

MISSION OAK HIGH SCHOOL



STUDENT PACKET 2023-2024

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CAMPUS GUIDELINES, INFORMATION AND RULES

The following information and campus rules have been developed for the express purpose of making Mission Oak High School a safe, enjoyable place for our students to pursue their education. It is a fact that most students are very serious about taking full advantage of the time they spend in school. They are conscientious about their academic endeavors and realize that proper behavior is vital to making the most of their high school experience. Students who come to school to learn and to participate in school activities seldom have problems with school rules. We hope that every student will use the rules as a guide to productive behavior and make powerful, positive choices that will support a rich successful learning experience.

ACADEMIC PATCH

Students who earned a 3.6 gpa or higher in both Fall and Spring semester of last year will earn a beautiful academic wings patch! Eligible students and their families will be notified to attend the Academic Wings Awards Ceremony where students will be awarded their wings. Students do not need to apply. The counseling office and the ASB Director will be in contact with eligible students in the near future. For questions, please see the ASB Director, Mrs. Buchanan, in the ASB room.

ACCIDENT INSURANCE

The school district does not carry medical, dental, or vision insurance for students while they are at school or school functions. If an injury occurs at school, students must have personal insurance to cover their medical expenses or be personally responsible. It is mandatory for any student involved in extracurricular athletics to provide proof of adequate medical insurance and all students are encouraged to have coverage. Insurance verification cards may be obtained from the Nurse's office or accident insurance may be purchased through the district-approved carrier. Brochures regarding accident insurance coverage may be obtained at the switchboard or nurse's office.

ACTIVITY STICKERS

All students should consider purchasing an activity sticker for \$25.00. Benefits include free admission to all home athletic events and entitles a student to a discount at all after game dances and is honored at all Mission Oak, Tulare Union and Tulare Western functions. Purchasing an activity sticker will provide a yearly savings of almost \$70.00.

CALCULATOR RECOMMENDATIONS

All students taking math will at all times **need a notebook dedicated for math and pencils**. These notebooks cost between \$.35 and \$1.00 each approximately. In addition, students taking Precalculus, AP Precalculus, AP Calculus AB, AP Calculus BC, and AP Statistics will be using a graphing calculator in class. There are a limited number of these available to use and students may wish to purchase their own as it will be helpful for students in the future. The preferred model is Texas Instruments TI-84 Plus or TI-84 Plus CE (color screen). These sell presently on Amazon for \$100. Normally they sell for approximately \$120-\$150.

CLEAN CAMPUS

Everyone is expected to assist in keeping the campus clean. Sufficient trash cans are placed throughout the campus to enable everyone to avoid littering with only a minimal effort. The cleanliness of the campus is a reflection of our students.

CLOSED CAMPUS

In the interest of student safety, Mission Oak is a modified closed campus. Students are not allowed to leave the campus anytime during the school day, except during the lunch period, unless they have an off-campus pass. Freshmen and sophomores will remain on campus during the lunch period unless a parent request has been made, and approved, through the assistant principal's office to allow the student to go home during lunch. Juniors and seniors are able to leave the campus during the lunch period as long as they maintain good attendance, grades, credits, discipline records and show a current student ID card when leaving and returning to the campus, unless a parent or guardian requests that their student be restricted to the campus.

CONTACTING STUDENTS DURING THE SCHOOL DAY

If you need to contact your student at school, please call the assistant principal's office. Only messages from the student's legal guardians will be accepted. In order to minimize classroom interruptions, the school will NOT allow gifts, flowers or balloons to be delivered to students during the school day.

COUNSELING AND GUIDANCE / CAREER CENTER

Extensive counseling and guidance services are provided to MOHS students. Services available include educational planning for career and/or college, interpretation of test scores, counseling and guidance for school, personal, or social concerns and peer counseling.

The counseling office and career center are open daily to provide career and college information. The career center offers interest and skills testing, job placement, individualized career planning and the most recent occupational materials. Work permits are issued in the career center. The counseling office arranges for guest speakers and college representatives to provide seminars and informational discussions. All college applications, PSAT/SAT or PLAN/ACT testing applications, financial aid, and scholarship applications are available in the counseling office. Counselors assist students with personal, social and academic problems.

DAILY BULLETIN ~ ANNOUNCEMENTS AND NEWS

The Daily Bulletin is distributed to each teacher and student every day via email, it is posted in the classrooms, on the bulletin board in the 100/200 hallways, on the Kiosk behind the Administration building and on the Mission Oak web page mohs.tjuhsd.org. Students should make it a point to find out what is published in the Daily Bulletin as it is the primary source of information on campus for testing, school activities, club and organizational meetings, elections, scheduled events and other pertinent information.

DANCES/GENERAL RULES FOR SOCIAL FUNCTIONS OF THE SCHOOL

Please refer to the full page in this packet regarding School Dance Guidelines.

ELECTRONIC DEVICES ~ CELL PHONES, MP3 PLAYERS, ETC.

Electronic devices, including pagers, cellular/digital telephones, Ipods and MP3 players, may be used on campus only during non-class times. Students found using their electronic devices during class time may have their device or phone confiscated and/or be subject to disciplinary action.

EMERGENCY EVACUATIONS

Instructions for exiting all school areas are posted by the exit door in each room. The signal for an emergency evacuation is a series of bells, alerting staff and students that there is a need to evacuate the buildings. Students are to exit the buildings in an organized manner and stay with their instructor. No one is to re-enter the buildings until the all-clear signal is given. The all-clear signal will be a regular bell tone or verbal announcement given by an administrator.

EXPECTED SCHOOLWIDE LEARNING RESULTS ~ ESLRs

Mission Oak High School Graduates will earn their WINGS: Will to succeed: Embrace learning, Adapt to change, Set and strive towards personal and professional goals. Innovative and Creative: Critical thinker, Problem solver, Express self through arts, sciences, and humanities. Networking: Communicate and Collaborate, Digitally Literate, Invest in and connect to school and community. Global Citizens/Minded: Global awareness, Respectful, Responsible, and Accountable, Understand the rights and responsibilities of life in a democracy. Self-Directed Learner: Read, write, speak, listen with a growth mindset, Gather, analyze and synthesize information, Time management and ability to follow directions.

FIELD TRIPS

Signed parent permission slips are required for all students wishing to participate in any off-campus school trip. Students may not transport other students on any school sponsored trip or event. Permission slips are available from the teacher in charge of the field trip.

FELT TIP MARKERS

The use or possession of felt tip markers is prohibited on the school grounds and at all school activities.

FLOWERS, GIFTS, BALLOONS ARE NOT ALLOWED

In order to minimize classroom interruptions, the school will not allow gifts, flowers or balloons to be delivered to students during the school day.

FOOD RULES

Food and drinks are prohibited in all classrooms and the Gym. Mission Oak students eat in the cafeteria and think in the classroom. Food has no place in the classroom.

GRADUATION REQUIREMENTS AND CEREMONY

At the end of each semester a student will receive five units for each class he/she successfully completes. A grade of A,B,C, or D earn these credits. The unit requirement for graduation is 220 and includes the following requirements:

English	8 semesters (4 years)	40
United States History	2 semesters (1 year)	10
World History	2 semesters (1 year)	10
Civics / American Government	1 semester (1/2 year)	5
Economics	1 semester (1/2 year)	5
Freshman Studies	2 semesters (1year)	10
Laboratory Science (one year each of biological and physical science)	4 semesters (2 years)	20
Physical Education	4 semesters (2 years)	20
Mathematics (At least one mathematics course, or a combination of two mathematics course, shall meet or exceed state academic content standards for Algebra I. If any student completes coursework in grades 7 through 12 that meets or exceeds state academic content standards for algebra, those courses shall apply toward satisfying this mathematics requirement.)		
Visual and Performing Arts or Foreign Language	2 semesters (1 year)	10
Elective Courses		70
	TOTAL	220

Participation in the graduation ceremonies is limited to those students qualifying to earn a diploma or certificate of completion from Mission Oak High School on the date their class graduates.

To qualify for a diploma a student must:

- ◆ Complete all district and State of California required coursework through classroom attendance and accrual of credits
- ◆ Earn a minimum of 220 credits
- ◆ Complete the last semester at Mission Oak High School unless an exception has been granted prior to that last semester by the school and district administrations
- ◆ Meet all requirements of the District Senior Attendance Policy

HALL PASSES

Any student out of his or her assigned class during instructional time is required to be in possession of a valid hall pass, properly filled out and signed by the teacher.

HEALTH SERVICES / SCHOOL NURSE / ILLNESS OR ACCIDENTS WHILE AT SCHOOL

The school nurse is the consultant for students concerning health problems. The nurse issues excuses from PE for physical illness, contacts parents when necessary, maintains health records, supervises vision and hearing examinations, and issues off-campus passes for medical and dental appointments. Sports physical forms are issued in the nurse's office, as well.

Any student who becomes ill or is injured while at school should obtain a pass from his or her teacher and report to the nurse's office. If necessary, the nurse will contact the parents. Under no circumstances shall a student leave campus without permission. All students need to have an up-to-date EMERGENCY CARD on file with the nurse. If a student is injured it is their responsibility to inform the teacher of the injury before the end of the school day. In the event of a serious injury, all students should make it their responsibility to see that a teacher or the school nurse is notified immediately. Not notifying the school may invalidate insurance coverage. Parents are requested to keep the school informed of any special health problems the student may have and of any changes in emergency information. This information is confidential and will be available only to school personnel.

No medication can be dispensed to students unless accompanied by a doctor's prescription and transported in the original container. Parental permission must also accompany medication. Any student requiring prescription drugs at school must leave the drugs with the nurse who will dispense them to the student as ordered by the prescription. Students will be permitted to carry their own prescription medications if they have a doctor's note on file with the school nurse. The nurse can dispense over-the-counter medication for headaches, stomachaches, or allergies to students only if a signed parent permission slip is on file.

Parents, please schedule student medical appointments during non-school hours whenever possible. Students who have doctor or dentist appointments during school hours need to bring a note to the nurse's office or have a parent call before school so that an off-campus pass may be issued. Upon returning to campus after the appointment, the student must present the off-campus pass to the teacher to ensure the absence is excused. Any student leaving campus without an off campus pass will receive an unexcused absence.

Students who must be excused from PE activities for medical reasons must bring a note from their parent. Any exemption from PE for more than two weeks requires a doctor's excuse.

LIBRARY MEDIA CENTER

The Mission Oak Library hours are 8:00am to 4:00pm Monday-Thursday and 9:00am to 4:00pm on Fridays. Students may check out up to 3 books at a time for a loan period of 3 weeks (15 school days). Overdue notices are emailed to students every Monday and hand-delivered to English classes every month. The library does not charge students a late fee for overdue books; however, a student will not be allowed to check out a new book until overdue books are returned. A student will be charged the cost of replacement for any lost or damaged books. Students must sign-in at the front desk and have their ID and a written pass from their instructor to use the library during class time. Students are responsible for all library materials that are checked out in their name.

LITTERING

All staff and students are expected to assist in keeping the campus clean. Sufficient trash cans are placed throughout the campus to enable everyone to avoid littering with only a minimal effort. The cleanliness of the school campus is a reflection of our students.

LOCKERS ~ INFORMATION AND SEARCHES

Students are encouraged to keep their books and other valuables with them at all times. Lockers are only available in the P.E. Locker Room. Locks are provided by the school. Students are responsible for any items lost from their locker. School insurance does not cover the loss of student valuables taken from lockers.

The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers or desks, on a regular, announced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered the property of the student to whom the locker or desk was assigned.

Because lockers and desks are under the joint control of the student and the district, school officials have the right and ability to open and inspect any school locker or desk without student permission or prior notice when they have reasonable suspicion that the search will uncover evidence of illegal possessions or activities when odors, smoke, fire and/or other threats to health, welfare or safety emanate from the locker or desk.

At the beginning of each school year and whenever students are assigned lockers, desks or other district property, the superintendent or designee shall inform students and parents/guardians of the possibility of random searches of students, their belongings and district property under their control.

LOST AND FOUND

When a student loses or finds an article, it should be reported immediately to the assistant principal's office to assist in the quick recovery and return of the article to the owner. If a textbook is lost, the student should check first with the teacher and then with the library textbook clerk. If items are lost in the gym, students should check with the PE teacher.

OBJECTIONABLE MATERIAL

Sex education, family life education, and birth control information may be presented in our Physical Education, Home Economics, and Science classes. Parents have a right to ask that their student be excused from these classes during times when these subjects are being discussed. Parents also have the right to review any of the materials used in the classes. If a parent has any questions about the materials or their rights, their student's counselor will be happy to assist.

OFF CAMPUS PASSES

Students who need to leave campus during the day, other than juniors and seniors (who are in good standing) who go off campus during lunch, are required to have an off-campus pass. An off-campus pass for a medical appointment is issued by the nurse's office. All other off-campus passes are issued by the attendance office. A note or phone call from the student's parent/guardian is required for an off-campus pass and the exact date, time and reason for leaving must be stated. Leaving campus without permission is a serious infraction.

OVERT DISPLAYS OF AFFECTION

A high school campus is not the place for overt physical displays of affection between students. Students are expected to demonstrate appropriate behavior.

PHYSICAL EDUCATION ATTIRE

The PE department encourages all students to dress in proper attire for their classes. Since physical activities, skills, and sports are emphasized each day in class, students are required to dress appropriately. PE uniforms, shorts and shirt, are available for purchase from the PE Dept. for \$25 per set.

REPORT CARDS

Student progress will be monitored very carefully. A report card will be mailed home every nine weeks. The first semester report at the end of December and the second semester report in June are final report cards, and those grades will appear on the student's permanent transcript. Report cards will also advise whether or not a student is passing their benchmark exams.

SCHOLASTIC ELIGIBILITY

MOHS offers a full program of athletics for both men and women. In order to participate in sports, a student must maintain a C (2.0) grade average or better in all classes during each six-week grading period and must be on track toward graduation. Students who do not maintain this average will be placed on probation for one 9-week grading period. If the grade average does not improve to the required 2.0 minimum, the student will be removed from the activity. This applies to other extracurricular activities, as well. New freshmen just entering high school that did not earn a 2.0 grade average in 8th grade will be placed on a 9-week probation.

SIGNS AND POSTERS

All signs and posters displayed on campus must be approved by the administration and posted only in designated areas. Students who place non-approved signs or place signs in inappropriate areas will face disciplinary action.

STUDENT AUTOMOBILES ON CAMPUS

Students driving to school are expected to follow all vehicular codes, speed limits, and parking regulations while driving and parking on campus. Students are encouraged to park in the student parking which is located in the back parking lot. The parking lot in front of the school is reserved for staff and visitors. School insurance does not cover any damages that may occur to student cars or theft of items left inside the cars. For security reasons, the student parking lot will be kept locked during the school day.

STUDENT BODY Digital I.D. CARDS (ASB CARDS)

Permanent Student Body Digital ID (ASB) cards are issued to all students without cost, those students without a smartphone can receive a ASB card. A student must have his/her picture taken in order to receive a permanent Digital ASB card (see Student Pictures below). These digital ID cards must be shown for admission to all school activities, to check out books or use the computers in the library media center, and to leave and re-enter campus during lunch. Replacement of lost digital ASB cards can be arranged through the assistant principal's office. There is a \$15 charge for replacement of physical cards payable at the switchboard.

STUDENT OBLIGATIONS

All student obligations to the school must be taken care of before the student will receive their diploma. Such obligations include, but are not limited to, book fines, damaged classroom materials, and lost or damaged textbooks.

STUDENT PICTURES

Student pictures were taken during the spring of last year for permanent student body I.D. cards (ASB cards). Picture Day will be announced at a later time to take photos for the yearbook and picture packets and for those students who did not have their picture taken in the spring for their ASB card. Picture price lists will be available during the first two weeks of August. Freshmen, sophomores and juniors will report to the cafeteria during their English classes to have their picture taken.

TELEPHONE USAGE BY STUDENTS

There is a telephone available in the switchboard office for student use and is available before and after school, at break and during lunch. Students are not allowed to use the phone during instructional time unless they have their teacher's permission and a valid hall pass to do so. Cell phones may be used only during non-class times. Students found using their cell phones or any electronic devices during class time may have the phone or device confiscated and/or be subject to disciplinary action.

TEXTBOOKS

Textbooks are furnished to students free of charge. The average price of a textbook is \$100. Students are responsible for all materials checked out to them and will be charged for any that are missing, damaged, or not returned at the end of each school year. *

It is suggested that students keep their textbooks with them at all times. Each textbook has been barcoded with a unique number to assist in maintaining accurate records. Any student who deliberately removes or destroys the barcode will be charged a barcode replacement fee. Students are encouraged to cover their books (with a non-sticky material). At the end of every school year, pursuant to California Education Code, students who do not return their textbook(s) will have their report cards, diploma, and transcripts withheld until all outstanding fees have been reconciled. **Juniors and Seniors will also have their off-campus lunch privileges withheld until their outstanding materials are returned and/or fines paid.

*EC Section 48904 (a)(1)

**EC Section 48904 (b)(1).

TRANSLATION SERVICES

Many staff members are bilingual or trilingual to assist our non-English speaking community. The campus also has the capability to translate publications into Spanish or Portuguese, as requested. Any parent whose primary language is not English has the right to have our publications translated into their primary language. For more information, please contact the assistant principal's office.

TUTORING

Extra academic tutoring is provided for students throughout the school year. Students should check with their teachers or counselor for times and locations.

UNAUTHORIZED SALES

Students may not sell food and other items on the campus unless they represent a school-sponsored club or activity that has received permission to sell by the ASB.

VALEDICTORIAN / SALUTATORIAN

Valedictorian honors shall be awarded to any student with a 4.0 or higher grade point average (GPA) and Salutatorian honors to the student or students in case of a tie with the next highest GPA earned within the following guidelines:

1. Grades from all eight semesters in high school plus all other approved credits (summer school, adult school, etc.) shall be used in computing the GPA with the following limitations:
 - ◆ All physical education grades shall be excluded from the GPA computation.
 - ◆ A maximum of 10 units can be earned in a pass/fail course.
 - ◆ A maximum of 20 units within the first 240 units can be earned in work experience.
2. Transfer students must be in attendance for at least the final semester prior to graduation.
3. Students must carry a full schedule during all four years in high school. College coursework may be counted as part of this schedule.
4. Honors or Advanced Placement classes at the 11th and 12th grade levels only are graded: A=5 points, B=4 points, C=3 points, D=2 points. These grade point values shall be used in arriving at a student's G.P.A. for this regulation.

VALUABLES / STUDENT CARS

Students are encouraged to leave all valuables at home. While Mission Oak staff make every effort to minimize theft – and there are severe consequences for students who take the belongings of others – the school cannot be responsible for lost or stolen items. School insurance does not cover the loss of student valuables taken from lockers or damage to student cars parked in the student parking lot.

VISITORS TO THE CAMPUS

Due to crowded conditions and the possible distraction from the instructional program, students are not allowed to bring visitors to campus. This includes family members, other relatives or siblings, or friends from outside school. We do encourage parents to visit campus anytime, but ask that they make arrangements in advance with the teachers and administration. All visitors must check in at the switchboard upon arrival to the campus.

WORK PERMITS

Work permit applications are issued through the Career Center. In order to qualify for a work permit, a student must demonstrate good attendance and good grades. More information about California laws regarding youth employment and district policies can be obtained at the Tulare Joint Union High School Website at <http://www.tjuhsd.org/student-work-permits/>.

GRADUATION REQUIREMENTS

Earning a diploma from Mission Oak High School requires:

- 1) The successful completion of at least 220 credits, which are accumulated at the rate of 30 per semester, 60 per school year in grade 9, 10, 11 and 12;
- 2) Demonstrating minimum skills competency on the California State assessment exams in the 9th, 10th, and 11th grades; and,
- 3) Pass one year of Algebra 1 or Integrated Math 1

The following are the minimum required subjects that must be successfully completed to earn a diploma:

SUBJECT	LENGTH OF TIME	CREDIT
English	8 semesters (4 years)	40
United States History	2 semesters (1 year)	10
World History	2 semesters (1 year)	10
Civics / American Government	1 semester (1/2 year)	5
Economics	1 semester (1/2 year)	5
Freshman Studies	2 semesters (1 year)	10
Laboratory Science (one year each of biological and physical science)	4 semesters (2 years)	20
Physical Education (it could be up to 4 years if PE testing is not passed)	4 semesters (2 years)	20
Mathematics (At least one mathematics course, or a combination of two mathematics courses, shall meet or exceed state academic content standards for Algebra I. If any student completes coursework in grades 7 through 12 that meets or exceeds state academic content standards for algebra, those courses shall apply toward satisfying this mathematics requirement.)	4 semesters (2 years)	20
Visual and Performing Arts or Foreign Language	2 semesters (1 year)	10
Elective Courses		70
	TOTAL	220

UNIVERSITY OF CALIFORNIA - AND - CALIFORNIA STATE UNIVERSITY SUBJECT REQUIREMENTS (Grades of C or better required)

To satisfy the subject requirements, students must complete the high school courses listed below with a grade point average defined by the scholarship requirement. This sequence of courses is also known as the “a - g” subjects or requirements.

a. US HISTORY / SOCIAL SCIENCE (2 years required)

Two years of history / social science to include: one year of US history and one-half year of civics or American government; and one year of world history, cultures, and geography.

b. ENGLISH (4 years required)

Four years of college preparatory English that include frequent and regular writing, and reading of classic and modern literature, poetry, and drama. Not more than two semesters of grade 9 English can be used to meet this requirement.

c. MATHEMATICS (3 years required; four recommended)

Three years, including elementary algebra, geometry, and second year (advanced) algebra. (Math courses taken in grades 7 and 8 may be used to meet part of this requirement if the high school accepts them as equivalent to its own courses.)

d. LABORATORY SCIENCE (2 years required; three recommended)

Two years of laboratory science providing fundamental knowledge in at least two of these three areas: biology, chemistry, and physics. Laboratory courses in earth/space sciences are acceptable if they have as prerequisites or provide basic knowledge in biology, chemistry, or physics. Not more than one year of grade 9 laboratory science can be used to meet this requirement.

e. FOREIGN LANGUAGE (2 years of the same language required; three recommended)

Two years of a language other than English. Courses should emphasize speaking and understanding, and include instruction in grammar, vocabulary, reading and composition.

f. VISUAL AND PERFORMING ARTS (1 year required)

One year including dance, drama, theater, music and/or visual arts.

g. COLLEGE PREPARATORY ELECTIVE (1 year is required)

One year (two semesters), in addition to those required in “a - f” above, chosen from the following areas: visual and performing arts, history, social science, English, laboratory science, and languages other than English (a third year in the language used for the “e” requirement or two years of another language.)

*Grades earned in the required subjects in grades 10-12 are used in the GPA calculation.

College Preparatory Courses

The following is a current list of courses offered at Mission Oak High School that are certified by the University of California (UC) as meeting course requirements, "a - g courses," for freshman admission at the California State University (CSU) and UC. Underlined courses denote extra honors credit: a=5, b=4, c=3.

"a" – History / Social Science

American Government (AP)

Government A

United States History (AP)

United States History A

World History (H)

World History A

"b" – English

English IA

English IB Intervention

English I (H)

English IIA

English II (H)

English IIIA

English III Language & Composition (AP)

CSU Expository Reading and Writing

English IV Literature & Composition (AP)

"c" – Math

Algebra I*

Algebra I (H)

Algebra II*

Algebra II (H)*

Calculus AB (AP)

Geometry*

Geometry (H)*

Pre-Calculus

Pre-Calculus (H)

Statistics (pending approval)

Statistics (AP)

"d" – Laboratory Science

Biology

Biology (H)

Biology (AP)

Chemistry

Chemistry (AP)

Environmental Science (AP)

Human Biology

Integrated Ag Biology

Integrated Ag Biology (H)

Physics

Physics (AP)

"e" – Language Other Than English

Portuguese I

Portuguese II

Portuguese III

Spanish I

Spanish II

Spanish III

Spanish IV

Spanish V

Spanish V Language (H)

Spanish VI Language (AP)

"f" – Visual & Performing Arts

3-Dimensional Art

Advanced Band

Art Concepts

Advanced Art Concepts

Ceramics I

Ceramics II

Chamber Choir

Concert Choir

Intro to Dance

Design Concepts

Drama I*

Drama II

Drama III

Introduction to Design

Orchestra

Stage Band (Jazz Band)

"g" – Elective

Advanced Foods

Ag Business

Ag Science

AP Psychology

AVID 1

AVID 2

AVID 3

AVID 4 Seminar

Advanced Speech

Computer Science

Creative Writing

Cultural History

Diesel Mechanics

Digital Electronics

Economics (H)

Economics A

Freshman Studies

Intro to Business

Intro to Physical Science

Journalism/Yearbook

Journalism/Newspaper

Marketing

Ornamental Horticulture

Principal of Engineering

Retail Merchandising

Small Engines/Power Systems

Speech

Sports Occupation

Technology Core

Vet Science

* = may not be used for elective credit

Modified Closed Campus/Senior Attendance Policy

It is district policy to notify parents and guardians of Mission Oak High School modified closed campus plan at the beginning of each school year.

The following regulations shall be observed in the implementation of the modified-closed campus plan.

1. Parents/guardians shall be notified of the closed campus plan at the beginning of each school year.
2. Ninth and tenth graders shall remain on campus during the lunch hour, with the exception of #3 below.
3. Parents/guardians may request permission for their ninth or tenth grade child to go home for lunch provided adult supervision is present.
4. Eleventh and twelfth graders shall be permitted to go off campus during the lunch hour as long as they maintain acceptable attendance, discipline records, and are on track to graduate.
 - a. For Juniors – On track to graduate includes at least 100 credits at the beginning of the first semester and 130 credits at the beginning of the second semester.
 - b. For Seniors – On track to graduate includes at least 160 credits at the beginning of the first semester and 190 credits at the beginning of the second semester.
5. Students who fail to maintain good attendance and discipline records may have their off campus privilege suspended.
6. Students (grades 9-12) will not be permitted to leave campus during the morning break period unless permission is granted by the administration.

The District, Board members and district employees shall not be liable for the conduct and safety of students who leave school grounds during the lunch period. (Education Code 44808.5)

The Principal of each high school shall be responsible for the annual preparation, implementation and evaluation of the school's modified closed campus program. The Principal may revoke the off-campus privilege to any or all students at any time. The principal shall submit a report to the Superintendent or designee indicating the nature and scope of the problem and a procedure for reviewing and resolving the problem.

The Superintendent shall notify the Board of Trustees of any campus closure.

SENIOR ATTENDANCE POLICY

Tulare Joint Union High School District has implemented an attendance policy that must be met during the senior year for participation in commencement ceremonies.

1. Seniors must not have more than thirty (30) period absences throughout the senior year of high school to participate in commencement ceremonies. Seniors that have more than 30 period absences will still graduate and receive a diploma but will not be part of the commencement ceremonies.
2. This is not an excused/unexcused absence policy. It is an attendance policy. **Any absence will be counted against the thirty (30) period absence requirements with the following exceptions:**
 - a. Doctor appointment or doctor mandated stay at home
 - b. Subpoenas to court
 - c. Funeral for an immediate family member
 - d. Participation in a school activity (there will be a 2 day total college visitation maximum allowance)
3. It is up to the student to bring verification from the doctor or court for an exception. Otherwise the absence will count against the policy. Verification must be brought within five (5) school days upon the return of the absence.
4. Saturday School attendance (all four hours) may clear an absence. Banking of Saturday School credit is NOT allowed.

School Dance Guidelines

Mission Oak High School students and parents are reminded that school rules and dress code apply at all school dances. The Mission Oak dress code is carefully explained below. Any questions regarding the dress policy should be directed to an assistant principal.

All discipline rules and expectations and their consequences that are in effect during the school day will be enforced during school dances. Depending on the nature of the infraction, the student may be suspended or expelled from school.

We want all of our school activities to be pleasant, enjoyable events for our students. Guidelines for our dances include:

- ⇒ Students with 15 or more unexcused period absences during the 1st semester and with 30 or more unexcused period absences during the 2nd semester will not be allowed to attend school dances. This includes after game dances and formals, i.e. winter formal, backwards dance, and prom. If a student improves his/her attendance, he/she may be allowed to attend the dance with the approval of his/her AP.
- ⇒ A valid MOHS digital ID card with the student's picture must be presented at the door.
- ⇒ Any student involved in inappropriate behaviors, including inappropriate dancing, touching or overt displays of affection will be removed from the dance and parents will be notified.
- ⇒ No elementary or middle school students will be allowed to attend any dances.
- ⇒ Non-TJUHSD students are not permitted to attend our after game dances. Dance bids to the other dances (Winter Formal, Backwards Dance, and Prom) are available from the assistant principal's office for guests under the age of 21.
- ⇒ No one shall be in possession or under the influence of any controlled substance (drugs or alcohol).
- ⇒ No one shall be in possession of tobacco.
- ⇒ Violence of any kind, fighting, excessive arguing, use of profanity, vandalism, etc., is prohibited.
- ⇒ The MOHS student dress will be followed.
- ⇒ All dances end at 11:30 except for the Winter Formal, Homecoming Dance and Prom which end at 12:00. Parents should be aware of the ending time of each dance and make arrangements to pick their students up in a timely manner.
- ⇒ Students who are not permitted into the dance are not allowed to loiter outside the facilities in which the dance is being held. Failure to follow this guideline could result in further consequences.

All students must abide by the dance guidelines or they will be removed from the dance.

WORK PERMIT GUIDELINES

TULARE JOINT UNION COMPREHENSIVE HIGH SCHOOL Work Permits Guidelines

The Tulare Joint Union High School District Board of Trustees recognizes that part-time jobs can provide students with income, work experience, and enhanced self-esteem. In accordance with law, students shall obtain work permits from school authorities before accepting employment.

In determining whether to grant a work permit, the school shall consider whether employment will significantly interfere with the student's schoolwork or jeopardize his/her health.

Work permits for students who are ages 14-17 shall be limited to part-time employment as defined by law and administrative regulations, except when the Superintendent or designee determines that circumstances warrant the granting of a permit for full-time employment.

Approval/Revocation of Work Permits

No Work Permit shall be issued until the student's parent/guardian, foster parent, caregiver with whom the student resides, or residential shelter services provider has filed a written request with the district.

Work Permits shall be requested and issued through the site Career Center.

A student 16 or 17 years of age may receive a permit to work outside of school hours for no more than four hours on a day on which the student is required by law to attend school.

A student 14 or 15 years of age may receive a permit to work outside of school hours for no more than three hours on any school day and no more than 18 hours in any week.

In order to be granted a Work Permit the student must:

Have established in the previous grading period a GPA of no less than 2.0 on a 4.0 scale. *A six-week probation period for the GPA may be granted to students requesting a work permit under the following conditions:*

Parent/guardian permission is required.

The probation period must follow the first grading period in any continuous series of grading periods in which the student received less than a 2.0 GPA

Summer school and summer vacation time shall not be considered a probationary period.

Student must meet the required standards by the end of the probationary period in order to remain eligible to be issued a work permit

Maintain a minimum progress toward meeting the high school graduation requirements prescribed by the Board. Minimum progress toward graduation shall include all courses taken by the student and be based on the following: 55 units by the end of the 9th grade; 110 units by the end of the 10th grade; and 165 units by the end of the 11th grade

Maintain a minimum of 85% attendance rate in all classes

Any requests for exemption from the GPA, unit or attendance requirements must be brought by the site principal to the Superintendent's Cabinet for approval.

After issuing a Work Permit, the student's counselor shall inspect the student's scholastic and attendance records at the end of each grading period to ensure the maintenance of academic progress.

If the student fails to maintain their scholastic and attendance requirements for any grading period, the student's counselor shall contact the student's parent and employer and revoke the Work Permit.

When the student has achieved the minimum GPA, attendance and credit requirements, a new Work Permit can be issued.

Work Permits issued during the school year shall expire five days after the opening of the next succeeding school year.

Complete District Guidelines regarding Work Permits are found in BP 5113.2 and AR 5113.2 (a) (b) (c) (d).

(Revised November 3, 2011)

HAWKS REIGN

Mission Oak High School Tardy Policy

Tardy Procedures

- ❖ **Closed Door Policy:** All Classroom doors will be closed and locked when the tardy bell rings.
 - If the student is late, then the student needs to report to the attendance office to be scanned and obtain a pass for class.
- ❖ **Scanning:** When reporting to the attendance office, the student will go to the scanning station and either scan his/her ID card or present an ID number to staff.
- ❖ **Pass to class:** Attendance Office will have passes with a date and time stamp readily available for students to enter class.
- ❖ **Consequences:**
 - **1st Tardy** - Warning
 - **2nd Tardy** - Warning
 - **3rd Tardy** - 15-Minute lunch detention and Off campus privileges revoked until detention is served
 - **4th Tardy** - Meet with counselor, 15-Minute lunch detention and off campus privileges revoked until detention is served
 - **5th Tardy** - Meet with assistant principal, 30-Minute lunch detention and off campus privileges revoked until detention is served

*Chronic attendance issues can result in loss of privileges, such as participation in dances, sports, field trips, etc...

HAWKS REIGN

Mission Oak High School Schoolwide Expectations

R

RESPECT

❖ Restroom Usage-

- No student is permitted out of class during the first and last 15 minutes.
- Must take Bathroom Pass and Scan in/out with QR Code
- Use bathroom associated with bathroom pass
- Only one student out of class at any one time.

*** If a student has a habitual need to use the restroom, the nurse and parent should be involved to determine if there is a medical condition need that needs to be addressed.*

E

EXCEL

❖ End of Class-

- At the end of class, all students need to remain seated until the teacher dismisses the class.

***Students crowded at the door creates an unsafe atmosphere.*

I

INTEGRITY

❖ Flag Salute/Bulletin-

- Classrooms are to remain silent during the Flag Salute and Bulletin everyday.

G

GIVE BACK

❖ Clean Campus-

- Respect our campus. Do your part by cleaning up after yourself. Make sure all trash is thrown away. Hold friends accountable, too!

N

NETWORK

❖ Electronic Devices-

- Other than chromebooks, electronic devices are not permitted to be used by students during class time.

HAWKS REIGN

Mission Oak High School Electronic Device Policy

District Policy

Use of a cellular/digital telephone or other mobile communications device during instructional time:

Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy right of any other person.
(BP 5131)

**NOTE: No students shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposed to the student's health.
(Education Code 48901.5)*

- ❖ All students have been issued a District Chromebook, therefore, the use of cell phones for educational purposes are no longer necessary.
- ❖ Music played aloud from a speaker, cell phone or any electronic device is not permitted anywhere on campus.

Electronics: Electronic devices (i.e. cell phones, MP3's, Airpods) may be used on campus during non-class times. Students found using their electronic devices during class time may have their electronic device (including cell phones) confiscated and/or subject to disciplinary action.

- ❖ **1st Offense** - Warning, ask student to put cell phone away
- ❖ **2nd Offense**- Confiscate cell phone, give back to student at end of the day
- ❖ **3rd Offense** - Phone confiscated, Turned in to the AP office, Parent/Guardian notified, and Student may pick up phone after school.
- ❖ **4th Offense** - Phone confiscated, Turned in to the AP office, and Parent/Guardian needs to pick up phone after school.

**NOTE: MOHS is not responsible for lost, stolen, or damaged electronic devices or any charges incurred as a result of being brought to school. **

HAWKS REIGN

Mission Oak High School Dress Code Guidelines

Mission Oak High School, like the entire district, maintains a Student Dress Code policy as written by the School Board. Appropriate dress and grooming are expected to maintain order, provide a safe school environment, and promote self-discipline. The dress code applies to all students and is expected to be followed at school and school activities. If a student or parent has a question about a particular dress code item, please address it with a school administrator for further clarification and explanation. Mission Oak will follow the guidelines listed below when dealing with a student who is in violation of the Dress Code:

- ❖ The student will be sent to the front office to change into school appropriate clothing using one of two options:
 - Students may change into another item of clothing that they have in their possession which is appropriate and adheres to the dress code.
 - Students will be issued a clean school item of clothing that will be acceptable and appropriate.
- ❖ If a student borrowed a school issued item of clothing, they will return the item at the end of the school day.
- ❖ Administration, students, and parents will make all reasonable efforts to resolve the dress code issue in order to get the student back to class as soon as possible.

Consequences for Dress Code Violations:

- ❖ **1st Offense:**
 - Verbal warning and the student is asked to immediately correct the dress code violation. Aeries documentation
- ❖ **2nd Offense:**
 - Student is asked to immediately correct the dress code violation, and the parent is contacted. Review of dress code guidelines. Aeries documentation
- ❖ **3rd Offense:**
 - Students are asked to immediately correct the dress code violation, parents are contacted, and lunch detention is assigned. Aeries documentation
- ❖ **4th Offense:**
 - Students are asked to immediately correct the dress code violation, parents are contacted and conference with the counselor. Detentions assigned. Aeries documentation
- ❖ **5th Offense and beyond:**
 - Students are asked to immediately correct the dress code violation, parents are contacted, and lunch detentions is assigned. Student intervention implemented. Aeries documentation



Quality healthcare for students at school and at home:



urgent care



cold, cough, flu



pink eye



anxiety



academic stress

Sign up today at

<https://my.hazel.co/tjuhsd/info>



49625_4040



Sign Up Today!

<https://my.hazel.co/tjuhsd/info>



Here to help, here for health!

With Hazel, your child can immediately speak with a doctor or mental health clinician from school or home.

Hazel offers on-demand virtual care, including over-the-counter or prescription medicine, care coordination with your family doctor, and communication with your child's school. Hazel visits are simple, secure, and convenient, and **each in-school visit saves an average of 3 hours of instructional time. Hazel can treat:**



- | | | | |
|------------------|-------------------|--------------------------|--------------------------|
| ✓ Headaches | ✓ Concussions | ✓ Fever | ✓ Allergic reactions |
| ✓ Rashes | ✓ Pink eye, Styes | ✓ Cold, flu | ✓ Heartburn, Acid reflux |
| ✓ Asthma | ✓ Animal bites | ✓ Cough | ✓ Constipation |
| ✓ Minor Injuries | ✓ Acne | ✓ Diarrhea | ✓ Insect bites & Stings |
| ✓ Nosebleeds | ✓ Lice | ✓ Nausea, vomiting | ✓ Menstrual cramps |
| ✓ Sore Throat | ✓ Stomach Ache | ✓ Earache, Ear infection | ✓ Medication forms |

Children are experiencing mental health issues more than ever before, and **finding support can take as long as six months.** Hazel is making ongoing support for students available immediately.

Hazel's mental health clinician can help your child address:

- | | | | |
|-----------------|------------------|--------------------|-----------------|
| ✓ Anxiety | ✓ Sleep Problems | ✓ Motivation | ✓ Bullying |
| ✓ Depression | ✓ Self Harm | ✓ Concentration | ✓ Self-Esteem |
| ✓ Family Issues | ✓ Grief/Loss | ✓ Anger Management | ✓ Resilience |
| ✓ Trauma | ✓ Loneliness | ✓ Academic Stress | ✓ Relationships |

Hazel provides students with fast and convenient care so there is no need for parents to leave work to pick up their child early or drop off medicine at school. **90% of students receive high-quality care and return to class feeling better after a Hazel visit.** With Hazel, parents can feel confident that their child will get the best care when and where they need it.

Sign up today, schedule a visit when you need it!

49826_4117

School Health Center Permission Form



Our school is partnering with Hazel Health to provide access to quality health care services for all students. The school health representative can initiate a video visit with a Hazel health care provider while your child is at-school. To ensure your child has access to this service, complete BOTH pages of this form.

To learn more about Hazel or complete this form online, visit:
my.hazel.co/tjuhsd



		Month	Day	Year
		/	/	
Child's First Name	Child's Last Name	Child's Birthdate		
		()		
Parent / Guardian #1 Name	Relationship to Student	Mobile Phone	Email	
		()		
Parent / Guardian #2 Name	Relationship to Student	Mobile Phone	Email	

Required Insurance Information

Hazel Health has partnered with your school to cover your cost of services so that **there is no cost to your family.**

Why is insurance needed if a Hazel visit is at no cost to me? We will bill your insurance to cover the cost of your visit, so there is no cost to you. Once a visit is completed, you may receive an explanation of benefits (EOB) in the mail. If you receive an EOB, this is NOT a bill, it is simply a record indicating a visit occurred and was billed to your insurance, but not billed to you. No additional action is needed.

What if I don't have insurance? You can access Hazel services at no cost to your family. We may verify your uninsured status after sign-up.

Does your child have medical insurance? ☐ YES ☐ NO

Insurance Provider / Plan Name	Member Id Number	Group Number (if applicable)	
Policy Holder First Name	Policy Holder Last Name	Policy Holder Birthdate	Relationship to Student

I have read the Hazel Health Services Authorization and Privacy Policy and: (Please check one box below)

- ☐ I **GIVE** permission for my child to receive health care services from Hazel Health providers.
- ☐ I **DO NOT give** permission for my child to receive health care services from Hazel Health providers.

Parent / Legal Guardian Signature (Required)

Date

31033_50094_4199

PLEASE CONTINUE TO PAGE 2 TO INPUT KNOWN ALLERGIES & OTHER HEALTH INFORMATION

Child's First Name

Child's Last Name

Child's Birthdate

Does your child have any allergies?

- ☐ YES ☐ NO Medication allergies Please List: _____
- ☐ YES ☐ NO Food allergies Please List: _____
- ☐ YES ☐ NO Seasonal/Environmental allergies Please List: _____

Is your child currently taking any medications?

- ☐ YES ☐ NO Please List: _____

If recommended by Hazel's licensed medical provider, can the following medications (age/weight appropriate) be administered to your child at school?

- | | | | | | |
|--------------------------|--------------------------|--|--------------------------|--------------------------|--|
| YES | NO | | YES | NO | |
| <input type="checkbox"/> | <input type="checkbox"/> | Tylenol™ / Acetaminophen (pain, fever) | <input type="checkbox"/> | <input type="checkbox"/> | Cough Syrup / Dextromethorphan / Guaifenesin (cough) |
| <input type="checkbox"/> | <input type="checkbox"/> | Advil™ / Motrin™ / Ibuprofen (pain, fever) | <input type="checkbox"/> | <input type="checkbox"/> | Honey (cough) |
| <input type="checkbox"/> | <input type="checkbox"/> | Children's Pepto™ / Calcium Carbonate (upset stomach) | <input type="checkbox"/> | <input type="checkbox"/> | Sudafed™ / Phenylephrine (congestion) |
| <input type="checkbox"/> | <input type="checkbox"/> | Liquid Pepto-Bismol™ / Bismuth Subsalicylate (nausea, indigestion, upset stomach) | <input type="checkbox"/> | <input type="checkbox"/> | Hydrocortisone Cream (inflammation, itch) |
| <input type="checkbox"/> | <input type="checkbox"/> | Liquid Antacid / Aluminum Hydroxide / Magnesium Hydroxide, Simethicone (upset stomach) | <input type="checkbox"/> | <input type="checkbox"/> | Benadryl™ / Diphenhydramine (allergic reaction) |
| <input type="checkbox"/> | <input type="checkbox"/> | Throat Lozenge / Benzocaine / Menthol (cough, sore throat) | <input type="checkbox"/> | <input type="checkbox"/> | Zyrtec™ / Cetirizine (allergies, allergic reaction) |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | Zaditor™ / Ketotifen (allergy eye drops) |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | Antibiotic Ointment / Bacitracin / Neomycin / Polymyxin B (cuts, infections) |

Has your child ever had any of the following health conditions or health concerns?

- | | | | | | |
|--------------------------|--------------------------|---------------------------------------|--------------------------|--------------------------|-------------------------------|
| YES | NO | | YES | NO | |
| <input type="checkbox"/> | <input type="checkbox"/> | Acid Reflux (Heartburn) | <input type="checkbox"/> | <input type="checkbox"/> | Genetic disorder |
| <input type="checkbox"/> | <input type="checkbox"/> | ADD/ADHD (Attention Deficit Disorder) | <input type="checkbox"/> | <input type="checkbox"/> | High Blood Pressure |
| <input type="checkbox"/> | <input type="checkbox"/> | Anxiety | <input type="checkbox"/> | <input type="checkbox"/> | Kidney disease |
| <input type="checkbox"/> | <input type="checkbox"/> | Asthma | <input type="checkbox"/> | <input type="checkbox"/> | Migraine Headaches |
| <input type="checkbox"/> | <input type="checkbox"/> | Congenital Heart Defect | <input type="checkbox"/> | <input type="checkbox"/> | Seizure Disorder |
| <input type="checkbox"/> | <input type="checkbox"/> | Constipation | <input type="checkbox"/> | <input type="checkbox"/> | Sickle Cell Disease |
| <input type="checkbox"/> | <input type="checkbox"/> | Depression | <input type="checkbox"/> | <input type="checkbox"/> | Surgery: Appendix removed |
| <input type="checkbox"/> | <input type="checkbox"/> | Developmental Delay | <input type="checkbox"/> | <input type="checkbox"/> | Surgery: Ear Tubes |
| <input type="checkbox"/> | <input type="checkbox"/> | Diabetes | <input type="checkbox"/> | <input type="checkbox"/> | Surgery: Tonsils removed |
| <input type="checkbox"/> | <input type="checkbox"/> | Eczema | <input type="checkbox"/> | <input type="checkbox"/> | Other (please explain): _____ |

Does your child have a primary care doctor?

Hazel uses this information to coordinate with your child's doctor and inform them of any Hazel visit. Providing the fax number will allow Hazel to send a visit summary to your child's doctor.

- ☐ YES ☐ NO
- Child's Doctor _____ Phone _____ Fax _____

Hazel Health Services School Health Center Authorization

Understanding that your child may need healthcare treatment, behavioral healthcare, or healthcare screenings during school hours at the school or after hours outside the school, you hereby authorize Hazel Health Services, and the School by and through the Hazel Health Services telehealth service, to initiate and administer such first aid or other medical or behavioral health examination and treatment as shall be deemed best under the circumstances, and you consent for your child to receive such treatment. You understand that Hazel Health Services may not always be available due to capacity or other reasons. You represent and warrant that you are an authorized legal representative of the child. You understand that the School will attempt to notify an authorized legal representative of the child in the event of an emergency requiring immediate medical care for your child and if the School is unable to notify an authorized legal representative of the child, it will have your child treated by a duly qualified medical practitioner. You authorize Hazel Health Services to contact and leave a voicemail and/or a text message, leaving protected health or personally identifiable information, such as a diagnosis, of you or your child, on the supplied phone number and contact phone numbers from the School. You also understand that the transmission of personal health and/or personally identifiable information may not be secure and may be illegally accessed by a third party. Any medical or demographic information provided to the School may be shared with Hazel Health and Hazel Health Services. Consent is further given to the School to share any student records related to the medical treatment and/or diagnosis to Hazel Health Services.

1. **PURPOSE.** The purpose of this form is to obtain your consent for your child to participate in a telehealth consultation. This consent will authorize medical information about the child, including personally-identifiable medical information, to be disclosed to your school District, Hazel Health and Hazel Health Services and medical professionals, administrative staff, and employees of Hazel Health and Hazel Health Services for the purposes of treatment or general administration. This disclosure will also authorize the sharing of information containing the child's personally-identifiable medical information for informational purposes by employees of the School or Hazel Health or Hazel Health Services and the use of personally-identifiable information by Hazel Health for the development and improvement of software, hardware, and related tools designed to improve services provided by medical professionals, administrative staff, contractors and employees of Hazel Health and Hazel Health Services. This consent will also authorize the disclosure of information, diagnosis, and records containing or related to the child's personally-identifiable medical information for the purposes of billing commercial and insured healthcare payors, state and/or federal healthcare payors, including but not limited to state Medicaid plans. The purpose of the disclosure is to obtain information and/or remuneration for reimbursable medical services.
2. Your child's ability to receive services outside of the school setting will not be impacted. You may withdraw this consent at any time. You understand that you may choose your provider and you have no obligation to select Hazel Health or Hazel Health Services as a healthcare provider for your child. You understand that you are responsible for any out of pocket patient responsibility that is not covered by your healthcare payor or other agency. You or your child will have access to all medical information resulting from the telemedicine services as provided by applicable law for patient access to medical records.
3. **NATURE OF TELEHEALTH CONSULTATION.** During the telemedicine consultation, the following may occur:

- a. Details of your child's medical and behavioral health history, examinations, x-rays, and tests may be discussed with other health professionals when medically necessary.
 - b. Physical examination and behavioral assessment of your child may take place via a remote medical practitioner through the mobile application, utilizing audio, videos or photos when medically necessary to deliver care. Not all conditions can be treated by a telehealth consultation.
 - c. Non-medical personnel including school staff, Hazel Health Services employees and/or translators may be present to aid with language and technical implementation of the consultation. You authorize school personnel, including the nurses and non-medical personnel to administer medications including over the counter medications.
4. **MEDICAL INFORMATION AND RECORDS.** All existing laws regarding your access to medical information and copies of your medical records apply to this telehealth consultation. Additionally, dissemination, beyond the potential uses listed in this consent, of any patient-identifiable images or information from this telehealth interaction will not occur without your explicit consent except you authorize Hazel Health Services to disclose protected health information about your child to school designees, school nurses, physicians, Hazel Health or other health care providers and payors for treatment, administration and billing purposes. You also authorize Hazel Health to maintain and save your child's medical records consistent with applicable laws and regulations.
5. **CONFIDENTIALITY.** Reasonable and appropriate efforts have been made to eliminate any confidentiality risk associated with the telehealth consultation, and all existing confidentiality protections under federal and state law apply to information disclosed during this telehealth consultation.
6. **RIGHTS.** You may withhold or withdraw consent to telehealth consultations, to the disclosure of personally identifiable information to any state or federal agency or other third party, or to any other services at any time. You acknowledge that you have been advised of your right to receive a copy of this authorization as signatory to the authorization.
7. **RISK, CONSEQUENCES AND BENEFITS.** You are aware of any potential risk, consequences and benefits of telehealth. You have had an opportunity to ask questions about this information and all of my questions have been answered. You understand the written information provided above. You are choosing to enroll in Hazel Health Services and am not being forced to utilize this program.

Notice of Privacy Practices - Hazel Health Services Affiliated Covered Entity

For purposes of this Notice, when we refer to "you" or "your," we mean you as a patient or you as the provider of information about a minor patient.

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

This Notice of Privacy Practices (the "Notice") describes how Telehealth Services USA d/b/a Hazel Health Services and the members of its Affiliated Covered Entity (collectively "we" or "our") may use and disclose your protected health information to carry out treatment, payment or business operations and for other purposes that are permitted or required by law. An Affiliated Covered Entity is a group of health care providers under common ownership or control that designates itself as a single entity for purposes of compliance with the Health Insurance Portability and Accountability Act ("HIPAA"). The members of the Hazel Health Services Affiliated Covered Entity will share protected health information with each other for the treatment, payment, and health care operations of the Hazel Health Services Affiliated Covered Entity and as permitted by HIPAA and this Notice of Privacy Practices. For a complete list of the members of the Hazel Health Services Affiliated Covered Entity, please contact the Hazel Health Services Privacy Office.

"Protected health information" or "PHI" is information about you, including demographic information, that may identify you and that relates to your past, present or future physical health or condition, treatment or payment for health care services. This Notice also describes your rights to access and control your protected health information.

USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION:

Your protected health information may be used and disclosed by our health care providers, our staff, and others outside of our office that are involved in your care and treatment for the purpose of providing health care services to you, to support our business operations, to obtain payment for your care, and any other use authorized or required by law.

TREATMENT:

We will use and disclose your protected health information to provide, coordinate, or manage your health care and any related services. This includes the coordination or management of your health care with a third party. For example, your protected health information may be provided to a health care provider to whom you have been referred to ensure the necessary information is accessible to diagnose or treat you.

PAYMENT:

Your protected health information may be used to bill or obtain payment for your health care services. This may include certain activities that your health insurance plan may undertake before it approves or pays for your services, such as: making a determination of eligibility or coverage for insurance benefits and reviewing services provided to you for medical necessity.

HEALTH CARE OPERATIONS:

We may use or disclose, as needed, your protected health information in order to support the business activities of this office. These activities include, but are not limited to, improving quality of care, providing information about treatment alternatives or other health-related benefits and services, development or maintaining and supporting computer systems, legal services, and conducting audits and compliance programs, including fraud, waste and abuse investigations.

USES AND DISCLOSURES THAT DO NOT REQUIRE YOUR AUTHORIZATION

We may use or disclose your protected health information in the following situations without your authorization. These situations include the following uses and disclosures: as required by law; for public health purposes; for health care oversight purposes; for abuse or neglect reporting; pursuant to Food and Drug Administration requirements; in connection with legal proceedings; for law enforcement purposes; to coroners, funeral directors and organ donation agencies; for certain research purposes; for certain criminal activities; for certain military activity and national security purposes; for workers' compensation reporting; relating to certain inmate reporting; and other required uses and disclosures. Under the law, we must make certain disclosures to you upon your request, and when required by the Secretary of the Department of Health and Human Services to investigate or determine our compliance with the requirements of the Health Insurance Portability and Accountability Act (HIPAA). State laws may further restrict these disclosures.

USES AND DISCLOSURES THAT REQUIRE YOUR AUTHORIZATION:

Other permitted and required uses and disclosures will be made only with your consent, authorization or opportunity to object unless permitted or required by law. Without your authorization, we are expressly prohibited from using or disclosing your protected health information for marketing purposes. We may not sell your protected health information without your authorization. Your protected health information will not be used for fundraising. If you provide us with an authorization for certain uses and disclosures of your information, you may revoke such authorization, at any time, in writing, except to the extent that we have taken an action in reliance on the use or disclosure indicated in the authorization.

YOUR RIGHTS WITH RESPECT TO YOUR PROTECTED HEALTH INFORMATION:

You have the right to inspect and copy your protected health information.

You may request access to or an amendment of your protected health information.

You have the right to request a restriction on the use or disclosure of your protected health/personal information. Your request must be in writing and state the specific restriction requested and to whom you want the restriction to apply. We are not required to agree to a restriction that you may request, except if the requested restriction is on a disclosure to a health plan for a payment or health care operations purpose regarding a service that has been paid in full out-of-pocket.

You have the right to request to receive confidential communications from us by alternative means or at an alternate location. We will comply with all reasonable requests submitted in writing which specify how or where you wish to receive these communications.

You have the right to request an amendment of your protected health information. If we deny your request for amendment, you have the right to file a statement of disagreement with us. We may prepare a rebuttal to our statement and we will provide you with a copy of any such rebuttal.

You have the right to receive an accounting of certain disclosures of your protected health information that we have made, paper or electronic, except for certain disclosures which were pursuant to an authorization, for purposes of treatment, payment, healthcare operations (unless the information is maintained in an electronic health record); or for certain other purposes.

You have the right to obtain a paper copy of this Notice, upon request, even if you have previously requested its receipt electronically by e-mail.

REVISIONS TO THIS NOTICE:

We reserve the right to revise this Notice and to make the revised Notice effective for protected health information we already have about you as well as any information we receive in the future. You are entitled to a copy of the Notice currently in effect. Any significant changes to this Notice will be posted on our web site. You then have the right to object or withdraw as provided in this Notice.

BREACH OF HEALTH INFORMATION:

We will notify you if a reportable breach of your unsecured protected health information is discovered. Notification will be made to you no later than 60 days from the breach discovery and will include a brief description of how the breach occurred, the protected health information involved and contact information for you to ask questions.

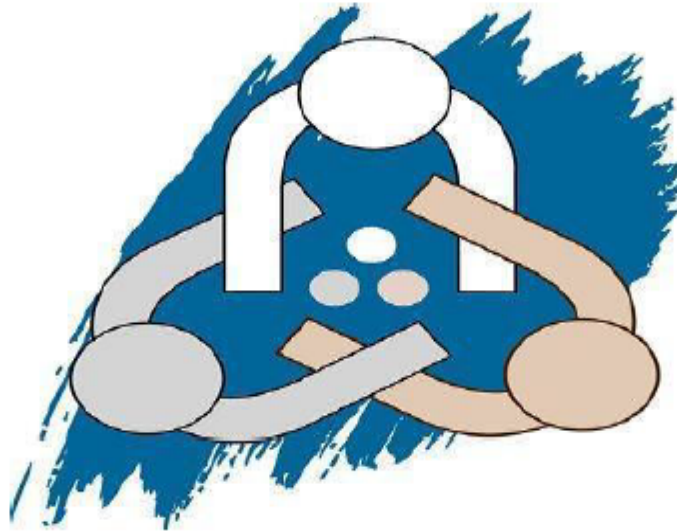
COMPLAINTS:

Complaints about this Notice or how we handle your protected health information should be directed to our HIPAA Privacy Officer. If you are not satisfied with the manner in which a complaint is handled you may submit a formal complaint to the Department of Health and Human Services, Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov. We will not retaliate against you for filing a complaint.

We must follow the duties and privacy practices described in this Notice. We will maintain the privacy of your protected health information and to notify affected individuals following a breach of unsecured protected health information. If you have any questions about this Notice, please contact us at (415) 424-4266 and ask to speak with our HIPAA Privacy Officer or e-mail at privacy@hazel.co.

Tulare Joint Union High School District

"Quality Schools Preparing Exceptional Students"



Student Code of Conduct 2023 - 2024

Tulare Union High School
Tulare Western High School
Mission Oak High School
Tulare Tech Prep High School
Sierra Vista Charter High School
Countryside High School
Accelerated Charter High School

426 N Blackstone St • Tulare, CA 93274
Office (559) 688-2021 • Fax (559) 687-7317
www.tulare.k12.ca.us

The Tulare Joint Union High School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, ethnicity, gender, gender expression, gender identity, immigration status, marital status, religion, national origin, parental status, pregnancy status, race, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact the Equity and Title IX Coordinator: Tammy Aldaco, Assistant Superintendent of Human Resources and Business, 426 North Blackstone, Tulare, CA 93274, 559-688-2021, tammy.aldaco@tulare.k12.ca.us and Section 504 Coordinator: Roger Robles, Director of Special Education, 387 North K Street, Tulare, CA 93274, 559-687-7351, roger.robles@tulare.k12.ca.us

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THE BOARD OF EDUCATION AND STUDENT BEHAVIOR

The Board of Education has the responsibility to see that an appropriate educational program is available to each student in our schools. Within the framework of California law, courses and materials are developed, teachers and administrators are selected, and rules and regulations are established to ensure a proper climate in which students may pursue their studies.

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation.

Parents, administrators, teachers, and others responsible for the welfare of students must cooperate to interpret and enforce our behavior code and attendance policy.

This publication contains the rights and responsibilities, legal basis, and rationale for which our policies are founded. It is important that you read and discuss this Student Conduct Code with your son or daughter. We look forward to an excellent school year. We ask your cooperation to ensure that our students have a school environment that promotes the educational process both in academic growth and character development.

Tulare Joint Union High School District Board of Trustees

TJUHSD Board Priorities:

- Improve Student Outcomes and Performance.
- Manage Facilities and Student Growth.
- Maintain the Fiscal Integrity of the District and Fund the Board Priorities.
- Staff the TJUHSD with Qualified Personnel and Maintain a Positive Work Environment.
- Maintain Safe Schools.
- Continue to Strengthen Internal and External Communication Systems.

TJUHSD LCAP Goals:

- All Students will Graduate College and Career Ready.
- All English Learners will improve their English Language Acquisition and Achievement.
- All Students will be part of a Positive Learning Environment where they feel welcomed, valued, safe, and engaged as part of a greater community.

SUPERINTENDENT'S MESSAGE

The Tulare Joint Union High School District is committed to ensuring that all schools in the district are safe and secure for all students. Student safety is one of our top priorities. The district will continue to enhance efforts to ensure all schools are safe and secure for students. Students should be treated with respect and not subject to intimidation, bullying, or harassment. Thus, the student code of conduct has been developed to clarify our district policies and expectations. Students are expected to follow the Student Code of Conduct so that all students have a valuable and memorable high school experience. With a safe and positive environment, we can ensure that all of our students will concentrate on preparing themselves for college and career.

Sincerely,

Dr. Lucy Van Scyoc
Superintendent

CONFIDENTIAL REPORTING

Tulare Joint Union High School District makes a point of stressing safety for our students and staff. The district has implemented the Sprigeo hotline for students, or parent use to report confidential information that would help stop bullying, harassment, and intimidation, alcohol, drugs, and weapons on campus. This Sprigeo hotline will also assist in supporting students who don't know of other avenues to solve a problem.

Sprigeo Hotline - <http://app.sprigeo.com>

COMPLAINT RIGHTS (E.C. 35186)

Williams Uniform Complaint Procedure (For a detailed version of this information, please visit our website.)

Notice to Parents/Guardians, Students, and Teachers:

1. There should be sufficient textbooks and instructional materials. That means each student, including an English learner, must have a textbook or instructional material, or both, to use in class and to take home.
2. School Facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The Teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a lone-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

4. A complaint form can be obtained at the school office or district office, or downloaded from the school or district website www.tulare.k12.ca.us. You may also download a copy of the California Department of Education.

RIGHTS AND RESPONSIBILITIES

Rights of Students

- To attend school unless removed under due process as specified in the Education Code.
- To attend school in a secure academic and social climate, free of fear and violence.
- To enjoy the full benefit of their teachers' efforts, undiluted by the disruptive student,
- To have ready access to a designated counselor or administrator. To examine personal records upon reaching the age of sixteen or completing the 10th grade.
- To be fully informed of school rules and regulations.

Responsibilities of Students

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

Rights of Parents

- To expect that their children will spend their time at school in a safe, wholesome, stimulating atmosphere engaged in a productive activity under the care and direction of a dedicated staff.
- To have the assurance that school personnel will at no time preempt parental prerogative,
- To be informed of District policies and regulations and school rules,
- To review their child's record with a certificated staff member providing assistance.

Responsibilities of Parents

- To visit School periodically to participate in conferences with teachers, counselors, or administrators regarding the academic and behavioral status of their children.
- To provide supportive action by making sure that children have enough sleep, adequate nutrition, and appropriate clothing before coming to school.
- To Maintain consistent and adequate control over their children and to approve of reasonable control measures as applied by school personnel,
- To cooperate with the school in bringing about improvements designed to enhance the educational program offered students.
- To provide the school with current information regarding legal address, phone, medical data, and other facts which may help the school to serve their children,
- To become familiar with District policies and school rules and regulations. Encourage good attendance and keep your children in school all day, Avoid taking students out of school early.

Rights of Teachers

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

Responsibilities of Teachers

- To consider the personal worth of each individual student as a single, unique, important human being.
- To attempt to equip each learner with the knowledge, skills, attitudes, and values required for successful living.
- To hold Students accountable for their actions at all times.
- To assess divergent ideas, opinions, and expressions objectively and deal with them in a balanced, unbiased manner.
- To keep parents and students informed with timely or periodic reports including all pertinent data related to the student's school experience.
- To consistently critique their own performance with the objective of an ever-growing professional stature.
- To initiate and enforce individual classroom rules consistent with school and District policies.

Rights of Administrators

- To initiate such control measures as needed to establish and maintain an environment in which optimum learning and teaching conditions prevail.
- To make decisions on all issues confronting schools, primarily on the basis of what is best for the students.
- To hold students accountable for their conduct and to take prompt and appropriate action toward those guilty of violations.
- To expect that all school employees recognize and fulfill their role in terms of campus control.

Responsibilities of Administrators

- To provide leadership that will establish, encourage, and promote good teaching and effective learning.
- To establish, publicize, and enforce school rules that facilitate effective learning and promote attitudes and habits of good citizenship among the students.
- To request assistance from the District's support services aid community agencies and resources in all cases indicating such action.
- To make a determined effort to stay attuned to expressions of student staff parent community concerns and to react with sensitivity toward them.

STUDENT DRESS CODE

(Administrative Regulation 5132 – Dress and Grooming)

In cooperation with teachers, students and parents/guardians, the principal or designee may establish school rules governing student dress and grooming which are consistent with law, Board policy, and administrative regulations. These school dress codes shall be regularly reviewed.

All clothing shall be neat, clean and acceptable in repair and appearance and shall be worn within the bounds of decency, safety, and good taste as deemed appropriate by school administration.

The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
2. Appropriate shoes must be worn at all times.
3. Hats, caps, and other head coverings shall not be worn indoors.
4. Clothes shall be sufficient to conceal undergarments. See-through tops, halter tops, off the shoulder or low cut, bare abdomens, midriffs, and skirts or shorts shorter than mid-thigh are prohibited.
5. Any apparel, jewelry, accessory, notebook, backpack, or manner of grooming, which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs, advocates drug use, violence, disruptive behavior or is offensive is prohibited. A behavior contract is enforced based on gang associated activities.
6. Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5) Caps and hats are not permitted on campus. From November 1st to March 1st, beanies will be allowed outdoors and must be:
 - Free of designs other than district/school logos
 - Free of any gang affiliation
 - Free from advocating any alcohol, drug, or tobacco product
 - Any beanie not deemed appropriate by a school administrator will be confiscated.

Upon approval by site administration and for sun protection, students are allowed to wear a full brim hat that is constructed of cotton or canvas material, capable of being folded up while in the classroom. These hats must be:

- Free of any type of logo or writing
 - Solid white or khaki color
 - Removed upon entering building
0. See-through, bare midriff, fishnet blouses, spaghetti strap tops (straps must be one (1) inch or wider), low cut, revealing tops, muscle shirts, strapless tops, off-the-shoulder and undershirts are prohibited. Shirts cut low under the arm will not be acceptable. No student may wear clothing that contains words that are suggestive or has suggestive double meanings of lewdness, obscenity or vulgarity. Clothing advertising alcohol, drug or tobacco products is prohibited.

- 0. The length of shorts must be within the bounds of decency and in good taste as appropriate for school. All shorts, skirts, and skorts must reach mid-thigh. Biker shorts shall not be worn as outer garments.
- 0. Any clothing, hairstyle, piercings, or styles of dress that may cause a threat, have a negative effect, or disrupt the educational process will not be permitted.
- 0. Shirts must be worn at all school activities including sporting events. Bare midriffs will not be allowed.
- 0. No bagging or sagging clothes are permitted. Pants must fit at the waist, hips, crotch and thighs. Belts must be tucked into the pant loop. No inappropriate holes or frays will be permitted.
- 0. Bandannas are not allowed at school or at school-sponsored events.
- 0. Towels, T-shirts, folded shirts or any other clothing article cannot be worn around the neck, draped over the shoulder, or hanging from the pocket.
- 0. Heavy chains that may pose a danger are prohibited.
- 0. Sports jerseys are not allowed on campus other than those with district/school logos effective 2014-2015.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received. As necessary, the school shall collaborate with law enforcement agencies to update definitions of gang-related apparel.

DISCIPLINE

Definitions: (E.C. 48925)

SUSPENSION from school means the removal of a student from ongoing instruction for adjustment purposes. *Parents will be notified when a student is suspended.*

SUSPENDED EXPULSION means suspending the *enforcement* of the expulsion order. During the period of the suspension, the pupil is deemed to be on probationary status. The governing board may revoke the suspension of an expulsion order if the pupil commits any of the act enumerated in Section 48900 or violates any of the district's rules and regulations governing pupil conduct. (E.C. 48917)

EXPULSION means removal of a student from the immediate supervision and control, or the general supervision, of school personnel.

DAY means a calendar day unless otherwise specifically provided.

SCHOOL DAY means a day upon which the schools of the district are in session or weekdays during the summer recess.

STUDENT includes a student's parent/guardian or legal counsel.

PRINCIPAL'S DESIGNEE means one or more administrators designated by the principal to assist with disciplinary procedures.

SCHOOL PROPERTY, for the purposes described in Education Code 48900, includes, but is not limited to, electronic files and databases.

NEXUS TO SCHOOL:

Broad Jurisdiction: A student may be suspended or expelled for any act listed in Section 48900 et seq. If the act is:

1. Related to school activity or school attendance, and
2. Occurs within a school in the student's school district or within any other school district, and
3. Occurs at any time, including but not limited to:
 - a. While on school grounds.
 - b. While going to or coming from school.
 - c. During the lunch period whether on or off the campus.
 - d. During, or while going to or coming from, a school-sponsored activity.

Narrow Jurisdiction: For the then serious acts listed as MANDATORY RECOMMENDATION, a student may be suspended or expelled only if the act is committed:

1. At school or at a school activity off school grounds.

DISCRETIONARY EXPULSIONS: For all non-mandatory expulsions, the board must make at least one of the following findings, in addition to finding that the pupil committed the charged offense:

1. Other means of correction are not feasible.
2. Other means of correction have repeatedly failed to bring about proper conduct.
3. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

CAUSES FOR MANDATORY RECOMMENDATION FOR AN EXPULSION HEARING

Special Circumstances: The education code mandates school sites to recommend an expulsion hearing in specific cases. This applies to the **five (5) mandatory expulsion hearing offenses** outlined in Ed. Code 48915(c):

- 1) Possessing, selling, or furnishing a firearm**
- 2) Brandishing a knife at another person**
- 3) Unlawfully selling a specified controlled substance**
- 4) Committed or attempted to commit sexual assault or committed sexual battery**
- 5) Possession of an explosive**, federally defined as a "Destructive device" as described in 18 U.S.C. Section 921(a)(4). The term "destructive device" means – Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or device similar to any of the devices described in the preceding clauses; Any type of weapon (other than a shotgun or a shotgun shell which the Secretary finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and Any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (A) or (B) and from which a destructive device may be readily assembled.

The term "destructive device" shall not include any device which is neither designed nor redesigned for use as a weapon; any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; surplus ordnance sold, loaned, or given by the Secretary of the Army pursuant to the provisions of section 4684(2), 4685, or 4686 of title 10; or any other device which the Secretary of the Treasury finds is not likely to be used as a weapon, is an antique, or is a rifle which the owner intends to use solely for sporting, recreational or cultural purposes.

A conduct violation involving any of these five (5) offenses requires a mandatory expulsion hearing without exception. Parents will be notified when a student is being considered for expulsion. These are serious offenses and notification of appropriate law enforcement agency is required. The term of the expulsion can be considered for up to one (1) year from the date of the expulsion.

CAUSES FOR RECOMMENDED EXPULSION HEARING

School administration may consider expulsion for students that violate other causes under the education code. The expulsion process is the same for both mandatory and recommended expulsion hearings. The term of a recommended expulsion can be from 1 to 2 semesters. Causes for a recommended expulsion hearing are:

1. CAUSED SERIOUS PHYSICAL INJURY to another person, except in self-defense (E.C. 48900 subsection (a)(2))

Serious bodily injury means a serious impairment of physical condition including, but not limited to, the following: loss of consciousness; concussion; bone fracture; protracted loss or impairment of function of any bodily member or organ; a wound requiring extensive suturing; and serious disfigurement. (P.C. 243)

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

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

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

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

3. FURNISHED A CONTROLLED SUBSTANCE (as defined in the Health and Safety Code Section 11053 et seq.), an alcoholic beverage, or an intoxicant of any kind. (E.C. 48915 and E.C. 48900, sub-section (c))

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

4. POSSESSED ANY CONTROLLED SUBSTANCE (as defined in the Health and Safety Code Section 11053 et seq.), except for the first offense of possession of not more than one ounce of marijuana, other than concentrated cannabis. (E.C. 48900, sub-section (c))

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

5. POSSESSED WITH INTENT TO SELL ANY CONTROLLED SUBSTANCE (as defined in the Health and Safety Code Section 11053 et seq.), an alcoholic beverage, or an intoxicant of any kind. (E.C. 48900, sub-section (c))

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

6. OFFERED, ARRANGED, OR NEGOTIATED TO SELL ANY CONTROLLED SUBSTANCE defined in the Health and Safety Code Section 11053 et seq., alcoholic beverage, or intoxicant and then sold, delivered, or furnished look-alikes or in lieu of substances. (E.C. 48900, sub-section (d))

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

Note: Furnishing or possessing an IMITATION CONTROLLED SUBSTANCE (LOOK-ALIKES) with the intent to distribute will result in a recommendation for expulsion. This offense is also in violation of Health and Safety Code 11680.

7. COMMITTED OR ATTEMPTED TO COMMIT ROBBERY OR EXTORTION (E.C.48900 sub-section (e))

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

8. THREATENED, ATTACKED, OR COMMITTED ASSAULT OR BATTERY ON SCHOOL PERSONNEL (Penal Code Sec. 240,242) (E.C. 48915 and E.C. 48900, sub-section (a), E.C. 44014)

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

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

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

10. COMMITTED A TERRORISTIC THREAT including but not limited to threats of, a bomb, abduction, sexual assault, shooting, or other violence where the threats directly name the school site, staff member, school equipment and/or property (EC 48900.7)

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

11. POSSESSED AN IMITATION FIREARM a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (E.C. 48900, sub-section m)

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

CAUSES FOR HOME SUSPENSION ON FIRST OFFENSE

The number of offenses and the consequences relating to discipline and extracurricular activities eligibility, for substance abuse violations carry over from year to year in grades 9-12, but not from middle school to high school. A school may have additional rules unique to its site as long as they do not conflict with the Student Conduct Code (E.C.35291.5)

DURING SUSPENSION:

1. The student shall not report to school during the period of suspension, except in the case of in-school suspension, unless coming to the office on official business by prior arrangement with a school administrator. Student is expected to be under the supervision of a parent during school hours when serving suspension days at home. (7:00 a.m. - 4:30 p.m.)
2. The student is not to attend any school event or be on any school campus during suspension.
3. The responsibility of obtaining and doing classwork lies with the student. (Parents may contact the teacher to obtain classwork). The teacher may require the student to complete any assignments and tests missed during the suspension. The student shall not be denied the opportunity to make up work.

1. CAUSING OR ATTEMPTING TO CAUSE PHYSICAL INJURY OR USING FORCE OR VIOLENCE UPON ANOTHER PERSON except in Self-defense. (E.C. 48900, sub-sections (a)(1) and (a)(2)).

Note: If a student caused serious physical injury (as defined in Penal Code Section 243) to another person, except in self-defense, the principal must recommend expulsion or report in writing to the Superintendent who will advise the Governing Board that expulsion is inappropriate due to the nature of the particular circumstances which shall be indicated in the report of the incident. (E.C. 4895)

2. POSSESSING USING, OR BEING UNDER THE INFLUENCE OF an alcoholic beverage or intoxicant of any kind. Possessing not more than one ounce of marijuana. Using or being under the influence of Marijuana of any controlled substance (as defined in the Health and Safety Code Section 1053 et seq.). (E.C. 4895 and E.C. 48900, sub-section (c))

1st Offense: 2-5 days suspension and notification of appropriate law enforcement agency. May be recommended to attend a substance abuse counseling program. In addition, a **twenty (20) day suspension from extra-curricular activities will be enforced**. Suspended students give up their privilege to participate in any school-related functions/activities for a period of **twenty (20) school days**. (Ex: sports practice/games, band events, clubs, dances, graduation, agriculture events, etc. (AR 6145)) In the event that another suspension occurred before the end of the twenty (20) day period, another twenty (20) days will be added to their remaining days. The student must attend and complete a substance abuse counseling program, with a minimum of twelve (12) sessions. (BP 5131.6(c))

Note: If the student receives a five-day suspension, the suspension will be reduced to two (2) days if the student agrees to complete a site-approved intervention program. (If the student does not complete the program, alternative consequences will follow at the discretion of the site administration.)

2nd Offense: 3-5 days suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

Note: In addition, students appearing at school functions and having consumed or having in their possession alcoholic beverages or drugs may be handled by police action. (Penal Code Sec. 647) (Health and Safety Code Sec.11550).

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

1st Offense: 2-5 days suspension and notification of appropriate law enforcement agency. May be recommended to attend a substance abuse counseling program. In addition, a **twenty (20) day suspension from extra-curricular activities will be enforced**. Suspended students give up their privilege to participate in any school related functions/activities for a period of **twenty (20) school days**. (Ex: sports practice/games, band events, clubs, dances, graduation, agriculture events, etc. (AR 6145))

In the event that another suspension occurred before the end of the twenty (20) day period, another twenty (20) days will be added to their remaining days. The student must attend and complete a substance abuse counseling program, with a minimum of twelve (12) sessions. (BP 5131.6(c))

Note: If the student receives a five-day suspension, the suspension will be reduced to two (2) days if the student agrees to complete a site-approved intervention program. (If the student does not complete the program, alternative consequences will follow at the discretion of the site administration.)

2nd Offense: 3-5 days suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

4. UNLAWFULLY POSSESSING OR UNLAWFULLY OFFERING, ARRANGING, OR NEGOTIATING TO SELL THE PRESCRIPTION DRUG SOMA (E.C. 48900, subsection p).

1st Offense: 2-5 days suspension and notification of appropriate law enforcement agency. May be recommended to attend a substance abuse counseling program. In addition, a **twenty (20) day suspension from extra-curricular activities will be enforced.** Suspended students give up their privilege to participate in any school-related functions/activities for a period of **20 school days.** (Ex: sports practice/games, band events, clubs, dances, graduation, agriculture events etc. (AR 6145)) In the event that another suspension occurred before the end of the 20 day period, another 20 days will be added to their remaining days. The student must attend and complete a substance abuse counseling program, with a minimum of twelve (12) sessions. (BP 5131.6(c))

Note: If the student receives a five-day suspension, the suspension will be reduced to two (2) days if the student agrees to complete a site-approved intervention program. (If the student does not complete the program, alternative consequences will follow at the discretion of the site administration.)

2nd Offense: 3-5 days suspension, possible recommendation for expulsion, and notification of appropriate law enforcement agency.

5. FIRE-SETTING OR ATTEMPTED FIRE-SETTING including the activation of false alarms or tampering with emergency equipment (Penal Code Sec 447 and 455, 148.4) (E.C. 48900, subsection (f)).

1st Offense: 1-5 days suspension

2nd Offense: 3-5 days suspension

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

OTHER CAUSES RESULTING IN HOME SUSPENSION OR ALTERNATIVE CONSEQUENCES

When "suspension" is indicated, the site administrator will determine whether the consequence should include, **but not be limited to**, school-based interventions, in-school suspension, home suspension, Saturday School, intervention group, detention, community service. Students may also be placed on a school behavior or gang behavior contract. Community service may include, but is not limited to, work performed on school grounds during non-school hours in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs and work performed in the community during non-school hours with written parent permission. (E.C. 48900.6)

Law enforcement agencies may be notified at the discretion of the administration.

If the nature of the offense is serious enough to warrant an alternative education placement or expulsion recommendation appropriate, the student may be suspended five (5) days for the infraction.

A student may be suspended on the first offense if it is determined that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process. (E.C. 48900.5)

The number of offenses and the consequences relating to discipline and extracurricular activities eligibility, for substance abuse violations, carry over from year to year in grades 9-12, but not from middle school to high school. A school may have additional rules unique to its site as long as they do not conflict with the Student Conduct Code (E.C.35291.5)

GANG-RELATED BEHAVIOR - The following is considered gang behavior:

- **Showing colors;** blue, red, burgundy. For example, wearing a blue shirt, blue belt, or a team jacket in a certain way that aligns the student with a particular gang. Your son/daughter will not be allowed to wear gang related apparel or any other items that are associated with gang behavior.
- **Hand signs.** Making particular hand gestures signals gang association or action.
- **Nicknames/Moniker.** Individual gang names used are usually attached to some perceived attribute the member may have for gang purposes. The nickname tends to fit physical or psychological characteristics.
- **Tattoos.** Most gang-related tattoos are found on the member's hands, forearms, and occasionally, the face. The tattoos vary depending on the age of the gang member.
- **Graffiti.** Graffiti includes written and/or spray-painted words, slurs, or challenges.
- **Physical/verbal confrontations.** Conflicts may involve one or more members against rival gang members.
- **Grouping Together (Mobbing):** What is mobbing? A target is selected and bullied (mobbed) by a group of people rather than by one individual. A ringleader incites supporters, cohorts, copycats to engage in adversarial interaction with the selected target. The ringleader, or chief bully, gains gratification from encouraging others to engage in adversarial interaction with the target. Many people use the word "mobbing" to describe this pack attack by several individuals on one individual. Once mobbing is underway the chief bully incites the mobbing into mutually assured destruction.

INFRACTIONS THAT MERIT EITHER A WARNING, ALTERNATIVE CONSEQUENCES, OR SUSPENSION UP TO 5 DAYS

The following rubric may be used as a guide for determining the consequence for the following infractions. However, the administrator may bypass one or more steps if it is believed the infraction merits more serious consequences:

1st Offense: Warning, Alternative Consequence, and/or 1-3 days suspension

2nd Offense: Parent Conference, Alternative Consequence and/or 1-3 days suspension

3rd Offense: Contact Parent, Alternative Consequence and/or 1-3 days suspension

4th Offense: Contact Parent, Referral to Counselor, Alternative Consequence and/or 1-3 days suspension

5th Offense: Contact Parent, Referral to Counselor/Psychologist, Alternative Consequence and/or 1-3 days suspension

6th Offense: Contact Parent, Referral to Counselor/Psychologist, Alternative Consequence and/or 3-5 days suspension and/or recommendation for alternative education program or expulsion

1. WILLFUL DEFIANCE OR DISRUPTION OF THE SCHOOL OR INTERFERING WITH THE PEACEFUL CONDUCT OF THE CAMPUS OR CLASSROOM (Penal Code Sec. 48.E) (E.C. 48900, sub-section (k))

1st Offense: Warning or Alternative Consequences.

2. CAUSING OR ATTEMPTING TO CAUSE DAMAGE TO PROPERTY - cutting, defacing, or otherwise injuring any school District property, or the malicious injury or destruction of any other person's real or personal property. "School property" includes, but is not limited to, electronic files and databases, (Penal Code Sec. 594) (E.C. 48900, sub-section (f))

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

3. USE OF TECHNOLOGY, including but not limited to cell phones, computers, and other devices, **TO TRANSMIT, RECEIVE, OR POSSESS MATERIAL THAT IS SEXUALLY EXPLICIT OR PORNOGRAPHIC**. For the purpose of threatening to cause or causing physical or emotional harm or property damage. May include technological communications occurring during non-school hours or off-campus but which have an impact on attendance, the educational atmosphere of the school, or school safety. (E.C. 48900, sub-sections, (i), (r), and .2)

4. THREATENING INTIMIDATING, MENACING OR HARASSING (INCLUDING SEXUAL HARASSMENT OR DISCRIMINATORY CONDUCT) ANY OTHER PERSON (E.C. 48900 subsection (a)(1) and/or (k)) (E.C. 48900.2) (E.C. 48900.4) (BP & AR 5145.3) Possible removal from campus or separation of the student.

Note: In the event, an allegation of sexual harassment is not resolved informally to the satisfaction of a complainant, the complainant may use the District complaint process for formal resolution of such complaints.

5. COMMITTING AN OBSCENE ACT OR ENGAGING IN HABITUAL PROFANITY OR VULGARITY, INCLUDING RACIAL/ETHNIC SLURS either verbally or in writing. (E.C. 48900, sub-section (l)) (BP & AR 5145.3)

Note: Any act committed against school staff would warrant consequences starting at Step 2. A student will be suspended on the first offense for five (5) days if such behavior disrupts school activities, threatens to disrupt the instructional process, or causes a danger to persons or property, (E.C. 48900, Sub-section (k))

6. ENGAGING IN, OR HAVING ANY PART IN HAZING or committing any act that injures, degrades, or disgraces any other person attending school. Causing, attempting to cause, threatening to cause, or participating in an act of hate violence. (E.C. Sec. 32050-52) (E.C. 233) (E.C. 48900, subsections (a)(1) and (q)). (E.C. 48900.3)

7. STEALING OR ATTEMPTING TO STEAL SCHOOL PROPERTY OR PRIVATE PROPERTY "School property" includes, but is not limited to, electronic files and databases, (E.C. 48900 sub-section (g))

8. KNOWINGLY RECEIVING STOLEN SCHOOL PROPERTY OR PRIVATE PROPERTY "School property" includes, but is not limited to, electronic files and databases. (E.C. 48900 sub-sections (g), (l))

9. ANY ACT OF DEFIANCE OR DISOBEDIENCE either in language or in action against School personnel, refusing to comply with the reasonable requests or orders of school personnel. (E.C. 48900, sub-section (k))

10. ENGAGED IN AN ACT OF BULLYING including but not limited to, bullying committed by means of an electronic act as defined in subdivisions (f) and (g) of section 32261, directed specifically toward a pupil or school personnel. (E.C., 48900, subsection (r)).

Note: Depending on the act, the student may be suspended or recommended for expulsion.

11. RECKLESS DRIVING (E.C. 48900, sub-section (k))

12. FORGING, FALSIFYING, ALTERING, OR USING FORGED SCHOOL CORRESPONDENCE OR PASSES (E.C. 48900, sub-section (k))

13. VIOLATING THE COMPUTER AND NETWORK ELECTRONIC INFORMATION POLICY (E.C. 48900, subsection (k)) (BP 6163.4 (a) and (Penal Code Sections 502,313(a), 632)

Note: Any infraction that may constitute a breach in network security or damage to the network, may result in disciplinary action including a recommendation for alternative education program or expulsion and notification of law enforcement on the first offense.

14. POSSESSING OR USING TOBACCO (or any products containing tobacco or nicotine products including e-cigarettes) in grades 9-12. (E.C. 48900, subsection (h)) Tobacco and nicotine products include, but are not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. Electronic smoking devices (e-cigarettes, vapor pens) E.C. 48011, subsection (h))

Note: No school shall permit the smoking or use of tobacco, or any product containing tobacco, or nicotine products, by pupils of the school while pupils are on campus, or while attending school-sponsored activities or while under the supervision and control of School District employees. (E.C. 48901) Confiscated materials will not be returned to students, but will be returned to the parents if requested within five (5) days of the incident.

15. FAILING TO IDENTIFY ONESELF or giving false information to school personnel. (E.C. 48900, sub-section (k))

16. TAMPERING WITH PROPERTY OF THE SCHOOL, DISTRICT or belongings of any other person. (E.C. 48900, sub-section (k))

17. CHEATING OR PLAGIARIZING ON SCHOOL ASSIGNMENTS (E.C. 48900, sub-section (k)), (BP 5131.9)

19. GAMBLING AND WAGERING or habitually being present where gambling and wagering are taking place. (E.C. 48900, sub-section (k))

20. LOITERING ON OR ABOUT ANY CAMPUS without apparent lawful purpose, (E.C. 48900, sub-section (k)) (Penal Code 653G and 627)

Note: A student may be subject to arrest according to Penal Code 653G if he/she loiters at or near any school or public place at or near where students attend or normally congregate, or re-enters or comes upon such school or place after being asked to leave by a school official. Punishment for loitering includes a fine not to exceed \$1,000 and/or imprisonment in the county jail not to exceed six (6) months.

21. ANY DRESS, GROOMING, OR APPEARANCE which disrupts, or tends to disrupt the educational process, or affect the health or safety of individuals shall be prohibited. (E.C. 48900, subsection (k)) (E.C. 35161, 35183, 35291.5, 35294.1; Calif. Code Regs., Title 5, Section 302)

Note: In addition to the Dress Code listed on page 5, schools may have additional rules approved by School Safety Committees School Site Council, Principals also have the discretion to prohibit any attire that is not described, or listed in the Dress Code and can also make reasonable exceptions to the Dress Code for Special days or special events.

22. POSSESSING OF ANY OBJECT NOT OF A DANGEROUS NATURE (i.e. Bluetooth speakers, cameras or other items a school administrator identifies as disruptive) (E.C. 48900, sub-section (k)) (Unless in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.)

Note: An unauthorized object will be confiscated by school authorities, Object will be returned to the parent/guardian, not the student.

23. POSSESSING OR USING ANY ELECTRONIC SIGNALING DEVICE high school students may possess and use electronic communication devices on school district property and at school-sponsored activities under the conditions listed below. Electronic signaling devices may include, but are not limited to, pagers, beepers, and cellular/digital telephones. Electronic communication devices may be used on school grounds before and after the official instructional day and during the student's lunch period and health break. Electronic communication devices must be turned off during class time. No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. (Ed. Code 48901.5) It is the student's responsibility to ensure that their devices are turned off and secured at all times. The Tulare Joint Union High School District is not responsible for lost, stolen, or damaged electronic communication devices or any charges incurred as a result.

Note: Students who violate these rules and regulations may be subject to discipline including suspension, expulsion or transfer to alternative programs.

24. BEHAVIOR ON DISTRICT TRANSPORTATION: Decisions about discipline regarding transportation will be a collaborative effort between transportation and school administration. Consequences range from warning to loss of bus privileges.

Note: Depending on the seriousness of the act, the student may lose bus privileges for the remainder of the school year on the first or succeeding offenses.

25. THE SALE OF FOOD AND/OR DRINK FOR PERSONAL PROFIT UNLESS PERMISSION HAS BEEN OBTAINED BY THE DISTRICT'S NUTRITION SERVICES

Note: Students who violate these rules and regulations may be subject to discipline including suspension or transfer to alternative programs.

RIGHT OF APPEAL AND DUE PROCESS

You have the right to appeal a suspension by requesting a meeting, with the principal, within ten (10) school days. You also have the right to see any and all records pertaining to your student within five (5) school days of your request for access.

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5, 48918)

SUSPENSION APPEAL PROCESS

Timelines

A suspension appeal to the site principal must be requested within five (5) school days following the first day of suspension. The principal shall hear the appeal within five (5) days after the appeal request has been lodged. In cases where the site principal was involved in the suspension decision, due to the absence of the assistant principal, the appeal request would be lodged with the appropriate Assistant Superintendent. The Assistant Superintendent shall hear the appeal within five (5) school days after the appeal request has been lodged. The scope of the review is limited to the following four areas:

1. Did the school act without or in excess of its jurisdiction?
 - a. Was the suspension based on an enumerated suspendable offense?

Disciplinary action will be taken if a student's behavior is disruptive to the instructional process or causes a danger to persons or property even though the offense is not defined in the Student Conduct Code.
 - b. Were the student's acts related to school activity or attendance?

While on school grounds. While going to or coming from school. During the lunch period whether on or off the campus, during, or while going to, or coming from, a school sponsored activity. (E.C. 48900)
2. Was the student told why he/she was being suspended and provided with an explanation of the evidence that indicates he/she committed the offense?
 - a. Was the student afforded the opportunity to tell his/her side of the story and produce any evidence he/she may have to support it?
3. Was there prejudicial abuse of discretion in the suspension decision?
4. Is there other relevant or new material evidence which, in the exercise of reasonable diligence, could not have been produced or which was improperly excluded?

Decision

If the site principal overturns the suspension decision, all information related to the suspension will be deleted from the student's record. The decision of the site principal shall be final.

ACADEMIC HONESTY / CHEATING

(Regulation 5131.9)

The following does not purport to be an all-inclusive definition of cheating, nor a complete solution to a problem which must be faced by each person as an individual. However, in the interest of the students, the district commits itself to the repression of cheating on district campuses by encouraging honest efforts as well as by vigilance in student control.

Cheating is defined as obtaining or providing any help on an assignment or test where the intent was that the student complete the assignment or test by himself/herself. Examples of cheating would be:

1. Using a form of "cribbing" (cheat sheet) method during a test.
2. Willfully misgrading another student's paper.
3. Allowing another student to use one's paper during a test, thus providing either the questions or answers to the test.
4. Preparing written assignments by copying material from a book or other material, or from the work of another student, without recognizing the source.

The use of a test from earlier year for study purposes is not to be considered cheating.

Cheating should not be ignored or condoned. Since it concerns the whole class, cheating should be uncovered where it exists, docking of the grade of the paper concerned should be automatic, and any additional punishment which the teacher feels is warranted should be given to the student involved.

STUDENT HARASSMENT AND DISCRIMINATION (BULLYING POLICY)

(Prohibited by Law and by Tulare Joint Union High School District's Board Policy 5145.3, 5145.7 and 5145.9)

The Board of Education will **NOT** tolerate harassment or discrimination and will make efforts to maintain school free from this type of behavior. Any and all forms of harassment or discrimination based on race, ethnic group, religion, gender, color, race, ancestry, national origin, and physical or mental disability, age or actual or perceived sexual orientation which includes perceptions of a person's identity, appearance, or behavior is expressly prohibited.

TULARE JOINT UNION HIGH SCHOOL DISTRICT'S BOARD POLICIES

1. Prohibits harassment/discrimination of any student by any employee, student, or other person in, or from the District.
2. Expects students or staff to immediately report incidents of harassment or discrimination to a site administrator or to the Title IX Coordinator: **Tammy Aldaco, Assistant Superintendent, Human Resources, 426 N Blackstone St., Tulare CA 93274, (559) 688-2021, tammy.aldaco@tulare.k12.ca.us**
3. Each site administrator has the responsibility of maintaining an educational and work environment free of harassment and discrimination.
4. Each harassment complaint shall be promptly investigated in a way designed to respect the privacy of all parties concerned. This responsibility includes discussing this policy with his/her students and employees and assuring them that they NEED NOT endure sexually insulting, degrading, exploitative treatment, or any other form of sexual harassment or discrimination.

EXAMPLES OF HARASSMENT:

Harassment may occur as a pattern of degrading sexual speech or action ranging from verbal or physical annoyances, distractions to deliberate intimidations, frank threats, or sexual demands. Forms of harassment include, but are not limited to the following:

- **Verbal Harassment**- Derogatory comments, jokes, or slurs, graphic verbal abuse of a racial or sexual nature; comments about an individual's body of dress, sexual preferences, sexual conduct, sexual orientation, or gender preference; racial/sexual degrading words used to demean, label, or describe an individual; or spreading sexual rumors.
- **Physical Harassment** - Unnecessary or offensive touching, or impeding or blocking movement.
- **Visual Harassment** - Derogatory or offensive posters, cards, cartoons, graffiti, drawings, or gestures; suggestive or obscene letters, notes, or invitations; the display in the educational environment of or sexually suggestive objects or racially derogatory pictures.
- **Sexual Favors** - Unwelcome sexual advances, requests for sexual favors, unwelcome sexual flirtations, or propositions.

5. Retaliation - The District prohibits retaliatory behavior against any complainant.

6. Electronic Harassment -The use of text messages, email, internet postings such as MySpace or Facebook to make libelous, degrading, hateful, hurtful, or any type of derogatory remark about a student or staff member.

SEXUAL HARASSMENT (E.C. 212.5)

"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 any of the following conditions:

1. When submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
2. When submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. When the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. When submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at, or through, the educational institution.

SEXUAL ORIENTATION HARASSMENT AND DISCRIMINATION

Harassment or discrimination based on sexual orientation and gender, which includes perceptions of a person's identity, appearance, or behavior, is expressly prohibited under VUSD policies and state law, including Education Code Section 220 and Penal Code sections 422.6 and 422.76. The prohibition on retaliation, the consequences for sexual harassment, and the grievance complaint procedures applicable to sexual harassment are equally applicable to harassment or discrimination [Regulation 6164.6: Identification And Education Under Section 504](#) based on sexual orientation.

BULLYING (BP 5131.2)

The Board of Trustees recognizes the harmful effects of bullying on student learning and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student.

CYBERBULLYING includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images as defined in Education Code 48900. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation. (cf. 5145.9)

Strategies for addressing bullying in district schools shall be developed with involvement of key stakeholders, including students, parents/guardians, and staff, and may be incorporated into the comprehensive safety plan, the local control and accountability plan, and other applicable district and school plans. (cf.6163.4)

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the District has developed a means for students to report threats or incidents confidentially and anonymously. Use the following hotline to make an anonymous report. **Sprigeo Hotline** - <http://app.sprigeo.com>

SUICIDE PREVENTION (BP 5141.52)

The Board of Trustees recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. In an effort to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the district, the Superintendent or designee may consult with school health professionals, school counselor, school psychologists, school social workers, administrators, other staff, parents/guardians, students, suicide prevention experts, local health agencies, mental health professionals, community organizations.

Students shall be encouraged to notify a teacher, principal, counselor, or another adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, the staff member shall promptly notify the principal or school counselor, who shall implement district intervention protocols as appropriate.

Although any personal information that a student discloses to a school counselor shall generally not be revealed, release, reference, or discussed with third parties, the counselor may report to the principal of student's parent/guardians when there is reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or other within the school community. In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment. (E.C. 49603)

National Suicide Prevention Lifeline: (800) 273-8255

Crisis Text Line: Text HOME to 741741 to connect with a Crisis Counselor

Local Suicide Prevention Lifeline: (800) 320-1616

HATE MOTIVATED BEHAVIOR (BP5145.9)

The Board of Trustees is committed to providing a safe learning environment that protects students from discrimination, harassment, intimidation, bullying, and other behavior motivated by a person's hostility towards another person's real or perceived ethnicity, national origin, immigrant status, sex, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. The Superintendent or designee shall design strategies to promote harmonious relationships among students, prevent incidents of hate-motivated behavior to the extent possible, and address such incidents if they occur.

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. Such collaborative efforts shall focus on ensuring an efficient use of district and community resources, developing effective prevention strategies and response plans, providing assistance to students affected by hate-motivated behavior, and/or educating students who have perpetrated hate-motivated acts.

Uniform Complaint Procedures (UCP) Grievance Procedure

Administrative Regulation 1312.3

Except as may otherwise be specifically provided in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in the accompanying Board policy.

Compliance Officers

The district designates the individual(s), position(s), or unit(s) identified below as responsible for receiving, coordinating, and investigating complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination, harassment, intimidation, or bullying and in AR 5145.7 - Sexual Harassment for handling complaints regarding sexual harassment.

Tammy Aldaco, Assistant Superintendent, Human Resources and Business
District Office
426 North Blackstone
Tulare, California 93274
(559) 688-2021
tammy.aldaco@tulare.k12.ca.us

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program; applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination, harassment, intimidation, or bullying; applicable standards for reaching decisions on complaints; and appropriate corrective measures. A requirement that if school personnel witness an act of discrimination, harassment, intimidation, or bullying they shall take immediate steps to intervene when safe to do so. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

The compliance officer or, if necessary, an appropriate administrator shall determine whether interim measures are necessary during an investigation and while the result is pending. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group, and a list of all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy
2. The title of the position responsible for processing complaints, the identity of the person(s) currently occupying that position if known, and a statement that such persons will be knowledgeable about the laws and programs that they are assigned to investigate
3. A statement that a UCP complaint, except a complaint alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed no later than one year from the date the alleged violation occurred
4. A statement that a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed no later than six months from the date of the alleged conduct or the date the complainant first obtained knowledge of the facts of the alleged conduct
5. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities
6. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint
7. A statement that the district will post a standardized notice of the educational and graduation requirements of foster youth, homeless students, children of military families, and former juvenile court school students now enrolled in the district, as specified in Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process
8. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant
9. A statement that, for programs within the scope of the UCP as specified in the accompanying Board policy, the complainant has a right to appeal the district's investigation report to the California Department of Education (CDE) by filing a written appeal, including a copy of the original complaint and the district's decision, within 30 calendar days of receiving the district's decision
10. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal laws prohibiting discrimination, harassment, intimidation, or bullying, if applicable
11. A statement that copies of the district's UCP are available free of charge

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.6 shall be posted on the district and district school web sites and may be provided through district-supported social media, if available.

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's UCP policy, regulation, forms, and notices shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a site administrator not designated as a compliance officer receives a complaint, the site administrator shall notify the compliance officer.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy may be filed by any individual, public agency, or organization. (5 CCR 4600)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee.
3. A UCP complaint, except for a UCP complaint alleging unlawful discrimination, harassment, intimidation, or bullying, shall be filed no later than one year from the date the alleged violation occurred. For complaints related to the LCAP, the date of the alleged violation is the date when the County Superintendent of Schools approves the LCAP that was adopted by the Governing Board. (5 CCR 4630)
4. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges having personally suffered unlawful discrimination, a person who believes that any specific class of individuals has been subjected to unlawful discrimination, or a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. (5 CCR 4630)
5. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)

6. When a complaint alleging unlawful discrimination, harassment, intimidation, or bullying is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
7. When a complainant of unlawful discrimination, harassment, intimidation, or bullying or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation to resolve the complaint. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to permit the mediator access to all relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with an investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available witnesses with information pertinent to the complaint and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate

intervals, the compliance officer shall inform the parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination, harassment, intimidation, or bullying, the compliance officer shall interview the alleged victim(s), any alleged offender(s), and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Refusal by the district to provide the investigator with access to records and/or information related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or any other obstruction of the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Timeline for Investigation Report

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written investigation report, as described in the section "Investigation Report" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

For any complaint alleging unlawful discrimination, harassment, intimidation, and bullying, the respondent shall be informed of any extension of the timeline agreed to by the complainant.

Investigation Report

For all complaints, the district's investigation report shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered
2. A conclusion providing a clear determination for each allegation as to whether the district is in compliance with the relevant law
3. Corrective action(s) whenever the district finds merit in the complaint, including, when required by law, a remedy to all affected students and parents/guardians and, for a student fees complaint, a remedy that complies with Education Code 49013 and 5 CCR 4600
4. Notice of the complainant's right to appeal the district's investigation report to CDE, except when the district has used the UCP to address a complaint not specified in 5 CCR 4610
5. Procedures to be followed for initiating an appeal to CDE

The investigation report may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of an investigation report may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the investigation report or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination, harassment, intimidation, and bullying, notice of the investigation report to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient (LEP) student or parent/guardian, then the district's response, if requested by the complainant, and the investigation report shall be written in English and the primary language in which the complaint was filed.

For complaints alleging unlawful discrimination, harassment, intimidation, and bullying based on state law, the investigation report shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including, but not limited to, injunctions, restraining orders or other remedies or orders, 60 calendar days after the filing of an appeal with CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination, harassment, intimidation, or bullying, appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

For complaints of retaliation or unlawful discrimination, harassment, intimidation, or bullying involving a student as the respondent, appropriate corrective actions that may be provided to the student include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination, harassment, intimidation, or bullying, the district shall take appropriate disciplinary action, up to and including dismissal,

in accordance with applicable law and collective bargaining agreement.

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination, harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the law regarding student fees, deposits, and other charges, physical education instructional minutes, courses without educational content, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51222, 51223, 51228.3, 52075)

For complaints alleging noncompliance with the law regarding student fees, the district, by engaging in reasonable efforts, shall attempt in good faith to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's investigation report on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 30 calendar days of receiving the district's investigation report. (5 CCR 4632)

The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's investigation report for that complaint. The complainant shall specify and explain the basis for the appeal, including at least one of the following: (5 CCR 4632)

1. The district failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, the district's investigation report lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in the district's investigation report are not supported by substantial evidence.
4. The legal conclusion in the district's investigation report is inconsistent with the law.
5. In a case in which the district found noncompliance, the corrective actions fail to provide a proper remedy.

Upon notification by CDE that the district's investigation report has been appealed, the Superintendent or designee shall forward the following documents to CDE within 10 days of the date of notification: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the district's investigation report
3. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
4. A report of any action taken to resolve the complaint
5. A copy of the district's UCP

6. Other relevant information requested by CDE

If notified by CDE that the district's investigation report failed to address allegation(s) raised by the complaint, the district shall, within 20 days of the notification, provide CDE and the appellant with an amended investigation report that addresses the allegation(s) that were not addressed in the original investigation report. The amended report shall also inform the appellant of the right to separately appeal the amended report with respect to the allegation(s) that were not addressed in the original report. (5 CCR 4632)

Uniform Complaint Procedures

Board Policy 1312.3:

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages the early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to UCP

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve complaints regarding the following programs and activities:

1. Accommodations for pregnant and parenting students (Education Code 46015)
2. Adult education programs (Education Code 8500-8538, 52334.7, 52500-52617)
3. After School Education and Safety programs (Education Code 8482-8484.65)
4. Agricultural career technical education (Education Code 52460-52462)
5. Career technical and technical education and career technical and technical training programs (Education Code 52300-52462)
6. Child care and development programs (Education Code 8200-8488)
7. Compensatory education (Education Code 54400)
8. Consolidated categorical aid programs (Education Code 33315; 34 CFR 299.10-299.12)
9. Course periods without educational content (Education Code 51228.1-51228.3)
10. Discrimination, harassment, intimidation, or bullying in district programs and activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
11. Educational and graduation requirements for students in foster care, homeless students, students from military families, and students formerly in a juvenile court school (Education Code 48645.7, 48853, 48853.5, 49069.5, 51225.1, 51225.2)
12. Every Student Succeeds Act (Education Code 52059.5; 20 USC 6301 et seq.)
13. Local control and accountability plan (Education Code 52075)

14. Migrant education (Education Code 54440-54445)
15. Physical education instructional minutes (Education Code 51210, 51222, 51223)
16. Student fees (Education Code 49010-49013)
17. Reasonable accommodations to a lactating student (Education Code 222)
18. Regional occupational centers and programs (Education Code 52300-52334.7)
19. School plans for student achievement as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64001)
20. School safety plans (Education Code 32280-32289)
21. School site councils as required for the consolidated application for specified federal and/or state categorical funding (Education Code 65000)
22. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
23. Any other state or federal educational program the Superintendent of Public Instruction or designee deems appropriate

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process for resolving a complaint in a manner that is acceptable to all parties. An ADR process such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be investigated and resolved by the specified agency or through an alternative process:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division or the appropriate law enforcement agency. (5 CCR 4611)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services. (5 CCR 4611)
3. Any complaint alleging that a student, while in an education program or activity in which the district exercises substantial control over the context and respondent, was subjected to sexual harassment as defined in 34 CFR 106.30 shall be addressed through the federal Title IX complaint procedures adopted pursuant to 34 CFR 106.44-106.45, as specified in AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.
4. Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.
5. Any complaint alleging a violation of a state or federal law or regulation related to special education, a settlement agreement related to the provision of a free appropriate public education (FAPE), failure or refusal to implement a due process hearing order to which the district is subject, or a physical safety concern that interferes with the district's provision of FAPE shall be submitted to the California Department of Education (CDE) in accordance with AR 6159.1 - Procedural Safeguards and Complaints for Special Education. (5 CCR 3200-3205)
6. Any complaint alleging noncompliance of the district's food service program with laws regarding meal counting and claiming, reimbursable meals, eligibility of children or adults, or use of cafeteria funds and allowable expenses shall be filed with or referred to CDE in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15580-15584)
7. Any allegation of discrimination based on race, color, national origin, sex, age, or disability in the district's food service program shall be filed with or referred to the U.S. Department of Agriculture in accordance with BP 3555 - Nutrition Program Compliance. (5 CCR 15582)
8. Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments shall be investigated and resolved in accordance with AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 35186)

504 Grievance Procedure

Identification and Education Under Section 504 – Administrative Regulation 6164.6

The Superintendent designates the following position as the district's 504 Coordinator to implement the requirements of Section 504 of the federal Rehabilitation Act of 1973: (34 CFR 104.7)

Roger Robles, Director of Special Education
426 North Blackstone
Tulare, California 93274
(559) 687-7351

Definitions

For the purpose of implementing Section 504, the following terms and phrases shall have only the meanings specified below: Free appropriate public education (FAPE) means the provision of regular or special education and related aids and services designed to meet the individual educational needs of a students with disabilities as adequately as the needs of students without disabilities are met, at no cost to the student or his/her parent/guardian, except when a fee is specifically authorized by law for all students. (34 CFR 104.33)

Student with a disability means a student who has a physical or mental impairment which substantially limits one or more major life activities. (28 CFR 35.108)

Physical impairment means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genito-urinary, immune, hemic, lymphatic, skin, and endocrine. (28 CFR 35.108)

Mental impairment means any mental or psychological disorder, such as, intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disability. (28 CFR 35.108)

Substantially limits major life activities means limiting a person's ability to perform functions, as compared to most people in the general population, such as caring for himself/herself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, writing, communicating, and working. Major life activities also includes major bodily functions such as functions of the immune system, special sense organs and skin, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions, as well as the operation of an individual organ within a body system.

The determination of whether an impairment substantially limits a student's major life activities shall be made without regard to the ameliorative effects of mitigating measures other than ordinary eyeglasses or contact lenses. Mitigating measures are measures that an individual may use to eliminate or reduce the effects of an impairment, including, but not limited to, medications, medical supplies or equipment, prosthetic devices, assistive devices, reasonable modifications or auxiliary aids or services, learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy. (42 USC 12102; 28 CFR 35.108)

Referral, Identification, and Evaluation

Any action or decision to be taken by the district involving the referral, identification, or evaluation of a student with disabilities shall be in accordance with the following procedures:

1. A parent/guardian, teacher, other school employee, student success team, or community agency may refer a student to the principal or 504 Coordinator for identification as a student with a disability under Section 504.
2. Upon receipt of any such referral, the principal, 504 Coordinator, or other qualified individual with expertise in the area of the student's suspected disability shall consider the referral and determine whether an evaluation is appropriate. This determination shall be based on a review of the student's school records, including those in academic and nonacademic areas of the school program; consultation with the student's teacher(s), other professionals, and the parent/guardian, as appropriate; and analysis of the student's needs.

If it is determined that an evaluation is unnecessary, the principal or 504 Coordinator shall inform the parents/guardians in writing of this decision and of the procedural safeguards available, as described in the "Procedural Safeguards" section below.

3. If the student needs or is believed to need special education or related services under Section 504, the district shall conduct an evaluation of the student prior to his/her initial placement. (34 CFR 104.35)

Prior to conducting an initial evaluation of a student for eligibility under Section 504, the district shall obtain written parent/guardian consent.

The district's evaluation procedures shall ensure that the tests and other evaluation materials: (34 CFR 104.35)

- a. Have been validated and are administered by trained personnel in conformance with the instruction provided by the test publishers
- b. Are tailored to assess specific areas of educational need and are not merely designed to provide a single general intelligence quotient
- c. Reflect the student's aptitude or achievement or whatever else the tests purport to measure rather than his/her impaired sensory, manual, or speaking skills except where those skills are the factors that the tests purport to measure

Section 504 Services Plan and Placement

Services and placement decisions for students with disabilities shall be determined as follows:

1. A multi-disciplinary 504 team shall be convened to review the evaluation data in order to make placement decisions.

The 504 team shall consist of a group of persons knowledgeable about the student, the meaning of the evaluation data, and the placement options. (34 CFR 104.35)

In interpreting evaluation data and making placement decisions, the team shall draw upon information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background, and adaptive behavior. The team shall also ensure that information obtained from all such sources is documented and carefully considered and that the placement decision is made in conformity with 34 CFR 104.34. (34 CFR 104.35)

2. If, upon evaluation, a student is determined to be eligible for services under Section 504, the team shall meet to develop a written 504 services plan which shall specify the types of regular or special education services, accommodations, and supplementary aids and services necessary to ensure that the student receives FAPE.

The parents/guardians shall be invited to participate in the meeting and shall be given an opportunity to examine all relevant records.

3. If the 504 team determines that no services are necessary for the student, the record of the team's meeting shall reflect whether or not the student has been identified as a person with a disability under Section 504 and shall state the basis for the determination that no special services are presently needed. The student's parent/guardian shall be informed in writing of his/her rights and procedural safeguards, as described in the "Procedural Safeguards" section below.
4. The student shall be placed in the regular educational environment, unless the district can demonstrate that the education of the student in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. The student shall be educated with those who are not disabled to the maximum extent appropriate to his/her individual needs. (34 CFR 104.34)
5. The district shall complete the identification, evaluation, and placement process within a reasonable time frame. The district shall adhere to this time frame regardless of any extended school breaks or times that school is otherwise not in session.
6. A copy of the student's Section 504 services plan shall be kept in his/her student record. The student's teacher(s) and any other staff who provide services to the student shall be informed of the plan's requirements.

If a student transfers to another school within the district, the principal or designee at the school from which the student is transferring shall ensure that the principal or designee at the new school receives a copy of the plan prior to the student's enrollment in the new school.

Review and Reevaluation

The 504 team shall monitor the progress of the student and, at least annually, shall review the effectiveness of the student's Section 504 services plan to determine whether the services are appropriate and necessary and whether the student's needs are being met as adequately as the needs of students without disabilities are met. In addition, each student with a disability under Section 504 shall be reevaluated at least once every three years.

A reevaluation of the student's needs shall be conducted before any subsequent significant change in placement. (34 CFR 104.35)

Procedural Safeguards

The Superintendent or designee shall notify the parents/guardians of students with disabilities of all actions and decisions by the district regarding the identification, evaluation, or educational placement of their children. He/she also shall notify the parents/guardians of all the procedural safeguards available to them if they disagree with the district's action or decision,

including an opportunity to examine all relevant records and an impartial hearing in which they shall have the right to participate. (34 CFR 104.36)

If a parent/guardian disagrees with any district action or decision regarding the identification, evaluation, or educational placement of his/her child under Section 504, he/she may request a Section 504 due process hearing within 30 days of that action or decision:

Prior to requesting a Section 504 due process hearing, the parent/guardian may, at his/her discretion, but within 30 days of the district's action or decision, request an administrative review of the action or decision. The Coordinator shall designate an appropriate administrator to meet with the parent/guardian to attempt to resolve the issue and the administrative review shall be held within 14 days of receiving the parent/guardian's request. If the parent/guardian is not satisfied with the resolution of the issue, or if the parent/guardian did not request an administrative review, he/she may request a Section 504 due process hearing. A Section 504 due process hearing shall be conducted in accordance with the following procedures:

1. The parent/ guardian shall submit a written request to the Coordinator within 30 days of receiving the district's decision or, if an administrative review is held, within 14 days of completion of the review. The request for the due process hearing shall include:
 - a. The specific nature of the decision with which he/she disagrees
 - b. The specific relief he/she seeks
 - c. Any other information he/she believes is pertinent to resolving the disagreement
2. Within 30 days of receiving the parent/guardian's request, the Superintendent or designee and 504 Coordinator shall select an impartial hearing officer. This 30-day deadline may be extended for good cause or by mutual agreement of the parties.
3. Within 45 days of the selection of the hearing officer, the Section 504 due process hearing shall be conducted and a written decision mailed to all parties. This 45-day deadline may be extended for good cause or by mutual agreement of the parties.
4. The parties to the hearing shall be afforded the right to:
 - a. Be accompanied and advised by legal counsel and by individuals with special knowledge or training related to the problems of students with disabilities under Section 504
 - b. Present written and oral evidence
 - c. Question and cross-examine witnesses
 - d. Receive written findings by the hearing officer stating the decision and explaining the reasons for the decision

If desired, either party may seek a review of the hearing officer's decision by a federal court of competent jurisdiction.

Notifications

The Superintendent or designee shall ensure that the district has taken appropriate steps to notify students and parents/guardians of the district's duty under Section 504. (34 CFR 104.32)

Identification And Education Under Section 504 – Board Policy 6164.6

The Board of Trustees believes that all children, including children with disabilities, should have the opportunity to learn in a safe and nurturing environment. The Superintendent or designee shall work to identify children with disabilities who reside within the jurisdiction of the district in order to ensure that they receive educational and related services required by law.

The Superintendent or designee shall provide qualified students with disabilities with a free appropriate public education (FAPE), as defined under Section 504 of the federal Rehabilitation Act of 1973. Such students shall receive regular or special education and related aids and services designed to meet their individual educational needs as adequately as the needs of students without disabilities are met. (34 CFR 104.33)

In addition, qualified students with disabilities shall be provided an equal opportunity to participate in programs and activities that are integral components of the district's basic education program, including, but not limited to, extracurricular athletics, interscholastic sports, and/or other nonacademic activities. (34 CFR 104.37)

The district's local control and accountability plan shall include goals and specific actions to improve student achievement and other outcomes of students with disabilities. At least annually, the Superintendent or designee shall assess the district's progress in attaining the goals established for students with disabilities and shall report these results to the Board. (Education Code 52052, 52060)

In providing services to students with disabilities under Section 504, the Superintendent or designee shall ensure district compliance with law, including providing the students and their parents/guardians with applicable procedural safeguards and required notifications. Any dispute as to the identification, evaluation, or placement of any student with a disability shall be resolved in accordance with the processes specified in the "Procedural Safeguards" section of the accompanying administrative regulation.

The Superintendent or designee shall maintain a list of impartial hearing officers who are qualified and willing to conduct Section 504 hearings. To ensure impartiality, such officers shall not be employed by or under contract with the district in any other capacity except as hearing officer and shall not have any professional or personal involvement that would affect their impartiality or objectivity in the matter.

ATTENDANCE EXPECTATIONS AND CONSEQUENCES

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

ABSENCE REPORTING

The PARENT or GUARDIAN of a pupil is required to provide an explanation for a pupil's absence. This explanation is required no later than the day following the absence. (CCR Title 5, Sec. 306)

Method of Verification When a student who has been absent returns to school, he/she shall present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent guardian, other person having control of the minor, or the student if age 18 or older. (EC 46012; CCR Title 5, Sec. 306) The following methods may be used to verify student absences:

1. Written note, fax, email, or voicemail from parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent guardian or parent representative.

The employee shall subsequently record the following:

- a. Name of the student
 - b. Name of the parent guardian or parent representative
 - c. Name of the verifying employee
 - d. Date(s) of absence
 - e. Reason for absence
3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.
 4. Physician's verification.
 - a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
 - b. When a student has had 4 absences in the school year for illness verified by methods listed in numbers 1-3 above, any further absences for illness shall be verified by the physician.

ABSENCES-ASSIGNMENT MAKE-UP ALLOWED

1. EXCUSED ABSENCES (CCR Title 5, Sec. 420) Absences listed below are excused when verified in accordance with the Education Code and Board Policy:

- a. Personal Illness. (EC 48205)
- b. Quarantine directed by county or city health officer. (EC 48205)
- c. Medical, dental, and optometric appointments: (EC 48205)
 - i. Students are encouraged to make medical appointments after school hours whenever possible.
 - ii. Students will be released for and receive excused absences for appointments only on the written approval of parents or guardians.
 - iii. The only exception shall be for those students whose parents or guardians have provided annual written consent to the school to release and excuse their child(ren) upon doctor verification.

- d. Attending funeral services of a member of the pupil's immediate family, so long as such absence is not more than one (1) day if the service is conducted in California and not more than three (3) days if the service is conducted outside of California. *Immediate family* shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, of any relative living in the student's immediate household. (EC 45194, 48205)
- e. Student jury duty in the manner provided by law. (EC 48205)
- f. The illness or medical appointment during school hours of a child to whom the student is the custodial parent (EC 48205)

Note: Students shall be permitted to make up missed school assignments. Students shall be allowed two (2) school days for each day of absence to make up the work. The time for make-up may be extended by the teacher. Responsibility for requesting missed work lies with the student. Upon satisfactory completion, within the time frame, the student will be given the full credit earned.

2. ABSENCES EXCUSED FOR PERSONAL REASONS (PRIOR APPROVAL REQUIRED) (E.C. 48205)

- a. A pupil's absence shall be allowed provided the absence is for one of the following justifiable personal reasons:
 - i. An appearance in court.
 - ii. An employment conference.
 - iii. A pupil family hardship situation, as authorized by the principal.
 - iv. An observance of a holiday or ceremony of the pupil's religion.
 - v. Attendance at religious retreats not to exceed four (4) hours per semester.
 - vi. Attending a funeral service of a person who is not an immediate family member.
 - vii. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process.
 - viii. To spend time with his/her immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat support position or is on leave from or has immediately returned from such deployment (EC 46014)
- b. PRIOR to an absence described in this regulation, a signed parental request must be received and approved by the principal or administrative designee.
- c. Only in the case of extreme emergency will the principal approve an absence after the absence occurs.

Note: A pupil whose absence is excused according to the above conditions shall be allowed make-up privileges. Students shall make arrangements with the teacher to make up missed work prior to the absence.

Students shall be allowed two (2) school days for each day of absence to make up the work. The time for make-up may be extended by the teacher. Responsibility for requesting missed work lies with student. Upon satisfactory completion, within the time frame, the student will be given the full credit earned.

3. ABSENCES EXCUSED/RELEASE TIME FOR RELIGIOUS EDUCATION (PRIOR NOTIFICATION REQUIRED) (E.C. 46014)

The District will allow release time for students to participate in religious exercises or to receive moral and religious instruction. A student's absence will be considered excused, with full rights to make up tests and homework, if the following conditions are complied with:

- a. The student has the written consent of his/her parent or guardian indicating the time the student is to be released from school. The written consent must be submitted to the school two (2) days prior to release from school.
- b. Verification of attendance at the designated exercise is provided to the school on the first day after the absence.
- c. Each pupil so excused shall attend school at least the minimum school day for his grade for elementary schools, and as provided by the relevant provisions of the rules and regulations of the State Board of Education for secondary schools.
- d. No pupil shall be excused from school for such purpose on more than four (4) days per school month.
Note: Students shall make arrangements with the teacher to make up missed work prior to the absence. Students shall be allowed two (2) school days for each day of absence to make up the work. The time for make-up may be extended by the teacher. Responsibility for requesting missed work lies with student. Upon satisfactory completion, within the time frame, the student will be given the full credit earned.

4. ABSENCES FOR ENTERTAINMENT INDUSTRY (E.C. 48225.5 (a) 1-2 (b-e))

A pupil working in the Entertainment or Allied industry or participating with a not-for-profit performing arts organization in a performance for a public school pupil audience shall be excused from school for a maximum of up to five absences per school year. Students absent under this section shall be permitted to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion, shall be given full credit earned

5. ABSENCES FOR LICE

District policy provides for students absent because of lice infestation to be excused from school for a maximum of three consecutive days. On the fourth consecutive day of absence, a student will be marked unexcused and may be subject to monitoring by the School Attendance Review Board (SARB). (E.C. 48320-48324, 48292-48293)

6. UNEXCUSED ABSENCES FOR PERSONAL REASON MADE UP IN SATURDAY SCHOOL (NO PRIOR APPROVAL) (E.C. 37223, 48205)

Students who are absent for personal reasons and who did NOT receive prior approval from the school administrator may be assigned to Saturday School to make up class work missed because of the unexcused absence.

7. SUSPENSION (HOME AND IN-SCHOOL ASSIGNMENT MAKE-UP) (E.C. 48913)

A suspended student may be allowed to complete comparable assignments. The responsibility of obtaining and doing class work lies with the student, (Parents may contact the teacher to obtain classwork) the teacher may require the student to complete any assignments and tests missed during the suspension. The student shall not be denied the opportunity to make up work and to have made-up work calculated in the course grade.

8. CONFIDENTIAL MEDICAL SERVICES (E. C. 46010.1)

School authorities may excuse any student in grades 9-12 from school to obtain confidential medical services without the consent of the student's parent/guardian. (E.C. 4600.) (cf. 5145.6 - Parental Notifications)

9. PREGNANT AND PARENTING STUDENT RIGHTS (EC §§ 221.51, 46015)

The District cannot apply any rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex. The District cannot exclude or deny any student from any educational program or activity, including class or extracurricular activity, solely on the basis of the student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.

The District may require any student to obtain the certification of a physician or nurse practitioner that the student is physically and emotionally able to continue participation in the regular education program or activity.

Pregnant/parenting students cannot be required to participate in pregnant minor programs or alternative education programs. Pregnant/parenting student who voluntarily participate in an alternative education programs will be given educational programs, activities, and courses equal to those they would have been in if participating in the regular education program.

The District must treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom in the same manner and under the same policies as any other temporary disabling condition.

Pregnant/parenting students are entitled to eight (8) weeks of parental leave, which the student may take before the birth of the student's infant, if there is a medical necessity, and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction, in order to protect the health of the student who gives or expects to give birth and the infant, and to allow the pregnant/parenting student to care for and bond with the infant. The student, if the student is 18 years of age or older, or, if the student is under 18 years of age, the person holding the right to make educational decisions for the student, shall notify the school of the student's intent to exercise this right. Failure to notify the school shall not reduce these rights. A pregnant/parenting student who does not wish to take all or part of the parental leave to which he/she is entitled shall not be required to do so. A pregnant/parenting student is entitled to receive more than eight (8) weeks of parental leave if deemed medically necessary by the student's physician.

When a student takes parental leave, the supervisor of attendance shall ensure that absences from the student's regular school program are excused until the student is able to return to the regular school program or an alternative education program. During parent leave, the District shall not require a pregnant or parenting student to complete academic work or other school requirements.

A pregnant/parenting student may return to the school and the course of study in which he or she was enrolled before taking parental leave. Upon return to school after taking parental leave, a pregnant/parenting student is entitled to opportunities to make up work missed during his/her leave, including, but not limited to, makeup work plans and reenrollment in courses.

Notwithstanding any other law, a pregnant/parenting student may remain enrolled for a fifth year of instruction in the school in which the student was previously enrolled, when it is necessary, in order for the student to be able to complete state and any local graduation requirements, unless the District makes a finding that the student is reasonably able to complete the District's graduation requirements in time to graduate from high school by the end of the student's fourth year of high school.

A student who chooses not to return to the school in which he/she was enrolled before taking parental leave is entitled to alternative education options offered by the District. A pregnant/parenting student who participates in an alternative education program shall be given educational programs, activities, and courses equal to those he/she would have been in if participating in the regular education program.

A student shall not incur an academic penalty as a result of his/her use of these accommodations. A complaint of noncompliance with these requirements may be filed with the District under its UCP.

TRUANCY, EXCESSIVE ABSENTEEISM, TARDINESS

(E.C. 48269-48263, 48900(k), 49164)

Definitions:

Chronic absentee means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays, (EC 60901)

Truant means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period of time during the school day without a valid excuse on three occasion in one school year, or any combination thereof.

Habitual Truant means a student who has been reported as a truant three or more times within the same school year, provided the district has made a conscientious effort to hold at least one conference with the student and his/her parent guardian. (EC 48262, 48264.5)

Addressing Chronic Absence

When a student is identified as a chronic absentee, the attendance supervisor shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's attendance.

The student may be referred to a student success team or school-site attendance review team to assist in evaluating his/her needs and identifying strategies and programs to assist him/her. A student who is struggling academically may be offered tutoring or other supplemental instruction, extended learning opportunities, and/or educational options as appropriate.

Whenever chronic absenteeism is linked to a health issue or non-school condition, the attendance Supervisor may recommend school or community resources and/or collaborate with community agencies and organization to address the needs of the student and his/her family.

Students may not be absent from school without verified approval of a parent guardian or the school. The following represents the procedures which will be followed when a student is absent from school without a valid excuse or is tardy without the school's approval in excess of thirty (30) minutes.

First Incident of Truancy (See definition of "Truant" above)

The student shall be reported to the attendance supervisor. (EC 48260) The student and parents will be notified of the mandatory attendance laws and the District's pertinent policy and procedures. The student will be instructed to attend all classes. The student may be subject to arrest or held in temporary custody by a probation officer, a peace officer, a school administrator, or attendance supervisor or his/her designee under Education Code 48264 if found away from home and absent from school without a valid excuse. The student may be subject to suspension, restriction, or delay of his/her driving privilege pursuant to Vehicle Code 13202.7. It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day. Student will be informed that a work permit will not be issued or will be revoked if the student reaches the 4th step.

The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (EC 48264.5)

The student and, as appropriate, his/her parent/guardian may be requested to attend a meeting with a school counselor or other school designee to discuss the root causes of the attendance issue and develop a joint plan to improve the student's attendance. (EC 48264.5)

Second Incident of Truancy

Any student who has been reported as a truant shall again be reported to the attendance supervisor as a truant if he/she is

absent from school without a valid excuse on one or more days or is tardy 30 minutes or more on one or more days during the school year. (EC 48261) The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (EC 48264.5) The student may be assigned to an after-school or weekend study program within the county. If the student fails to successfully complete this study program, he/she shall be subject to consequences under "Third Incident of Truancy" below. (EC 48264.5)

The appropriate district staff member shall make a conscientious effort to hold at least one conference with the student and his/her parent/guardian by communicating with the parent/guardian at least once using the most cost effective method possible which may include email or a telephone call. (EC 48262) The student may be given a written warning by a peace officer. A record of that warning may be kept at the school for not less than two years or until the student graduates or transfers from the school. If the student transfers, the record may be forwarded to the new school. (EC 48264.5)

The attendance supervisor shall ensure that the student's parents/guardians are offered language-accessible support services to address the student's attendance problems.

Third Incident of Truancy (Habitual Truant):

- a. A student who is habitually truant, irregular in school attendance, or habitually insubordinate or disorderly during attendance at school, may be referred to, and required to attend, a school attendance review board (SARB) program, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the district's attendance supervisor. (EC 48263, 48264.5)
- b. Upon making a referral to the School Attendance Review Board (SARB) or the probation department, the attendance supervisor shall provide the student and parent/guardian, in writing, the name and address of the School Attendance Review Board (SARB) or probation department and the reason for the referral. This notice shall indicate that the student and parent/guardian shall be required to meet with the SARB or a probation officer to consider a proper disposition of the referral. (EC 48263)
- c. If the student does not successfully complete the truancy mediation program or other similar program, he/she shall be subject to the procedures under "Fourth Incident of Truancy" listed below.
- d. If the attendance supervisor determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student and/or his/her parents/guardians have failed to respond to the directives of the district or to services provided, that attendance supervisor may so notify the district attorney and/or probation officer.

Fourth Incident of Truancy

Upon a student's fourth truancy within the same school year, the student may be referred to the jurisdiction of the juvenile court. (EC 48264.5; W&I 601) The student will be referred to a school administrator/designee, and the student will once again be reported as a legal truant (E. C. 48260).

The student may be referred to the local School Attendance Review Board (SARB). If the local SARB/attendance supervisor determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student and/or his/her parents/guardians have failed to respond to the directives of the School Attendance Review Board (SARB), the attendance supervisor may notify the district attorney.

EXCESSIVE ABSENTEEISM

Absence for 10 percent of school days (Chronic Absenteeism)

The Governing Board believes that excessive student absenteeism and tardiness, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education laws and take full advantage of educational opportunities provided by the district.

Students identified as habitual truants or chronically absent shall be subject to the interventions specified in law and administrative regulation. A student's truancy, tardiness, or other absence from school shall not be the sole basis of his/her out-of-school suspension or expulsion. Alternative disciplinary strategies and positive reinforcement for attendance shall be used whenever possible.

1. The attendance supervisor shall ensure that the student's parents/guardians are offered language-accessible support services to address the student's attendance problems.
2. If a chronically absent student is at least 6 years old and is in any of the grades K-8, the attendance supervisor shall notify the student's parents/guardians that failure to reasonably supervise and encourage the student's school attendance may result in the parent/guardian being found guilty of a misdemeanor pursuant to Penal Code 270.1. A conviction under this section requires a fine of up to \$2,000 and/or incarceration in county jail for up to one year. (Penal Code 270.1)
3. A school administrator may place the student on Attendance Supervision which imposes a requirement that additional absences must be verified by a licensed medical practitioner. (CCR Title 5 sec. 421 b)

TARDIES

One of the responsibilities of each student is to be in the classroom in his/her seat or work-station when the bell rings or when class is to begin. Being tardy is irresponsible behavior in that it is disruptive to the learning process.

SATURDAY SCHOOL (E.C. 37223)

The Governing Board of any elementary, high school, or unified school district may maintain classes on Saturday. The School District's Board of Education approves such classes when appropriate and practicable.

The classes may include MAKE-UP CLASSES FOR UNEXCUSED ABSENCES occurring during the week.

Attendance at classes conducted on Saturday shall be at the election of the pupil or, in the case of a minor pupil, the parent or guardian of the pupil. However, the Governing Board may require students, as defined by Section 48620, to attend make-up classes conducted on one (1) day of the weekend.

Saturday School attendance (all four hours) may clear an absence. The District will not allow "banking" of Saturday School credit.

SCHOOL ATTENDANCE REVIEW BOARD (SARB)

(E.C. 48320-48324, 48292-48293)

The Education Code provides for the establishment of the School Attendance Review Board to meet the special needs of pupils with school attendance problems or school behavior problems.

The **School Attendance Review Board** (SARB) may include but is not limited to the following. A parent/guardian as well as a representative of the district, county probation department, county welfare department, county office of education, law enforcement agencies, community based youth service centers, school guidance personnel, child welfare and attendance personnel, school or county health care personnel, and school, county, or community mental health personnel, (EC 48321)

The School Attendance Review Teams Board has the authority to recommend that parents and students take certain measures to correct inappropriate behavior, refer the pupil to community agencies for assistance, or suggest adjustments to the school assignment. In the event that a parent or guardian or pupil fails to respond to the directives of SARB or to services offered on behalf of the minor, SARB may:

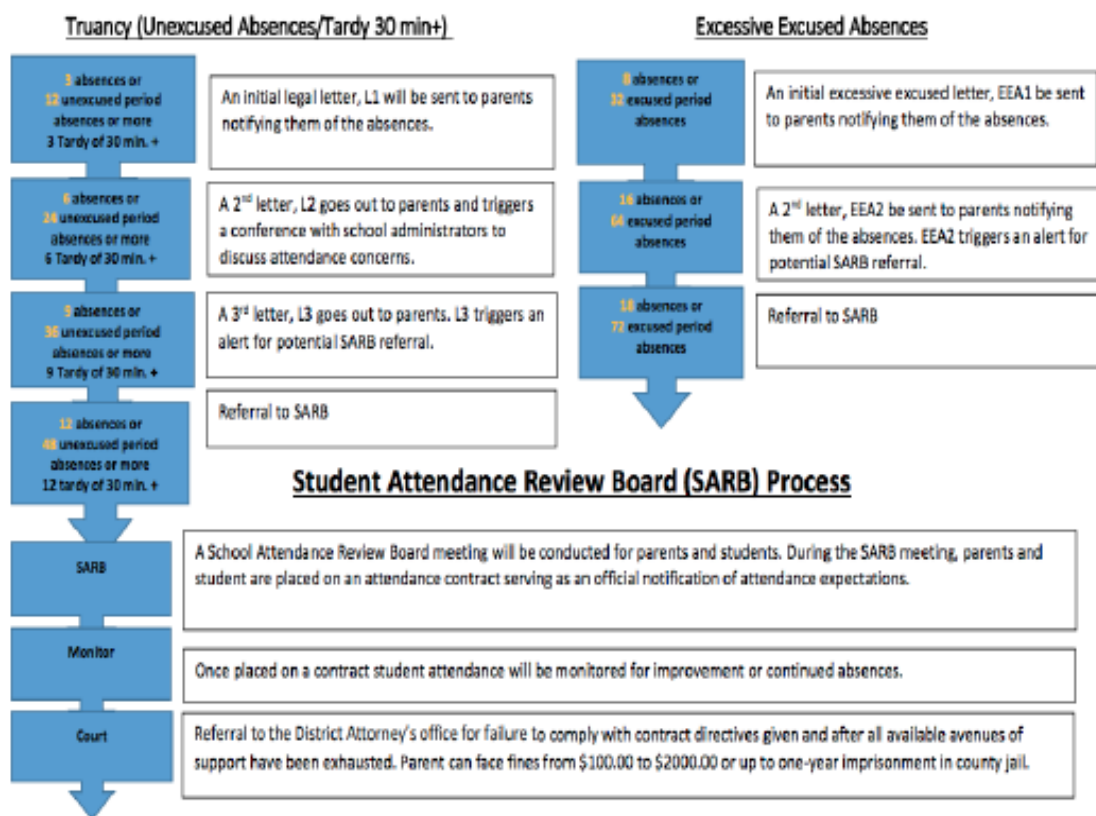
1. Direct that the minor be referred to the county welfare department under Section 300 of the Welfare & Institutions Code.

2. Direct that the minor be referred to the county probation department under Section 60I of the Welfare & Institutions Code.
3. Request the Superintendent Designee, to file a complaint against the parent, guardian, or other person in charge of such minor with the District Attorney.

The parent/guardian of any pupil who fails to comply with the directives of SARB, unless excused or exempted, therefore, is guilty of an infraction and shall be punished by the courts as follows:

1. Upon conviction, by a fine of not more than one hundred dollars (\$100).
2. Upon a second conviction, by a fine of not more than two hundred fifty dollars (\$250).
3. Upon a third or subsequent conviction, by a fine of not more than five hundred dollars (\$500).
4. In lieu of imposing the fines prescribed in paragraphs (1) and (2), the court may order such person to be placed in a parent education and counseling program.

TJUHSD Attendance/SARB Process for Parents



EXTRA-CURRICULAR ACTIVITY ELIGIBILITY

1. ACADEMIC GRADING PERIOD

The comprehensive high schools will, every nine (9) weeks, notify all parents of each student's academic status by mail. Report cards will be issued at the end of each grading period through the mail. Parents should expect to receive a progress card report card that is mailed home. The January semester report card and the June semester report card will describe a student's final grade in a class and will be recorded on a student's transcript as the permanent grade. All of the other progress reporting periods are designed to give every parent in school a view of their individual student's progress in a class. Upon receipt of the progress report card parents are welcome to contact their school counselor to review their student's academic status.

In order for a pupil to participate in extracurricular activities, the pupil shall achieve a grade point average of 2.0 with no more than one "F", must be passing 20 units, and show maintenance of minimal progress towards meeting the high school graduation requirements prescribed by the Governing Board in each 9 week grading period preceding the period of participation in the extra-curricular activities. Students are not declared re-eligible or off probation until the second Monday following the end of the grading period. (AR 6145 (12)) There will be absolutely no exceptions to this CIF rule such as obtaining hand written grades by the student's instructors, counselors, or administrators.

For all students, the nine-week progress card/report card will be utilized to determine a student's eligibility status for participation in extracurricular activities. At the end of each six week grading period, those students who do not meet the academic requirements, as well as with CIF (athletic) standards, will be identified. The students will have the next nine weeks as a probationary period allowing them to bring up their grades for continued participation. If a student is unsuccessful in improving his/her grades to the required standard, the student will not be eligible to participate until he/she meets the academic standards at the next grade reporting period. Students are not declared re-eligible or off probation until the second Monday following the end of the grading period. There will be absolutely no exceptions to this rule such as obtaining hand-written grades by the student's instructors, counselors, or administrators.

2. ATTENDANCE

Excessive Absenteeism

Students who are absent fifteen (15) days in one school year may be placed on Attendance Supervision which imposes the requirement that future absences be verified by a licensed medical practitioner.

If a student on Attendance Supervision accumulates five (5) unexcused absences (absences without medical verification), the student will be ineligible to participate in extra-curricular activities for the remainder of the school year at the regular campus unless the student returns to the regular campus after successfully completing an alternative education program.

Attendance on Event Day

Students shall be in attendance all periods of the day of the event practice (or in attendance the day prior on a weekend event practice) unless excused by the Principal designee of his/her school in advance or be ineligible for the first event following administrative contact.

Senior (12th grade) Attendance Policy

Seniors must not have more than thirty (30) period absences throughout the senior year in order to be eligible to participate in the commencement ceremony at the end of the school year. **Any absence counts against the thirty (30) period absences requirement with the following exceptions:**

- Doctor appointment or doctor mandated stay at home
- Subpoenas to court
- Funeral for an immediate family member
- Participation in a school activity

It is up to the student to bring verification from the doctor or court to the office within five (5) school days upon the return from the absence for an exception. Otherwise, we will count the absence as required per the policy.

DEBTS OWED FOR LOSS OR DAMAGE TO SCHOOL DISTRICT PROPERTY

The district may collect the debt owed by a student or former student as a result of vandalism or to cover the replacement cost of district books, supplies, or property loaned to a student that the student willfully fails to return or that is willfully cut, defaced or otherwise injured. Until the student or student's parents/guardians have paid for the damages, the Superintendent or designee may withhold the student's grades, diploma, and/or transcripts. (E.C. 48904) However, this policy shall not apply to a student who is a current or former homeless or foster child or youth (E.C. 49014)

If the student and parents/guardians are unable to pay for the damages or return the property, the Superintendent or designee shall provide a program of voluntary work for the student in lieu of monetary damages - You may contact the Assistant Principal's office for more information on this option. Upon completion of the voluntary work, the student's grades, diploma, and/or transcripts shall be released. (E.C. 48904)

When a student who is transferring into the district has had his/her grades, diploma, and/or transcripts withheld by the previous district, the Superintendent or designee shall continue to withhold the student's grades, diploma, and/or transcripts until notified by the previous district that the decision to withhold has been rescinded. (E.C. 48904.3)

Upon receiving notice that a student whose grades, diploma, and/or transcripts have been withheld by this district has transferred to another district in California, the Superintendent or designee shall provide the student's records to the new district and notify the new district that the student's grades, diploma, and/or transcripts are being withheld from the student and parents/guardians pursuant to Education Code 48904.

STUDENT USE OF TECHNOLOGY **(Board Policy 6163.4) (AR 6163.4(b))**

The Governing Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. In addition, electronic resources foster workplace skills that may be transferable to new technologies. Every reasonable effort shall be made to provide access to technological resources throughout the District's schools and classes.

To inhibit access to harmful material when using technological resources, and preclude other misuses of the system, the Superintendent or designee shall establish administrative regulations governing use of the District's technological resources. He/she shall ensure that users have no expectation of privacy and understand that District staff may monitor or examine all system activities to ensure proper use of the system. Students who fail to abide by these regulations, shall be subject to disciplinary action, revocation of the right to use technological resources, and legal action as appropriate.

Reference: Education Code:

48980 Internet Access and Parent Notices
51006 Computer Education and Resources
51007 Programs to Strengthen Technological Skills
51870.5 Internet Policy Instructional Materials Definition
60013 Supplementary Instructional Materials
60017.1 Technology-based Materials
60044 Prohibited Instructional Materials

Penal Code:

313(a) Definition of harmful material
502 Unauthorized access to computer systems and computer data
632 Eavesdropping on or recording confidential communications, United States Code, Title 20 680-7005 Technology for Education Act of 1994

STUDENT USE OF TECHNOLOGY (AR 6163.4(a))

The principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. He/she shall ensure that all students using these resources are properly supervised and receive training in their proper use as well as copies of related District regulations. Prior to use of some technological resources, students and their parents/guardians will be required to sign a "User Agreement."

TECHNOLOGICAL RESOURCES - INTERNET DEFINITION AND USAGE RISKS

The Internet is one technological resource that students may have access to as part of the educational process. The following are some items that define what the Internet is today:

1. A public meeting place.
2. Communications medium (voice/real-time audio & video, electronic mail).
3. Virtual field trips (visits to faraway places).
4. Marketplace.
5. Entertainment.
6. Information resource (library, art gallery, product support).

As technology changes, so does the Internet. What it looks like today is not necessarily what it will look like tomorrow. There are some risks involved when students are allowed to access the Internet. Known risks are as follows:

1. Visit to a site that contains adult pornographic information.
2. Visit to a site where offensive video, audio, images, or text is presented,
3. Contact with undesirable persons.

The District cannot guarantee that a student will never access sites such as those mentioned above, but will minimize the likelihood of occurrence by the following:

1. Electronic filtering of known adult-oriented sites.
2. Supervising student activities.
3. Using planned lessons.
4. Monitoring of email chat sessions.
5. Policies for regular review of practices for improvement.

INTERNET USE - STUDENT OBLIGATIONS AND RESPONSIBILITIES

Students and their parents/guardians must sign an Internet Use - Student User Agreement in order to have access to the Internet. This access may not be used for any purpose which conflicts with the goals or the policies of the School District or for illegal or unethical purposes.

Students are authorized to use the Internet in accordance with user obligations and responsibilities specified below:

1. Users shall keep personal account numbers, home addresses, and telephone numbers private. They shall use the system only under their own account number.
2. The system shall be used only for purposes related to education. Commercial, political and/or personal use of the District's system is strictly prohibited. The District reserves the right to monitor any online communications for improper use.
3. Users shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law or District policy.
4. Users shall not transmit or receive material that is threatening, obscene, disruptive, or sexually explicit, or that could

be construed as harassment or disparagement of others based on their race, national origin, sex, age, disability, religion, or political beliefs.

5. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use only.
6. Vandalism is forbidden. Vandalism includes uploading, downloading or creating computer viruses, and/or any malicious attempt to harm or destroy District equipment or materials or the data of any other user.
7. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify, or forge other users' mail.
8. Users are expected to keep messages brief and use appropriate language.
9. Users shall report any security problems or misuse of the network to the teacher or principal.
10. Users will abide by system usage, security, and web publishing guidelines as set forth by District authorities.

PENALTY FOR INAPPROPRIATE USE

Students who fail to abide by these obligations and responsibilities, shall be subject to disciplinary action, revocation of the right to use technological resources, and legal action as appropriate.

RULES OF INTERNET ETIQUETTE - "NETIQUETTE"

1. Be Polite. Never send, or encourage others to send, abusive messages.
2. Use Appropriate Language. Remember that you are a representative of not only yourself, but also your school on a publicly accessible system. You may be alone with your computer, but what you say and do can be viewed globally; never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
3. Privacy. Remember that revealing your own phone number and address can result in unwanted intrusions of your privacy and should be viewed in the same light as a public listing in a telephone directory. Users shall have no expectation of privacy and understand that the District has the right to monitor and examine all system activities to ensure proper use of the system.
4. Electronic Mail. Electronic mail (E-Mail) is not guaranteed to be private. Messages relating to or in support of illegal or unethical activities must be reported to the District.
5. Recommended Practices. Use accurate and descriptive titles for your articles and subject lines for your email. Tell people what it is about before they read it.
6. Get the most appropriate audience for your message, not the widest. Avoid posting and bulk mailing of large messages.
7. Remember that if you post to multiple groups, specify all groups in a single message.
8. Be brief. Fewer people will bother to read a long message.
9. Minimize spelling errors and make sure your message is easy to understand and read.
10. Forgive the spelling and grammatical errors of others.
11. Remember that humor and satire is very often misinterpreted.
12. Post only to groups you know.
13. Cite references for any facts you present.
14. Keep signatures brief.
15. Remember that all network users are human beings. Don't "attack" correspondents; persuade them with facts.

THE SIX PILLARS OF CHARACTER

Character is a combination of traits that defines each person. Your character determines who you are as an individual. The character traits you develop and possess will direct your actions, choices, and the path you will take in life. Along with your family, schools have a responsibility to help you cultivate sound and wise character traits. Staff of the Tulare Joint Union High School District believes the following pillars of character are essential elements of the moral and ethical behavior expected of every student:

TRUSTWORTHINESS: A person of character is trustworthy, lives with integrity, is honest, reliable, and loyal.

RESPECT: A person of character values all persons, lives by the Golden Rule, respects the dignity, privacy, and freedom of others, is courteous and polite to all, and is tolerant and accepting of differences.

RESPONSIBILITY: A person of character meets the demands of duty, is accountable, and pursues excellence.

FAIRNESS: A person of character is fair and just, is impartial, listens and is open to differing viewpoints.

CARING: A person of character is caring, compassionate, kind, loving, considerate, and charitable.

CITIZENSHIP: A person of character is a good citizen, does his or her share, helps the community, plays by the rules, and respects authority and the law.