worn on the gym floor.
- If a student dresses or dances inappropriately, they will be asked to leave.
- Do not bring valuables to dances and activities.
- If a student is under the influence of drugs and/or alcohol at a dance, they will be suspended and **not be allowed to attend future dances (including Prom)**. Parents will be called to pick up any student suspected of being under the influence and police may be contacted.
- Prom is a special occasion for seniors who are in good standing. Attendance at the Prom is governed by a contract that outlines specific requirements and expectations. Prom information is shared with all senior students early in the spring semester.

Student Attire: Casa Grande High School has a dress code that is based on the principle that school is a professional work environment. All student attire must be appropriate so that it does not detract from the learning process. No low cut, transparent, backless or strapless garments are allowed. Exposed midriffs are not allowed. Skirts, shorts and pants must be an appropriate length and fit so as not to detract from classroom instruction or inhibit movement (fingertip length or longer). Shoes must be worn at all times. Any clothing

(including hats) that promotes gangs, drugs, alcohol, tobacco, guns or violence, is sexually explicit or suggestive, uses profane or abusive language, or debases and/or exploits a group is not allowed. Pants must be fastened at the waist and may not expose undergarments. A predomination of any color may be considered to be gang affiliation and/or contributing to an unsafe school environment. Hats may be worn in class if the teacher approves. If a student violates the dress code, he/she may be asked to change clothes or may be sent home for the remainder of the day. Repeated dress code violations may result in further disciplinary action.

Banned Items: Any illegal substances (drugs or alcohol), weapons of any kind including all knives, gang I.D. items, permanent/graffiti marking pens, stink bombs, tobacco, lighters or matches, squirt guns, water toys and balloons, spray paint are all banned from campus. Possession of any of these items will result in disciplinary action.

Appropriate Physical Contact: Appropriate physical contact is expected during school and at all school-related events. Public displays of affection which are viewed as offensive or cause others discomfort may be cause for disciplinary action. Again, school is a work environment and all conduct should reflect that expectation.

Free Expression: Student rights to free expression include the use of bulletin boards, distribution of printed materials or petitions, the wearing of buttons and badges, and the right to expression in school publications. Prohibited are words that are obscene, libelous, and slanderous, violate lawful school regulations or disrupt the operation of the school, and those that fall below professional standards of English and journalism. Students must have prior approval from administration before posting or distributing any materials. Materials must be posted with blue painter's tape only. Trees, lights, roofs, etc. are off-limits for posting.

Senior Pranks: Senior pranks disrupt school and generate costs and additional work for those who are also responsible for preparing facilities for graduation and organizing other graduation activities. Pranks cause serious damage to school property that can result in police involvement, arrests and large fines. Pranks that cause damage to the school campus and community will be treated as vandalism and may be cause for suspension and/or exclusion from graduation activities. A school class may be required to pay for the custodial cost to clean up the prank.

Skateboards and Bikes: Skateboards and bikes cannot be ridden on campus before, after, and during school hours (including office hours and lunch). Safely carry your skateboard and store it appropriately in a classroom. Park and lock your bicycle in designated bike areas. Riding or standing on a skateboard on campus (including bus circle and parking lots) by the owner or others, violates this permission. Confiscated items may require adult pickup and denial of privilege of bringing them to school.

Books and School Property: Take good care of iPads, school books, and school property. Students must pay for lost, stolen, damaged, missing iPads and/or books. **Class schedules and diplomas are not released until all fines are paid/books returned.** Families are encouraged to participate in the iPad Coverage Program.

Food and Drink: Don't throw anything, including food, anywhere on campus. Use trashcans and recycling containers, which are placed in every classroom as well as all around campus. **Food and drink are allowed in class at the teacher's discretion.**

Gifts: Please do not bring (or have delivered) balloons, flowers, gifts, etc. to school. We do not notify students of their arrival.

Athletic Code of Conduct for Players, Coaches and Spectators

Players will:

- Show respect for themselves, teammates, coaches, opponents and officials.
- Use no foul language, trash talk, negative gestures or actions to provoke a negative response or fighting. Maintain NCS eligibility requirements throughout the season/semester.
- Be in attendance at school a minimum of two block schedule periods before being allowed to play in competitions on any given day.

Coaches will:

- Be consistent, attempt to instruct in a positive manner, and use appropriate language at all times.
- Not tolerate un-sportsmanlike behavior or actions.
- Place the safety and welfare of players as the highest priority.
- Allow no student to practice or play competition without a completed Athletic Participation Clearance Form.
- Allow no student to play competition without verifying G.P.A. and game day attendance.
- Hold athletic practices after the school day has ended.

Parents, Students, and other Spectators will:

- Show cordial courtesy to visiting teams and officials.

- Support and promote the proper ideals of sportsmanship and fair play.
- Respect the rules and regulations of the school site and California Education Code (i.e., no smoking on any school campus).

Violation of the Athletic Code of Conduct may result in revocation of all privileges to attend athletic events. There are no in-and-out privileges for any spectators during athletic events. Those asked to leave are NOT permitted any return privileges.

Petaluma City Schools Discipline Chart

At the end of this handbook is the Petaluma Schools Discipline Chart. This chart includes many of the reasons students are disciplined and the consequences that can be assigned. School personnel may be called upon to respond to situations that are not specifically delineated in the chart. In those instances, the school may refer to Ed. Code, board policies, administrative regulations, customary practices, previous incidents, and/or other pertinent documents to make an informed decision regarding consequences. Students may be suspended or expelled for acts that occur at any time while on school grounds; while going to or coming from school; during the lunch period, whether on or off campus; during, going to, and coming from a school sponsored activity; or while on the grounds of another school. Teachers can require students' presence before or after school, assign a detention including school service with 24 hour notice, call parents/guardians and/or request a meeting, suspend you from class one or two days, require a behavior contract, ask for suspension or permanent removal from class, and refer to an administrator to determine further consequences. Administrators can also assign detentions and/or school service including campus cleanup; In School Suspension (ISS) or suspensions from school of up to five days in length; and a site discipline hearing to consider a recommendation for expulsion.

Know The Expulsion Laws: The principal or superintendent may recommend expulsion for the commission of any of the acts listed as grounds for suspension or expulsion. Students may be removed from district schools if continued presence causes a danger to yourself or others, or if other means of correction have repeatedly failed to correct unacceptable behavior.

The Governing Board shall order students expelled upon finding they committed any of the following acts:

- Possessing, selling, or otherwise furnishing a firearm or a reasonable facsimile of a firearm
- Brandishing a knife at another person
- Unlawfully selling a controlled substance (alcohol and/or other drugs)
- Committing or attempting to commit a sexual assault or committed a sexual battery
- A second offense for possession and/or use of alcohol or drugs/drug paraphernalia in a student's junior high and high school years

The principal or superintendent shall recommend expulsion for any of the acts below, unless the superintendent/principal finds the expulsion inappropriate due to the particular circumstance:

- Causing serious physical injury to another person
- Possessing any knife, explosive, or other dangerous object of no reasonable use to the student
- Unlawful possession of any controlled substance except for the first offense of the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis
- Robbery or extortion
- Assault or battery, as defined in Penal Code Sections 240 and 242, upon any school employee

Involuntary Transfer

Causes of involuntary placement in continuation high school, community day school, or an appropriate alternative program include:

- Involvement in suspendable situations and no adjustment after suspensions, detentions, and conferences with parents and appropriate school personnel
- Causes for suspension or expulsion or accumulating twenty (20) days of suspension (includes junior high years and previous schools attended)
- Habitual truancy or irregular attendance from lawfully required instruction
- Those who were not placed in any school during the first five weeks of a semester
- Those who were placed in a continuation high school of another district and are not recommended to return to a comprehensive high school

Placements are for the balance of the semester in which the conduct occurred and the following semester. You are not guaranteed placement back at your home school.

Uniform Complaint Procedures – Annual Notification

Students and/or their parents/guardians have the right to file a complaint regarding alleged discrimination based on ethnicity, religion, age, gender, sexual orientation, color, or disability and to address alleged failure to comply with adult ed, migrant ed, and special ed laws. Complaints must be filed in writing to a compliance officer, identified below, no later than six (6) months from the date the alleged discrimination occurred or the date you first obtained knowledge of the alleged discrimination, unless the time for filing is extended by the Superintendent. Complaints will be investigated and a written decision sent to you within 60 days. If you are not satisfied with the decision, you may file within fifteen (15) days of receipt of the decision a written appeal with the California Department of Education in

Sacramento, California. A copy of the local educational agency's policy and complaint procedures may be obtained through the superintendent's office. You may also pursue available civil law remedies, including, but not limited to, injunctions, restraining orders, or other orders in federal or state courts. You must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. Further information may be available through a public or private interest attorney, the Sonoma County Lawyer Referral Service, Legal Aid Society, a mediator, or dispute resolution service.

Title of Compliance Officer: Dave Rose, Director of Student Services
Address: 200 Douglas St., Petaluma, CA 94952
Telephone Number: (707) 778-4619

Sexual Harassment

Non-Discrimination/Sexual Harassment Policy

Students, prospective students, employees, prospective employees, parents of students, employment agencies referring applications to the Petaluma City (Elementary) and Petaluma Joint Union High School Districts of Sonoma County, CA, and all unions and professional organizations, are hereby notified that said Districts do not discriminate on the basis of sex in the educational programs, employment, or activities which they operate and that such requirement not to discriminate is contained in Title IX, Sections 901, 902 of the Education amendments of 1972, 86 Stat., 373, 374, 20 USC 1681, 1682.

The Governing Board prohibits discrimination against and /or harassment of district employees, and job applicants at any district site or activity on the basis of actual or perceived, race, ethnic group, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy. The district will not tolerate sexual harassment in any form per District Policies 4119.11, Sexual Harassment and 5145.3, Nondiscrimination/Harassment. These policies are available at all school sites or at the District Office.

The Districts have designated the Human Resources Administrator as employee of said Districts, to coordinate said Districts' efforts to comply with said law. Any person having a complaint under said law should notify the Human Resources Administrator, 778-4608, or (a) principal in any K-6 (elementary) school; or (b) the appropriate secondary (junior/senior high) school administrator and/or designee.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under the following conditions:

- Submission to the conduct is made a term or condition of academic status or progress.
- Submission to, or rejection of, the conduct is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose of having a negative impact upon academics, or creates an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct is used as the basis for decisions regarding benefits and services, honors, programs, or activities in the educational institution.

Conduct that may constitute sexual harassment includes, but is not limited to:

- Suggestive or obscene notes, invitations, objects, pictures, cartoons, slurs, jokes, epithets.
- Assault, touching, impeding or blocking movement, leering, and/or gestures.
- Continuing to express sexual interest after being informed that it is unwelcome.
- Engaging in sexual behavior to control, influence, or affect opportunities, grades, and/or the learning environment of a student.
- Offering benefits, such as grades and recommendations, in exchange for sexual favors.

What Can Someone Do When He or She Feels Sexually Harassed?

Informal Resolution: Students are not required to inform the person engaging in the conduct that it is unwanted, offensive, and must stop, but are encouraged to do so. Students may ask for help from a teacher, counselor, or administrator to resolve the alleged harassment or file a complaint.

Formal Complaint:

Any student who believes he or she is being sexually harassed by an employee or student shall promptly report the facts of the incident(s) and the name of the person involved to a staff member with whom they are comfortable. That person shall report the incident to the school site Title IX officer and/or principal. All staff, upon personal knowledge of an alleged incident of sexual harassment, is obligated to report it to the school administration within 3 school days.

- The site Title IX Officer or principal will file a written report of the alleged incident. All investigations shall be handled in a serious, sensitive and confidential manner.
- A copy of the report, along with a copy of the *Petaluma District Sexual Harassment Policy* shall be mailed to the parent and a copy forwarded to District Administration.

- Disposition of the complaint may include, but is not limited to, disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

Any individual may appeal the findings of an investigation to the District Governing Board within a reasonable time from the date of the finding. **All site administrators at Casa Grande are Title IX officers.**

Hate-Motivated Behavior

Behavior or statements intended to discriminate against or injure, intimidate, interfere, or threaten anyone on the basis of race, ethnicity, culture, gender identity, sexual orientation, disability, religious beliefs or practices shall not be tolerated. A student who feels a victim of hate-motivated behavior shall immediately contact a school administrator. If the student feels the administrator has not remedied the situation, a complaint may be filed in accordance with district procedures.

Staff who receives notice of hate-motivated behavior or personally observes or reasonably suspects such behavior shall promptly notify the principal and law enforcement, as appropriate. Students demonstrating hate-motivated behavior shall be subject to discipline. In addition, the district shall provide counseling and appropriate sensitivity training and diversity education for students exhibiting hate-motivated behavior. The district shall also provide counseling, guidance and support, as necessary, to those students who are victims of hate-motivated behavior.

Child Abuse

Reporting known or suspected incidences of child abuse is mandatory. Employees must cooperate with agencies responsible for reporting, investigating and prosecuting cases of child abuse. Mandated reporters include but are not limited to teachers, aides, classified and certificated employees, administrators, and supervisors of child attendance, district police or security officers, and administrators, presenters or counselors of a child abuse prevention program.

Nondiscrimination Statement

The State of California, Department of Education (CDE), is committed to ensuring equal, fair, and meaningful access to employment and education services. The CDE does not discriminate in any employment practice, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, marital status, medical condition, national origin, political affiliation, pregnancy and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, Vietnam Era Veterans' status, or any other basis prohibited by California state and federal nondiscrimination laws respectively. Not all bases of discrimination will apply to both education services and employment. The Office of Equal Opportunity is charged with overseeing, leading, and directing the CDE's efforts to meet the legal obligations set forth in state and federal civil rights laws, and regulations in CDE employment and delivery of education services. Inquiries regarding nondiscrimination and civil rights should be directed to the Office of Equal Opportunity. 11/10/2015

from www.cde.ca.gov/re/di/eo

STUDENT DISCIPLINE GUIDELINES - PETALUMA CITY SCHOOLS - GRADE 7-12

California Education Code 48900 allows the superintendent and/or the principal/designee of a school to suspend or recommend for expulsion a student for any infraction of the following rules while on school grounds, going to or coming from school, during the lunch period whether on or off the campus, or during or while going to or coming from, a school sponsored activity, or when an off-campus behavior negatively impacts or disrupts the school environment. The designated consequences are guidelines for our 7-12 schools. Alternatives to suspensions are used at times when viewed by school administration as a better deterrent. However, any of the listed offenses, when the conduct is of an extreme nature, may result in a suspension of up to 5 days or a recommendation for expulsion for the first or second offense.

E.C. 48900 OFFENSE	FIRST OFFENSE	SECOND OFFENSE	ADDITIONAL OFFENSES
(a)(1) CAUSED, ATTEMPTED TO CAUSE, OR THREATENED TO CAUSE PHYSICAL INJURY TO ANOTHER PERSON (Fighting)	3-5 day suspension / notify Petaluma Police Department(PPD) / refer for expulsion	5 day suspension / refer for expulsion / notify PPD	Refer for expulsion
(a)(2) WILLFULLY USED FORCE Assault, battery, causing serious physical injury (one-way injury or harm) Propelling any object (includes spitting)	3-5 day suspension / refer for expulsion / notify PPD	Refer for expulsion	
	Campus clean up after lunch / detention / IHS / Saturday School / suspension	IHS / Saturday School	1-5 day suspension
(b) POSSESSED, SOLD OR OTHERWISE FURNISHED ANY FIREARM, KNIFE, EXPLOSIVE, OR OTHER DANGEROUS OBJECT Fireworks or firecrackers	5 day suspension / refer for expulsion / notify PPD	5 day suspension / refer for expulsion	
	3-5 day suspension	5 day suspension / refer for expulsion	Refer for expulsion
(c) UNLAWFULLY POSSESSED, USED, SOLD, OR OTHERWISE FURNISHED, OR BEEN UNDER THE INFLUENCE OF ANY CONTROLLED SUBSTANCE, ALCOHOLIC BEVERAGE, OR AN INTOXICANT OF ANY KIND Use or possession of ... Sales or otherwise furnishing.....	5 day suspension / refer for expulsion / refer for counseling / notify PPD	5 day suspension and refer for expulsion / notify PPD	
	5 day suspension / refer for expulsion / notify PPD		
(d) REPRESENTED A LIQUID, SUBSTANCE, OR MATERIAL AS A CONTROLLED SUBSTANCE, ALCOHOLIC BEVERAGE OR INTOXICANT AND UNLAWFULLY OFFERED, ARRANGED, SOLD OR NEGOTIATED TO SELL THE OBJECT, OR OTHERWISE FURNISHED THE OBJECT TO ANY PERSON	5 day suspension / refer for expulsion / referral to intervention counseling / notify PPD		
(e) COMMITTED OR ATTEMPTED TO COMMIT ROBBERY OR EXTORTION	5 day suspension / refer for expulsion and notify PPD		
(f) CAUSED OR ATTEMPTED TO CAUSE DAMAGE TO SCHOOL PROPERTY OR PRIVATE PROPERTY	IHS / 1-5 day suspension / notify PPD / refer for expulsion	3-5 day suspension / notify to PPD / refer for expulsion	5 day suspension, refer for expulsion
(g) STOLE OR ATTEMPTED TO STEAL SCHOOL PROPERTY OR PRIVATE PROPERTY	IHS / 1-5 day suspension / notify PPD / refer for expulsion	3-5 day suspension / notify PPD / refer for expulsion	5 day suspension, refer for expulsion
(h) POSSESSED, OR USED TOBACCO, OR ANY PRODUCTS CONTAINING TOBACCO OR NICOTINE PRODUCTS	IHS / Saturday School / suspension or referral to intervention counseling / notify PPD	3 day suspension / notify PPD	5 day suspension / notify PPD
(i) COMMITTED AN OBSCENE ACT OR ENGAGED IN HABITUAL PROFANITY OR VULGARITY (PC 415.5)	Student-administrator conference / detention / IHS / Saturday School / suspension / notify PPD	1-3 day suspension	Parent conference and 5 day suspension / alternate placement
(j) HAD UNLAWFUL POSSESSION OF, OR UNLAWFULLY OFFERED, ARRANGED, OR NEGOTIATED TO SELL ANY DRUG PARAPHERNALIA , AS DEFINED IN SECTION 11014.5 OF THE HEALTH AND SAFETY CODE	3 day suspension and parent conference	5 day suspension and parent conference / notify PPD	5 day suspension, refer for expulsion / notify PPD

E.C. 48900 OFFENSE	FIRST OFFENSE	SECOND OFFENSE	ADDITIONAL OFFENSES
(k) DISRUPTED SCHOOL ACTIVITIES OR OTHERWISE WILLFULLY DEFIED THE VALID AUTHORITY OF SCHOOL OFFICIALS ENGAGED IN THE PERFORMANCE OF THEIR DUTIES			
(1) Violating teacher's written classroom rules-- behavior expectations	Student / teacher / administrator conference / detention	1-2 day class suspension per E.C. 48910	IHS / Saturday School / conference / 1-5 day suspension
(2) Parking in unauthorized area / parking without a permit	Towing cars / parent notification / loss of parking privileges	Parent notified with detention / IHS	Saturday School / 1-5 day suspension
(3) Reckless-careless driving on or around campus. Riding in open back of pickup.	IHS / Saturday School / suspension and notify PPD	3 day suspension / notify PPD	Suspension or alternate placement
(4) Possession of electronic signaling devices and other disruptive devices to include: cell phones, radios, pagers, games, tape or CD players, laser pointers, permanent markers, cigarette lighters, matches	Items confiscated and returned to parents / IHS	Suspension	Suspension or alternate placement
(5) Violation of dress code including obscene remarks or pictures on clothing	Student asked to remove item or sent home to change	IHS	Suspension
(6) DEFIANCE OF AUTHORITY: Violation of detention procedures	Detention / IHS / Saturday School	1-3 day suspension	1-5 day suspension
Violation of In-House Separation procedures	1 day suspension	3 day suspension	3-5 day suspension
Violation of Saturday School procedures	2 day suspension	2-3 day suspension	2-3 day suspension
Cuts/leaving class without permission	1 day detention / IHS / Saturday School	Saturday School / 1-3 day suspension	3-5 day suspension / SARB
Violation of closed campus policy / leaving class without permission	IHS / Saturday School	1-3 day suspension	3-5 day suspension
Riding skateboards or bicycles on campus	Detention	Parent conference and 2 detentions	Confiscate, return to parents, loss of use
Ignoring or refusing to follow directive given by staff member	IHS / Saturday School / 1-5 day suspension	3-5 day suspension	Expulsion procedures
Failing to identify oneself to school staff on request	1-5 day suspension	3-5 day suspension	5 day suspension
Giving false information to school personnel through forged notes, passes and telephone calls	IHS / Saturday School, 1-3 day suspension	3-5 day suspension	5 day suspension
Verbal upbraiding or insulting of school personnel	1-5 day suspension / refer for expulsion and/or removal from that teacher's class	3-5 day suspension/refer for expulsion	Alternate placement or expulsion procedures
Violation of policies regarding gang activity and apparel	Conference / IHS / suspension and notify PPD	Suspension / refer for expulsion / notify PPD	
Tampering with the alarm system or emergency equipment / false alarms	3-5 day suspension / refer for expulsion / notify PPD		
Repeated assignment to IHS (more than 4 per semester)	Saturday School / 1 day suspension	1-3 day suspension	3-5 day susp. / SARB / alternate placement
Habitual truancy (declared with official letter)	Loss of privileges / pull work permit / SART / inform DA	Refer to SARB / involuntary transfer	
On or adjacent to any district campus while on suspension	1-5 day suspension / alternate placement / notify PPD	3-5 day suspension / alternate placement/ notify PPD / refer for expulsion	
Slurs, (racial, ethnic, sexual, religious, handicapped, etc.)	IHS / Saturday School	3-5 day suspension	3-5 day susp. / alternate placement / refer for exp.
Cheating, plagiarism, altering grades, gradebooks or tampering with electronic grading systems	Receive failing grade for the assignment, parent conf. and student placed on contract for remainder of semester	Receive failing grade for course / suspension / refer for expulsion	
Violation of District Acceptable Use Policy for computer/network /Internet use	Loss of computer/network/ Internet use min. 2 weeks / parent conference / teachers notified / AU contract	IHS / 1 day suspension / Loss of computer/network/Internet use min. 6 wks. / parent conference	1-3 day suspension / loss of computer/network/Internet use min. 6 weeks / parent conference

E.C. 48900 OFFENSE	FIRST OFFENSE	SECOND OFFENSE	ADDITIONAL OFFENSES
(l) KNOWINGLY RECEIVED STOLEN SCHOOL PROPERTY OR private property	1-5 day suspension, restitution required, parent conference and notify PPD	3-5 day suspension, restitution required / notify PPD / refer for expulsion	5 day suspension and refer for expulsion / notify PPD
(m) POSSESSED AN IMITATION FIREARM	5 day suspension and refer for expulsion / notify PPD		
(n) COMMITTED OR ATTEMPTED TO COMMIT A SEXUAL ASSAULT OR COMMITTED A SEXUAL BATTERY	1-5 day suspension / refer for expulsion / notify PPD		
(o) HARASSED, THREATENED, OR INTIMIDATED A PUPIL WHO IS A COMPLAINING WITNESS OR WITNESS IN A SCHOOL DISCIPLINARY PROCEEDING FOR THE PURPOSE OF EITHER PREVENTING THAT PUPIL FROM BEING A WITNESS OR RETALIATING AGAINST THAT PUPIL FOR BEING A WITNESS, OR BOTH	1-5 day suspension / refer for expulsion		
(q) Engaged in, or attempted to engage in, hazing .	Conference / IHS/1-3 day suspension / schedule change or alternate placement	3-5 day suspension / schedule change or alt. placement / notify PPD / refer for expulsion	Refer for expulsion / notify PPD
(r) Engaged in an act of bullying ; bullying means any severe or pervasive physical or verbal act including communications made in writing or by means of an electronic act directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following: (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property. (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health. (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance. (D) 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. "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.	Conference/refer for counseling / IHS / 1-3 day suspension / schedule change or alternate placement	3-5 day suspension / schedule change or alternate placement / notify PPD / refer for expulsion	Refer for expulsion / notify PPD
(t) AIDING OR ABETTING THE INFLICTION OR ATTEMPTED INFLICTION OF PHYSICAL INJURY TO ANOTHER PERSON	Conference / IHS / 1-3 day suspension/alternate placement	3-5 day suspension / alternate placement / notify PPD / refer for expulsion	Refer for expulsion / notify PPD
48900.2 COMMITTED SEXUAL HARASSMENT AS DEFINED IN SECTION 212.5.	Conference / 3-5 day suspension / notify PPD / refer for expulsion	5 day suspension / notify PPD / refer for expulsion	
48900.3 CAUSED, ATTEMPTED TO CAUSE, THREATENED CAUSE, OR PARTICIPATED IN AN ACT OF HATE VIOLENCE AS DEFINED IN SUBDIVISION (E) OF SECTION 33032.5.	Conference / 3-5 day suspension / notify PPD / refer for expulsion	Conference / 5 day suspension / notify PPD / refer for expulsion	
48900.4 INTENTIONALLY ENGAGED IN HARASSMENT, THREATS, OR INTIMIDATION, DIRECTED AGAINST A PUPIL OR GROUP OF PUPILS, THAT IS SUFFICIENTLY SEVERE OR PERVASIVE TO HAVE THE ACTUAL AND REASONABLY EXPECTED EFFECT OF MATERIALLY DISRUPTING CLASSWORK.	1-5 day suspension / refer for expulsion	3-5 day suspension / refer for expulsion	5 day suspension / refer for expulsion
48900.7 TERRORISTIC THREATS AGAINST SCHOOL OFFICIALS, SCHOOL PROPERTY, OR BOTH	Referral to PPD, Sheriff, Fire Dept. / 5 day susp. / parent conference / refer for expulsion / referral to mental health agency		

These rules are not exhaustive. This chart is a guideline for most discipline situations. The teacher or administrator may utilize discretion when making the final decision. **STUDENT RESPONSIBILITIES: California State Education Code 48908 - All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools.**