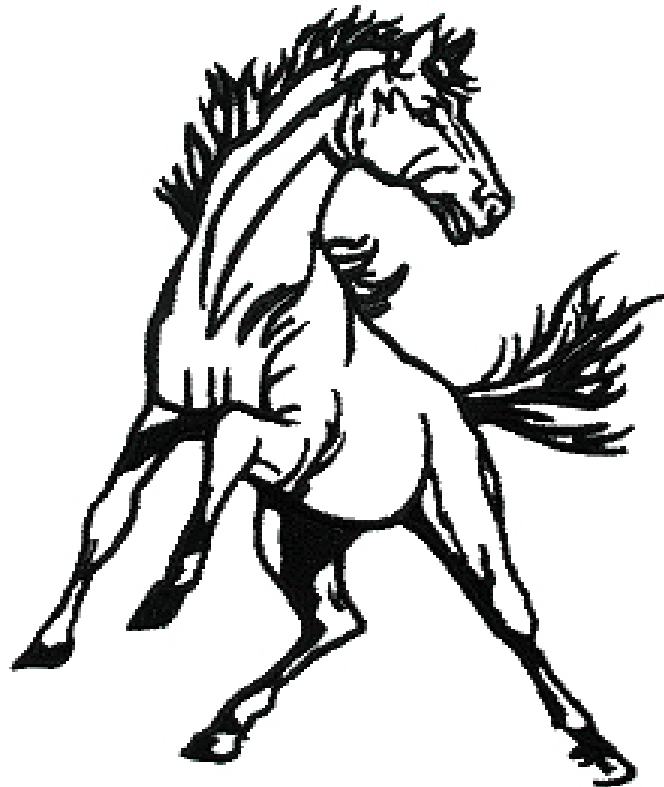


Shandon High School

Student Handbook

2021-2022



“Home of the Outlaws”
Untamed Spirited Horses

(805) 238-0286 – Fax (805) 238-0777

www.shandonschools.org

101 South First Street Box 79, Shandon, CA 93461

Shandon District Office Hours

7:30 AM - 4:00 PM

Principal/Superintendent

Kristina Benson, Ed. D

Teachers

Jon Fuller	Agriculture/Mechanics/Science
Deanna Morton	Agriculture/Science/Leadership
Dayna Sciocchetti	History/Government/ ASB/Physical Education
TBD	Math/ Spanish
Robert Voorheis	Math/ Art/ Music
Louise Hurley	English/ Drama
Lindsey Melendy	Resource and Special Ed

Office Staff

Lupe Martinez	Bilingual Clerk
Gabriela Gavilanes	Bilingual Administrative Assistant
Sadie Howard	Accounting Technician
Deputy Calagna	School Resource Officer

Support Staff

Loida Sanchez	Custodian
Amanda Dobberpuhl	Counselor
Yesenia Mercado	Paraeducator
Cassie Uzeta	Paraeducator
Enrique Ramirez	Paraeducator

Cafetería

Gelene Cohelo	Cafeteria Manager
Kelli Smith	Cafeteria Lead

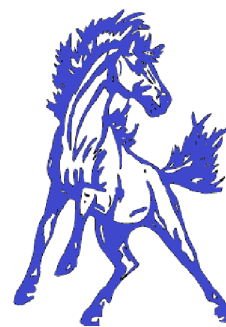
MOT Staff

Rudy Valencia	Lead Maintenance/ Utility Worker
Kim Rendon	Lead Transportation/ Safety Coordinator/Utility Worker
Maria Ayala	Custodian
Kelly Kuhnle	Bus Driver
Lilla Hewitt	Utility

Board of Trustees

Marlene Thomason, President
Nataly Ramirez, Clerk
Jennifer Moe
Van Parlet
Flint Speer

Daily Class Schedule



Monday, Tuesday, Thursday, Friday

	Warning Bell	8:10	
Period	1 / 5	8:15-9:45	90 Minutes
Break		9:45-9:50	5 Minutes
Passing		9:50-10:00	10 Minutes
Period	2 / 6	10:00-11:30	90 Minutes
Lunch		11:30-11:55	25 Minutes
Passing		11:55-12:05	10 Minutes
Period	3 / 7	12:05-1:35	90 Minutes
Passing		1:35-1:40	5 Minutes
Period	4 / 8	1:40-3:10	90 Minutes

Minimum Days/ Wednesday

	Warning Bell	8:10	
Period	1 / 5	8:15-9:20	65 Minutes
Passing		9:20-9:25	5 Minutes
Period	2 / 6	9:25-10:30	65 Minutes
Passing		10:30-10:35	5 Minutes
Period	3 / 7	10:35-11:40	65 Minutes
Lunch		11:40-12:05	25 Minutes
Passing		12:05-12:15	10 Minutes
Period	4 / 8	12:15-1:20	65 Minutes

SCHOOL MISSION

The mission of Shandon High School is to provide educational opportunities which empower students to reach their fullest potential and participate as responsible citizens in a continuously changing world.

PARENTAL INVOLVEMENT

Students are more successful in school when parents are involved in their education. The Shandon Board of Trustees has adopted a policy for parental involvement.

Parents will be provided information about supporting their children's learning, such as monitoring attendance, homework completion, as well as volunteering in their children's classroom and participating in decisions related to the education of their children. Opportunities for full participation of parents with limited English proficiency, parents of migrant students and parents with disabilities will be provided whenever possible.

ENROLLMENT/REGISTRATION

Enrollment packets are available in the District office. The school counselor will assist students and parents in the process of enrolling their student and registering them for classes. Parents must submit student's up to date immunization records, birth certificate and proof that they reside within the district boundaries or have an approved Inter-district Transfer Agreement. Scheduling for the following year will be held in spring. Students will request courses during the spring semester of the previous year or upon completion of the registration packet.

CURRICULUM

The district implements a rigorous and consistent curriculum for all students based on state standards. On-going assessments help determine students' readiness for the next sequence of a course. Parents are informed of student progress through the district online student data program AERIES, parent-teacher conferences as requested, progress reports, report cards and testing results.

INSTRUCTION

The District makes formal and informal data-driven decisions to support all students and uses research based instructional strategies used by all teachers. Professional development is offered to increase the number and effectiveness of instructional strategies. Teachers clarify essential learning, gather evidence of proficiency, and evaluate next instructional steps.

ASSESSMENT

A variety of assessment tools are used to evaluate student learning and drive decision-making. Data is disaggregated with relevant groups and assessment results are communicated to all stakeholders. Formal and informal findings are regularly used to modify the teaching/learning process.

CULTURE

Shandon School District provides a safe environment supported by positive relationships with staff and students that encourages regular school attendance. It strengthens a culture of high expectations for all students and staff to ensure a focus on continuous school improvement. Students have access to personal support services, activities and opportunities.

GRADUATION REQUIREMENTS

Ten credits equals one standard yearlong course.

ENGLISH (40): One 10-credit course is required each year in grades 9-12

MATHEMATICS (30): At least one 10-credit course is required each year in grades 9-11. The curriculum passed must include Algebra I. Students who pass Algebra I in middle school will have met the Algebra I requirement, but must still pass 30 credits of mathematics during high school.

SCIENCE (30): Ten credits must be a laboratory science.

SOCIAL SCIENCE (40): Ten credits each in World History, U.S. History, and U.S. Government Economics.

PHYSICAL EDUCATION (20): Five credits must be completed from a regular P.E. class. Completion of one season of a school-sponsored athletic sport is acceptable for 5 credits of P.E. until this requirement is fulfilled.

FINE ARTS OR FOREIGN LANGUAGE (10): Completed from courses in art, music, drama, a language other than English or Career Technical Education.

ELECTIVES (130): Courses not used for other graduation requirements.

Total Credits Required To Graduate = 300

SERVICE COMPETENCY

Students must complete Community Service equal to 20 hours for each year at Shandon High School through activities pre-approved by the school counselor. This requirement must be completed by the first Friday in May of the student's senior year as a condition for participation in the graduation ceremony. Seniors who are late in completing this requirement, but complete all graduation requirements by end of the school year, may obtain their diplomas at the school office on the first weekday after the graduation ceremony. **Seniors may not participate in graduation ceremony unless ALL graduation requirements are complete.**

UC & CSU COLLEGE ADMISSION REQUIREMENTS

The University of California (UC) and the California State University (CSU) provide a guide for admission to four-year colleges. Only college preparatory courses are accepted for the following "A-G" Subject Requirements for which semester grades must be at least C- in grades 9-12.

- a. **History/Social Science (20 credits)**:
UC: World History 10 credits and U.S. History 10 credits (or U.S. History 5 credits and U.S. Government or civics 5 credits).
CSU: Any college preparatory Social Science course 10 credits and U.S. History 10 credits (or U.S. History 5 credits and U.S. Government or civics 5 credits).
- b. **English (40 credits)**: Four different courses of college preparatory English.
- c. **Mathematics (30 credits)**: Three courses covering Algebra I, Geometry, and Algebra II. A fourth, higher-level course is recommended.
- d. **Laboratory Science (20 credits)**: Two yearlong college preparatory laboratory sciences.
UC: Any 2 subjects of biology, chemistry, or physics; all 3 subjects are recommended.
CSU: Ten credits must be a biological science and 10 credits must be a physical science.
- e. **Language other than English (20 credits)**: Two yearlong college preparatory courses in one foreign language. UC recommends 3 courses.
- f. **Visual and Performing Arts (10 credits)**: One yearlong course in music, dance, visual arts, or drama/theater.
- g. **Elective (100 credits)**: Two semesters of "advanced-level" courses not used to fulfill other "a-g" requirements.

College Admission GPA: College preparatory courses completed in grades 10-12 are considered in the “a-g” Subject Requirements GPA. The UC minimum GPA is 3.0 while the CSU minimum GPA is 2.0.

UC Subject Requirement: Completing 11 “a-g” college preparatory courses by the end of grade 11 and 15 by the end of grade 12 fulfills the UC subject requirement.

UC Admission Tests - SAT or ACT test score taken by the senior year is combined with the College Admission GPA to determine qualifying Admission Index required for incoming college freshmen. SAT Subject Tests may be recommended for certain programs.

CSU Admission Tests: SAT or ACT test must be taken by December (November for Cal Poly SLO) of the senior year. The writing portions of these tests are not required. Admission Test is combined with Admission GPA to determine qualifying Eligibility Index. Admission Test is not required if Admission GPA is 3.0 or above, except for impacted campuses and programs.

Waiver forms for fee waiver consideration are available from the counselor.

COUNSELING

The purpose of a guidance and counseling program is to help all students with personal and educational matters. ALL students are urged to seek the assistance of the counselor to help answer questions, to gain assistance in resolving personal and/or social conflicts and to improve school adjustment. The counselor also may be sought for college admissions testing, achievement testing for the State of California and others.

Specialized counseling at the 10th grade level includes a review of the student's progress on their original suggested four-year plan and a reassessment/validation of his/her future course enrollments with the goal of preparation for higher education and/or employment. Whenever possible, parents are invited to participate in this conference and priority will be assigned to those students who are having difficulty in meeting their high school graduation requirements. (Ed. Code 48431.6). The counseling office is located in room 6.

SCHEDULE CHANGES

A student's schedule of courses may be changed if the change is necessary to promote school success. Prior teacher permission may be required. At the beginning of each semester, students have a **one-week** period to request necessary schedule changes. To make a schedule change, students must complete a **Schedule Change Form** available from the counselor. This form requires students to get approval signatures from the teachers involved, a parent, the counselor and the principal (last signature). Students must not attend any new classes until the Schedule Change Form is completed and returned to the counselor. Otherwise, the student will be marked with an unexcused absent in the original course and will not appear on the roster of the new classes.

ACADEMIC RECOGNITION

Honor Roll includes students earning a grade point average of at least 3.0.

Principal's Honor Roll includes students earning a grade point average of 3.5-3.99.

Superintendent's Honor Roll includes students earning a grade point average of 4.00 or above.

A grade of “F” or “I” (Incomplete) automatically excludes the student from consideration for Honor Roll

COMPULSORY ATTENDANCE

The State of California requires compulsory school attendance/education for all students from six (6) years to eighteen (18) years of age. Exemptions to compulsory attendance/education can be made through the process established by board policy. Upon attaining the age of eighteen (18) years, the student's right to a free public education becomes a privilege. Continued use of this privilege is contingent upon the student's acceptable performance/behavior and may be revoked at any time through administrative process.

ATTENDANCE POLICY

Regular attendance in classes enhances student learning. Parents and guardians are in control of their children and are under obligation by law to ensure that their children attend school pursuant to Ed. Code Sections 48200, 48400, and 48450 between the ages of 6 and 18. An accumulation of absences, EVEN EXCUSED absences, leads to incomplete knowledge and understanding, non-proficient skill levels, and a poorly prepared graduate.

Students and parents must realize that when a student is absent, it is not possible to recreate the activities that took place in classes on the day a student is absent. Labs, lectures, discussions, demonstrations, and special presentations cannot be repeated for individuals. Assignments or homework are only part of the learning that takes place. One of our major goals is to develop a sense of responsibility among our students that parallels the expectations that the student will face in future education, training, and as an employee in the workplace.

Absent students are responsible for contacting each teacher and requesting missed assignments. Teachers must supply assignments for student absences that are excused by the District.

Teachers do not have to supply work for students with unexcused absences.

EXCUSED ABSENCES

Pursuant to California Education Code Section 48205, the following types of absences are considered excused:

1. Personal Illness. (District policy requires a doctor's note after 3 days.)
2. Quarantine under the direction of a county or city health officer.
3. Doctors appointments.
4. Attendance at funeral services of a member of the immediate family.
5. Jury Duty for student over 18.
6. Participation in religious instruction or exercise in accordance with District Policy.
7. Justifiable personal reason approved by the Principal.
8. For justifiable personal reasons, including but not limited to an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent/guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
9. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
10. For the purpose of spending time with a member of his/her immediate family, who is an active duty member of the uniformed services, as defined in E.C. section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Such absences will be granted for a period of time to be determined at the discretion of the Superintendent of the school district.

11. For the purpose of attending his/her naturalization ceremony to become a United States citizen.

EXTENDED ABSENCES:

An extended absence of more than three days due to illness verified by a doctor's note or other extenuating circumstance is to be reported to the attendance clerk *as soon as possible*. The attendance clerk will arrange for make of assignment to be given to the students. *Students that are absent for more than 5 consecutive days may be put on an Independent Study Contract. Once a student has completed the Independent Study Contract assignments the student's absence will be considered excused.*

UNEXCUSED ABSENCES

Examples of unexcused absences are:

1. Shopping and/or errands - both in and out of town.
2. Staying home to take care of a parent or a sibling who is ill or who needs help for some reason.
3. Employment.

CONSEQUENCES

- May effect graduation eligibility
- May effect field trip eligibility
- May effect GPA or Citizenship grades

TRUANCIES

A student who is absent from class without parent permission or a student who leaves school or a class for part of the day without approved checkout through the attendance office or a student who is tardy 30 minutes or more without a valid excuse is considered TRUANT. Students with three truancies are considered habitual truants and will be brought before the Shandon District Student Attendance Review Board (SARB). SARB members will include the Principal, Counselor, Probation Office Social Services Representative, School Resource Officer and other agencies as needed.

If a student returns from an absence with NO NOTE from his/her parents/guardian and the parent has not called the office, the absence(s) will automatically become a TRUANT absence and that absence will remain TRUANT until a note is brought to the office or until the parent/guardian comes to the office in person to explain the absence.

TARDY POLICY

A student is considered tardy if he/she is not in his/her seat with proper materials when the tardy bell rings. A tardy will only be excused if it pertains to an illness, a medical appointment that is confirmed by a doctor /dentist's note, funeral, an excuse by school district personnel or otherwise stipulated in E.C. section 48205. All other tardiest will be considered unexcused.

UNEXCUSED TARDY CONSEQUENCES

- Students who accumulate three (3) cumulative (all classes combined) tardies in a semester will be given a lunch detention for every three (3) tardies. The parents will be notified.
- Students who accumulate 10 cumulative (all classes combined) tardies in a semester may be given a four (4) hour Saturday School for every 10 tardies. The parents may be again be notified.

HOMEWORK REQUESTS:

Homework may be requested by calling the office the morning of the second full day of the absence. For missed assignments, it is the responsibility of the student to get his/her makeup work. Teachers are required to provide makeup assignments to students with excused absences. Teachers are not required to give makeup work to students for absences due to suspension and truancy. (EC 48913).

EARLY RELEASE

Students who are progressing on a regular graduation track will be allowed to request an early release for any reason if they earned a 3.5 GPA for the prior semester. Students not meeting these requirements may appeal to the Board. All Early Release Requests will require Superintendent and Board approval.

CLOSED CAMPUS/LUNCH PROCEDURES

All Shandon schools are closed campuses. Students may not check themselves out of school during lunch. Only a parent or guardian may check their student out from school for lunch. In the rare event of an emergency, the office is always willing to accommodate parents or guardians if at all possible. Others listed on the emergency card may check the student out during the school day only for doctor appointments, dentist appointments or emergencies.

Pupil Nutrition/Notice of Free and Reduced Meal Prices (E.C. sections 49510-49520; 42 USC 1758 and 1773)

Your child may be eligible for free and reduced meal prices. The application form and related information will be distributed to all parents at the beginning of each school year and is available to students at all times during the school day.

LOCKERS

Students are issued lockers at the time that they receive their schedules. Physical Education teachers will issue lockers for physical education classes. Lockers for athletics are issued by the coaches involved and are to be relinquished when the particular sports season has been completed. Locks will be issued to students upon request. Students must pay for any lost or damaged locks issued to them. Students may not use their own locks on their lockers.

STUDENTS DESIRING TO USE THE LOCKERS MAY DO SO WITH THE STIPULATION THAT LOCKERS MAY BE EXAMINED BY STAFF AT ANY TIME. Lockers are a **courtesy**, not a guaranteed safe place for student belongings. You must secure your locker in order to avoid theft. Students are encouraged to **NOT** bring large amounts of money to school or personal items with high property value.

Students must keep the locker assigned to them unless a change is made through the office. Students are also encouraged to lock their lockers and keep your locker combinations private in order to prevent theft. Students should pick up materials from lockers before going to class. Normally, teachers will not permit students to go to their lockers during class periods.

HEALTH AND SAFETY SERVICES

MEDICATION

A Medication Form including authorization from a physician, type of medication and dosage must be filled out ***each year*** prior to any medication being brought to school. Please contact the school clerks for assistance.

All medication must be stored in the school office. Exception may be made for students with self-administered blood glucose level test and inhaled asthma medication if a Medication Form has been

submitted and approved. Students may also carry and use sunscreen without a doctor's note or prescription and may also wear sun-protective clothing [E.C. Section 35183.5].

If a student is on a continuing medication regimen administered at home for a non-episodic condition, parents are required to notify the principal of the medication being taken, the current dosage and the name of the supervising physician. [E.C. 49480].

Medication should be scheduled to be administered at home whenever possible. Medication that must be administered at school should be brought to the school by the parent in the original prescription bottle labeled by the pharmacy. If requested to do so, the pharmacist can provide two labeled prescription bottles so that one may come to school, one may be kept at home and the medication can be split between them. Students are not to have any medication, pills, aspirin, cough drops or any other prescribed or over-the-counter medication in their possession unless it is allowable as described above. *All medication should be picked up by the parent at the end of the school year or it will be discarded.*

Parents may come to school to administer medication not covered by a physician's order. In no case will medications be administered by school staff without an Authorization of Medication form signed by the parent and physician.

The district provides coverage for immediate medical and surgical treatment of bodily injuries to a regularly enrolled student resulting from an accident occurring on school grounds or other facilities being used in the district's educational programs or during transportation to and from those places. This includes field trips and all interscholastic athletic competitions with the exception of tackle football. Coverage may be applicable for up to 52 weeks following the accident, with a limit of \$2,500, and the coverage applies for expenses that exceed the limit of, are less than the deductible of, or are simply not covered by, other insurance available to the student.

Scoliosis Screening (E.C. section 49452.5)

If your child is enrolled in grades 7 through 12 and is suspected of having a curvature of the spine, please notify the school office. The district may screen female students in grade 7 and male students in grade 8 for the condition known as scoliosis. If the initial screening indicates the student may have scoliosis, additional screening may be required. You may request in writing that your student not be screened. If your child is identified at school as having this condition, you will be notified in accordance with the law.

Sight and Hearing Test (E.C. section 49452)

The district is required to provide for testing the sight and hearing of each student enrolled in its schools unless you submit a written denial of consent.

Information for Use in Emergencies (E.C. section 49408)

For protection of your child's health and welfare, we ask that you fill out and return the enclosed Emergency Information Card.

School Safety Plans (E.C. section 32280 and following)

Each school site has established a Safety Plan. Details of the Safety Plan are available to the public through the district office on request, and copies are provided to local law enforcement.

School Buses and Passenger Safety (E.C. section 39831.5)

See transportation safety policies.

Tobacco-Free Schools/No Smoking Policy (Health and Safety Code section 104420)

The district's governing board recognizes that the health hazards associated with smoking and the use of tobacco products, including breathing second-hand smoke, are inconsistent with its goal to provide a healthy environment for students and staff. The law requires that all recipients of any state and/or federal grant or contract maintain tobacco-free school sites.

Use of tobacco products at any time by students, staff, parents, or visitors, is strictly prohibited in district-owned or leased buildings, on district property, and in district vehicles. This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Prohibited products include any product containing tobacco or nicotine, including but not limited to cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes. Exceptions may be made for use or possession of prescription nicotine products.

Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate. Any other person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may direct the person to leave school property, request local law enforcement assistance in removing the person from school premises, and/or prohibit him/her from entering district property for a specified period of time.

PARTICULAR EDUCATION ISSUES

Comprehensive Sexual Health Education, HIV Prevention Education, and Assessments Related to a Student's Health Behaviors and Risks Including Attitudes Concerning or Practices Relating to Sex (E.C. sections 51934-51939)

A parent or guardian of a pupil has the right to excuse their student from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a written "opt-out" process. You may opt out by so advising the district in writing.

The written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education are available for inspection.

Comprehensive sexual health education or HIV prevention education may be taught by school district personnel or by outside consultants.

You may request a copy of Education Code sections 51934-51939.

If arrangements for this instruction are made after the beginning of the school year, notice shall be made by mail or another commonly used method of notification, no fewer than 14 days before the instruction is delivered.

Anonymous, voluntary, and confidential research and evaluation tools to measure pupils' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the pupil's attitudes concerning or practices relating to sex, may be administered to any pupil in grades 7 to 12, inclusive. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey through a written "opt-out" process. You may opt out by so advising the district in writing.

You will be notified in writing if and when such a test, questionnaire, or survey is to be administered.

You have the right to review the test, questionnaire, or survey.

If the school has received a written request from the student's parent or guardian excusing the pupil from participation in comprehensive sexual health education, HIV prevention education, and assessments related to that education, the student may not attend any class in comprehensive sexual health education or HIV prevention education, or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks.

A pupil may not be subject to disciplinary action, academic penalty, or other sanction if the pupil's parent or guardian declines to permit the pupil to receive comprehensive sexual health education or HIV prevention education or to participate in anonymous, voluntary, and confidential tests, questionnaires, or surveys on pupil health behaviors and risks.

While comprehensive sexual health education, HIV prevention education, or anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks is being administered, an alternative educational activity shall be made available to pupils whose parents or guardians have requested that they not receive the instruction or participate in the test, questionnaire, or survey.

Health Instruction Conflicting with Religious Training and Beliefs of Parent or Guardian (E.C. section 51240)

Upon written request, a parent or guardian has the right to excuse their student from any part of a school's instruction in health that may conflict with their religious training and beliefs or personal moral convictions.

Homeless Youth Education (42 U.S. 11432)

Homeless students and their parents have various rights regarding public education. Information on this subject is explained in the school district's Education for Homeless Children Policy BP/AR 6173.

SEX OFFENDER NOTIFICATION TO PARENTS

Board Policy 3515.5 (adopted in January, 2000) addresses sex offender notification. In order to protect students, the Governing Board believes it is important that the district respond appropriately when a law enforcement agency contacts the district about registered sex offenders who may reside or work within district boundaries. Although this article is not in response to such a contact from the law enforcement, we believe it is important to be prepared. The principal is the liaison with law enforcement regarding these matters and would collaborate with them if the need should arise. The purpose of this article is to advise parents/guardians of the district's willingness and intention to work with law enforcement. The reporting requirements according to Penal Code 290 include the fact that law enforcement is the agency best able to assess the relative danger of an offender, and parents may contact law enforcement for additional information. Information is posted on the district website at www.shandonschools.org. If an identified sex offender is seen on or nearby school grounds or around any student, staff shall immediately contact the Superintendent or designee. The staff member may also inform local law enforcement. Information about registered sex offenders is available online at <http://meganslaw.ca.gov/> or at the Sheriff's Sub-Station at: 356 North Main Street, Templeton, California (805) 781 4550.

TEXTBOOKS

Textbooks are provided for student use. Textbooks will be issued by the library. Students are responsible for textbooks issued to them. If a student loses a textbook the student will be issued another textbook and charged full replacement value. Students who return damaged books will be charged for one-half to full replacement value depending upon the damage (Education Code § 48904(a)(1). Students checking out of school will return all books to the library. Books not returned must be paid for before the year ends student checkout is completed. Report cards, transcripts, yearbooks, and diplomas will be held pending payment of all fines and debts. If a student moves and textbooks are not returned, the new school will be contacted and will be asked to hold records as well.

LIBRARY

The school library is open:

Monday, Tuesday and Thursdays from 7:30 AM until 4:00 PM

Wednesday from 7:30 AM to 2:00 PM

Fridays from 7:30AM to 11:50 AM

Students who come to the library need to come with the intention of checking out a book, reading or working on a class assignment. Students need to enter the library quietly and not disturb other students who are working. Students will be sent back to class with a possible referral for not following library rules.

Students may check out books from the library for three weeks at a time. A fine may be imposed for late books. Students need to take care of their books. Damaged or lost books need to be paid for before the end of each semester. Damage may include books getting wet, torn or missing pages, no barcode or covers missing, etc.

No student may check out a book for another student. The student checking out a book is responsible for that book. Students should not loan books under their name to another student. Students owing books or money to the library may be denied use of the facility.

VISITORS/VOLUNTEERS

SHS extends a warm welcome to parents/guardians to visit our school and classrooms. At the same time, we must ensure that our students and staff remain safe and that learning is not disrupted. Schools must be aware of who is on campus and why they are here. In order to facilitate a safer learning environment we have developed the following guidelines for school visitors:

1. All visitors must report to the school office and sign in before going elsewhere on campus.
2. Visitors will receive a Visitor's Badge when they sign in. Please make sure the badge is visible. Badges are not needed at Open House, Back to School Night or other school-sponsored events open to the public.
3. For the safety of our students and staff, we will consider that visitors who do not sign in and are not wearing a badge are trespassing. A staff member will escort them to the main office.
4. Visitors will not be allowed unmonitored access to students. Individuals who volunteer may be required to have a back ground check, finger printing and TB Test.
5. Visitors who want to meet with a teacher or administrator need to make an appointment.
6. If a meeting is scheduled to address a concern, the meeting will take place in the office, not in a classroom. The parent/guardian must first report to the office and then will be directed to the meeting place.
7. If parents/guardians need to pick up their student before the regular dismissal time they should call ahead to the attendance office. They must pick up their student in the office or other location named by the school. Parents/guardians may not go directly to the classroom to pick up their student. The school will not release a student to anyone other than a custodial parent without prior arrangement and proper identification.
8. Parent/guardian visits to their students' classrooms must be arranged with the office 24 hours in advance.
9. If a visitor engages in disruptive or inappropriate behavior, the school administration may restrict or deny future visits. This protocol has been developed to have clear expectations for our visitors and to continue to provide a safer environment for our students, staff and visitors.

WORK PERMITS

The State of California requires **EVERY MINOR UNDER THE AGE OF 18 TO HAVE A WORK PERMIT** for most types of jobs, **even during the summer**. Students must renew work permits at the beginning of each school year. Work permit applications are available through the school office. Failure to have a work permit on file with one's employer may cause the employer to be fined \$500 or more. Work permits are free and apply only to one employer at a time. Work permits may be revoked by the District for trancies, suspensions, poor attendance, poor grades, or misbehavior.

SCHOOL TELEPHONE USE

School telephones are to be used for school business. School telephones are not intended for general personal student use. Office staff may place calls for students for emergency purposes only. Parents may call the office if it is necessary to leave a message for your child. Please call **before 2:00 p.m.** to ensure the message gets to your child without disrupting instructional time. Transportation and appointments should be arranged outside of school hours. Please communicate at home with your student with any special instructions for the day. The school is not staffed to accommodate a multitude of messages. The school administration would like to keep to a minimum the disruption of classes when messages are delivered to the classroom.

VEHICLES AND PARKING

All vehicles must be parked on the campus parking lot and not on adjacent streets. No student is permitted to go to the parking lot to move or remove his/her vehicle during school hours without permission of the administration. Students are not allowed in the parking lot during breaks or lunch without the permission of the administration. No vehicle may be parked in such a way as to interfere with the normal flow of traffic or to create a safety hazard. **Students driving to and parking at school must have a copy of a valid driver's license, registration and proof of insurance on file with the office.** The **privilege that a student has to drive to school and to park on campus may be revoked at anytime by the administration.**

NO WHEELED VEHICLES OF ANY KIND ARE PERMITTED TO BE USED ON THE WALKWAYS OF ANY SCHOOL CAMPUS BECAUSE OF THE DANGER TO PEDESTRIANS AND STATE LAW. This rule applies 24 hours a day including non-school hours and days for skateboards, scooters, motorcycles, bicycles, etc. **Any automobile entering the school premises is subject to search with or without cause by school officials or police officers. Search may include the passenger compartment, engine compartment, trunk and all containers locked or unlocked in or upon the vehicle.**

CHEATING AND PLAGIARISM POLICY

Public education is free to all students in the U.S. and with that right, the responsibility for all students to learn at the best of their ability. School Boards confer diplomas upon the successful completion of Board and State requirements for high school graduation. That diploma signifies the recipient has attained a level of competency that employers and colleges can rely upon for job skills and educational background. Consequences for cheating (classwork, homework, projects, tests, including talking, copying by hand, photo, or machine, transmitting, text messaging or note passing) should be severe in order to dissuade students from attempting to copy or cheat. Consequences for cheating or plagiarism are as follows:
First occasion: The student shall receive a discipline referral and a zero or an "F" on that assignment or exam, and the teacher shall inform the parents in writing.
Second occasion: The student shall receive a discipline referral and an "F" for the semester for the course and the teacher shall inform the parents in writing. Parents may request a meeting with the Administrator to discuss a review of any offense of this regulation

LATE ASSIGNMENTS

Each teacher will explain their late assignment policy clearly to both students and parents as part of their course syllabus given to students within the first three days of student attending their class. All teachers will allow assignments to be turned in late for Excused Absences within a reasonable time period within one week of the student returning to class. Late work for unexcused absences including suspensions and truancies will only be accepted at the teacher's discretion.

STUDENT DRESS CODE

All students are expected to dress and groom appropriately. The school staff reserves the right to determine whether student dress and grooming is disruptive to the educational process, immodest or poses a safety risk to the student or other students. All students have the right to attend a safe and orderly school. School is a place of business and the manner in which a student dresses helps prepare them to participate in school activities, be appropriate to the task, be safe from harassment and to learn.

All students are expected to dress in clothes that are clean, neat, fit properly and are in good condition.

The following rules apply while at school and all school functions, including dances and games.

1. Clothes shall be sufficient to CONCEAL UNDERGARMENTS AT ALL TIMES.
2. See-through or fish-net fabrics, halter tops, tube tops, tank tops, off-the-shoulder, low cut tops, bare midriffs, are not allowed at school.
3. Dresses and skirts must be below finger tips when arms are held to the side or at least mid-thigh.
4. Shirt straps must be a least one inch in width.
5. Shorts must be at least 6 inches at the inseam.
6. Pants/skirts/shorts are not to be worn below the waist line (sagging) and must be sufficient to conceal undergarments.
7. Clothes must not have offensive symbols, slogans, sexual/inappropriate innuendo(hidden messages) or references to alcohol, tobacco, and drugs.
8. Shirts must be worn at all times. (This includes physical education classes, except during swimming.)
9. Bandanas or nets must not be worn on the head or other parts of the student's body.
10. Nonprescription sunglasses are not to be worn inside rooms unless medically required.
11. Distracting, unsafe or offensive jewelry must not be worn.
12. Wide armholed tank tops may not be worn, includes during physical education classes.
13. Head coverings are NOT to be worn within school buildings.
14. Shoes must be worn at all times.
15. No gang-related clothing may be worn. Since this will be ever-changing, the School Recourse Officers and SLO County Gang Task Force will be consulted if necessary to determine what clothing is gang related.

1st Violation – Student will be required to change into more appropriate clothing. The student may either call home to arrange for more appropriate clothes to be delivered or loaner shirts/shorts will be provided and exchanged back at the end of the day.

2nd Violation – Student will be required to change into more appropriate clothing. Parent contact will be made and disciplinary action may be given.

3rd Violation – Parent contact will be made and student may be placed in In-School Suspension for the remainder of the day. Subsequent violations will result in additional days of In-School Suspension or Saturday School and may result in out of school Suspension.

PUBLIC DISPLAYS OF AFFECTION

It is the goal of the Shandon High School staff to provide a professional work environment of both students and staff. Therefore students are asked to limit public displays of affection to holding hands on a limited basis and not in the classroom. Excessive displays of affection are not allowed in most workplaces, may be considered sexual harassment to those who are subject to seeing such actions, and certainly have no place in a high school environment. Students participating in such activities may be subject to disciplinary action including detention or suspension as well as notification of parents.

ELECTRONIC DEVICES

Cellular telephones or any other electronic devices including all accessories (headphones, cameras, calculators, ear buds, plugs, etc.) are not to be used during class without the permission of staff.

Staff members may confiscate electronic devices if they determine that the student does not have permission to use the device and/or the device is a distraction.

Loss or theft of electronic devices belonging to students will NOT be investigated. Students must take the responsibility of protecting their property.

1st violation:Parent or guardian must pick up the confiscated item and the student is warned.

2nd violation: Parent or guardian must pick up the confiscated item. The student will receive a lunch detention. Parent and student are notified that future violations may result in suspension.

3rd violation: **In-School** Suspension and the confiscated item is later returned to the parent or guardian.

Subsequent Violations: Additional days of **In-School** suspension and other discipline action may be taken.

INTERVIEWING STUDENTS

There are outside agencies such as law enforcement and social services that on occasion may request to interview a student. This is typically done in private and the student may request a school staff representative to be present.

PARENT RESPONSIBILITY

Parents/guardians are liable for all the damages caused by the willful misconduct of their minor children which result in death or injury to other students, school personnel, or damage to school property. Parents/guardians are also liable for any school property loaned to the student and willfully not returned. Parents/guardians' liability may be as much as \$17,112 in damages and another maximum of \$17,112 for payment of a reward, if any. (EC48904) The school district may withhold the grades, diplomas or transcripts of the student responsible until such damages are paid or the property returned, or until completion of a voluntary work program in lieu of payment of money. (EC48904, Civil Code Sec.1714.1) If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, a parent/guardian may be required to attend a portion of a school day in the child's classroom. (EC48900.1)

RELEASE OF A STUDENT TO A PEACE OFFICER

If a school official releases your child from school to a peace officer for the purpose of removing him/her from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent/guardian. (EC48906)

Student Searches (New Jersey v. T.L.O. (1985) 469 U.S. 325)

A warrant or probable cause is not necessary for searches of students by school officials and the level of suspicion to justify the search need not rise to the level of probable cause. Rather, such a search by school officials must be:

- Justified in its inception - it must be reasonable to suspect the items searched contain evidence of prohibited conduct;
- Reasonably related in scope to the circumstances which justified the search in the first place. That is, the measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

SEARCH DOGS

Ensuring your students are safe from drugs requires a drug free school. Trained dogs may be used in a search on the school grounds, in hallways, social areas, locker rooms, gyms, parking lots and classrooms. As a parent, one of the most crucial policies to demand from your student's school is a drug free campus. Nationwide, over 85% of high school students and 44% of junior high students report seeing drugs used, sold, or stored on campus with 31% of high school students and 9% of junior high students seeing such conduct at least once a week (Center for Substance Abuse Research).

CIVILITY TOWARDS STAFF

Any parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor [EC44811 (a)]. A violation of subdivision (a) is punishable as follows: Upon the first conviction, by a fine of no less than five hundred dollars (\$500) and not more than one thousand dollars (\$1,000), or by imprisonment in a county jail for not more than one year, or by both the fine and imprisonment. [EC44811 (b)(1)]

Code of Conduct for Employee-Pupil Interactions (E.C. section 44050 and BP sections 4219.21, 4119.21 and 4319.21)

The district has a code of conduct for employees that include employee interaction with pupils. Inappropriate employee conduct toward students includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon.
2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed.
3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child.
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student.
5. Possessing or viewing any pornography on school grounds or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time.
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members.
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action.
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace, on district property, or at a school-sponsored activity.
9. Being dishonest with students, parents/guardians, staff, or members of the public including, but not limited to, falsifying information in employment records or other school records.
10. Divulging confidential information about students, district employees, or district operations to persons or entities not authorized to receive the information.

11. Causing damage to or engaging in theft of property belonging to students, staff, or the district.
12. Wearing inappropriate attire. (Refer to dress code)
13. An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of, but fails to report, inappropriate employee conduct may also be subject to discipline.
14. The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

Know Your Rights

Your Child Has the Right to a Free Public Education

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.
- In California:
 - All children have the right to a free public education.
 - All children ages 6 to 18 years must be enrolled in school.
 - All students and staff have the right to attend safe, secure, and peaceful schools.
 - All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
 - All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

Information Required for School Enrollment

- When enrolling a child, schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency.
- A student, parent or guardian will never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, a Social Security number is not required to enroll in school.

Confidentiality of Personal Information

- Federal and state laws protect student education records and personal information.

These federal laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.

- Some schools collect and provide publicly basic student “directory information.” If they do, then each year, your child’s school district must provide parents/guardians with written notice of the school’s directory information policy, and let you know of your option to refuse release of your child’s information in the directory.

Family Safety Plan if You Are Detained or Deported

- You have the option to provide your child’s school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported.
- You have the option to complete a Caregiver’s Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

Right to File a Complaint

- Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated, or bullied on the basis of his or her actual or perceived nationality, ethnicity, or immigration status.

BUS REGULATIONS

When each student who will typically ride the bus boards at the beginning of school or just after enrollment, they will be given a list of bus rules. The rules are consistent with safety and courtesy. The discipline plan comes into effect with bus regulations. Parents/guardians and students need to understand that bus riding is a privilege that may be curtailed or withdrawn for misbehavior. Should misbehavior occur, a bus referral is written and the disciplinarian of the school in which the student is enrolled handles the disciplinary matter. Depending upon the severity of the infraction, the typical handling may be limited revocation of bus-riding privileges or extended revocation of bus riding privileges.

CARE OF SCHOOL AND PERSONAL PROPERTY

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school or personal property or equipment will be required to pay for the damage. The administration is not responsible for unnecessary items brought to school that are lost or stolen.

EMERGENCIES/EVACUATIONS

In the event of a disaster, we insist that students stay at school under the supervision of school personnel until the situation is stabilized. The school will create a “reunion” site on campus for parents to pick up their student as soon as possible. Under no circumstances will the school release students without permission of a parent or adult listed on Student Emergency Information Card.

POWER OUTAGE PROCEDURES

While circumstances may vary between the two ends of the district (Shandon and Parkfield), basically, if there is no power to start school at either end of the district, we will revert to our Late Start procedures. Everything will be “backed up” roughly two hours. An initial call will be sent shortly after 6:00 A.M. announcing a Late Start school day. If there is no subsequent call in the next two hours, plan on the Late Start schedule—school will begin at 10:00 A.M. If school is being completely canceled, you will receive a second phone call before 8:00 A.M. announcing this. District employees and students will be subject to “make up” this day, if school is canceled and never started. Please be reminded that decisions will be based on the school’s location, not necessarily conditions at your home.

If we lose power once everyone is at school, site administrators will call PG & E to determine the length of the outage. If the power is going to be out for greater than four hours, two scenarios exist...if we lose power before or during the serving of lunch, students will be sent home at a time when busses can arrive and we can insure our younger student’s parents have adequate notification for their student’s home supervision (1-2 hours); if we lose power after lunch is served, students will remain at school for the remainder of the regular day and busses will run their normal routes. We will have to work around foreseeable problems of not having computers, smart boards, and, in “interior” classrooms on our sites, no visibility, but our top priority, as always, is our student’s safety. Adjustments can be made.

And finally, what if students are in school and the power goes out at one end of the district but not the other? Since all schools bus routes are tied together, if, for example, power is lost at Shandon High School but not Shandon Elementary, whatever decision is made at SHS would apply to SES. We do not have resources to run two separate bus routes. In this same scenario, if there is power in Shandon but not Parkfield, students would remain in our Shandon schools, keeping to their normal schedules. A separate decision can be made regarding Parkfield students and staff.

FOOD SERVICES

Shandon offers nutritious meals every school day from the District Cafeteria. Applications are available in the school office for students who may be eligible depending on the total household income for either free or reduced-price meals. Parents/guardians must complete a new application for free or reduced meals, one per family, at the beginning of each school year and returned as soon as possible to ensure there is no lapse in eligibility for students.

Free and Reduced Price School Meals - Delinquent Payments and Excess Account Balances

The district may attempt to collect unpaid school meal fees from a parent/guardian, but shall not use a debt collector. (E.C. section 49557.5.)

The Superintendent or designee may enter into an agreement with a student’s parent/guardian for payment of the student’s unpaid meal charge balance over a period of time. As necessary, the repayment plan may allow the unrecovered or delinquent debt to carry over into the next fiscal year. (CDE’s Nutrition Services Division Management Bulletin SNP-03-2017.)

The district shall not direct any action toward a student to collect unpaid school meal fees. (E.C. section 49557.5.)

The district's efforts to collect debt shall be consistent with 2 CFR 200.426. The district shall not spend more than the actual debt owed in efforts to recover unpaid meal charges. (CDE's Nutrition Services Division Management Bulletin SNP-03-2017.)

The Superintendent or designee shall maintain records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss. (CDE's Nutrition Services Division Management Bulletin SNP 06-2015 and SNP-03-2017.)

DISCIPLINE POLICY

DETENTION

Staff may assign detention as part of discipline procedures. The length of the detention, time and location of the detention is at the discretion of staff. Failure to serve assigned detentions will result in a referral to the administration for further action. Detention is typically served afterschool.

STUDENT MISCONDUCT AND DISCIPLINE

The Obligations of a Student While at School (5 CCR 300)

Every student must:

- Attend school punctually and regularly;
- Conform to the regulations of the school;
- Obey promptly all the directions of the teacher and others in authority;
- Be diligent in study; respectful to the teacher and others in authority; kind and courteous to schoolmates; and refrain entirely from the use of profane and vulgar language.

Teachers Are Required to Hold Students to Strict Account for Misconduct (E.C. section 44807)

Every teacher must hold students to a strict account for their conduct on the way to and from school, on the playgrounds, or during recess. Teachers may exercise that amount of physical control reasonably necessary to maintain order, protect property, or protect the health and safety of pupils, or to maintain proper and appropriate conditions conducive to learning.

Prohibited Behavior (E.C. section 48900 and following)

If a student engages in prohibited behavior, in addition to other forms of corrective action, he/she may be disciplined, including in school suspension, suspension from school and expulsion from the school district, depending on the circumstances.

Prohibited behavior includes volitional conduct amounting to or related to: assault, battery, threat, alcohol, drugs including Soma, firearms, knives, explosives, other dangerous objects, drug paraphernalia, robbery, extortion, destruction of property, stealing, receiving stolen property, tobacco, obscene acts, habitual profanity, disrupting school activities, defying the valid authority of teachers, administrators, or other school personnel, possessing an imitation firearm, sexual battery, sexual assault, intimidation of student witnesses, hazing, bullying sexual harassment, hate violence, harassment, intimidation and terroristic threats.

Classroom Correction and Non-Punitive in School Correction Preferred When Appropriate (E.C. sections 48900.5, 48900.6 and 48900.9)

Other means of correction are always preferred over in-school suspension, suspension from school, expulsion and any other form of exclusionary discipline that results in a pupil being removed from his/her regular classroom.

Suspension from School (E.C. section 48911)

A school principal (or the principal's duly assigned designee or the Superintendent) may suspend a pupil from school for any conduct prohibited by Section 48900. The maximum duration of any single suspension is five school days.

Expulsion from the School District (E.C. section 48918)

When appropriate, the governing board may expel a student from the school district for any conduct proscribed by the Education Code, except 48900(k) disruption/defiance. The student is entitled to a hearing and due process. If expelled, the student is to receive a Rehabilitation Plan and a copy of the procedures to apply for readmission to the district.

Any serious offense may warrant an immediate suspension and/or expulsion. Administration always has the authority to supersede the list above and determine individual consequences based on the unique situation.

Student Contracts will be used to strengthen the communication and understanding of expected behavior. Failure to comply with all requirements of the contract will result in further disciplinary action as stated in the contract.

COMPLAINTS

Uniform Complaint Procedures (E.C. sections 32289 and 52075; 5 CCR 4600-4670)

The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The district will investigate and seek to resolve any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, intimidation, or bullying in accordance with the district's uniform complaint procedures. The district has adopted a uniform complaint policy and procedures for use when addressing complaints alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified

in E.C. sections 200 or 220, Penal Code section 422.55, or Government Code section 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

Uniform complaint procedures will also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities. Except where specifically authorized by statute, **a student enrolled in a public school cannot be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.** The uniform complaint procedures will also be used to address any complaint alleging the district's failure to comply with the requirements for development and adoption of a school safety plan, state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, any complaint alleging retaliation against a complainant or other participant in the complaint process, and any alleged failure of the district to comply with the requirements of the Local Control and Accountability Plan (LCAP). (The board is required to adopt and annually update an LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.)

The Uniform Complaint Policy may also be used to help identify and resolve noncompliance with laws related to accommodations for lactating students, educational rights of foster youth and homeless students, assignment of students to courses without educational content, and any failure to provide physical education instruction for at least 200 minutes every 10 days.

The Uniform Complaint Policy may also be used to resolve allegations of noncompliance with the rights of a foster youth, homeless student, or a former juvenile court school student associated with waiving district-adopted local graduation requirements. (E.C. section 51225.1(m)(1))

The district has designated the following person as the compliance officer responsible for receiving complaints under the uniform complaint policy and procedures: Superintendent Dr. Kristina Benson, 101 South First Street, Box 79 Shandon, CA 93461, (805)238-0286. Complaints made under this procedure must be directed to the compliance officer.

You can obtain a copy of the district's Uniform Complaint Policy and Procedures free of charge from the compliance officer. Complaints alleging retaliation, unlawful discrimination, harassment, intimidation, or bullying must be filed not later than six months from the date the behavior occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged retaliation, discrimination, harassment, intimidation, or bullying. 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 reason for the extension. The complaint review will be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, and charges must be filed no later than one year from the date the alleged violation occurred and may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

A complainant may appeal the district's decision to the California Department of Education ("CDE") by filing a written appeal within 15 calendar days of receiving the district's decision. The appeal must include

a copy of the complaint filed with the district and a copy of the decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district. A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include but are not limited to injunctions and restraining orders. For complaints alleging discrimination, harassment, intimidation, and bullying based on state law, a complainant shall wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided the district has appropriately and in a timely manner apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief or to discrimination complaints based on federal law.

Complaints Regarding Textbooks and Other Instructional Materials, Teacher Vacancies or Mis-assignment and the Condition of School Facilities (E.C. sections 17592.72, 35186, 35292.5; 5 CCR 4680-4687)

The district has a complaint process specifically designed to help identify and resolve insufficiencies related to textbooks and other instructional materials, teacher vacancies or mis-assignment and the condition of school facilities. The complainant is entitled to an investigation and a response from the district. Additionally, such complaints may be filed anonymously.

Complaints Regarding Employees

The district also has a process which permits the public to submit complaints against district employees in an appropriate and expeditious way which protects the rights of involved parties and holds employees accountable for their actions without disrupting the educational process.

Complaints Regarding Discrimination and Discriminatory Harassment (Section 504 of the Rehabilitation Act of 1973, Title VI Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972; 34 CFR 104.8 and 34 CFR 106.9)

The district is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, immigration status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

You have certain rights under the law, including Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin, Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, Section 504 of the Vocational Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act (IDEA), which prohibit discrimination on the basis of disability. The California Department of Education and the Office for Civil Rights of the U. S. Department of Education have authority to enforce these laws and all programs and activities that receive federal funds. Complaints or inquiries regarding compliance with Section 504 or Title II of the Americans with Disabilities Act may be directed to the district Section 504 Coordinator Dr. **Kristina**

Benson, Superintendent 101 South First Street, Box 79 Shandon, CA 93461, (805)238-0286 or to the Director of the Office for Civil Rights, U.S. Department of Education, Washington, DC.

Complaints of unlawful discrimination are investigated through the uniform complaint process. For a complaint form or additional information, please contact: **Dr. Kristina Benson, Superintendent 101 South First Street, Box 79 Shandon, CA 93461, (805)238-0286.**

STUDENT ACTIVITIES

Our goal is that all students are expected to excel in the classroom and be involved in at least one school activity. Educational research shows that students who are involved in some type of school activity achieve at a higher level academically than those students not involved in co-curricular activities. There are many different avenues available for students to become involved in the “Shandon Family.”

Student Government

Shandon High School has three (3) basic levels of government. They are the school-wide Associated Student Body (ASB), individual class officers, and Student Council consisting of at-large representatives from classes. Additional information may be obtained by contacting the ASB advisor.

ASB and Class Officers

Each spring students elect ASB and class officers to administer activities for the following year. Petitions for office and a handout listing each officer’s duties and responsibilities can be obtained from the ASB Advisor.

School Sponsored Student Leadership Organizations

All on campus clubs must abide by the Associated Student Body (ASB) Constitution and Regulations. In addition, all on campus clubs must be under the direction of an approved staff member. Students wishing more information may contact the club advisor. Students may check the daily bulletin for the club meeting schedule. Current student leadership organizations include Block “S,” FFA and Friday Night Live.

Representatives from school organizations and classes must submit an Activity Request Form signed by an Advisor for all activities including fund raising. After receiving the approval of ASB, the activity form must be approved by the ASB Advisor and Principal before the activity can occur. Any organization sponsoring a school evening event such as a dance must provide a minimum of two (2) faculty sponsors.

Dance Guest Passes are only available for the Winter Formal and Prom. A guest must be a high school student in good standing with the high school administrator’s signature to attend. Photo I.D. must be included. The only 18 to 20-years old that will be able to attend on a guest pass are former Shandon Unified graduates that were in good standing.

Disciplinary action and charges will be filed against anyone in possession of, or under the influence of, alcohol or drugs at any school activity on or off campus

AUDIENCE BEHAVIOR AT PERFORMANCES

To provide the proper atmosphere at non-athletic performances and to achieve the best performance that students are capable of presenting, it is expected that students follow the rules of concert etiquette:

1. Please do not talk during performances. The art of theater and music is one that requires intense concentration on the part of the performers. Any noise during a performance is extremely distracting. Simple logic tells us that if you can hear the people on stage, they, in turn, can likely hear you.

2. The calling out of names of individuals on stage, making loud remarks which can be heard on stage (otherwise known as cat calls), yelling, screaming, or whistling are prohibited at all times. Applause, if sincere, is greatly appreciated, but anything else is an insult to the performers.

BEHAVIOR

The district recognizes that student athletes represent our school, therefore please see the athletic handbook for specific behavior expectations for our athletes.

GENERAL APPEARANCE

Students participating in extra-curricular activities must dress appropriately to positively represent their high school. They should keep their hair well groomed, skin clean and clothes clean and neat. The determination of acceptability will be up to the coach, advisor, Athletic Director or Principal.

TRAVEL

Unless prior written permission is received from the principal, a student must travel to and from contests/activities in school transportation. Parents who need to check students off of school transportation upon the close of an event, must obtain written permission from the Principal or designee. Blanket requests for the entire season will not be honored. Students will only be released to a parent or legal guardian or an adult over 21 years of age approved by the parent.

ATTENDANCE IN SCHOOL

Cutting a class or classes will result in an athlete being benched for the next scheduled contest or a student missing the next extra-curricular activity. The student must be in attendance at school for all classes on the day of a game or on the Friday before Saturday games in order to participate in any games, events, practices or activities. Exceptions may be made by the Principal for emergency family issues or necessary medical appointments. If a game, event or practice is on Saturday, the student must be in all classes the previous Friday to participate. Students suspended on Friday cannot play or practice the following Saturday. Students assigned to In-School Suspension will not be released early to participate in practice, games, activities or travel.

GRADUATION CEREMONIES AND END OF YEAR ACTIVITIES

The graduation ceremony and/or activities at the end of the school year are considered symbolic of the educational end result and are not essential components to the provision of public education.

Participating and walking at the graduation ceremony is a privilege, not a right. Students may be excluded from participating in graduation ceremonies and end of year activities for the following reasons:

1. Two or more suspensions during their senior year,
2. Violation of school rules including the Senior Trip.
3. More than 10 unexcused absences during their senior year.
4. Failure to pay fines or any other funds owed to the District.
5. Failure to participate in required preparation for graduation ceremonies held during school hours.
6. Inappropriate or disrespectful behavior during graduation preparation.

Graduation cap and gowns will not be issued to students until the Friday before Baccalaureate. Students not eligible to graduate will not be issued their graduation cap and gown but will be refunded for the purchase price of the cap and gown if purchased by the student. Administration may determine at any time before the graduation ceremony that a student's inappropriate actions will cause him to not be included in graduation. Parents/Guardian will be notified as soon as possible.

DISTRICT TECHNOLOGY SERVICES STUDENT ACCEPTABLE USE POLICY

Use of school, networks and Internet services is a privilege, which may be restricted or revoked at any time. Students, who use school technology, access networks, or the Internet, agree to follow all school rules. Students, using school technology and equipment must follow the directions of teachers and school staff. Students may not use school technology for commercial purposes, including auctioning, selling, offering, providing or purchasing goods or services for personal use. Students who fail to follow school rules may lose their privileges, and/or be subjected to disciplinary procedures.

Use of school technology, networks, and Internet services does not create any expectation of privacy. The school reserves the right to search and/or monitor any information created, accessed, sent, received, and/or stored in any format by students on school equipment.

Users may encounter material they interpret as controversial, inappropriate, or offensive. It is impossible to completely control the content. It is the user's responsibility not to intentionally access such material.

All district network infrastructure and bandwidth are the property of Shandon Joint Unified School District and Shandon Joint Unified reserves the right to monitor all activities and restrict access accordingly.

The following are **examples** of inappropriate uses that are prohibited:

- Anything prohibited by law, district or school rules
- Using obscene language or intentionally accessing or possessing obscene or pornographic material, as defined in subdivision (a) of Penal Code Section 313
- Harassing, insulting or attacking others, especially cyberbullying
- Using another person's password or distributing another's password
- Sending or displaying pornographic, hostile, offensive, or hate related material
- Accessing another person's computer, folders, work, or files without their consent
- Possession or use of any tools designed for probing, monitoring, or breaching the security of the network or willfully infecting the network with a virus
- Using the network for non-school related bandwidth intensive activities such as network games and the downloading of music/video files or serving as a host for such activities
- Using the network for commercial purposes
- Violating copyright laws
- Participating in non-district approved forums, chat rooms, or exchanges
- Using school equipment for non-school related purposes
- Advertising or promoting non-school commercial endeavors
- Activities that would subject the school or the individual to criminal, civil or administrative liability

I understand and agree to comply with the above stated district and school policies and procedures as outlined in Board Policy 6163.4 and it's supporting Administrative Regulations. To read the entire policy as it relates to students, you may contact your school office.

Social Media Monitoring (E.C. section 49073.6)

The district intends to and will collect data from pupils' social media and may use such data in disciplinary actions involving students and/or district employees. The information gathered and/or maintained will pertain directly to school or student safety.

Pupils and their parents/guardians may inspect this information and request correction or deletion. The information will be deleted within one year of the pupil reaching the age of 18 or within one year of the pupil no longer being enrolled in the district, whichever comes first. The social media records of a pupil may be inspected by the pupil or the pupil's parent/guardian and corrections or deletion of the information may be requested. Requests to inspect a pupil's collected social media information, or to correct or delete the information, may be made to the principal or other site administrator who, within five school days, shall make the records available for inspection or respond to the request for correction or deletion of the information. Students and their parents/guardians also may have a district-level hearing to appeal the decision not to change or delete records.

Surveillance System

The Governing Board is committed to providing a school environment that promotes the safety of students, staff, and visitors to school grounds. The Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.

The Shandon Joint Unified School District uses video surveillance equipment for security purposes and the equipment may or may not be actively monitored at any time. The recordings may be used in disciplinary proceedings and/or referred to local law enforcement, as appropriate.

Distance Learning

Distance learning can be a viable alternative instructional strategy that supports student achievement of academic goals. Distance learning opportunities may be offered to students participating in independent study, credit recovery courses, enrichment courses, or other courses identified by the Superintendent or designee, or in the event that a school site is physically closed due to widespread illness, natural disaster, or other emergency condition making a school site unsafe or otherwise interrupting the district's ability to effectively conduct operations at a school site.

The district may offer distance learning through a variety of delivery methods as appropriate for the grade level and subject matter. Distance learning opportunities may include video, audio, and/or written instruction in which the primary mode of communication between the student and teacher is online interaction, instructional television, live or prerecorded video, telecourses, and other instruction that relies on computer or communications technology. They may also include the use of print materials with written or oral feedback. As appropriate, courses may be self-directed to allow students to complete assignments at their own pace and/or may involve real-time interaction among the teacher and students.

To ensure that distance learning opportunities are available to all students, the district may contract with third parties for technological devices and the internet connections and, consistent with the district's

budget and technology plan, may loan devices to students to use at home and/or assist families in identifying free service providers. Students are expected to use district technology responsibly in accordance with the district's Acceptable Use Agreement. In a distance learning environment, there may not be an option for you to elect a technology-free classroom or environment and personally identifiable information may be shared by your student with other students and the teacher, and any online vendors or service providers under contract with the district.

The district reserves the right to monitor student use of district technology within the jurisdiction of the district without advance notice or consent. Students' use of district technology including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district technology. Students' personally owned devices used with any district technology shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules.

STUDENT/PARENT AGREEMENT PAGE

We have read the Student Handbook as well as the Acceptable Use Policy for Technology.

Student: I have read the Student Handbook and I agree to abide by all school rules as well as all state and federal regulations and laws.

Parent/Guardian: As the parent/guardian of the student, I have read the Student Handbook and I agree to abide by these rules.

Print name of parent/guardian

Signature of parent/guardian

Date

Print name of student

Grade

Signature of student

Date