



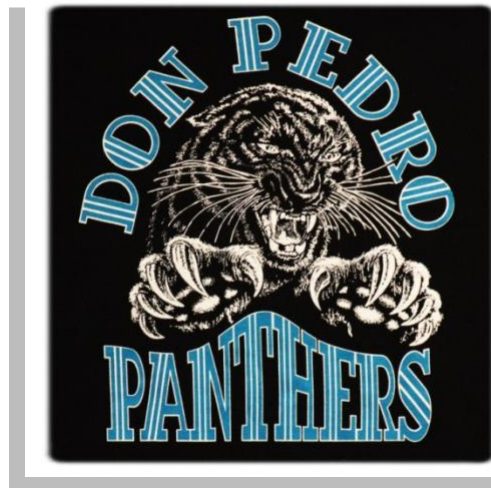
# Don Pedro High School



**Student & Parent Handbook**

**2020-2021**

**"Home of the Panthers"**



**Panther Pride**



**Don Pedro High School**

3090 Merced Falls Road

La Grange, CA 95329

Phone (209) 852-2864

Fax (209) 852-2125

# Don Pedro High School 2020-2021 School Year

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## **Don Pedro High School**

3090 Merced Falls Road  
La Grange, CA 95329  
Don Pedro High School  
**(209) 852-2864**

## **Big Oak Flat-Groveland**

**Unified School District**  
**19177 Hwy. 120**  
**Groveland, CA 95321**  
**(209) 962-5765**

**Principal:** Nickie Lamm  
**School Secretary/Registrar:** Vickie Bradshaw  
**High School Counselor:** Nickie Lamm  
**Student Counselor:** Elizabeth Banks  
**Maintenance:** Miles Silva  
**Custodian:** Julie McDaniels  
**Food Services:** Jeannette Thompson  
**Transportation:** Paula Mueller  
**Faculty**  
Don Couch  
Ryan Dutton  
Gary Houghton  
Christina Couch  
Penny Shuey  
Melissa Stegall

### **BOFGUSD**

#### **Board of Trustees**

Patricia Polluck, President  
Dawna Dougherty, Trustee  
Scott Rexwinkle, Trustee  
Shannon McNair, Trustee

#### **District Superintendent:**

Ms. Wynette Hilton

**District Secretary:** Jennifer Shimer  
**CBO:** Sheri Cochran  
**Payroll:** Jessica Carson-Hull  
**Trans. Main. Supervisor:** Dave Pish

### **2020-21 Course Offerings**

College Prep English 9 College Prep English 10 College Prep English 11 College Prep English 12	Common Core Math I, II & III Consumer Math Ag Math  Online classes College Courses On-Line Credit Recovery	Life Skills World History U.S. History Economics/Civics History in Film World Cultures & Geography
Integrated Ag. Science I, II, III Biology Chemistry Anatomy/Physiology Forestry & Natural Resources Animal Science	Psychology Senior Finance Resource TA (Teacher Assist.)	Spanish II  Phys Ed: Conditioning Phys Ed: Weight Training
Culinary Art Photography/Photojournalism	Robotics 1 Game Concepts/ESports	Medical Asst. Ag. Mechanics Floral/Horticulture

## Registration

Parents of students new to the Big Oak Flat-Groveland Unified School District should make an appointment through the Don Pedro High School office to register.

## Class Schedule Changes

Students and parents should make a special effort to select a class schedule carefully. Schedule changes may occur under the following circumstances:

- ◆ Changes resulting from improper placement will be corrected within the first two weeks of the semester.
- ◆ Students who present a valid need for change in their program to the counselor may do so within the first two weeks of the semester. Both parent and teacher permission may be required for this change.
- ◆ Academic class changes after the first two weeks of a semester are rarely granted. Parents must first meet with the teacher of the current class. If problems cannot be resolved, a subsequent meeting with the counselor and/or Principal must be scheduled to pursue the class change.
- ◆ Subsequent to a parent conference with the Principal or Principal's designee, a student's schedule may be changed, with the above guidelines in effect.

## Textbooks and Fees

- ◆ Students are responsible for the safekeeping and safe return of all materials and textbooks checked out to them. Fees for materials lost or damaged in any class will incur at the cost of replacement for the book(s) and/or materials and/or bills will be incurred for materials not returned or materials that are damaged. Report cards, diplomas, transfer requests will be held if bills are not paid for lost or damaged items.

## Closed Campus

In order to keep students in a supervised, safe environment, Don Pedro High School has a closed campus. Once students arrive on campus they may not leave without permission from the office. Parents or guardians who wish to take their child off campus must sign out with the school secretary, principal, or principal's designee **in advance**. Students may leave **only** with their own parents/guardians; students may **not** leave with other parents/guardians unless it has been cleared by the school secretary, Principal, or Principal's designee **in advance**. Students may not leave with other student drivers.

## Parent Involvement/Participation/Information

Parents are encouraged to come to the school at any time to volunteer their services in a variety of areas. Please contact the office and make arrangements to stopover at your convenience. We encourage parents to help with any projects or activities that may interest them. If you are not sure how you can help, please come by the office and speak to the school secretary or the Principal and we will find the perfect spot for you.

## **Booster/Parent Club**

The Don Pedro High School Booster/Parent Club was formed to promote the school, its programs and students. The primary objective is to support our students and staff. It is also the intent of the Boosters to support classroom programs by offering assistance in recruiting volunteers and to inform parents and the community of our school's programs and other important issues. The club will raise funds in support of these purposes as well as promoting community involvement and support of the total program at DPHS. The club will sponsor other activities that contribute to the students' sense of well being and pride in their school.

## **Cars on Campus**

Students may drive cars to school and park in the designated student parking area. All student drivers must register cars with the school secretary and provide the following information:

- ◆ Driver's license
- ◆ Car registration
- ◆ Proof of insurance
- ◆ License plate number

Students must drive safely. Serious or continued problems with car safety on campus may result in a student losing permission to drive and/or park their car on campus.

Students may not transport other students in their own cars during school time. All school activities that require transportation will utilize school buses, vans, or adult drivers. With administrative and parental approval, students may drive themselves, but they may not transport others in their car.

## **Progress Reports/Report Cards**

- ◆ Semester grades (also on transcripts or permanent records) are mailed two times per year.
- ◆ Quarter Report cards are mailed home midway through each semester.
- ◆ Progress reports by phone call, e-mailed, or mail will be issued prior to any failing (F) grade on a report card.

### **Grading Standards and Grade Points**

90-100%	"A"	Outstanding Achievement	4.0 grade points
80- 89%	"B"	Above Average Achievement	3.0 grade points
70- 79%	"C"	Average Achievement	2.0 grade points
60- 69%	"D"	Below Average Achievement	1.0 grade points
0- 59%	"F"	Little or No Achievement	0.0 grade points

Incomplete: An incomplete is given only when a student's work is not finished because of illness or other excused absence. If not made up within 6 weeks, the incomplete will become an "F".

## **Honor Roll**

A student must earn a GPA of 3.5 or better and have no grade below a "C" to be placed on the honor roll.

## **Repeated Classes**

With the approval of the principal or designee, a student may repeat a course in order to raise his/her grade. The student shall receive credit only for taking the course once. The highest grade received will be the grade used by colleges to determine appropriate grade point average.

## **Parent/Teacher Conferences**

Parent/Teacher Conferences are available upon request of the parent and may be requested as a result of need determined by teacher(s), counselor, and/or principal.

## **Graduation Requirements**

In order to earn a diploma from Don Pedro High School, students must meet minimum graduation requirements.

<b>Subject</b>	<b>Credits required</b>
English	40
Mathematics	20
Science, including biological and physical sciences	20
Social Studies, including U.S. History and Geography, World History, Culture and Geography, a one-semester course in Civics, and a one-semester course in Economics	30
Visual or Performing Arts, Foreign Language or American Sign Language, Vocational Arts	20
Physical Education, unless the student is exempted pursuant to Education Code provisions	30
Life Skills, Health or Computer Technology	10
Finance, including Senior Exit Portfolio	10
Elective Credits	120
2020-2021 School Year Total Graduation Requirements	300

Minimum credits required are the maximum number of units of 320, which could be earned over four years, minus 20 units (300). This includes 180 credits of required courses plus enough elective credits to make up the total.

### **Community Involvement**

Each student must perform 40 hours of service to benefit the community prior to graduation. Service hours must be pre-approved by the administrator and/or administrator's designee. It is recommended that students volunteer 10 hours of community service per high school year.

### **Tests Administered at Don Pedro**

The following tests may be administered and/or arranged for at Don Pedro:

- ◆ **PSAT**            Preliminary Scholastic Aptitude Test (Fall)
- ◆ **SAT**             Scholastic Aptitude Test (Fall)
- ◆ **CAASPP**       California Assessment of Student Performance and Progress (May)
- ◆ **ASVAB**         Armed Forces Vocational Aptitude Battery (January)

## **College Admission Requirements**

### **University of California and California State Universities Subject Requirements**

2 years of U.S. History/Social Science

4 years of English

3 years of Math: Common Core Math I, II, and III (4 years recommended)

2 years of Laboratory Science (3 years recommended)

2 years of one Foreign Language (3 years recommended)

1 year of College Preparatory Electives (English, Advanced Mathematics, Laboratory Science, Social Studies, History, Foreign Language, Visual and Performing Arts)

1 year of Visual or Performing Arts (Art, Drama or Music)

### **Approved list of A-G Courses at Don Pedro High School**

#### **History/Social Science**

World History  
U.S. History  
Civics

#### **English**

CP English I  
CP English II  
CP English III  
CP English IV

#### **Mathematics**

Algebra  
Geometry  
Pre-Calculus  
\* Math I, II, III in process

#### **Lab Science**

Integrated Ag. Science I,  
II  
(Biology &  
Chemistry)

#### **Foreign**

**Languages**  
Spanish I, II,

#### **Visual &**

**Performing Arts**  
Art  
Culinary

#### **CP Elective**

Animal Science  
Economics  
Ag. Mechanics  
Psychology

## **Junior College Requirements**

A graduate of any accredited high school may be admitted to a junior college. Any student over 18 years of age may be admitted without a high school diploma if there is a need and desire for further training.

## **School Services**

### **Counseling and Guidance Services**

An academic guidance counselor is available to all students. Students may request an appointment with the counselor and will be called out of class. The guidance counselor may help with graduation requirements, problems with classes, scheduling of classes, college testing and admissions advice.

A crisis counselor is also available to all students. Students may request an appointment with the counselor and will be called out of class. A staff member or parent/guardian may refer students for counseling. All counseling is strictly voluntary except in the case of students who have been disciplined by the Board of Trustees with counseling fashioned as a requirement of the disciplinary contract.

All counseling is strictly confidential. Students may be referred for outside counseling if there is a need or a desire on the part of the student; however, transportation to Sonora must be provided by the student or the student's family. A teacher or staff member may refer students. All counseling is strictly voluntary on the part of the student.

### **Nutrition Program**

Food services are provided on the Don Pedro High School campus. The school lunch program is available to all students. Students may purchase lunch in the office before their first period class on a daily basis, or lunches may be paid for in advance. To participate in the free/reduced cost lunch program, parents must complete the appropriate forms (obtainable in the office) and return them to the school secretary. Students may not leave campus to procure food or to dine out. Parents may take only their own child off campus with **prior** notification to the appropriate school authorities. Parents must pick their students up in the office and sign the checkout sheet. Students must sign in upon returning and must not be late for class. Students **may not** leave with anyone other than their own parent or guardian for luncheon engagements. Students who leave without permission of the school will be classified as truant and will be disciplined as such.



# **Student Activities**

## **Dance/Party Rules**

- ◆ All students shall arrive within one hour of the start of the dance unless permission to arrive later has been granted by the Principal or teacher in charge.
- ◆ Students who leave the dance before it is over will not be readmitted.
- ◆ Dances are open to all eligible school members.
- ◆ All school rules apply during dances.

## **Guests at Dances**

Student may invite a guest to any high school dance, including the Prom, if the following conditions prevail:

- ◆ Guests must adhere to the rules and regulations that govern Don Pedro High School.
- ◆ The student accepts responsibility for the conduct of his/her guest.
- ◆ Guests from another high school must be in good standing in their school at the time of the dance.
- ◆ Guests who are out of school must be under 21, in good standing within their community, and must be someone that a teacher or staff member at Don Pedro knows and will vouch for their character.
- ◆ Guests must enter and leave the dance with the student who secured and signed for the guest card.
- ◆ Guests may be asked to leave the dance if their conduct warrants such action. The guest will be prohibited from attending future dances and the student sponsor will be denied future guest passes.
- ◆ To sponsor a guest, a student must apply for a dance guest pass before the start of the school day preceding the school dance.
- ◆ The faculty sponsor and the administration have the right to refuse guest passes and the admission of any student who they feel does not meet the criteria.

## **Student Government**

Student Body officers are chosen each year through a vote generated by nominations and an organized voting procedure overseen by Don Pedro High School Student Body Representative, or Rally Commissioner staff. Students may run for Student Body President, Vice-President, Secretary, Treasurer, Student Body Representative, or Rally Commissioner each school year. Representatives from Freshmen, Sophomore, Junior and Senior classes are elected in class meetings at the beginning of the school year.

## **Student Body and Organizational Funds**

All student organizations must maintain accurate minutes of all meetings in order to authorize the spending of any money that is student body generated. This is regulated under California State Law. The student body treasurer shall account for all money of all organizations of the student body and the student body itself. These accounts are subject to regular audits by a Certified Public Accountant.

All money collected by the student body, a class, an individual, or an organization of the student body must be turned over to the student body Treasurer for deposit. The class or organization advisor and treasurer should count the money and complete and sign the deposit slip in duplicate. The organization's Treasurer should keep the original for his or her own records. Any monies donated by private individuals to any class, organization or staff member for special events must be receipted through the student body account.

## **Clubs and Organizations**

An integral part of any school is its extra-curricular activities program. Don Pedro High School offers clubs and organizations designed to enhance the education experiences of students while in school.

## **Field Trips**

A variety of supervised field trips may occur throughout the school year such as stage plays in San Francisco and Sonora, career days, academic visits to museums and civic activities, among others. Students are required to have a field trip form completed and returned prior to the deadline given for the particular trip. A parent/guardian must sign ALL field trip forms in his/her own handwriting. We encourage all students to participate and will do our very best to insure that every student is provided the opportunity. Appropriate school personnel supervise all field trips. All school rules apply to field trips. It is the policy of the school district to use school vehicles and require that all students and staff travel together.

## **Athletics**

Athletics are an important part of high school and at Don Pedro High we offer sports. It is determined by the number of students interested in playing each sport whether a team will form.

Before any student may participate in any sport, clearance must be completed which requires:

- ◆ Parent permission
- ◆ Academic eligibility
- ◆ Current physical examination
- ◆ Proof of insurance

All of these items will be cleared through the head coach prior to participation in the sports for the appropriate seasons. Each individual coach will be responsible for the disbursement and collection of uniforms and equipment. Each coach will go over the expectations of rules while playing on the team, practice schedules, transportation arrangements, etc.

## **Athletic Eligibility**

Students who wish to participate in sports may do so as long as they remain academically and behaviorally eligible. This means that grades must average 2.0 (C) and the student cannot receive more than one “F” during the grading period. Reports are calculated on quarter report card grades and semester report card grades. Students who are ineligible must wait until the next grading period to become eligible. One time during the four year academic career of any student, he/she may utilize a “probation” which allows the student to play for that semester only when he/she has become ineligible. If the student does not become academically eligible during this probationary period, he/she will not be able to participate in sports during the subsequent grading period. This arrangement is made with the assistance of the Athletic Director and is in line with CIF (California Interscholastic Federation) Bylaws 222.B.4a.

Students must remain eligible through behavior and disciplinary standards that are set up by the school site as well. Please refer to the discipline level chart and Ed. Code violations for suspensions that restrict students from athletic or extracurricular activities if referrals have become too frequent in number and/or severity of a particular disciplinary action warrants limitation.

# Behavior Policies

## Affection

The staff recognizes that relationships in high school are a natural part of growing and existing in a co-ed situation. However, it is expected that all forms of affection remain in good taste with the following restrictions:

- ◆ Holding hands side by side is acceptable (when we are **not in a pandemic**)
- ◆ Students may not kiss (not even pecking on the lips)
- ◆ Students may not sit on laps, or embrace face-to-face or back-to-front

## Dress Code

On the Don Pedro High School campus and at all school activities, students' appearance must be non-distracting to the educational process. The following guidelines shall apply to all regular school activities:

- ◆ Shoes must be worn at all times.
- ◆ Clothing and jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, profane, and sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs, alcohol or violence.
- ◆ No pajama tops or bottoms.
- ◆ Hats, caps and other headgear shall not be worn indoors and all headgear must meet the same standards as mentioned above; this rule applies to male and female students alike.
- ◆ Clothes shall be sufficient to conceal undergarments at all times. If straps or any part of an undergarment are showing, the clothing is not sufficient. Clothing shall be in good repair.
- ◆ See-through, fish-net fabrics, halter tops, off the shoulder, low-cut tops, bare midriffs, tube tops and skirts or shorts shorter than mid-thigh are prohibited. Pants that sag enough to show undergarments are prohibited.
- ◆ Hair shall be clean and neatly groomed.
- ◆ Belts must be worn properly fitted and the excess belt should be in the belt loops so it does not hang down from the waist.
- ◆ All shirts and blouses must have straps which cover undergarments
- ◆ Mini-skirts shall be long enough so that when the student is sitting, the body is appropriately covered.  
*Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.*  
*Students who violate the dress code shall be subject to appropriate disciplinary action.*

## Visitors on Campus

No student visitors are allowed on campus during the school day. Adult visitors must register in the main office upon arrival.

## Cell Phone Policy

Cell phones are not allowed outside of backpacks during class time unless permission has been granted by the teacher. Cell phones are solely the student's responsibility; the school is not liable if the device is stolen. Consequences for violating the cell phone policy are:

- ◆ 1<sup>st</sup> offense- teacher keeps (or sends to the office) until the end of the day, 1 hour detention, and parents notified
- ◆ 2<sup>nd</sup> offense- teacher keeps (or sends to the office) until the end of the day, 2 hour detention, and parents notified
- ◆ 3<sup>rd</sup> offense- phone sent to the office for parent to pick up, Saturday School with intervention assignment
- ◆ 4<sup>th</sup> offense- phone is taken to the office in the morning and picked up at the end of the day for one month
- ◆ Subsequent offenses will add more check in/check out time

\*All students must sign the IPOD/Cell Phone/Electronic Device Contract at registration

## Medication/Health Concerns

If a student needs to take medication of any kind, it must be given to the school secretary and dispensed out of the main office as directed by the prescription instructions or, in the case of non-prescription medications, as directed by the parent/guardian. In the case where students may need Acetaminophen, Ibuprofen or other over-the-counter pain medication, it is a good idea to keep a supply in the office (provided by the parent/guardian and marked with the student's name) for dispensing purposes. The school **does not** keep pain medication for student use. Students will be expected to complete the Medication Disbursement Log each time they take medications under the supervision of the School Secretary or her designee.

Students will not be treated in the office with any medication unless it has been cleared by the parent/guardian in advance. The school cannot treat an individual student for an illness, sickness or injury other than administering ice or Band-Aids, or simple cleaning with soap/water/peroxide and then contacting the parent to pick up the student. The school does not provide facilities for long term sick care during the school day. If a student feels too ill to remain in class, we will contact home or the designated emergency number as needed. We will expediently administer first aid in emergency situations and call 911 when the circumstances warrant it.

## Sexual Harassment

It is the policy of Don Pedro High School to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of Don Pedro High School staff to harass another staff member or student through conduct or communications of a sexual nature. It shall also be a violation of this policy for any students to harass another student through conduct or communications of a sexual nature.

## Definition of Harassment

1. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the staff to a student, when made by any member of the school staff to another staff member, or when made by any student to another student when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or
  - b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or
  - c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating hostile or offensive employment or education environment.
2. Sexual harassment as set forth in previous section 1.a may include, but is not limited to the following:
- a. Verbal harassment or abuse
  - b. Pressure for sexual activity
  - c. Repeated remarks to a person, with sexual or demeaning implications
  - d. Repeated remarks to other persons about a person, with sexual or demeaning implications
  - e. Unwelcome touching
  - f. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

### **Procedures**

1. Any person who alleges sexual harassment by any staff member or student in the school may use the procedure detailed in the Fair Treatment Policy or may complain directly to his or her immediate supervisor, Principal. Filing of a grievance or complaint, or otherwise reporting sexual harassment, will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
2. The right to confidentiality, both of the complainant and of the accused will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

### **Sanctions**

1. A substantiated charge against a staff member in the school shall subject such staff member to disciplinary action, according to district guidelines.
2. A substantiated charge against a student in the school shall subject that student-to-student disciplinary action in accordance with district guidelines and Ed. Code stipulations for such violations; this may include counseling, suspension, expulsion and possible law enforcement involvement.

## **Transportation**

### **Bus Rules**

- All students riding buses must be at the stop 10 minutes prior to the scheduled pick up time.
- Students transported in a school bus shall be under the authority of and responsible to the driver of the bus. Students are to be respectful of, and obedient to the bus driver.
- No student will be denied school bus transportation unless he/she consistently behaves in a disorderly manner or refuses to submit to the authority of the bus driver.
- Students must remain seated while the bus is in motion.
- A quiet bus is a safe bus; students are expected to conduct their conversations in a quiet manner.
- Any containers carried on the bus must be of unbreakable material
- Horseplay and scuffling are inappropriate bus behavior, and will not be permitted.
- All students are to keep their hands off other persons.
- Raising and lowering the windows shall be under the supervision of the bus driver; windows shall never be lower than 3 notches.
- Tampering with bus equipment by students is illegal. It is a suspension level offense to willfully

deface/destroy any part of a school bus.

- Students will keep all parts of their bodies inside the bus whether the bus is stopped or in motion.
- Students must have a note from their parent/guardian if they are to ride a bus other than their own.
- Eating and drinking are not allowed on the bus.

## Attendance

### Absences and Tardies

Parents will receive an attendance recording if your child has missed any part of the school day or class period and will state they are absent from school. If a student is absent from school the parent/guardian must contact the school to give the reason for the absence. The parent may call the school (209) 852-2864 or send an explanatory note with the student on his/her return to school. (If the parent does not call the school on the day of the absence, the school secretary or attendance clerk will attempt to contact the parent.) A note or phone call must give the following information:

- ◆ The name of the student
- ◆ The date of the absence
- ◆ The name of the person making the call or writing the note, and his/her relationship to the student.
- ◆ The reason for the absence.

### Excused Absences

According to the Education Code, the following reasons may be given for excused absences.

- ◆ Illness of the student
- ◆ Quarantine
- ◆ Attending the funeral service of an immediate family member
- ◆ Medical, dental or optometrical appointments
- ◆ Jury Duty

According to the Ed. Code, a pupil shall also be excused from school for justifiable personal reasons, including, but not limited to, an appearance in court, observance of a holiday or ceremony of his/her religion, or an employment conference, when the student's absence has been requested in writing by the parent/guardian and approved by the Principal pursuant to uniform standards established by the Governing Board.

### Unexcused Absences

Any absence other than for the reasons stated above is an unexcused absence. Examples of unexcused absences are:

- ◆ Shopping
- ◆ Babysitting
- ◆ Unreliable or lack of transportation
- ◆ Work
- ◆ Family vacations
- ◆ Suspension

The Board desires to emphasize the importance of school attendance. Therefore, limits have been placed on allowable absences (excused and unexcused) in order to retain credits.

Parents, please call the office (209) 852-2864 when your child is absent, or send a signed written note when your child returns to school with an absent reason.

### Make-up Work

Students who miss school for *excused* absences will be given 1 day for each day they miss due to an absence to make up work. If a test is missed, the student will be expected to make up the test on the day he/she returns to school. This may vary, depending on the teacher's availability to administer the test to the student. Students are expected to keep records of all assignments and the due dates. If an assignment is due on the day that a student incurs an *excused* absence, the assignment is due on the day the student returns to school, whether or not he/she is scheduled to attend the particular class in which the assignment was made. It is the student's responsibility to get the work to the teacher in person. If a student misses an in-class assignment, it is up to the student to contact another student or contact the teacher and arrange for make-up work. Credit may not be given for assignments missed due to suspensions or other unexcused absences.

### Pre-Arranged Absences

In order to place a student on Independent Study for a prearranged absence the following must be completed:

- ◆ Assignments must be obtained from each of the student's teachers **at least** 48 hours in advance. It is the responsibility of the student to initiate contact with teachers and schedule conferences as necessary.
- ◆ All assigned work must be completed during the time the student is out of school and handed in on the day of the student's return to school.
- ◆ Any test scheduled during the student's absence will be taken at a time designated by the teacher.

### Tardies

All tardy students must report to the office for an admit slip and must sign the check-in log before going to class. A student is *tardy* if not in class when the bell rings but arrives within 10 minutes of the bell. A student is *truant* if arriving 10 minutes or more into the class period.

School-wide classroom tardy policy:

1. handled by teacher	4. assigned two one-hour detentions & 2 mandatory counseling sessions around time management strategies with counselor and parent contact by office
2. handled by teacher	5. assigned Saturday School with research assignment & parent contact by administration
3. assigned one hour detention with parent contact by teacher	6. attendance contract developed and monitored

### Checking Out of School during the School Day

If a student must leave school for an appointment, illness, etc. during the school day, he/she must bring an explanatory note from the parent/guardian or arrange for the school secretary to speak to the parent **in advance**. Parents who pick up a student during the school day must sign the checkout log in the office. Any student leaving the campus for any reason must sign the checkout log.



### **Eligibility Requirements**

Student eligibility for extracurricular activities requires compliance with the following minimum standards of attendance:

Student must maintain a 2.0 GPA in order to participate in any extracurricular activities. Student may also, be ineligible due to discipline status determined by the Administrator. Student must attend school for a minimum of 1/2 day or be excused by the Principal if he/she is to participate in or attend any school activity that same day or night. For example, if a student does not come to school on Friday, he/she will be ineligible to play on any athletic team or attend any game, dance or other school sponsored activity that evening.

## **Emergency Action Plans**

In case of an emergency such as a civil defense warning, earthquake, windstorm, etc. follow the direction of the adult in attendance.

### **Fire drill regulations**

- ◆ Class should be prompt to leave the room
- ◆ Follow the directions posted in the classroom.
- ◆ There should be no talking or disturbances while leaving or returning to classes.
- ◆ The fire drill is a series of five bells with one long signal for return to classes.
- ◆ Tampering with a fire alarm—including false alarms—is a misdemeanor and is subject to suspension with a report to the Fire Marshal. The police will be called.

### **Lock down drill**

Students, faculty and staff will practice safety procedures for emergency entrance into the closest classroom. This drill will allow for the most expeditious protection of students and staff when an intruder enters the campus.



### **Student Complaint Procedure**

The principal or designee shall promptly investigate all complaints of sexual harassment.

The student who is complaining shall have the opportunity to describe the incident, present witnesses and other evidence of the harassment, and put his/her complaint in writing.

When the students who complained and the person accused of the harassment so agree, the principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, administrator, teacher, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided.

The principal or designee shall tell the student who complained that he/she has the right to file a formal complaint at anytime in accordance with the District's uniform complaint procedures. If the student wishes to file a formal complaint, the principal or designee shall assist the student in doing this.

The principal or designee shall write a report of his/her findings, decision, and reasons for the decision and shall present this report to the student who complained and the person accused.

### **Hate-Motivated Behavior**

The Governing Board affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

Any student who feels that he/she is a victim of hate-motivated behavior shall immediately contact the principal or designee. If the student believes that the principal or designee has not remedied the situation, he/she may file a complaint in accordance with District complaint procedures.

### **Use of Canines for Interdiction and Detection Services**

Canines, with their trainer, will visit campus at random times during the school year to assist in preventing students from having possession of illegal items. If a student is found in possession of illegal items, appropriate disciplinary action will be taken. This effort is to help keep our campus safe and drug free.

### **Major Offenses That May Result in Suspension and/or Expulsion**

The Education Code specifies violations that may not only constitute a suspension/expulsion recommendation, but may also result in referral to the appropriate law enforcement authorities, which may result in a citation and/or arrest. In such case, parent/ guardian will be notified as to the actions being taken. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time; including, but not limited to, any of the following:

- ◆ While on school grounds
- ◆ While going to or coming from school
- ◆ During the lunch period, whether on or off campus
- ◆ During, or while going to or coming from, a school sponsored activity.
- ◆ Problems that begin at school and then carry out into the community (e.g. threats made and then carried out about beating someone up later on, at another time/another place.)

## **Suspension by a Teacher**

- ◆ A teacher may suspend any pupil from the teacher's class for any of the acts enumerated in Section 48900 of the education code for the day of the suspension and the day following. The teacher shall immediately report the suspension to the Principal and send the pupil to the Principal or the Principal's designee for appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by the governing board of the school district. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent/teacher conference regarding the suspension. Whenever practical, a school counselor or a school psychologist shall attend the conference. A school administrator shall attend the conference if the teacher or the parent or guardian so requests. The pupil shall not be returned to the class from which he/she was suspended for the duration of the class suspension.
- ◆ A pupil suspended from a class shall not be placed in another regular class during the period of suspension. However, if the pupil is assigned to more than one class per day, this suspension shall apply only to other regular classes scheduled at the same time as the class from which the pupil was suspended.
- ◆ A teacher may also refer a pupil, for any of the acts enumerated in Section 48900, to the Principal or Principal's designee for consideration of a suspension from school.

## **Suspension by a School Administrator**

The principal, the principal's designee, or the superintendent may suspend a student from school for 1 to 5 consecutive days. An informal conference will be held with the student and the principal or principal's designee prior to suspension. The student will be given the opportunity to present his/her version and evidence. Whenever practical, the referring staff will attend. The school will make a concerted effort to notify a parent/guardian of the suspension by telephone. The student will not be released from school without parent notification. If the parent cannot be contacted, the student will be held until the end of the school day and sent home with written notification of the suspension.

A suspended student is not to be on any campus of the school district or any other public school campus, or participate in any school activity. If a student trespasses on campus during a suspension, an additional day may be added to the existing suspension days. A parent conference will be held before or upon returning to school. Suspended students are not to participate in extracurricular activities or attend school functions during the period of suspension.

## **Right of Appeal and Due Process**

### Suspension

- Suspension by the principal/designee or the Superintendent shall be preceded by an informal conference which is conducted by the principal or the principal's designee between the student and, whenever practicable, the teacher, supervisor, or school employee. The pupil shall be informed of the reason for the disciplinary action and the evidence against him/her, and shall be given the opportunity to present his/her defense. (E.C. 48911, sub-section b)
- A principal/designee or the Superintendent may suspend a student without affording the student an opportunity for a conference only if the principal or the principal's designee determines that an "emergency situation" exists. If a student is suspended with a conference prior to a suspension, both the parent and the student shall be notified of the student's right to such a conference. The conference shall be held within two (2) school days, unless the student waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. The conference shall then be held as soon as the student is physically able to return to school for the conference. (E.C. 48911, sub-section c)
- At the time of suspension, a school employee shall make a reasonable effort to contact the parent/guardian of the student in person or by telephone. (E.C. 48911, sub-section d)
- Within one (1) school day of the beginning of a suspension, a school employee shall mail a notice to the parent/guardian of the suspended student. The notice shall be, insofar as is practicable, in the primary language

of the student's parent/guardian. The notice shall request a conference with school officials regarding the student's behavior. State law requires parents/guardians to respond to such request without delay. (E.C. 48911, sub-section a)

- If suspension is ordered by principal/designee, the student or student's parent/guardian shall have the right to request a meeting with the Superintendent. The meeting shall be held within three (3) school days of the time such request is received by the principal/designee. (E.C. 48913, subsection a)
- If a meeting is requested and held according to E.C. Sec. 48914 sub-section a., the Superintendent shall render a decision within two (2) school days. (E.C. 48914, sub-section d)

### Expulsion

- ◆ In a case where expulsion is being processed by the Governing Board, the Superintendent may extend the suspension until such time as the Governing Board has rendered a decision, provided that the Superintendent has determined that the presence of the student at the school or in an alternative school placement would cause a danger to persons or property or a threat of disrupting the instructional process. (E.C. 48911, sub-section g)
- ◆ The student and the student's parent/guardian shall be entitled to a hearing to determine whether the pupil should be expelled. An expulsion hearing shall be held within thirty (30) school days of the date the principal or Superintendent determines that the student committed any of the acts enumerated in Section 48900 unless the student requests in writing that the hearing be postponed. The student shall be entitled to at least one postponement for a period of not more than thirty (30) calendar days of an expulsion hearing. In the event that compliance by the Governing Board with the above time requirements is impractical, the expulsion hearing may be delayed, for good cause, up to five (5) additional days. Reasons for the extension shall be part of the record at the time of the hearing. (E.C. 48918, subsection a)
- ◆ Written notice of the hearing shall be forwarded to the student at least ten (10) calendar days prior to the date of the hearing. (E.C. 48918, sub-section b)
- ◆ The expulsion order and the causes therefore shall be recorded in the student's mandatory interim record and shall be forwarded to any school in the student subsequently enrolls upon receipt of a request from the admitting school for the pupil's school records. (E.C. 48918, sub-section j)
- ◆ A decision of the Governing Board whether to expel a student shall be made with ten (10) school days following the conclusion of the hearing, unless the student requests in writing that the decision be postponed. If the hearing is held by an administrative panel, or if the district Governing Board does not meet on a weekly basis, the Governing Board shall make its decision about a student's expulsion within 40 school days after the date of the student's removal from his/her school of attendance for the incident for the which the recommendation for expulsion is made by the principal or Superintendent, unless the student requests in writing that the decision by postponed.
- ◆ Written notice of any decision of the Governing Board to expel or to suspend the enforcement of the expulsion order during a period of probation shall be sent by mail, using "proof of service" method to the student or parent or guardian. The notice shall include notification of the right to appeal the expulsion to the County Board of Education.(E.C. 48918, sub-section i)

### **Complaints Concerning School Personnel**

In order to promote fair and constructive communication, the following procedures shall govern the resolution of complaints. Every effort should be made to resolve a complaint at the earliest possible stage.

- ❖ Complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is lodged. Parents/guardians are encouraged to attempt to orally resolve concerns with the staff member personally.
- ❖ If the complaint is not resolved at this level, the complainant may submit the complaint in writing to the school principal or immediate supervisor. When necessary, district administration shall assist in the preparation of the written complaint so as to meet the requirement of this regulation. The without administrative staff shall inform the complainant that such assistance is available if he/she is unable to prepare the written complaint help.
- ❖ A written complaint must include the name of each employee involved in a brief but specific summary of the complaint and the facts surrounding it. It must also include a specific description of a prior attempt to discuss the complaint with the employee involved and the failure to resolve the matter. The principal or immediate supervisor is

responsible for investigating the complaint and will attempt to resolve the complaint to the satisfaction of the person(s) involved. If the complaint is resolved, the principal will so advise all concerned parties, including the Superintendent or designee.

- ❖ If the complaint remains unresolved after review by the principal or the immediate supervisor, the principal shall refer the written complaint, together with a report and analysis of the situation, to the Superintendent or designee. Complainants should consider and accept the Superintendent or designee's decision as final. However, the complainant, the employee, or the Superintendent may ask to address the Governing Board regarding the complaint.
- ❖ All written complaints regarding district personnel other than administrators shall be initially filed with the principal. If the complaint concerns a principal or central office administrator, the written complaint shall be initially filed with the Superintendent or designee. If the written complaint concerns the Superintendent, it shall be initially filed with the Board.
- ❖ Except when a complaint is directed against the Superintendent, no party to a complaint may address the Board, either in closed or open session, unless the Board has received the Superintendent or designee's written report concerning the complaint.
- ❖ The Superintendent or designee's report shall contain, but not be limited to:
  - a) The name of each employee involved.
  - b) A brief but specific summary of the complaint and the facts surrounding it, sufficient to inform the Board and the employee(s) as to the precise nature of the complaint and to allow the employee(s) to prepare a defense.
  - c) A copy of the signed original complaint.
  - d) A summary of the action taken by the Superintendent or designee, with his/her specific finding that disposition of the case at the Superintendent's level has not been possible, and the reasons why.
- ❖ All parties to a complaint, including the school administration, may be asked to attend a Board meeting or part of such meeting for the purpose of presenting all available evidence and allowing every opportunity for explaining and clarifying the issue.
- ❖ Complaints concerning an employee shall be addressed in a closed session of the Board unless the employee requests that the issue be addressed in open session.
- ❖ The decision of the Board following the hearing shall be final.
- ❖ All written complaints regarding district personnel shall be forwarded to the person against whom the complaint is lodged at least one week prior to any hearing.

Minimum days for the 2012-13 school year will be announced in the Panther Bulletin.

Any changes or additional days will be announced in the Panther Bulletin or on Marquee. Please call the school office for any further clarification of the school schedule.

## **Inclement Weather**

In the event that school is cancelled due to inclement weather, there is a set procedure for notification of students and parents. The decision depends on both the ability of the bus to make safe pickups and deliveries of students as well as a majority of teachers and support staff being able to arrive at school. In either case, the decision will be made by district administration at approximately 6:00 a.m. and will be announced on the following Sonora radio stations:

**KVML (1450 AM), KKBN (93.5 FM) and KZSQ (92.7 FM).**

### **Snow Days**

During snowy weather, bus stops may be changed. See the bus schedule in the appendix for information. Local radio stations may also announce late start snow day schedules.

# Big Oak Flat-Groveland Unified School District



## MISSION

**THE MISSION OF OUR DISTRICT IS TO PROVIDE EACH STUDENT A QUALITY EDUCATION IN A SAFE AND HEALTHFUL LEARNING ENVIRONMENT**

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## VISION

### TO ACHIEVE OUR MISSION WE WILL

- **Make Decisions and Policies that Support our Mission**
- **Instill Dignity, Respect, Responsibility, and Tolerance while educating the Whole Child**
- **Maintain a Safe and Healthful Environment**
- **Be Fiscally Responsible**
- **Be Supportive of Staff and Students**
- **Provide the Structure and Support for K-12 Articulated Programs that Meet or Exceed State Standards**
- **Recruit and Retain Quality Staff**
- **Maintain and Update Campus Facilities**
- **Cultivate and Maintain Partnerships with Students, Parents, Staff and Communities**

Adopted August 13, 2003

## **Expected Schoolwide Learning Results (ESLRS)**

### **All students belong...**

- to a learning community that values and nurtures their unique potential and sets high standards for academic achievement and behaviors.

### **All students learn...**

- to analyze and solve problems through participation in a standards-based curriculum.
- to apply reading, writing, and mathematics skills in a variety of meaningful activities.
- to demonstrate how education is a gateway to their career path.

### **All students produce...**

- Intellectual, artistic, and practical work that is precise, on time, and of high quality.

### **All students contribute...**

- to their school through involvement in activities, events and service.
- to their community with their knowledge, time and energy.

### **All students develop...**

- a plan for the future through school classes, counseling and co-curriculum involvement.
- competence in the use of computer technologies, which include retrieving and saving files, using basic word processing software.
- competence in the use of other multimedia technologies as a resource for accessing, summarizing and applying information in research projects.



## **Return this page to the school office**

This acknowledges that I have read the Don Pedro High School's student/parent handbook with my child and understand the contents.

### **Photo, Audio, or Video Release**

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If you **do not** want Big Oak Flat Groveland Unified School District and its employees the right to use your child's image or voice for publication processes, whether electronic, print, digital or electronic publishing via the Internet, please check the following box and return this page to the school office.

**Student(s) Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_