

California High School








Student Handbook 2023-2024

Some areas subject to change.
Students are accountable for the information in the handbook,
including policies, rules, and procedures.

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ADMINISTRATION

Demetrius Ball Principal 	Rhonda Taft Assistant Principal 12th grade 	Kristine Sexton ... Assistant Principal 11th grade 	Tiffany Zammi... Assistant Principal 10th grade 	Oriana Yanes Assistant Principal 9th grade 
<u>Departments</u> Counseling MTSS	<u>Departments</u> SPED Science Athletics	<u>Departments</u> English Social Studies	<u>Departments</u> Math PE VAPA/CTE	<u>Departments</u> World Language Leadership/ASB
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PRINCIPAL'S MESSAGE

Welcome to California High School, home of the Grizzlies. We are a school with a rich tradition of excellence in academics, athletics, school culture, and community support. Since 1973 our school has taken pride in providing a well-rounded and rigorous academic program designed to mold our students into contributors to our global community. We are entering our 50th year in existence and we are extremely proud of our history and the potential of our future.

Our students take classes that require reading various forms of text, participating in frequent writing tasks, utilizing speaking and listening skills, and exploring media sources to enhance learning. We offer a strong college preparatory program, which includes many honors and Advanced Placement courses.

As a comprehensive high school, California High School offers courses in technology, art, business, choral and instrumental music, drama, and physical education. We have Engineering, Biomedical Science, and Computer Science course pathways. Students are encouraged to explore the wide variety of courses or dive deep into a subject with sequential courses in our pathways.

We strongly encourage all of our Grizzlies to engage in a well-rounded high school experience which includes active participation in activities outside of the classroom. Our athletic programs, academic competition teams, visual and performing arts programs, student government, and student clubs offer opportunities for students with a wide variety of interests.

Parents/Caregivers who participate in our parent organizations are integral to the school's academic and extracurricular programs. We invite you to join the PTSA, Academic Boosters, Athletic Boosters, Drama Boosters and Instrumental Music Boosters. Each of these organizations provides financial and volunteer support for our students and teachers. If you are interested in supporting our school in other ways than our formal parent organizations, we welcome you in any capacity that meets your strengths and interests.

Our staff and community are committed to providing a safe, challenging, and positive environment that promotes respect, productivity, and active participation in school activities. Creating that environment is a shared responsibility among all stakeholders in the California High School community. Please read carefully through this handbook as it contains expectations, procedures, and useful information for the school year.

At California High School, we set high standards for ourselves, we work hard, and we strive to achieve our goals. Welcome to the Den!

Go Grizzlies!

GENERAL SCHOOL INFORMATION

BELL SCHEDULES

REGULAR WEEKLY SCHEDULE:

Monday		Tuesday		Wednesday		Thursday		Friday	
1/2	8:30-10:05	1/2	8:30-10:05	1/2	8:30-10:05	1/2	8:30-10:05	1/2	8:30-10:05
Tutorial	10:05-10:35	Tutorial	10:05-10:35			Tutorial	10:05-10:35	Tutorial	10:05-10:35
Brunch	10:35-10:45	Brunch	10:35-10:45	Brunch	10:05-10:15	Brunch	10:35-10:45	Brunch	10:35-10:45
3/4	10:50-12:25	3/4	10:50-12:25	3/4	10:20-11:55	3/4	10:50-12:25	3/4	10:50-12:25
Lunch	12:25-12:55	Lunch	12:25-12:55	Lunch	11:55-12:25	Lunch	12:25-12:55	Lunch	12:25-12:55
5/6	1:00-2:35	5/6	1:00-2:35	5/6	12:30-2:05	5/6	1:00-2:35	5/6	1:00-2:35
B	2:40-3:41	B	2:40-3:41			B	2:40-3:41	B	2:40-3:41

FIRST DAY OF SCHOOL (8/10) & HOMECOMING (9/29)

Period 1	8:30 AM	9:00 AM
Period 3	9:05 AM	9:35 AM
Period 5	9:40 AM	10:10 AM
Period 2	10:15 AM	10:45 AM
BRUNCH	10:45 AM	11:00 AM
Period 4	11:05 AM	11:35 AM
Period 6	11:40 AM	12:10 PM
Period B	12:15 PM	12:45 PM

B PERIOD FINAL SCHEDULE

December 15 & May 31		
Period 1/2	8:30 AM	9:55 AM
Brunch	9:55 AM	10:05 AM
Period 3/4	10:10 AM	11:35 AM
Lunch	11:35 PM	12:05 PM
Period 5/6	12:10 PM	1:35 PM
Period B	1:40 PM	3:40 PM

ODD/EVEN FINALS SCHEDULE

Dec. 18, 19, 20 & June 3, 4, 5		
Period 1/2/3	8:30 AM	10:30 AM
Brunch	10:30AM	10:40AM
Period 4/5/6	10:45 AM	12:45 PM

ASSEMBLY/RALLY SCHEDULE 9/28, 10/27, 2/9, 4/26, 5/17

Period 1/2	8:30 - 9:50 AM
Brunch	9:50-10:00 AM
Passing	10:00-10:05 AM
Assembly A	10:05-11:20 AM
Assembly A, Period 3/4	11:20-12:40 PM
Assembly B, Period 3/4	10:05-11:25 AM
Assembly B	11:25-12:40 PM
Lunch	12:40-1:10 PM
Passing	1:10-1:15 PM
Period 5/6	1:15-2:35 PM
Passing	2:35-2:40 PM
Period B	2:40-3:41 PM

CLUB FAIR SCHEDULE (9/14 & 9/15)

Period 1/2	8:30 AM	10:05 AM
BRUNCH	10:05 AM	10:15 AM
Period 3/4	10:20 AM	11:55 AM
CLUB FAIR/ LUNCH	11:55 AM	12:55 PM
Period 5/6	1:00 PM	2:35 PM
Period B	2:40 PM	3:41 PM

BLOCK SCHEDULE

Students are on a block schedule alternating (ODD) and (EVEN) day classes. Wednesday is an altered bell schedule for staff collaboration. The staff meets every Wednesday afternoon from 2:20 p.m. to 3:20 p.m. Students who have a B period attend class every day except Wednesdays.

B Period = CLASSES MEET EVERYDAY EXCEPT WEDNESDAYS
1, 3, 5 = ODD DAY CLASSES 2, 4, 6 = EVEN DAY CLASSES

MON	TUE	WED	THU	FRI
	8/1/23-FW	8/2/23-FW	8/3/23-FW	8/4/23-FW
8/7/23-NTD	8/8/23-SD	8/9/23-SD	8/10/23-MD	8/11/23-O
8/14/23-E	8/15/23-O	8/16/23-E	8/17/23-O	8/18/23-E
8/21/23-O	8/22/23-E	8/23/23-O	8/24/23-E	8/25/23-O
8/28/23-E	8/29/23-O	8/30/23-E	8/31/23-O	9/1/23-E
9/4/23-H	9/5/23-O	9/6/23-E	9/7/23-O	9/8/23-E
9/11/23-O	9/12/23-E	9/13/23-O	9/14/23-E	9/15/23-O
9/18/23-E	9/19/23-O	9/20/23-E	9/21/23-O	9/22/23-E
9/25/23-R	9/26/23-FW	9/27/23-O	9/28/23-EA	9/29/23-MD
10/2/23-O	10/3/23-E	10/4/23-O	10/5/23-E	10/6/23-O
10/9/23-E	10/10/23-O	10/11/23-E	10/12/23-O	10/13/23-E
10/16/23-O	10/17/23-E	10/18/23-O	10/19/23-E	10/20/23-O
10/23/23-E	10/24/23-O	10/25/23-E	10/26/23-O	10/27/23-EA
10/30/23-O	10/31/23-E	11/1/23-R	11/2/23-O	11/3/23-E
11/6/23-O	11/7/23-E	11/8/23-O	11/9/23-E	11/10/23-H
11/13/23-O	11/14/23-E	11/15/23-O	11/16/23-E	11/17/23-O
11/20/23-R	11/21/23-R	11/22/23-R	11/23/23-H	11/24/23-R
11/27/23-E	11/28/23-O	11/29/23-E	11/30/23-O	12/1/23-E
12/4/23-O	12/5/23-E	12/6/23-O	12/7/23-E	12/8/23-O
12/11/23-E	12/12/23-O	12/13/23-E	12/14/23-O	12/15/23-EF
12/18/23-F	12/19/23-F	12/20/23-F	12/21/23-R	12/22/23-R
12/25/23-H	12/26/23-R	12/27/23-R	12/28/23-R	12/29/23-R
1/1/24-H	1/2/24-R	1/3/24-R	1/4/24-R	1/5/24-R
1/8/24-FW	1/9/24-O	1/10/24-E	1/11/24-O	1/12/24-E
1/15/24-H	1/16/24-O	1/17/24-E	1/18/24-O	1/19/24-E
1/22/24-O	1/23/24-E	1/24/24-O	1/25/24-E	1/26/24-O
1/29/24-E	1/30/24-O	1/31/24-E	2/1/24-O	2/2/24-E
2/5/24-O	2/6/24-E	2/7/24-O	2/8/24-E	2/9/24-OA
2/12/24-E	2/13/24-O	2/14/24-E	2/15/24-O	2/16/24-E
2/19/24-H	2/20/24-SD	2/21/24-O	2/22/24-E	2/23/24-O
2/26/24-E	2/27/24-O	2/28/24-E	2/29/24-O	3/1/24-E
3/4/24-O	3/5/24-E	3/6/24-O	3/7/24-E	3/8/24-O
3/11/24-E	3/12/24-O	3/13/24-E	3/14/24-O	3/15/24-FW
3/18/24-E	3/19/24-O	3/20/24-E	3/21/24-O	3/22/24-E
3/25/24-O	3/26/24-E	3/27/24-O	3/28/24-E	3/29/24-R
4/1/24-R	4/2/24-R	4/3/24-R	4/4/24-R	4/5/24-R
4/8/24-O	4/9/24-E	4/10/24-O	4/11/24-E	4/12/24-O
4/15/24-E	4/16/24-O	4/17/24-E	4/18/24-O	4/19/24-E
4/22/24-O	4/23/24-E	4/24/24-O	4/25/24-E	4/26/24-OA
4/29/24-E	4/30/24-O	5/1/24-E	5/2/24-O	5/3/24-E
5/6/24-O	5/7/24-E	5/8/24-O	5/9/24-E	5/10/24-O
5/13/24-E	5/14/24-O	5/15/24-E	5/16/24-O	5/17/24-EA
5/20/24-O	5/21/24-E	5/22/24-O	5/23/24-E	5/24/24-R
5/27/24-H	5/28/24-O	5/29/24-E	5/30/24-O	5/31/24-EF
6/3/24-F	6/4/24-F	6/5/24-F	6/6/24-G	

O - Odd Day Periods 1, 3, 5, B
E - Even Day Periods 2, 4, 6, B
NTD - New Teacher Orientation
MD - All Period Minimum Day Schedule
SD - Staff Development: No School
H - Holiday: No School
R - School Recess- No Students
FW - Floating Teacher Workday- No Students
G - Graduation
F- Finals
EA - Even Day, Assembly Schedule
EF - Even Day, B Period Final
OA - Odd Day, Assembly Schedule

CALENDAR

Calendars listing school events and special schedules are posted throughout campus, are listed in the Bulletin, and on the Cal High website. Listed here are some key tentative dates for the year.

2023-2024 Key Dates (subject to change)

8/8	W.I.N.G. 5:30-7:30pm	1/1-5	No School - Winter Break
8/10	1st Day of School-Min Day	1/8	No School - Floating Workday
8/17,18	9-11 grade Picture Days	1/9	1st Day of 2nd Semester

8/30	Back to School Night 6:30PM	1/15	No School - Martin Luther King, Jr. Day
9/4	No School - Labor Day	2/19	No School - Presidents Day
9/12	Sr. Cap & Gown Order Day	2/20	No School - Staff Devel Day
9/14,15	Club Fair @ Lunch	3/4-14	CAASPP Testing
9/25	No School - School Recess	3/15	No School - Floating Workday
9/26	No School - Floating Workday	3/16	Junior Prom 7-10PM
9/28	Homecoming Assembly (Rally)	3/29	No School - School Recess
9/29	Homecoming Parade (Min Day Sched)	4/1-5	No School - Spring Break
9/29	Homecoming Football Game 7PM	4/13	Senior Ball 7-10PM
9/30	Homecoming Dance 7-10PM	4/26	Spring Rally
10/11	SAT exam - 12 gr ONLY	5/6-17	AP Testing
10/14	PSAT exam - 10/11 grade	5/20-23	Senior Week
11/1	No School - School Recess	5/24	No School - School Recess
11/10	No School - Veterans Day	5/27	No School - Memorial Day
11/20-24	No School - Thanksgiving Break	5/31	Finals Day 1 Schedule
12/15	Finals Day 1 Schedule	6/1	Cookies & Cram (9-2 Library)
12/16	Cocoa & Cram (9-2 Library)	6/3	Finals Day 2 Schedule
12/18	Finals Day 2 Schedule	6/4	Finals Day 3 Schedule
12/19	Finals Day 3 Schedule	6/5	Finals Day 4 Schedule
12/20	Finals Day 4 Schedule	6/5	Last Day of School
12/21-29	No School - Winter Break	6/6	Senior Graduation - 6:00PM

CHANGES IN CLASS SCHEDULES

Students should take great care in selecting classes for the upcoming year. If a class change is desired, an email must be submitted to the student's counselor before the first week of the semester. Teacher requests will not be granted. Classes may be dropped with no penalty within the **first three weeks of the semester. No grade or credit will be received.** If a student drops beyond three weeks a teacher may give an "NM" grade or an "F" depending on the quality of the student's work to date, and the grade will be reflected on the transcript. The student may be responsible to find a teacher aide position. **Please keep in mind the aide positions will be limited and based on approval.**

CLASS STANDING

Students should complete a minimum of 55 semester credits a year to be on track for graduation. Students must complete 220 credits to successfully pass graduation requirements. Students should meet with their counselor to discuss their academic status.

CLOSED CAMPUS

California High School is a closed campus. Students are expected to remain on campus during the instructional day. All visitors between 8:00 a.m. and 4:30 p.m. must check in at the Attendance Desk and obtain a visitor badge. Students may not bring guests to school and we do not allow visitors to sit in on classes. Students are not allowed to receive food deliveries (ie: DoorDash, Uber Eats, etc.). Deliveries will not be permitted. **Due to safety concerns, students are not to approach vehicles.** Lunch/supplies dropped off by parent(s)/caregiver(s) must be dropped off at the shelf at the front entrance.

The following areas are considered off-campus during brunch and lunch: all parking lots, front of the

school, all fields, track, tennis courts, pool, bridge, Broadmoor Drive, and Iron Horse Trail. If students are found off-campus, they will receive disciplinary consequences. No student is allowed off campus during brunch or lunch. Students will NOT be allowed to access their vehicle during the instructional day. Additionally, students who do not have a 5th or 6th period are expected to depart campus during the first five minutes of lunch or remain on campus until the end of lunch.

BULLETIN/ANNOUNCEMENTS

The weekly bulletin will be posted on the Cal High website and will be read at the beginning of Tutorial period Tuesdays and Thursdays. Items for the weekly bulletin should be emailed to Sandy Paek @ spaek@srvusd.net. For further information about school activities, students may check their school email account and the school website. Students should be registered to Naviance to receive announcements and notifications from the Counseling Department.

EMERGENCY COMMUNICATIONS

Should an emergency arise at California High School, information regarding the situation will be communicated via the district communications team. For more information please visit the [SRVUSD Emergency Preparedness page](#).

EMERGENCY DRILLS

Emergency drills are held throughout the school year. All classrooms are equipped with emergency kits, which contain a variety of emergency supplies. Student cooperation and attention are required to promote and protect the safety of everyone in the event of a real emergency.

- FIRE and/or EVACUATION : At the first sound of the fire alarm, everyone will calmly exit the classroom and building according to the designated exit plan posted in the classroom. It is important that traffic flows smoothly in the hallways and on the outside walkways and stairs. Students are to remain with their class until the bell is sounded to return to class or further instructions are given. **Students are not to go to their lockers, the restroom, or their cars during an evacuation.**
- EARTHQUAKE: At the first sign of an earthquake, students and staff should duck and cover. It is best to seek cover under a desk or table or in a door frame. If that is not possible, avoid glass, cabinets or other objects that may fall. At the end of the earthquake, instructions will be given as to how and where to evacuate the building, if needed. Students are to report to the designated area and remain with their class for attendance. Students are not to leave the campus neither on foot nor by car.
- SECURE CAMPUS: A secure campus drill is where we secure the perimeter of our school and ensure that our hallways and other common areas are clear with students safely in their classroom. After the bells sound, students will listen for a secure campus announcement and will remain in their classroom and move away from the windows. Teachers will keep the classroom secure until notified to return to regular campus status. Teachers may continue to teach, but students should not be released from classrooms on a pass until the secure campus is lifted.
- LOCKDOWN: Different from a secure campus, a lockdown is more serious as there MAY be a danger or other unknown issue for students on campus. To be as safe as possible during a lockdown event the following should happen:
 - Doors and Windows should be closed and locked.
 - Any windows that allow someone to see inside of the classroom should be covered

- o Students should move away from doors and/or windows and remain silent
- o Remain calm and silent and follow adult instruction

EMERGENCY INFORMATION UPDATE

As a condition of enrollment, parents/caregivers must update the emergency information on the Parent Portal. Your portal must contain accurate, current information. **Only persons listed as guardian(s) may authorize a student to leave campus or excuse an absence.** Please contact the Counseling Office and/or Registrar immediately if you need assistance with updating information for a change of address, phone number (home or work), email, and emergency contact person(s).

COUNSELING AND GUIDANCE SERVICES

The counselors at California High School provide registration and orientation information, as well as college, career, scholarship, financial aid, and academic progress information. Students may ask for individual conferences with their counselor to discuss academic or personal concerns. Students and parents/caregivers must take an active role in educational decisions.

GRADUATION REQUIREMENTS/COLLEGE PREPARATION

For information, please refer to the District's [High School Course Catalog](#) or the [Counseling website](#) through the [Cal High webpage](#). California High School seeks to provide a high quality academic, elective and extra/co-curricular program, which will prepare our students for varied educational and life experiences.

LIBRARY MEDIA CENTER

Cal High has an onsite library for student access. We support students' academic and entertainment needs with materials on a variety of subjects and media formats. To checkout materials, students must provide picture identification (Student ID, driver's license, etc.). Students with lost or damaged materials will be charged a replacement fee. All materials must be returned and all fines cleared at the end of the year to complete your senior checkout and receive transcripts.

LOCKERS

Lockers are provided as a convenience to the student and are for school use only. An online Locker Request form will be sent to all students after the start of school. Students must use the locker assigned to them or their lock will be cut and removed from the locker. **THE SCHOOL CANNOT BE RESPONSIBLE FOR ITEMS THAT ARE STORED IN THE LOCKERS AND ARE LOST, STOLEN OR VANDALIZED.** Students must report any issues to the administration secretaries. **Vehicles may not be used as lockers as parking lots are off limits at all times during the day, including brunch and lunch, and are considered OFF-CAMPUS.**

P.E. LOCKER

Lockers in the PE locker rooms are available for students taking physical education classes. Both locker rooms have pre-installed locks. Students need to **LOCK UP** their valuables at all times when using the locker room. **The school is not responsible for lost or stolen items.**

P.E. LOCKER ROOMS

Alternate Changing Room Protocol:

- The door remains locked until 10 minutes before passing period
- Campus monitor(s) will unlock the door 10 minutes prior to passing period, allow students in (no more than three at a time) and sit inside adjacent to the changing room.
- Campus monitor should remain in close proximity and students should be aware of the campus monitors presence (should be announced)
- Pupils should know that the campus monitor will enter the room if necessary - in response to a disturbance.
- The door to the changing room should remain open during open access.
- If there is a need for an adult to enter the changing room area, it is recommended they should alert students to this by announcing it to give students the opportunity to cover up if they want to.
- Establish a code of behavior with students so they are clear about expectations about their conduct while they are in the changing room

Changing Room Protocol:

- Students are not permitted to use their cell phones in any changing room or restroom.
- Students are not allowed to take photos of students without consent at any time.
- It is illegal to take photos or videos of another student who is not fully clothed and distribute the content.

MARQUEE

The marquee is for school related information only. We offer a student birthday announcement program with a fee of \$25 which must be purchased online (no cash/checks will be accepted). Requests will be posted on the marquee by 8:20 am on the day requested. For questions, please contact Sandy Paek @ spaek@srvusd.net.

NURSE

The Nurse's Office is located in the Administration Building. To see the nurse during class time, a student must obtain a pass from the teacher and sign in with the secretary at the attendance counter. **FAILURE TO OBTAIN A PASS, OR SIGN IN, WILL RESULT IN THE STUDENT BEING GIVEN A CUT.** If the nurse is not on campus, after 15 minutes a secretary may have the student return to class or phone home for permission to leave school.

PARENT SUPPORT ORGANIZATIONS

All parents/caregivers are encouraged to support their child's high school experience by being an active member of one or more of the parent support groups. For information, contact the president.

- [P.T.S.A.](#) - Colleen Birmingham, President
- [Education Fund - Academic Boosters](#) - Lei Yang, President
- [Athletic Boosters](#) - President Cheryl Weaver
- [Instrumental Booster \(Band\)](#) - Carol Low, President
- [Drama Booster](#) - TJ Daly, President

PHYSICAL FITNESS TESTING FOR GRADE 9

Pursuant to Senate Bill 78, effective July 1, 2007, 9th graders must pass the physical performance test administered in the ninth grade. The State has defined passing as scoring in the "HFZ" on a minimum of 5 of 6 tests (<http://www.cde.ca.gov>). Any ninth grader not passing the physical performance test will be required to take a physical education class in grade 10. Unless stated in an IEP or 504 plans, students must be tested in all 6 areas of fitness. For more information students should see their counselor.

SECURITY CAMERAS

California High School is under video surveillance 24 hours a day. The cameras are located throughout the campus.

SKATEBOARDS/BICYCLES/ROLLER BLADES/SCOOTERS

For reasons of safety and campus maintenance, bicycles, skateboards, roller blades and scooters are prohibited at all times on all parts of the campus. **Students bringing the items listed above to campus must lock them on the appropriate rack. Failure to do so will result in having the item confiscated and possible disciplinary action.** Repeated violations will result in increased disciplinary actions.

STUDENT PARKING ON CAMPUS

Senior students will have priority with regards to purchasing parking passes. If any additional spots are available, Juniors will have next priority. In order to park on campus, students must enroll in and complete the California Highway Patrol Start Smart driving program. There are various dates and locations available and there is no fee for this program. For more information, please visit the district website or [click this link](#).

All vehicles must have a 2023-2024 permit hanging visibly from the rear-view mirror at all times. All vehicles must be parked in appropriately lined student stalls. Parking in staff/admin spaces, fire lanes, on sidewalks, in driveways or dirt areas will result in a citation (ticket). Drivers violating any school, district, or county law will be cited (ticketed) accordingly. Vehicles may not display any offensive symbols, signs or words.

- *1st offense:* Removal of item(s) from vehicle, parent will be contacted
- *2nd offense:* Removal of item(s) from vehicle, suspension of permit for semester, Monday School, and parent conference.

Students must obey all parking/driving laws and school officials. Unsafe driving includes speeding, laying rubber, cutting off other drivers, and driving in the wrong lane or in the opposite direction of traffic. Any unsafe driving on school campus is reported to the San Ramon Police and are subject to the following consequences:

- *1st offense:* Suspension of permit for two weeks and Monday School.
- *2nd Second offense:* Suspension of permit for remainder of the school year and Monday School or school suspension and parent conference.

Permits

Parking permits are the property of the school and are issued to the student for the privilege of parking on the school campus. Permits can be purchased online and are first come, first served. Permits transferred/copied/sold/given to other students will be forfeited and Monday School or school suspension and parent conference will be assigned. Permit replacement will cost \$50. Student parking spaces in the back lot are numbered and correspond to the purchased permit hang tag. Students are expected to park in their designated spot **only**. Any car parked in the incorrect spot will be cited. We cannot guarantee parking lot preference. We will make every attempt to issue permits based on preference.

General

All vehicles are subject to search while parked on public school property. California High School is not responsible for theft, loss, or damaged property for cars parked on campus. California High School is a

closed campus, and students may not leave during the school day including brunch and lunch. In addition, students may not retrieve items from their car, once the instructional day has begun. Students who do not have a 5th or 6th period class have 5 minutes to leave campus, otherwise they will need to stay on campus through the lunch period. Students who do not have a 5th or 6th period will be issued a special pass (ID Card) that indicates they do not have a 5th or 6th period, they will need to show the pass to a Campus Monitor or Admin who is monitoring the parking lot, prior to leaving.

Staff/Admin Spaces

All the parking lots are carefully monitored. Students who park in staff spaces will have their vehicles **towed and/or ticketed**. Visitor parking spaces at the front of administration are off limits to students. Parking facilities for all types of vehicles are provided for students, parents/caregivers, staff members, and visitors solely as a convenience. The school district assumes no responsibility or liability for loss or damage to any vehicle parked at CHS.

STUDENT BODY CARD

For identification purposes, each student is issued a Student I.D. card which **must** be carried at all times and utilized for the following reasons: campus safety, attendance, admission to school events, **technology access**, lunch pass, identification for state testing and textbook check-out. Students are reminded that without a Student I.D. card they will not be admitted to school events, which occur after regular operating hours. Lost cards must be replaced. The cost is \$5.00. **Please go to the Counseling Office to replace your card.** Students who have an ASB sticker should present proof of purchase for a sticker to be placed on the new card.

TECHNOLOGY AT CALIFORNIA HIGH

Student use of the networked computers at CHS is governed by the SRVUSD "Student Acceptable Use Policy" and the school's "Policies and Procedures for Student Computer Use" which are distributed when the student enters California High School. The policy is in effect for all four years unless revoked by administration or parents/caregivers. Students are expected to be familiar with these policies and understand that failure to comply will result in one or more of the consequences outlined in the A.U.P. In order to use the school computers, students/parents/caregivers must have agreed to the [Student Technology Agreement](#). For more information see the [SRVUSD Acceptable Use Policies](#) site. Students who fail to abide by the Student A.U.P. may lose their email accounts and school computer use. If a student has a technology issue, they may contact the [IT Help Desk](#).

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text. Cyber Bullying and Harassment deliberately threatens, harasses, intimidates an individual or group of individuals; or places an individual in reasonable fear of harm to the individual or damage to the individual's property; or has an effect of substantially disrupting the orderly operation of the school. This can be a violation of a student's right to be safe and secure on campus.

TELEPHONES/MESSAGES/DELIVERIES

School telephones are for business and emergency use only. **Parents/Caregivers are requested not to call the school with messages for students unless it is an extreme emergency.** Flowers, balloons, birthday greetings and other items cannot be delivered to students at school. **PLEASE DO NOT GIVE THE SCHOOL AS A DELIVERY ADDRESS FOR THESE ITEMS, SINCE THE DELIVERY WILL BE REFUSED.**

TEXTBOOKS

The school loans each student one set of textbooks. The student and the parents/caregivers are held

financially liable for lost, stolen, damaged or destroyed textbooks. Students are charged the full replacement cost for items lost or damaged, since the school must pay the full replacement cost. Book replacements must be purchased by SRVUSD. You may contact The Textbook Coordinator, at (925) 803-3285. **Students must have their Cal High ID card to check out textbooks. All outstanding bills must be cleared before registration packets, parking permits, yearbooks, schedules, diplomas, final transcripts or additional textbooks are issued to a student. Additionally, students will be unable to purchase tickets to school activities if debts are not cleared.**

VANDALISM

The California High School campus is a source of pride for the community. In order to maintain a safe and clean campus, each student is expected to help keep the lockers, buildings, and grounds free of litter, vandalism, and graffiti. Individuals responsible for vandalism will be held accountable for all costs of clean up and repairs, will be subject to disciplinary action, and may be reported to the police.

POLICIES AND PROCEDURES

ATTENDANCE POLICY

California High School believes strongly in the importance of daily student attendance. Students and their parents/caregivers are responsible for individual attendance. Parents/Caregivers should be aware there is a revenue loss to the district for any absence (excused or unexcused). A student is considered “truant” if they are absent without a valid excuse three days in one school year or tardy (in excess of 30 minutes) without a valid excuse, on each of more than three days in one school year. **A “truant” student may be referred to the Student Attendance Review Board (SARB) and may be subject to prosecution, which may include suspension or revocation of their driving privilege and/or fines of up to \$100. Students may be removed from California High School and placed into an alternative high school.** Irregular attendance notifications may also be sent by the district and/or school sites if the student’s attendance pattern (unexcused or excused - full day or tardies of any length) impacts the child academically or impacts classroom instructional practices. Students with irregular attendance may also be referred to SARB, please see the [Contra Costa County SARB process](#) and [Cal High’s Attendance page](#) for more information.

The attendance desk is open at 7:30 a.m. and closes at 4:30 p.m. Parents or caregivers must notify the school regarding all absences whether excused or unexcused.

Absences must be cleared within two days of returning to school otherwise the absence will become a cut and the student will receive consequences.

To report an absence (partial or full day), call 925.803.3200. 24 hours a day, 7 days a week.

- A. Full Day Absence:** Parents/Caregivers must call the attendance recorder on the morning of or within 48 hours of the absence.
- Provide the date of the absence
 - Spell the student’s last name
 - Provide the first name of the student
 - Provide reason for absence
 - Identify yourself

- B. Partial Day Absence:** In order for an absence to be excused **when a student must leave school early or comes to school late**, the following requirements must be met:

- a. When coming to school late, the student must bring a note to the office, sign in and receive a pass to class.
- b. When leaving school early, the student must bring a note to school, show it to his/her teacher, bring it to the office and sign out.

Failure to follow procedures may result in a **cut from the class**. **Consequences can include** a referral to the teacher or Monday School or Community Service. In order to clear a partial day absence, **students must sign in and/or out and parent/caregiver contact (parent present, phone call or note) must be made prior to the student leaving campus. If you are 18 years old there is an additional form required to be completed.**

1. **Authorized Attendance Clearance:** Absences may **ONLY** be cleared by a telephone call personally made by the parent, caregiver, or person listed on the emergency card if parents/caregivers cannot be reached. Calls made by the student or persons not authorized to clear a student's absence violate rules for attendance and will result in student disciplinary action.
2. **Lunch:** No students may leave at lunch without their parent's/caregiver's permission. If a student leaves for lunch, the **parent/caregiver must come into the office** to sign the student out.
3. **Excused Tardy:** To obtain an excused tardy, a note from a parent, a caregiver, or a medical facility stating the reason for the tardy is required. Only tardies due to illness and medical appointments will be considered excused. **Medical appointments require a slip from the medical or dental office to be excused.**
4. **Tardy to Classes Consequences:** After the late bell rings the student is tardy. Every three tardies = a detention. Nine tardies = Monday School detention. Students who are more than 30 minutes late to class will receive a Very Tardy. Students with Very Tardies may receive Monday School or Restorative consequences and begin the SARB process.
5. **Pre-Informed Absences:** Trips, college visits, or other anticipated absences need to be reported to the front office. **Any absences 5 days or more require an Independent Study Contract.** Independent study contracts are available in the main office. The contract must be signed by the parent/caregiver and **returned to the attendance office** on the day the student returns.
6. **Excused Absences:**
 - a. Illness - (excessive illness requires a Doctor's Note to be excused)
 - b. Funeral Services
 - c. Religious Retreat (*no more than 4 hours per semester*)
 - d. Approved School-Related Activities
 - e. Observation of Religious Holidays
 - f. Employment Conference (requested by parent)
 - g. Family Emergency
 - h. Court Appearances
7. **School Sponsored Events:**
 - a. Students participating in any school sponsored event must be in attendance, at school, a minimum of 2 full block periods before being allowed to **participate, practice, or play** on any day.
 - b. This applies to being signed out for illness by parents/caregivers. It is important for students to understand that signing out during school hours may impact their eligibility to engage in such activities or functions on that particular day.

GROUNDS FOR SUSPENSION AND EXPULSION

Disciplinary action by the school administration will take into account frequency, severity, and grade level at which behavior problems occur. Standards for student behavior apply to school hours, to school-sponsored events on or off campus, and to incidents, which may occur on the way to or from school. Disciplinary consequences for violation of Education Code 48900 may range from detention or suspension to a maximum penalty of expulsion.

Ed Code 48900

- A.
 - a. 1. Caused, attempted to cause, or threatened to cause physical injury to another person.
 - b. 2. *Willfully used force or violence upon the person of another, except in self-defense.
- B. *Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- C. *Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code, alcoholic beverage, or intoxicant of any kind.
- D. *Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code, alcoholic beverage or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and presented same as a controlled substance, alcoholic beverage, or intoxicant.
- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to cause damage to school property or private property.
- G. Stole or attempted to steal school property or private property.
- H. Possessed or used tobacco, or any product containing tobacco or nicotine products (except in the very limited instance of nicotine as an ingredient of a prescribed drug that requires ingestion during school hours) including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- K. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties (failure to serve Monday School)
- L. Knowingly received stolen school property or private property.
- M. Possessed an imitation firearm.
- N. Committed or attempted to commit a sexual assault or committed a sexual battery as defined in the Penal Code.
- O. Harassed, threatened, or intimidated a student witness.
- P. *Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Q. Engaged in, or attempted to engage in hazing.
- R. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
- S. A pupil who aids or abets the infliction or attempted infliction of physical injury to another person.
 - a. Additional Grounds:
 - i. * Sexual harassment. (Ed Code 48900.2)
 - ii. * Committed an act of hate violence. (Ed Code 48900.3)
 - iii. * Harassment, threats, or intimidation creating an intimidating or hostile educational environment. (Ed Code 48900.4)
 - iv. * Terrorist threat against school officials or school property. (Ed Code 48900.7)

Any of the above may be referred to a law enforcement agency.

*The principal or designee must notify law enforcement personnel of these offenses.

DETENTION

Detentions shall be served at lunch time, after school, or before and can include campus clean-up activities. Students are to report to the back corner of the Commons 5 minutes into lunch, or to the appropriate place before or after school, depending on the detention given. Changes can only be made with administrator's approval. It is the student's responsibility to inform parents/caregivers of the dates of assigned detention. **Students who fail to serve a detention will serve a Monday School or Community Service.**

MONDAY SCHOOL

Monday School is an alternative to suspension when agreed to by all parties. It is held on Mondays from **3:50 pm to 6:50 pm. Student's failure to attend or complete Monday School will result in a suspension.**

COMMUNITY SERVICE

Community Service will be assigned when agreed to by parents/caregivers and in lieu of Monday School. Students must complete assigned hours with Cal High staff or approved outside programs. Community service forms must be submitted by deadline to box in the main office.

SUSPENSION

Suspension is a disciplinary action that means removal of a student from ongoing instruction for a period of time not to exceed five (5) consecutive school days. Suspension by an administrator shall be preceded by an informal conference between the administrator and the student unless an emergency situation to be determined by the principal or designee exists. A student's parent/caregiver shall be notified in writing of the suspension. Although the district is not required to hold a conference with the parent/caregiver, the parent/caregiver is required to attend such a conference when so requested by the district. A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including but not limited to, any of the following: 1) While on school grounds; 2) While going to or coming from school; 3) During the lunch period, whether on or off the campus; 4) During, or while going to or coming from, a school sponsored activity. (E.C. 48900 (p) At the discretion of the school administration, a student may receive "in-house" suspension, serving the term of suspension on campus under the supervision of school staff (E.C. 48911.1)

EXPULSION

Expulsion means the removal of a student from enrollment in a school or the district as ordered by the Board of Education. Expulsion may be ordered for any of the acts listed under Grounds for Suspension and Expulsion when other means of correction have failed to bring about proper conduct, or when a student's presence causes continuing danger to other students. As defined in Ed Code 48915 (c), possessing, selling, or otherwise furnishing a firearm, brandishing a knife at another person, unlawfully selling a controlled substance, committing or attempting to commit a sexual assault or committing a sexual battery, or possession of any explosives, requires the principal to recommend expulsion. The length of expulsion for any of these offenses shall be one year. Parents/Caregivers of an expelled student are required to notify the receiving district that the student has been expelled. (E.C. 48915.1) (Revised 4/9/08)

ACADEMIC HONESTY POLICY

Academic honesty is an expectation for all students at California High School. The purpose of this policy is to establish and maintain an ethical academic atmosphere.

Some Examples of Academic Dishonesty (but not limited to):

1. Cheating
 - a. Giving or using external assistance (including electronic devices) relating to an assessment without expressed permission of the teacher.
 - b. Copying any work (including taking pictures of work) or allowing another student to copy one's work. All work submitted must be that of the individual student.
 - c. Falsifying any academic work.
 - d. Having another student, parent, or other adult write or make major changes to student work.
2. Unauthorized Collaboration - Collaborative work will be at the direction of the teacher and be documented according to assignment guidelines.
3. Plagiarizing - Presenting another's ideas, words, or work as one's own.
4. Self-plagiarism - Submitting work from a previous class without proper citation.
5. Unauthorized altering, taking or publishing of any student, teacher, or school materials.

In addition, for the first violation in one course

- Site administrator gives the student a Monday School and notifies parent/caregiver.
- Administrators may notify all of the student's current teachers about the incident.

Second Violation (in the same course).

- Students may receive an "F" as the final grade.
- Site administrator will suspend the student for 1-5 days and notifies parent/caregiver.
- Site administration notifies all of the student's current teachers about the incidents.

Second Violation (same year in a different course)

- Site administrator will suspend the student for 1-5 days and notifies parent/caregiver.
- Site administration notifies all of the student's current teachers about the incidents.

Three or more violations (same year in any course)

- Student may receive an "F" as the final grade.
- Site administrator will suspend the student for 1-5 days and notifies parent/caregiver.
- Site administration notifies all of the student's current teachers about the incidents.

Administration may administer additional consequences for first violations depending on the severity of the Academic Honesty infraction.

HOMEWORK POLICY (see [BP 6154](#))

Homework is an integral component of education that deepens student learning and understanding. K-12 students will participate in homework that is meaningful, purposeful, and appropriate.

SEXUAL HARASSMENT

It is a policy of the Governing Board of the San Ramon Valley Unified School District to provide an educational and work environment free of unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct or communication constituting sexual harassment as defined by Education Code 212.5 and otherwise prohibited by state and federal statutes.

All Personnel BP: 4119.11, 4219.11, 4319.11 (a)

All Students BP: 5145.7(a)

Sexual harassment made by someone from or in the work or educational setting is prohibited and includes, but is not limited to, any of the following conditions:

- a. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- b. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- c. 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 work or educational environment.
- d. 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 education institution.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

- **Verbal or written conduct:** making derogatory comments, including epithets, slurs, jokes, etc., sexual propositions or flirtations, graphic commentary about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes or invitations; spreading sexual rumors.
- **Visual conduct:** leering, making sexual gestures, displaying sexually suggestive objects, pictures, books, magazines, computer graphics, etc.
- **Physical Conduct:** inappropriate touching or impeding one's movement. Every student, employee or applicant has the right to be free from harassment from adults and/or from students in the work or educational setting. The district prohibits retaliatory behavior against any complaint or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. A copy of this policy on sexual harassment shall be 1) displayed in a prominent location at school sites and work sites, 2) provided as part of the orientation for new students at the beginning of each term as applicable, 3) provided by employees annually at the beginning of the school year and for each new employee and 4) included in publications that set forth the comprehensive rules, procedures and standards of conduct of the school or district. In-service regarding this policy and administrative procedures will be provided for all staff periodically as appropriate and annual review will be encouraged as part of student and staff orientation activities.

COMPLAINT PROCEDURE

Step 1: Informal Resolution: It is desirable that problems and complaints of alleged sexual harassment be resolved promptly and equitably in an informal manner. Students and employees are encouraged, but not required, to inform the offender directly that his/her conduct is unwelcome or offensive and must stop.

Step 2: Verbal or Written Complaint: Students should follow complaint procedures designated in administrative regulation 5145.7. Sexual Harassment, Students. A student should initiate a complaint to a teacher or an administrator verbally or in written form including person(s) who engaged in offensive conduct, the description of the offensive conduct (i.e. when and where the conduct occurred, the number of times it occurred, any informal attempts at resolution), and the names of any witnesses. Administrative regulations 5145.7 may be obtained from the school principal or the superintendent.

Employees or applicants for employment who feel that they have been sexually harassed should contact their supervisor, principal, other district administrators, or the superintendent in order to obtain

procedures for reporting a complaint. Complaints of sexual harassment against a district employee may be filed in accordance with AR 1312, *Complaints Against School Personnel*. Complaints alleging that a specific action, procedure or practice of sexual discrimination, occurred can be filed in accordance with AR 4031, *Complaints Concerning Discrimination in Employment*.

Any supervisor who receives a sexual harassment complaint shall notify the superintendent or designee, who shall ensure uniform application of this policy and appropriate investigation of the complaint.

Board Policy San Ramon Valley Unified School District

Adopted: September 22, 1998

San Ramon Valley Unified School District Notice of compliance with federal "regulations"

Non-discrimination uniform complaint procedures

The district is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, sexual orientation, race, ancestry, color, religion, national origin, ethnic group identification, marital or parental status, physical or mental disability or any unlawful consideration. The District promotes programs, which ensure that discriminatory practices are eliminated in all District activities. The Governing Board recognizes that the District has primary responsibility for ensuring that it complies with state and federal laws and regulations governing educational programs.

The District follows uniform complaint procedures when addressing complaints alleging unlawful discrimination or failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, vocational education, child nutrition programs and special education programs. Any complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. The District investigates and seeks to resolve complaints at the local level. If the complaint cannot be resolved at the school level, the following compliance officer and Title IX Coordinator has been designated to receive and investigate complaints to ensure District compliance with law: David Kravitz, Director, Student Services.

The District prohibits retaliation in any form for the filing of a complaint, the reporting instances of discrimination, or for participation in the complaint procedures. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the party and the facts. Within sixty (60) days from receipt of a complaint, the District will complete a mediation/investigation and prepare a written decision. Any complainant may appeal a District decision to the State Superintendent of Public Instruction within fifteen (15) days of receiving the District decision. The District Uniform Complaint Procedure is governed by Board Policy and Administrative Regulation 1312.3. A copy of this policy and regulation may be obtained from the school principal or the above name compliance officer. Nothing in District procedures precludes a complainant from pursuing available civil law remedies, such as mediation centers, public/private interest groups and/or attorneys, etc. For discrimination complaints, however, a complainant must wait until sixty (60) days from the filing of an appeal with the California Department of Education before pursuing civil law remedies.

WILLIAMS UNIFORM COMPLAINT PROCEDURES REGARDING FACILITIES, INSTRUCTIONAL MATERIALS, AND TEACHER ASSIGNMENTS (BP 1312.4)

The Governing Board recognizes that the district has primary responsibility for ensuring that it complies with state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve complaints at the local level.

This complaint procedure is adopted in order to comply with Education Code Section 35186 to help identify and resolve any deficiencies related to instructional materials, the condition of a facility that is not maintained in a clean or safe manner or in good repair, and teacher vacancy or mis-assignments. The Responsible District Officer shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with the California Code of Regulations, Title 5, Section 4632 and Education Code Section 35186.

A notice shall be posted in each classroom in each school as required by Education Code Section 35186.

The District shall provide a complaint form regarding alleged deficiencies related to instructional materials, the condition of facilities not maintained in a clean or safe manner or in good repair, or any alleged teacher vacancy or misassignment. The complaint form shall include a space to mark and indicate whether the complainant requests a response. Complaints shall be filed with the Principal or Principal's designee of the school site at which the alleged violation has occurred. All complaints and responses shall be public records. A complaint about problems beyond the authority of the school Principal shall be forwarded by the school site in a timely manner, but to exceed ten (10) working days, to the appropriate District official for resolutions. The Principal shall provide a copy of the complaint to the Assistant Superintendent of Human Resources who is designated as the Responsible District Officer. Complainants shall not be subject to retaliation as a result of the filing of the complaint.

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Superintendent or designee.

The Governing Board designates the following compliance officer to receive and investigate complaints and ensure district compliance with law:

Melanie Jones, Assistant Superintendent
San Ramon Valley Unified School District
699 Old Orchard Drive
Danville, California 94526

This policy will be distributed annually to students, employees, parents/caregivers, district site advisory committees and other interested parties. For a full description of the Uniform Complaint Procedures, parties should request Administrative Regulation 1312.4.

CONDUCT

A safe and positive learning environment is essential for the optimum development of each student and for quality education. Schools are expected to provide an orderly, caring and nondiscriminatory learning environment in which all students feel comfortable and take pride in their school and in their personal achievements. To achieve this goal, staff is expected to teach students the meaning of equality, human dignity, and mutual respect, and to employ learning strategies that foster positive interactions among students from diverse backgrounds. School personnel must prevent and protect against behavior which threatens the safety of individuals or property, or which disrupts learning. School and district personnel shall model positive behavior and attitudes that are respectful of all individuals.

Students that fail to adhere to all behavior expectations outlined in the California High School Student Handbook and the SRVUSD Discipline Code risk the loss of their school privileges.

Seniors may lose their right to attend end of the year activities including, but not limited to Senior Ball, Senior Picnic, Power Puff Game, and Graduation Ceremony.

DRESS CODE

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

Our values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Our student dress code is designed to accomplish several goals:

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

Students Must Wear*

- In line with what the dress code aims to accomplish:
 - A shirt (with fabric in the front, back, and on the sides under the arms which covers the belly button, AND
 - Pants/jeans or the equivalent (for example: skirt, sweatpants, leggings, a dress, or shorts), AND
 - Shoes
 - **Courses that include attire as part of the curriculum may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example: athletic shoes for PE).*

Dress Code Enforcement

- Teachers have the discretion to enforce additions to this dress code (e.g. no hoodies) to protect academic honesty in their classrooms.
- Students in violation of dress code will be referred to the administrative team.
- Repeated dress code violations will result in progressive discipline by school administration.

These dress code guidelines shall apply to regular school days as well as any school-related events and activities, such as graduation ceremonies, dances and prom. Students who feel they have been subject to discriminatory enforcement of the dress code should contact their assigned assistant principal.

ELECTRONIC DEVICES

Possession of electronic devices (i.e. cell phones, tablets, headphones, etc.) by a student at school is a privilege, which may be forfeited by any student who does not follow the policy below. ***Students bring all electronic devices to school at their own risk.*** The district and California High School shall not be responsible for the loss of or damage to any electronic devices brought onto campus.

Electronic devices for learning purposes are up to teacher discretion. Students are not permitted to use electronic devices if they leave the classroom to use the restroom, go to counseling, etc. Using electronic devices for cheating purposes will result in consequences under CHS's Academic Honesty Policy. Electronic Devices used to send inappropriate messages or harass students may result in additional consequences.

Consequences:

- **First Offense:** Warning from Teacher
- **Second Offense:** Violation on record/Device confiscated until the end of the period. Monday school issued. **Parents/Caregivers will be notified.**
- **Third Offense:** Violation on record/Device confiscated until end of day. **Parent/Caregiver will be notified** to pick up device in the front office. **Monday School will be assigned.**
- Additional Offenses may result in suspension.

Administration may administer additional consequences depending on the severity of the Academic Honesty infraction.

ACCEPTABLE USE OF ELECTRONICS COMMUNICATION

As the use of digital technology becomes more prevalent throughout our schools, the San Ramon Valley Unified School District is committed to helping students learn the responsible use of such technology in a safe and appropriate manner as outlined in the [SRVUSD Acceptable Use Policy](#). Additionally, this document serves as a reminder to parents/caregivers and students that cell phones, cameras, video cameras, websites and other means of transmitting electronic data can be disruptive and/or harmful, with respect to themselves, other students and staff, as well as the overall school environment. The following information has been developed with the safety of all students and staff in mind.

CYBER BULLYING

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of behavior include but are not limited to:

- Sending/posting false, cruel, hurtful or vicious messages/comments
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into an email account and sending vicious or embarrassing materials to others.

- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of a student picture without their permission.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of the students' and staff members' right to be safe and secure. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

INAPPROPRIATE USE OF TECHNOLOGY

The fundamental principles behind these policies are that students should never do anything that harms another student or prevents them from learning. Any use of technological media that interrupts a student's right to learn will not be tolerated. Electronic media includes, but is not limited to: social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication. Examples of this behavior include but are not limited to:

- Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of sexually explicit, graphic, or disruptive nature on any device is prohibited on a school campus.
- If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students or school staff to be secure, school administration may impose consequences. The Administration may also report Cyber Bullying or Harassment to the police.

CONSEQUENCES - INAPPROPRIATE USE OF TECHNOLOGY

Education Codes 48900.4 and 48900 (r), strictly prohibit harassment or bullying of any kind and such behavior is subject to consequences, including possible expulsion.

- Sexually explicit material that is transmitted electronically may result in parents/caregivers or police being notified, and that material may be reported as suspected child abuse or neglect.
- All students involved in the transmission and/ or possession of such images or text may be disciplined under California Education Code 48900 (i): Committed an obscene act or engaged in habitual profanity or vulgarity.
- If reasonable suspicion exists that a student has been involved in possessing or transmitting such material, the electronic device involved may be confiscated and searched by school officials.
- The transmission of such material involving another student may be punished under California Education Code 48900 (r): 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.
- Additionally, Education Code 48900 (k) states that any disruption of school activities or otherwise willful defiance of the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties can also lead to suspension

*** Education Codes 48900.4 "Harassment, threats, or intimidation creating an intimidating or hostile educational environment"

***Education Code 48900 (k) "Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties"

***Education Code 48900 (i) "Committed an obscene act or engaged in habitual profanity or vulgarity"

ACTION STEPS TO RESPOND TO BULLYING OR HARASSMENT

Any student who receives such an image or message against their will should:

- Inform a school official immediately.
- Save the evidence. Print the online harassing text if possible.
- Identify the Bully.
- Clearly tell the Bully to stop.
- Ignore the bully by leaving the online environment and/or blocking communications.
- File a complaint with the Internet or Cell Phone Company.
- Contact the Bully's parents/caregivers.
- Contact the police.

ATHLETIC PARTICIPATION REQUIREMENTS

In order to participate in athletics, a student must meet the requirements of a **2.0 GPA**, and complete the [online athletic registration](#) before the first practice.

Student Athletes must be in attendance, at school, a minimum of 2 full block periods before being allowed to practice or play on any day.

Refer to the [ATTENDANCE POLICY](#) section for more information.

[SRVUSD Parent-Student Guide to Athletics](#)

Students may not participate in another sport until their season has ended. Students who are in another sport may receive three days to try-out after their season has ended.

California High School is a member of the eight team East Bay Athletic League (EBAL), including Amador Valley, Dublin, De La Salle, Dougherty Valley, Foothill, Granada, Livermore, Monte Vista and San Ramon Valley. The EBAL is in the North Coast Section (CIF). Refer to the [website](#) regarding sports involved in interscholastic competition.

For further information, contact: Chad Ross, Athletic Director (cross@srvusd.net, 925-803-3249)

Please check out the [sports schedules](#).

CLUBS AND ORGANIZATIONS

California High School offers students a variety of ways to be actively involved in extracurricular activities. Each club/organization has a faculty advisor and works in conjunction with the student government. Each student is encouraged to enrich their high school experience by becoming an active member in a club/organization. For more information, visit the club [website](#).

Extra curricular participation may be affected by a student's attendance.

Refer to the **ATTENDANCE POLICY** section for more information.

DANCES

The following district policy is in effect for school dances:

Inappropriate Behavior: All school rules specified in the Student Handbook apply to dances. Students must dance in a safe and appropriate manner. Demeaning or sexually explicit dancing, groping, fondling, bending over, lap dancing, floor break dancing, and moshing are not acceptable. If a chaperone determines that students are behaving inappropriately, a warning may be issued. If a second offense occurs, administrators may dismiss the student and inform the parents/caregivers.

Entry Process: Students will be screened for illegal substances and subject to search. The school dress code applies. No in-and-outs will be permitted.

1. **Guests:** Guests will be allowed at select dances only. No guests 21 or older will be admitted, and guests must be cleared by the administration prior to the dance.
2. **Crowd Control:** The number of students attending dances will be limited, depending upon the size of the venue.

Dances are school sponsored events, therefore participation may be affected by a student's attendance.

Refer to the [ATTENDANCE POLICY](#) section for more information.

INFORMATION DIRECTORY

Regarding

Location

Absences/Attendance	Admin Office - by Alphabet
Athletic Information	T-6, Athletic Director's Office
Career Information	Counseling Office, Career Center
Class Activities	T-3, Leadership Room
Community Volunteer Service	Counseling Office, Career Center
Counseling Appointments	Counseling Office
Early Graduation	Counseling Office
Free and Reduced Lunch	Admin Office, Principal's Secretary
Health Issues	Admin Office, Attendance Desk/Nurse office
Insurance - Athletics	T-6, Athletic Director's Office
Job Information and Work Permits	Counseling Office, Career Center
Lockers	Admin Office, Principal's Secretary
Lost and Found	Admin Office/Library
Parent Organizations	Admin Office, Principal's Secretary
Parking on Campus	Admin Office, Assistant Principal
R.O.P. Information	Counseling Office
Schedule Changes	Counseling Office
Scholarship Information	Counseling Office, Career Center
Student Body Activities	T-3, Leadership Room
Student Pictures/ID Replacement	Counseling Office
Textbooks	Library/Textbook Center
Transcripts/Records	Counseling Office
Visitor's Pass (Adults Only)	Attendance Office

STUDENT GOVERNMENT/LEADERSHIP

Leadership is composed of elected officers and representatives who serve as the voice of the students. Leadership meets 3rd and 4th period and plans all major school events. If you have a concern or question, drop by the Leadership Room T3 & T-4. We encourage students to check the Cal High Website and their student email, as the primary methods of communications.

- Students running for elected positions in student government, as well as parents/caregivers of those students, will have the ability to request voting totals detailing the results of an election in accordance with all applicable Public Record Request and Student Privacy provision of California law. Names and other identifying information of candidates who received less votes than the requesting students shall be redacted.

For further information, contact: Troy Bristol (tbristol@srvusd.net), Leadership Advisor or Abraham Kim (akim2@srvusd.net), Freshman Leadership Advisor.

STUDENT WORK PERMITS & ENTERTAINMENT PERMITS

Any work permits need to be submitted to counseling. If you would like to obtain a work permit during the school year:

- Step 1: Follow [this link](#) to fill out a Work Permit Request form
- Step 2: Complete all fields and get a parent/guardian signature
- Step 3: Have employer complete the employer section
- Step 4: Scan and upload a copy of the application and send it to Ms. Plechaty at splechaty@srvusd.net, or drop it off at the Counseling Office
- Step 5: Allow 24-28 hours for processing
- Step 6: Permit will be sent to your student email. Sign, date and give to the employer

* Work permits requested after 3:00 pm on Fridays, will not be processed until the following school day

Please note the following requirements to attain a **Work Permit**:

- Satisfactory grades, meaning a 2.0 GPA or higher
- Attendance will be reviewed. Absenteeism rate should be 10% or less overall

Please note the following requirements to obtain an **Entertainment Permit**:

- Satisfactory grades, meaning a 2.0 GPA or higher, in only the 4 core subjects, Math, English, History, and Science
- Attendance will be reviewed. Absenteeism rate should be 10% or less overall

Find out additional information regarding both work and entertainment permits from the [California Department of Labor](#) and FAQs from the [California Department of Education](#).

California High School Fight Song

*We are California High School
Grizzlies ready for attack
Big C means to fight and strive
And win for Orange and Black
Fight – fight – fight*

*Grizzlies are forever watching
Day by day we prowl
And when we hear this song
We know we can't go wrong
From our lair we fiercely growl
Grrrrah!!! Grrrrrrrrrrah!!! Grrrrrrrrrrrrah!!!*

