

~ PRINCIPAL'S MESSAGE ~

Dear Students and Parents,

As the Principal of the Education Destination of the High Desert, it is my honor to welcome you back to Oak Hills! We are looking forward to continuing our excellence in Academics, Activities, and Athletics. For 6 years, we have been on an incredible roll, with the most valedictorians, highest California High School Exit Exam Scores, most Academic Scholarship monies, and most Athletic Team League Titles in the District. All this while placing a priority on Student safety.

For our Students, I have one piece of advice, get involved! We offer over 60 Clubs on Campus, and there is something for everybody here. At Oak Hills, we challenge you to stretch your Academic potential. In 6 short years, we have established a culture of success. We excel in many areas, and that extends to School Spirit! The 2015-2016 school year will be second year of our full term, 6 year accreditation cycle, and we are excited about our progress and growth in the coming years. Though we have been on a roll, I feel that the best to come is up ahead as we enter the 2015-2016 School Year. Let's continue to make history at Oak Hills High School!

We would like to say a special welcome to our incoming Freshman, the class of 2019! Lets continue to make history at Oak Hills High School!

Please take the time to read through our Student Handbook. We are hoping that his document will help to answer any questions you may have about our programs and policies.

Welcome to Oak Hills, and Go Bulldogs!

Sincerely,



Mr. Larry Porras, Principal

~ ASB PRESIDENT'S MESSAGE ~

Hello Bulldogs,

I am very excited to welcome you to the 2015/2016 school year here at Oak Hills High School. This new year will bring many exciting experiences, challenges, and opportunities. Our school is run by the motto of I.C.E. (Integrity, community, and excellence). We as Bulldogs are held to a higher standard than most high school students. We are expected to have integrity. Integrity is the quality of being honest and having strong moral principles. The staff here at Oak is doing more than just teaching us the required material. Our staff is teaching us life skills. Integrity is a great character trait to obtain because it sets us apart. We as Bulldogs are pushed to do the right thing even when no one is looking. Our student body and staff come together to form a community. A community held together by integrity. Our community strives for excellence in everything that we do. I.C.E. is the key to our school's success. As you continue into this new school year I challenge you to join into our community and get involved. There are numerous clubs and sports teams to join. If there is a club that we do not have I challenge you to start it. The more you get involved in our community, the more experiences, challenges, and opportunities you will have. These experiences, challenges, and opportunities are what make memories. After all when you graduate and move past our great high school, you will always carry the knowledge and memories you made here with you. So I encourage you to make memories, have fun, and never forget what the community of Oak Hills High School has taught you. I hope you have a great school year Bulldogs!

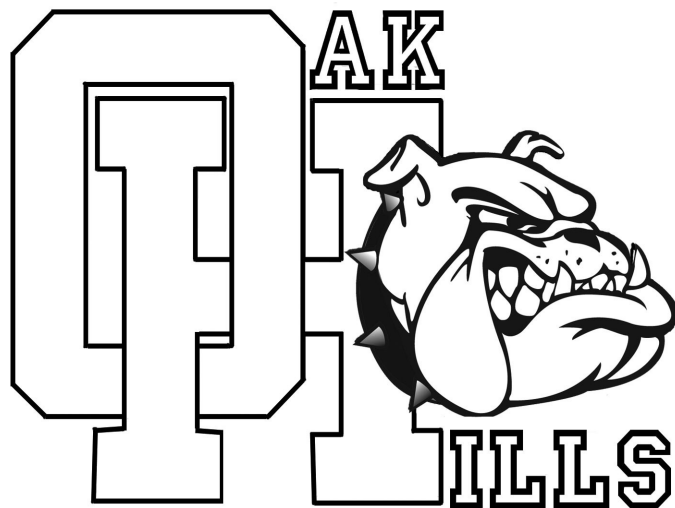
Sincerely,

Hannah Clyde your ASB President

OAK HILLS HIGH SCHOOL STUDENT HANDBOOK 2015 - 2016

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Administration

Larry Porras, Principal
Trish Johnson, Administrative Secretary

Mike Capps, Assistant Principal
Jonna Oaks, Secretary

Matthew Johnson, Vice Principal
Teresa Rico A-L Secretary

Shawn Yancey, Vice Principal
Dede Stats, M-Z Secretary

Genevieve Johnston, VP Student
Activities
Pam Sauve, Secretary

Darren Goodman, VP Student Athletics
Susan Wright, Secretary

Vicki Ferren, Plant Supervisor

Officer Keith Fry , School Police

Counseling Staff

LaRae Harguess, Head Counselor

Evelia Dang, Senior

LaRae Harguess, Junior

Kris Freeling, Sophomore

Renee Browning, A-K Frosh

David Boberg, L-Z Frosh

Guidance & Counseling Assistants
Paulette Halter, Juniors & Seniors
Alicia Munoz, Sophomores & Frosh

14-15 Department Chairs

English
Michelle Green

Family and Consumer Science
Erin Lovewell

Foreign Language / ESL
Elisa Nigro

Industrial Technology
Mike Stayton

Math
Stacey Canchola

Physical Education / Health
Kelly Hennessy

Regional Occupational Program (ROP)
Cindy Braden

Science
Angie Ramirez– Aguinaga

Social Science
Kristin McDaniel

Special Education
Stephanie Barden

Visual & Performing Arts
Paula Hunter

CERTIFICATED FACULTY

ACE

Jennifer Calderon
Stacey Canchola
Christina Maples
Kristin McDaniel

AVID

Jenny Bell
Stacey Canchola
Audrey Longshore
Christina Maples
Shay Morton

English

Jenny Bell
Danielle Bumpass-Russo
Scott DeHart
Dale Ford
Amy Granger
Michelle Green
Rodney LaMar
Christina Maples
Jesse Maust
Rickki Morrell
Kelly Roy
Trisha Sharky
Devon Sherrodd
Melody Velasco

ELD

Lourdes Checa

Family & Consumer
Science
Erin Lovewell

Foreign Language
Lourdes Checa
Deniss DeLaRosa
Kelly Hughes
Susan Kratofi
Cely Lajara-Echevarria
Elisa Nigro
Pedro Paz

Denise Lorenzo

Industrial Technology

Mike Stayton
Mark Smith

Mathematics

Sylvia Allen
Regina Bell
Brooke Bevan
Brent Brandow
Jeffery Bunyea
Stacey Canchola
Bill Fleming
Jeff Gunnerson
Amanda McDivett
Rani Penick
Greg Wilson

Physical Education

Andrea Drew
David Espinosa
Kelly Hennessy
Steve Lozano
Kelli Rios
Robert Kistner

ROP

Judy Kaufer
Sandy Glick
Robert Hughes

ROTC

Wayne Howard
Joseph Williams

Science

Donna Bastian
Jennifer Calderon
Rocky Comberiati
Romolo Forcino
Hillary Henson
Christine Lange
Audrey Longshore
Angelica Ramirez
Ross Rowland
Greg Saenz
Robert Williams
Christine Woll

Social Science

Artie Allen
Stephen Feinstein
Krysta Holland
Joe Klum
James Kutch
Dori LaMar
Kristin McDaniel
Shay Morton
Justin Osterberg
Matt Smith
Eileen Viggiano

Special Education

Stephanie Barden
Nicole Bales
Ron Clabo
Regina Compean
Ray Cortina
Korey Cuillier
Jim Garrett
Heidi Martinez
Robert Metzger
Mandy Notarianni
Shane Peters
Art Rivera
Sean Shea
Jason Story

Speech (LSH) Therapist

Visual & Performing Arts

Russell Ary
Paula Hunter
Shane Sherrodd
Victoria Morse
Steve Trudeau
Jeanne Wells

Work Experience

Judy Roseth

CLASSIFIED STAFF

ASB Bookkeeper
Mary Lou Eber

Athletic Equipment
Nick Yglesias

Athletic Trainer
Judy Kaufer

Attendance Office
Theresa Santos, A-L
Ellen Wolfram, M-Z

Campus Assistants
Margaret Allen
Miguel Barraza
Dora Cruz
Robin Dimaggio
Tim Dugan
Maxine Lenze

Career Center
Diane Rodriguez

Computer Specialist
Evan Alvarez

Support System
Specialist

Food Service Supervisor
Kathleen Lucas

Food Services
Melody Armested
Christina Beltrame
Carol Burton
Gloria Chamberlain
Cynthia Clemons
Anntoinett Espinola
Elizabeth Gonzales
Christine Hatley
Carol Johnson
Julia Johnson
Akiko Kunath
Donna Linares
Berna McCauley
Tracy Moyer
Ellen Olson
Sarah Smith
Yesenia Soto
Ana Valimareanu
Elizabeth Way

Health Tech
Genny Conway

Instructional Aides
Beverly Adams
Laurie Bylsma
Tina Cipriani
Deirdre Dean
Shelley Emig
Jodi Fibrow
Omar Lopez
Claudia Mejia
Cassandra Morrison
Dierdre Mosley
Denise Morrell
Gail Orendorff
Kandece Prince
LeAnne Richards
Shelly Salas
Debbie Simpson
Ellen Sowersby

Library
Tracy Huson
Jennifer McCormick

Maintenance
Michael Abram
Daniel Cano
Rosa Heath
Travis Hebert
Charles Ojeda
Jeff Pierce
Jerred Ruano
Jeffery Sharpnack

Night-Lead Custodian
LaTonya Lee

PE Attendants
Maria Castellano
Darrell Fortner

Receptionist
Terry Barrett

Registrar (Records)
Fabiola Cintron

Student Store
Joyce Pino

Textbooks
Jennifer McCormick



HESPERIA UNIFIED SCHOOL DISTRICT STUDENT CALENDAR 2015 - 2016

FIRST DAY OF SCHOOL 8/10/2015
LAST DAY OF SCHOOL 5/25/2016

July						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2H	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12C	13	14	15
16	17	18	19C	20	21	22
23	24	25	26C	27	28	29
30	31					

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2C	3	4	5
6	7H	8	9C	10	11	12
13	14	15	16C	17	18	19
20	21	22	23C	24	25	26
27	28	29EM	30C			

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1EM	2EM	3
4	5	6	7C	8	9M	10
11	12H	13	14C	15	16	17
18	19	20	21C	22	23	24
25	26	27	28C	29	30	31

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4C	5	6	7
8	9	10	11H	12	13	14
15	16	17	18C	19	20	21
22	23H	24H	25H	26H	27H	28
29	30					

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2C	3	4	5
6	7	8	9C	10	11	12
13	14	15	16C	17	18M	19
20	21H	22H	23H	24H	25H	26
27	28H	29H	30H	31H		

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1H	2
3	4	5	6C	7	8	9
10	11	12	13C	14	15	16
17	18H	19	20C	21	22	23
24	25	26	27C	28	29	30
31						

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3C	4	5	6
7	8	9	10C	11	12H	13
14	15H	16	17C	18	19	20
21	22	23	24C	25	26	27
28	29					

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2C	3	4	5
6	7	8	9C	10	11	12
13	14	15	16C	17	18M	19
20	21H	22H	23H	24H	25H	26
27	28	29	30C	31		

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6C	7	8	9
10	11	12	13C	14	15	16
17	18	19	20C	21	22	23
24	25	26	27C	28	29	30

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4C	5	6	7
8	9	10	11C	12	13	14
15	16	17	18C	19S	20S	21
22	23	24	25C	26	27	28
29	30H	31				

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

LEGEND						
	California High School Exit Exam	H=	Holiday	DISTRICT OFFICE CLOSED		
	California Assessment of Student Performance and Progress (CAASPP) Grades 3-8	S=	Possible Snow Day	07/02/15	12/21/15 - 01/01/16	
	Testing window. Please contact your child's school for exact testing dates.	C=	Collaboration Wednesdays	09/07/15	01/18/16	
	End of Quarter	EM=	Minimum Day Grades K-6	11/11/15	02/12/16	
	End of Semester	M=	Minimum Day Grades 7-12	11/26/15	02/15/16	
	California Assessment of Student Performance and Progress (CAASPP) Grade 11			11/27/15	05/30/16	
	Testing window. Please contact your child's school for exact testing dates.					

All shaded days are student attendance days.

OHHS Expected School-Wide Learning Results (ESLRs)

- Integrity - Conduct yourself in a manner that exhibits the best of individual ethics and responsibility.
- Community - Seek to build productive relationships with others that foster mutual respect and cooperation.
- Excellence - Exhibit high standards of skills that reflect your abilities and intelligence.

Oak Hills Event Calendar 15– 16

August

Monday 3	12 th Book Pickup (8-12)
Tuesday 4	11 th Book Pickup (8-12)
Wednesday 5	10 th Book Pickup (8-12)
Thursday 6	Open House (4pm- 6pm)
Monday 10	First Day of School
Wednesday 12	Freshman Assembly 3rd
20 & 21	Picture Day
Wednesday 26	Back to School Night 6pm
Friday 28	Pep Rally

September

Monday 7	No School
14-18	Homecoming Week
Wednesday 16	Sr Meeting (3rd PAC)
Friday 18	Pep Rally
Friday 18	Homecoming Game
Saturday 19	Homecoming Dance 7pm
Monday 21	Grad Fair (6-9pm)
Thursday 24	4.0 Dinner 6pm

October

Monday 12	No School
15-16	Club Pictures
Monday 19	Blood Drive
Saturday 24	ACT
29-30	Club Fair

November

Friday 5	Pep Rally
Wed 11	No School
2-13	Canned Food Drive
20-22	Drama Production
23-27	Thanksgiving Break

December

Friday 11	Talent Show
Tuesday 15	Choir Concert (6 pm)
Wednesday 16	Band Concert (7pm)
Friday 18	Holiday Ren Show 4 th Pac
Dec 21- Jan 1	Winter Break

January

Monday 4	2 nd Semester Starts
Tuesday 12	Blood Drive
Wednesday 13	Sr Assembly 3 rd PAC
Monday 18	No School

February

1-5	Spirit Week
Friday 5	Pep Rally
Saturday 6	Winter Formal Dance
Saturday 6	ACT
Friday 12	No School
Monday 15	No School

March

Friday 11	Pep Rally/ Powder Puff
Friday 11	Military Ball
11 & 12	Drama Production
17- 19	Drama Production
21-25	Spring Break
Tuesday 29	CMS Night

April

Saturday 9	ACT
21 & 22	Club Fair
April 23	Car Show

May

Saturday 7	Prom
Wednesday 4	Band Concert
Tuesday 10	Jr Meeting 3 rd PAC
Thursday 12	Sr Awards Night
Friday 13	Sr Memory Night
Monday 16	Sr Last day
Tuesday 17	Graduation Practice
Thursday 19	Grad Nite
19 & 20	Possible Snow Days
Tuesday 24	Graduation

OAK HILLS HIGH SCHOOL

REGULAR SCHEDULE - MTTHF

First Bell	7:29am	
Period 1	7:34 - 8:33	(59 min.)
Period 2	8:38 - 9:35	(57 min.)
Nutrition	9:35 - 9:40	(5 min.)
Period 3	9:45 - 10:42	(57 min.)
Period 4	10:47 - 11:50	(63 min.)
Lunch	11:50 - 12:20	(30 min.)
Period 5	12:26 - 1:23	(57 min.)
Period 6	1:28 - 2:25	(57 min.)

COLLAB. WEDNESDAY

First Bell	8:15am	
Period 1	8:20 - 9:10	(50 min.)
Period 2	9:15 - 10:05	(50 min.)
Nutrition	10:05 - 10:10	(5 min.)
Period 3	10:15 - 11:05	(50 min.)
Period 4	11:10 - 12:05	(55 min.)
Lunch	12:05 - 12:35	(30 min.)
Period 5	12:40 - 1:30	(50 min.)
Period 6	1:35 - 2:25	(50 min.)

MINIMUM DAY SCHEDULE

First Bell	7:29am	
Period 1	7:34 - 8:10	(36 min.)
Period 2	8:15 - 8:50	(35 min.)
Nutrition	8:50 - 8:55	(5 min.)
Period 3	9:00 - 9:35	(35 min.)
Period 4	9:40 - 10:20	(40 min.)
Lunch	10:20 - 10:50	(30 min.)
Period 5	10:55 - 11:30	(35 min.)
Period 6	11:35 - 12:13	(38 min.)

ASSEMBLY SCHEDULE

First Bell	7:29am	
Period 1	7:34 - 8:20	(46 min.)
Period 2	8:25 - 9:05	(40 min.)
Nutrition	9:05 - 9:10	(5 min.)
Period 3A	9:15 - 10:00	(45 min.)
Period 3B	10:05 - 10:50	(45 min.)
Period 3C	10:55 - 11:40	(45 min.)
Period 4	11:45 - 12:25	(40 min.)
Lunch	12:25 - 12:55	(30 min.)
Period 5	1:00 - 1:40	(40 min.)
Period 6	1:45 - 2:25	(40 min.)

Bell Schedules 2015-2016

CLUB FAIR SCHEDULE

First Bell	7:29am	
Period 1	7:34 - 8:30	(56 min.)
Period 2	8:35 - 9:30	(55 min.)
Nutrition	9:30 - 9:35	(5 min.)
Period 3	9:40 - 10:35	(55 min.)
Period 4	10:40 - 11:40	(60 min.)
Lunch/Fair	11:40 - 12:25	(45 min.)
Period 5	12:30 - 1:25	(55 min.)
Period 6	1:30 - 2:25	(55 min.)

PEP RALLY SCHEDULE

First Bell	7:29am	
Period 1	7:34 - 8:25	(51 min.)
Period 2	8:30 - 9:20	(50 min.)
Nutrition	9:20 - 9:25	(5 min.)
Period 3	9:30 - 10:20	(50 min.)
Pep Rally	10:25 - 11:10	(45 min.)
Period 4	11:15 - 12:05	(50 min.)
Lunch	12:05 - 12:35	(30 min.)
Period 5	12:40 - 1:30	(50 min.)
Period 6	1:35 - 2:25	(50 min.)

REVISED 6/20/15

**Finals Schedule to
come!!!!**



APPOINTMENTS & VISITOR CHECK-IN PROCEDURES

Parents and guardians are welcome at Oak Hills High School. However, if you need to see a counselor, administrator or teacher, please set up an appointment. School employees have many scheduled meetings, conferences and deadlines; therefore, appointments are necessary. All visitors must:

- Sign in at the front office (school receptionist area) and state purpose of visit.
- Present a photo I.D.
- Wear a visitors badge at all times.
- Agree to be escorted by a staff member to the appropriate destination.
- Visitors must check out through the front office upon leaving campus.
- Non-students are not allowed to visit campus unless accompanied by a parent or guardian.
- Non-students are not permitted to visit during Club Fair, Pep Rallies, Assemblies, etc.
- All rights to visit the campus may be reviewed by the administration at any time.

DELIVERY OF ITEMS TO STUDENTS

Individuals bringing items to students may check-in at the Front Office and give the receptionist the name of the student who has the item for pick-up. Individuals who are delivering items must then wait outside the main gate (near the Attendance Office) until the next passing period. At that time, the receptionist will announce the name of the student and ask the student to report to the main gate to pick-up the item from the individual making the delivery. A Campus Assistant will be stationed at the main gate during passing periods to ensure that only acceptable items are being delivered to the student. Items may not be left in the Front Office (or any other office) for student pick-up.

LOST AND FOUND

The lost and found is located in the Library. Check there for any items you may have lost. Found articles should be returned to the Front Office or Library. PE articles may be found in the locker room office.

PUPIL INFORMATION / CHANGE OF ADDRESS

When address or telephone number changes occur, at any time during the school year, the parent or guardian should notify the Records Office immediately. Keeping our records up to date allows school personnel to contact a parent or guardian in case of an emergency.

STUDENT RECORDS

Information can be given out on a student once it has been verified that the requesting party is the student's parent or legal guardian. Verification may not be made by telephone. A parent or legal guardian must come to the Records Office with proper ID to obtain student information. Students under the age of 16 years old or have not completed their sophomore year will not be given transcripts.

EMERGENCY CARDS

All students must have a current emergency card on file in the Attendance Office. If not, students will not be permitted to leave campus. Only the parent/guardian may make changes on the emergency card.

HEALTH TECH

All prescription medications must be checked in to the Health Tech Office and remain there to be administered by the Health Tech on duty unless specific instructions are on file from a physician stating otherwise.

TEXTBOOK INFORMATION

The Textbook Office is located in the Library and is open from 7:00am to 3:30pm. Textbooks are checked out during class visits at the beginning of each year. Students are responsible for all books checked out to them. If a book is lost, stolen, or damaged, students will be charged. Students requiring textbooks after class distribution will be sent to the textbook office by their teachers. Students changing classes must return the old book before the new book will be issued. All textbooks are due at the end of the school year. Books not returned by the deadline will be considered lost and students will be charged.

LIBRARY INFORMATION

The Library is open daily from 7:00am to 3:30pm. The library circulates a collection of over 4,000 books using the Destiny Management System. Computers with software including an electronic card catalog, encyclopedias, periodicals, a magazine database, word processing and the Internet are available. Students must present their OHHS ID card to check out books. Students may check out 5 books at a time for 2 weeks and may renew once. Weekly overdue notices are delivered to English classes. There is an overdue fine of 5 cents per day, not to exceed \$5 total.

ENGLISH LEARNERS

OHHS's EL program is designed to assist students who have language difficulties influencing their academic progress. Upon enrolling, students who indicate a language other than English in their educational background are tested. Further testing and placement into EL classes may result from testing.

TUTORING

The Bulldog Tutoring Center is open Monday—Thursday from 2:30pm to 3:30pm in rooms B40/41 for all subjects. All students are welcome. Students may also check with their individual teachers for possible extra-help sessions.

OAK HILLS HIGH SCHOOL GRADUATION REQUIREMENTS

	GRADE	CREDITS	COURSE		
ENGLISH (4 years)	9	10	English I	OR	(H)
	10	10	English II	OR	(H)
	11	10	English III	OR	(AP)
	12	<u>10</u>	English IV	OR	(AP)
40 Total Credits Required					

SOCIAL STUDIES (3 years)	10	10	World History	OR	(H)
	11	10	U. S. History	OR	(AP)
	12	5	American Government	OR	(AP)
	12	<u>5</u>	Economics	OR	(AP)
30 Total Credits Required					

MATHEMATICS (2 years)	9-12	10	Algebra I		
	9-12	<u>10</u>	Geometry or Practical Geometry		
20 Total Credits Required					

(Math course placement is determined by test scores, teacher recommendations, and previous math)

SCIENCE (3 years)	9-12	10	Physical Science		
	9-12	10	Life Science / Biology		
	9-12	<u>10</u>	One (1) additional year of Physical or Biological Science		
30 Total Credits Required					

(Two (2) years of Agriculture Science = One (1) year of Biological Science)

PHYSICAL EDUCATION (2 years)	9	10	Freshman Physical Education or JROTC or Sports Conditioning		
	10	<u>10</u>	General Physical Education or ROTC or Sports Conditioning		
20 Total Credits Required					

(One (1) year of Marching Band = One(1) semester of P.E. One (1) year of Cheerleading or Pageantry = One (1) year of P.E.)

FOREIGN LANGUAGE OR FINE/PERFORMING ARTS (1 year)	9-12	<u>10</u>	One year of Foreign Language or One year of Fine / Performing Arts		
		10 Total Credits Required			

(Fine/Performing Arts include: Art, Music and Drama classes. Units may not be split between Foreign Language and Fine/Performing Arts.)

ELECTIVES	9-12	<u>70</u>	70 Total Credits Required		
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(All courses not taken for required course credit can be used for elective credit.)

PROMOTION REQUIREMENTS

50 Units - 10th Grade
100 Units - 11th Grade
150 Units - 12 Grade

TO GRADUATE FROM OAK HILLS HIGH SCHOOL, A STUDENT MUST:

Earn a minimum of: 220 credits
Earn 150 credits in required courses and 70 credits in electives
Pass the California High School Exit Exam, Class of 2006 and beyond

CSU / UC (A-G) REQUIREMENTS (ASSEMBLY BILL 428)

Assembly Bill 428 requires school districts to provide the following information:

Admission to the University of California (UC) and California State University (CSU) requires a minimum of 150 units or 15 yearlong high school courses (a-g) in the following subject areas:

- o English - 4 years
- o Math - 3 years/ 4 recommended
- o Science - 2 years/ 3 recommended
- o History - 2 years
- o Foreign Language- 2 years/ 3 recommended
- o Visual & Performing Arts - 1 year
- o Academic Elective - 1 year

The a-g courses must appear on the official University of California certified course list for the year completed and the school attended. Please refer to the Oak Hills High School Student Handbook for updated a-g course list.

UC/CSU strongly encourage students to complete what is recommended. In addition to a-g course completion, students must take the college admission tests - SAT and/or ACT, and earn a minimum GPA of 3.00 for UC's and 2.00 for CSU's.

Parents may access the UC and CSU websites for admission requirements and certified UC courses at:

www.ucop.edu/pathways www.csumentor.edu

The California Department of Education embodies in their vision statement the definition of CTE. Career Technical Education (CTE) engages all students in a dynamic and seamless learning experience resulting in their mastery of the career and academic knowledge and skills necessary to become productive, contributing members of society. To learn more about CTE you may access:

<http://www.cde.ca.gov/ci/ct>

For more information about college and career opportunities for California students, visit:

<http://www.CaliforniaColleges.edu/>

The college information mentioned above is also available in the OHHS Counseling and Career Centers.

If you desire further information, or have questions, you may set up an appointment to meet with your student's counselor by calling 244-2283. Students may set up an appointment before school, during lunch or after school to meet with their counselor.

Information is also available at: www.oakhillsbulldogs.com/guidance

INDIVIDUAL LEARNING PLANS

All students will meet with their counselor at least once per year to discuss grade requirements, career choice, college entrance preparation, and course planning for the next year. A grad check plan will be sent home with each student for parental review.

CLASS CHANGES

Requests for academic class changes should be received in the Counseling Office no later than two weeks into the school year and within the first five days of the second semester. Requests for academic changes after the deadline require a conference with the assistant principal, counselor, teacher and parent. **NO CLASS CHANGES WILL BE MADE UNLESS THE CHANGE IS NEEDED TO MEET GRADUATION OR COLLEGE ENTRANCE REQUIREMENTS.**

DROPPING CLASSES

A student who drops a course during the first six weeks of the semester may do so without an entry on his/her permanent record. A student who drops a course after the first six weeks of the semester shall receive an F grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.

REPEATED CLASSES

With the approval of the principal or designee, a student may repeat a course in order to raise his/her grade. The student shall receive subject area credit for taking the course only once. Both grades shall appear on the transcript and be computed into the student's GPA. Elective credit will be awarded in sequential courses only.

OFFICE AIDES & TEACHER AIDES

OHHS believes that core and elective courses provide the best education. Thus, Office/Teacher Aide (TA) classes are discouraged. To be TA or Student Store Worker, students must meet minimum qualifications. Students must be in 12th grade, have a 2.0 cumulative GPA and not have excessive absences or discipline entries. Qualifications may only be waived by the OHHS Administration.

ADVANCED PLACEMENT & HONORS COURSES

Advanced Placement Courses are offered in the following subjects: American Government, Art History, Biology, Calculus, Eng. Lang./Lit., Environmental Science, European History, French Lang., Macro Economics, Physics, Psychology, Spanish Lang./Lit. Statistics, Studio Art, and U.S. History. Students enrolled in AP courses earn one (1) extra grade point. A = 5, B = 4, C = 3, D = 1

Honors Courses are offered in the following subjects: English I, English II and World History. (There are no extra GPA points for Honors Classes.)

VICTOR VALLEY COLLEGE - BRIDGES PROGRAM

The Bridges program is offered to help senior students transition to VVC. It provides the tools to transition to VVC without stepping foot on the VVC campus. Interested students should see their counselor or may make inquiries at the Career Center.

VICTOR VALLEY COLLEGE - CONCURRENT ENROLLMENT

This program is provided for remediation and enrichment purposes and also gives the student, who is behind in credits, a chance to make them up, provided the student scores at the appropriate level on the VVC Assessment Test and has a 2.0 GPA. It also offers the opportunity of completing certain core classes to accommodate taking an extra high school class during the normal school day. For information, contact Counseling.

COLLEGE ENTRANCE EXAMINATIONS

College entrance examinations taken during high school years identify students whose scores indicate they have the ability to succeed in college. School group results are used to compare students' performance to comparable and national student groups. For more information, see your Counselor.

1. The Preliminary Scholastic Aptitude Test / National Merit Scholarship Qualifying Test (PSAT / NMSQT) is a multiple choice test that measures verbal and mathematical reasoning abilities and writing skills important to doing college work. This test may be taken in 9th, 10th, and 11th grade. Students taking this test in their junior year may qualify for the National Merit Scholarship.
2. Scholastic Assessment Test (SAT I), Achievement Test (ACH), American College Testing Assessment (ACT) measure how well students can perform the skills necessary for college coursework. It is strongly recommended that college bound students take these tests during the spring semester of their junior year and during the fall semester of their senior year. OHHS is an ACT school.
3. Advanced Placement Examinations: Students may earn college credit while in high school and save tuition dollars by taking Advance Placement Exams. At some universities, students are exempt from tests required of all entering students if they can earn a "3" or above on an AP exam.

SCHOLARSHIPS

The Career Center has information regarding scholarships and awards that are available to OHHS students. Scholarship information is posted in the Career Center, advertised in the daily bulletin at school and on the OHHS website. Parents and students are also encouraged to attend the annual College Awareness Night as well as other workshops throughout the year. Students who are interested in applying for scholarships and financial aid may pick up applications in the Career Center. The information provided on scholarships is extremely important. Together, with the guidance provided by Counselors and the Career Center Specialist it can broaden the students' educational opportunities. A student may be able to get education and training that would otherwise be beyond their financial capacity.

SPECIAL EDUCATION STUDENTS

OHHS has a Special Education program to serve students with unique educational needs. To qualify for special assistance in this program, students need to be referred by the Student Study Team (SST) for testing. Referral to the SST can be made by teacher, parent, or counselor. For information, contact Counseling.

STUDENT STUDY TEAM

The SST is composed of an administrator, counselors, psychologist, parents, student, current teachers and instructors of specialized programs for which students qualify. The team explores and determines all options available to enable the student to be more successful either in one particular area, or in a total program. Some of the options available are listed on page 18. For information, contact Counseling.

GRADE REPORTING

Report cards for each term will be printed and distributed approximately one week after the end of each grading period. Students with a debt for books, equipment, etc. should contact the ASB Bookkeeper to arrange to clear the debt in order to receive their report card. Grade reports are distributed as follows:

1st Progress Report	(D's and F's only)	Handed Out 4th Period September 8, 2014
1st Quarter Report Card		Handed Out 4th Period October 14, 2014
2nd Progress Report	(D's and F's only)	Handed Out 4th Period November 10, 2014
1st Semester Report Card		Mailed Home January 14 2015
3rd Progress Report	(D's and F's only)	Handed Out 4th Period February 17, 2015
3rd Quarter Report Card		Handed Out 4th Period March 30, 2015
4th Progress Report	(D's and F's only)	Handed Out 4th Period April 27, 2015
2nd Semester Report Card		Mailed Home June 6, 2015

WORK PERMITS

All working minors under 18 years of age must hold a valid permit to work. In order to qualify for a work permit you must maintain a 2.0 GPA, not have any outstanding debts to the school and maintain positive attendance. Until the age of 18, working students must observe the following legal restrictions:

- They may not work more than 4 hours on a school day.
- If students are out of school for the day, they are not permitted to work that night.

Work permits are issued on a one-year basis. A permit may be canceled whenever it becomes apparent that the employment of a minor is impairing the health or education of the minor or that any provision or condition of the permit is being violated. A new work permit is required for each job. For information and work permits, contact the Work Experience Teacher.

CAREER PLANNING

Students are encouraged to develop a four-year education plan that will ensure readiness for the work place, military, community college or four year college. Students, parents, counselors and teachers are encouraged to take advantage of the expertise of the Career Center staff and reference materials in the Career Center!!!

REGIONAL OCCUPATIONAL PROGRAM (ROP)

HUSD's ROP helps further the career and vocational education of students 16 years old and older and provide them with entry-level skills needed to obtain jobs or to pursue further training. ROP classes are offered at Hesperia, Oak Hills and Sultana High Schools. Students can earn from 5 to 20 credits per semester. The ROP offers classes utilizing the "hands on" approach to learning. Programs are taught by skilled instructors in an industrial environment. Students actually work with the materials, services and equipment used in industry. Emphasis is shifted from textbook study of subject matter to the development of skills required in actual job situations. For further information, call 244-1771, ext. 110.

- All students are encouraged to take vocational courses in high school, regardless of whether or not a college education is a student goal.
- Credits earned in ROP courses carry the same value as credits earned in academic classes and apply toward meeting elective course requirements for graduation.
- In all classes, students may earn Certificates of Completion listing their competencies.
- A job placement specialist is available to assist students in obtaining a job.

The following ROP courses are available to students:

Auto Specialist	Dental Assisting	Manicurist
Certified Nurses Aide	Dental Assisting	Medical Terminology
Child Care	Desktop Publishing	Medical Transcription
Clerical	Design & Electronic Press	Micro - Computer Repair
Computer Aided Drafting	Esthetician	Pharmacy Technician
Computer Applications	Food Service / Restaurant	Printing / Graphic Arts
Computer Network Technician	Fire Technology	Sports Therapy (OHHS)
Cosmetology	Law Enforcement (OHHS)	Vocational Nursing
		Website Design (OHHS)

FOREIGN EXCHANGE STUDENTS

OHHS welcomes exchange students from all over the world. These students are pre-approved and are represented by one of many foreign exchange programs. A schedule of classes is arranged for the foreign exchange student which exposes him/her to a broad range of campus experiences. Foreign exchange students are a valuable asset to OHHS's climate, both educationally and socially. We value their contributions and feel it is important to honor them with a certificate of completion. Please contact counseling to ensure enrollment.

ALTERNATIVE EDUCATION & COMMUNITY SERVICES

CANYON RIDGE HIGH SCHOOL (760) 244-6530

CRHS serves students 16 years of age and up. CRHS offers a 20:1 student teacher ratio, intensive counseling services and an open enrollment policy. CRHS provides a warm, caring environment that supports academic progress and personal success. Counselors/Administrators may refer students to CRHS.

SHADOW RIDGE ALTERNATIVE SCHOOL (760) 244-6530

Shadow Ridge is a K-12 school that uses independent study and project based learning as the primary methods of instruction. Students grades 7-12 attend independent study for one hour twice a week. Shadow Ridge offers a K-6 home schooling program for parents who choose to teach their own children.

MOJAVE HIGH SCHOOL (760) 948-3999 ext.114

Mojave HS, a model continuation school in California, serves grades 9-12 and provides a district alternative to the comprehensive high school. MHS, with its lower student/teacher ratio, individualized instruction and intensive guidance services, offers a caring, intimate environment for youth at risk. Students must be at least 16 years old and be referred by their counselor.

AIM (760) 244-1771 ext.151

An intensive, highly structured option for special education students in grades 7-12 who are at risk. A student must be referred through Special Services and must have a current IEP recommending AIM.

Anger Management. Students who fully participate in 12 classes receive a certificate of completion.

GENERAL EDUCATION DEVELOPMENT TEST (GED)

This program is administered through the Alternative Education Center. The GED is the basis for issuance of the high school equivalency certificate through the California State Department of Education. In order to take the test, the following requirements must be met:

- Student must be a California resident.
- Student must be 18 years or older if enrolled in regular or continuation high school.
- Student may be 17 years of age in the event that the student is within 60 days of what would have been his/her graduation date; or, the student has been out of school 60 days and presents a written request on official letterhead from the military, a prospective employer or a post-secondary institution.

Students may not use GED credit for high school credit. For further information, please schedule an appointment with the Counseling Office.

Chromebook Policy

Every student at Oak Hills High School will have the opportunity to check out a Chromebook free of charge to be used for school work only. The Chromebooks are HUSD property and will be subject to search at anytime. Any student caught using their Chromebook in a way deemed inappropriate (ie watching movies, playing games...) will be subject to disciplinary action. If a Chromebook is lost or damaged in any way while checked out to a student, it will become the responsibility of that student. All debts will be added to the student account.

ATTENDANCE

Regular attendance and punctuality are essential if a student is to receive maximum benefit from an instructional program. Absence and tardiness are counter-productive to educational success. In addition, students who are absent from or tardy to class infringe upon the rights of those students in attendance and their teachers by disrupting the normal flow of an instructional program and by causing teachers to unnecessarily repeat and review information and material previously covered. Even though it is possible for students to make up much of the work missed due to absence, it is impossible to completely compensate for loss of classroom time. It is essential that students attend school on a regular basis and absences result from legitimate and compelling reasons only.

STUDENT ABSENCES

Each teacher will mark absent a student at any time he or she is not present in a scheduled class. When a student misses a class or an entire day, one of the following must occur:

- A parent must call the Attendance Office regarding the absence.
- A student absent due to an appointment, illness or injury, who was seen by a doctor, should provide a note from the doctor's office to substantiate the absence. A student absent due to an illness for five (5) or more days may be required to submit a doctor's note to substantiate the absence.
- Using forged notes or making unauthorized phone calls to clear absences is cause for discipline.
- Athletes, cast members, choir members, etc... must attend 4 class periods on the day of a competition, play performance, etc... or he/she may not be eligible to participate in the competition or performance.
- Multiple unresolved unexcused absences or truancies will result in an invitation to attend the SARB.
- If a student has been issued a SARB Letter, he/she may not be allowed to attend/participate in an event.
- Students who have received 60 (tardy, truancy, unverified) period absences will not be allowed to participate in extra-curricular activities, which includes Prom, Grad Nite, drama productions and other various activities.

NOTE: As set forth by the State of California; ten (10) excused absences is considered to be excessive and a physician's verification is recommended. A student who has ten or more absences due to illness is subject to the SARB process in order to determine if an alternative educational program is appropriate.

SARB PROCESS / PENALTIES – Education Code Section 48260 /48293

3 unexcused absences = Truant, first SARB letter is mailed home.

Continued absences = Second SARB letter is mailed home and a meeting with the Vice Principal is scheduled for the student and parent/guardian.

Continued absences = Third SARB letter is mailed home, classified as habitual truant and subject to summons to appear at SARB hearing and a possible fine.

SARB Hearing	The School Attendance Review Board (SARB) will ask the parent and the student to sign an attendance contract. Failure to comply with the contract will result in the order of a citation to appear in court.
1st Conviction	A fine of not more than \$100 plus penalties could amount to as much as \$445.
2nd Conviction	A fine of not more than \$250 plus penalties could amount to as much as \$750.
3rd or Subsequent	A fine of not more than \$500 plus penalties could amount to as much as \$1,400. Conviction or Criminal Prosecution.

VC 13202.7 - Any minor under the age of 18 years, but 13 years of age or older who is a habitual truant may have his or her driving privilege suspended for one year

EC 48923 - Failure to enroll your student in an approved educational program could result in a \$1000 fine.

§46010.1, 48205 ACCEPTABLE REASONS FOR EXCUSED STUDENT ABSENCE

Student must be given opportunity to complete work which is reasonably close to, but not necessarily identical to, missed work.

1. Personal illness (school may require doctor's note and will require doctor's verification if school deems absences are excessive).
2. Quarantine under the direction of health officer.
3. Personal medical appointment (requires doctor's note).
4. Funeral services of parent, sibling, grandparent, brother-in-law, sister-in-law, or any relative living in the immediate household of the child (Limited to one day in the state, and three days out of state).
5. Student serving on jury duty.
6. Exclusion for medical reasons (not to exceed five school days).
7. Personal court appearance (requires verification).
8. Prior Principal approval for employment conference.
9. Employment in the Movie industry (recommend three days advance notice to school).
10. Observance of a religious holiday or ceremony (recommend three days advance notice to school).
11. Religious retreat (limited to four hours per semester).
12. Prior principal approval for reasons which may not be included elsewhere, but do not set a precedent.
13. To spend time with immediate family, who is an active duty member, that is home on leave or has recently returned home from a combat zone or combat support position.

OFF GROUNDS PASSES

Closed Campus - Students must remain on the campus until their day is completed. Students may only leave the campus with an off-grounds pass from the Attendance Office. This permit verifies that both the school and your parents / guardians know of your whereabouts when not on campus. Off grounds passes are not issued to students to leave for lunch. Requests for off grounds passes for medical appointments or court hearings and / or family emergencies must be called in or turned in to the Attendance Office at least 1-2 hours in advance. Proof of medical appointment or court summons may be required.

- Students are not allowed to be in the parking lot except before or after school. The only exception is with written permission from an administrator. Violation of this rule will result in disciplinary action.
- Off grounds passes will typically be sent out at the beginning of each period and will not be sent out after 2:00pm. Off grounds arrangements must be made in advance.
- Off grounds passes during a student's PE class or lunch will require waiting time.
- Leaving campus without prior approval from the attendance office will not be cleared for any reason and will result in a truancy. Violation of this rule will result in disciplinary action.
-

STUDENTS TARDY / TRUANT TO SCHOOL / CLASS

The only acceptable excuses for being late to school are:

1. Illness
2. Doctor/Dentist Appointment*
3. Family Medical Emergency

*Note signed by doctor/dentist is needed if first period or lunch time is used for scheduled appointment. Without a proper note, students will be considered truant. Students arriving late due to illness more than three times in one semester will only be allowed in to class with an excuse from a doctor.

- Students arriving tardy to school must come to the Attendance Office with a note excusing the tardy or a prior phone call must be made. Without a note or prior call, students will be sent to Tardy Sweep.
- Students that are not in class when the tardy bell rings, will be sent to Tardy Sweep.
- Students who are found loitering on campus will be sent directly to Tardy Sweep.
- The Attendance Office staff will not call home to excuse student tardies.
- Only notes and phone calls from student's own parent/ legal guardian will be accepted.
- Excessive tardies and/or trancies will result in disciplinary action.
- Receiving 2 tardies in the same day will result in a 1-day home suspension.

Only 3 excused tardies are allowed per semester

LATE ARRIVAL / EARLY DISMISSAL

Senior students may be scheduled for either late arrival or early dismissal as long as they have achieved at least 170 credits and have passed the CAHSEE. Please note, being scheduled for late arrival or early dismissal is a privilege. If a student accrues excessive tardies/trancies (excused or unexcused) or has excessive discipline entries, the privilege will be revoked and the student will be scheduled for an elective course.

STUDENTS EXCUSED FROM CLASS FOR ATHLETIC / ACTIVITY / FIELD TRIP EVENTS

If dismissal time for an athletic / activity / field trip event is during a class, students must report to that class before reporting to their authorized supervisor (i.e., coach, teacher, or field trip director). Students will receive an unexcused absence for that period if they do not check in.

CLOSED CAMPUS

The school board of HUSD mandates that Oak Hills High School operates under a closed-campus policy. This policy requires that a student is not permitted access to unauthorized or off-limits areas or to leave campus from the time of arrival on campus until the completion of the student's day. The only exceptions are seniors with EARLY DISMISSAL and those students with appropriate off grounds passes. Violation of Closed Campus could result in disciplinary action.

18-YEAR-OLD POLICY

For procedures with verification of absences from school, a student 18 years of age or over, with respect to his/her own absences from school, shall have all responsibilities and powers which, in the case of a minor, would be charged to the parent/guardian/other person having charge of the minor. (E.C. 460112)

Students who are Eighteen years or older must sign a contract agreeing to the following conditions to remain at OHHS: They must continue making adequate progress towards graduation and follow all school rules.

In addition to the information above, there is an attendance clerk who is more than willing to assist you with attendance problems. Please feel free to contact the Attendance Office and leave a message. Phone calls for off-grounds passes are not always honored unless the person calling can be positively identified.

* Abuse of 18– year-old privileges will result in disciplinary action.

Freshman PE

OHHS is running a mandatory Study Hall Class for our Freshmen (that start to struggle academically) during their P.E. Period. All Freshmen that are starting to fall way behind, or are failing a core academic class during the first grading period and beyond will be sent to Study Hall, so that they have the opportunity to catch up. At Oak Hills, we have a proud tradition of having one or even zero Non Grads. This is because we want to see every single Student make it to Graduation day.

While Students are in Study Hall, they will complete any and all missing work. They will be given P.E. credit while in there catching up, and once they are back on track after a few short weeks, they will be sent back to their P.E. Class. This program is designed for Students to be in there for no more than a few short weeks, until the next grading period. Then, as Students are sent back to their P.E. Class, others will be funneled into Study Hall that may have fallen behind during the interim and need the additional support. If for some reason, Students in Study Hall refuse to do their work, they will then be assigned a full day of ALC, or Alternative Learning Center.

We recognize that the transition from 8th to 9th grade can be the most difficult to make. Though pulling them from their P.E. Class sounds punitive, we feel that we are doing our Students a favor by putting them in the position to graduate. Of course, if they work hard, complete their missing assignments, and get caught up, they will not only return to their P.E. Class, they will get an A (P.E. Grade) for the period of time that they have been in Study Hall.

RESPONSIBILITIES OF STUDENTS

C.C.R. Title 5, Sec. 300

Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his / her teacher and others in authority; observe good order and propriety of deportment; be diligent in study; be respectful to his / her teachers and others in authority; be kind and courteous to schoolmates and refrain from the use of profane and vulgar language. (Reg. 77, No. 39)

RIGHT TO SAFE SCHOOLS

According to the California Constitution, Article II, Section 28 (c) - All students and staff of public, primary, elementary, junior high and senior high schools have the inalienable right to attend campuses that are safe, secure and peaceful.

DISCIPLINE POLICY

PHILOSOPHY STATEMENT

Statement of the Board of Education

It is the philosophy of the Hesperia Unified School District that each and every student in the district is entitled to an equal opportunity to participate in the educational program. In order to provide this, it is essential that adequate control be maintained in the classroom and educational setting.

No person or student has the right to interrupt, restrict, or prevent other students from being provided with an education which is rightfully theirs. Thus, every student shall have an opportunity to receive an education without fear of intimidation, threats, coercion, disruptions, etc.

In conformity with the California Education code, and other codes and court decisions, the Board of Education establishes the following policy regarding student behavior and the management thereof:

- A. Students shall respect all constituted authorities. Agents of this constituted authority are all teachers, counselors, principals, or other certificated or classified personnel. This shall include conformity to school rules and regulations, and those provisions of the law which apply to the conduct of juveniles or minors.
- B. No student shall deprive any other student, or group of students, an opportunity to gain an education. Thus, any action, behavior, or practice which interferes with this right cannot be tolerated. If, in the judgment of an administrator, school police, or any other staff member, a student is causing others to lose their rights to an education within the total educational setting, he/she may be suspended. Any student who commits an assault or battery upon another is jeopardizing his/her opportunity to receive a free public education; expulsion may be a consequence, even if it is a first offense. Habitual violations of board policy regulating student conduct shall be grounds for exclusion or expulsion. Non-students who cause similar disruptions shall be turned over to police authorities.
- C. High personal standards of courtesy, decency, morality, clean language, honesty, and wholesome relationships with others shall be maintained. Public displays of affection are inappropriate especially in a school setting; disciplinary action will be taken at the discretion of school administration. Respect for real and personal property will be shown by all.
- D. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies, and to profit from the educational experiences provided will be given every opportunity to do so and will be assisted in every way to achieve scholastic success to the limit of individual ability.

Students determined to be guilty of fighting could be suspended and referred to School Police to be cited for violation P.C. 415.5-fighting at school, a misdemeanor. Students cited will have to appear in court with their parent or guardian and may be fined and given community service.

TEACHER DISCIPLINE PLAN

Each teacher will establish, at the beginning of the school year, a discipline plan for the classroom endorsed by the school administration. The Course Guidelines will include a progressive discipline plan. To maintain necessary discipline, teachers are authorized to take action, up to and including suspension of students from the classroom. A referral to the Counseling or an Administrator's office will be included as steps in the classroom discipline plan.

DISCIPLINE STANDARDS

Participation in Activities – If a student has received 10 or more tardies and/or is suspended and/or in the expulsion process within 30 school days (excluding holidays and weekends) of an OHHS event, he/she will not be allowed to attend or participate in the event. Refunds will not be given to students who cannot attend an activity or event due to disciplinary action. In addition, if a student has a GPA lower than 2.0 and/or has been issued a SARB Letter, he/she may not be allowed to attend/participate in an OHHS event. Attendance/Participation includes, but is not limited to dances, athletic events, talent show, Mr. Bulldog, prom, graduation and Grad Nite. Due to the fact that OHHS is responsible for the safety/welfare of all OHHS students, Administration will evaluate guest participation in OHHS events/activities on a case-by-case basis. The Administration reserves the right to deny participation in any OHHS sponsored event/activity of any person/ persons.

Cell Phones/iPods/MP3 Players/Video/Electronic Devices / Portable Music Devices- The school will not assume liability for damage, loss or theft of any personal items brought on campus. All electronic signaling devices that are powered off may be in the possession of students. These devices must remain powered off and stored out of sight while on the bus, or on campus during the school day. If seen by school or bus personnel, the device will be confiscated and detention will be issued. Subsequent violations of district or school rules and regulations may be subject to further discipline, including, but not limited to, suspension, expulsion, or transfer to an alternative program in accordance with Board Policy and Administrative Regulation. Permissible uses for electronic signaling devices, including cell phones, are limited to: life threatening emergency situations, on campus before and after the official school day, at the conclusion of field trips after return to campus if after the school day, at sporting or other events on campus after the school day, anytime with the specific limited permission and supervision of a site administrator or classroom teacher who is utilizing the device to teach their designated curriculum content area.

Defiance - Defiance is the refusal to obey lawful authority. Teachers/Staff are required by District policy and state law to provide proper supervision over our students. Any instructions given to a student by a staff member must be followed. Refusal to follow directives will result in a disciplinary action. Students may contact a counselor/administrator regarding problems/concerns with an employee's request.

Fighting - Students determined to be guilty of fighting will be suspended and/or expelled and referred to School Police to be cited for violation P.C. 415.5 – fighting at school, a misdemeanor. Students cited will have to appear in court with their parent or guardian and may be fined and given community service.

The consequences may include the following:

Up to \$500.00	Fine
Up to 50 hours	Community Service
3 – 6 months	Summary Probation (Check in with Parole Officer)
6 weeks	Anger Management Class (Twice Weekly)
Time off Work	Students/Parents Appear in Court

Intra/Inter-district Transfer Students – If an Intra/Inter-district student currently attending OHHS does not maintain acceptable grades and attendance, and/or becomes a discipline problem, a parent contact will be made and the student may be dropped.

Littering - Students found throwing trash or leaving trash behind may be subject to lunch clean up and/or citation by the school police if other corrective measures have failed.

Racial Slurs of any kind will not be tolerated. Disciplinary action against this misconduct will be taken.

- All pupils have the right to participate fully in the educational process, free from discrimination and harassment.
- California's public schools have an affirmative obligation to combat racism, sexism, and other forms of bias,

DISCIPLINE STANDARDS – CONTINUED

- Harassment on school grounds directed at an individual on the basis of personal characteristics or status creates a hostile environment and jeopardizes equal educational opportunity as guaranteed by the California Constitution and the United States Constitution.

Sexual Harassment – It is the intent of the HUSD to provide an educational environment for all students which is free of sexual harassment which can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform school work and increases absenteeism or tardiness. Conduct which is prohibited in the District and which may constitute sexual harassment include: unwelcome sexual flirtations or propositions; verbal abuse of a sexual nature; graphic verbal comments about an individual's body; sexually degrading words used to describe an individual; display of sexually suggestive behavior; objects or written material in the educational environment; any act of retaliation against an individual who reports a violation of District's sexual harassment policy or who participates in the investigation of a sexual harassment complaint. Board Policy 5145.8

Threats/Intimidation – Students who make threatening statements, whether written or oral, toward other students or staff members, even if there is no intent to follow through with the act, will be taken seriously and will result in disciplinary action. Incidents of racial slurs, sexual harassment and/or threats/intimidation are to be reported immediately to the administration for investigation.

Transportation – Students must abide by OHHS's guidelines or will forfeit bus transportation privileges. Skateboards must be stored in the school bike rack and cannot be carried/ ridden on campus.

Vandalism/Tagging – Students may be suspended for causing or attempting to cause damage to private property including back packs. Damaging school property includes defacing or destroying such property and is cause for disciplinary action. The parent/guardian may be held liable for damage. Permanent markers are not allowed on campus, must be surrendered to staff members and may result in disciplinary action.

Water Fights/Dangerous Horseplay – Students involved in water fights or dangerous horseplay of any kind will be subject to disciplinary action.

Weapons/Explosives/Fire-crackers/Dangerous Objects – A pupil may not possess, sell, use or furnish any firearm, knife, explosive or other dangerous object. Weapons or look-alike weapons are not permitted on campus or at any school function at anytime. Knives of any kind are not allowed.

DETENTION AND WEDNESDAY SCHOOL

Oak Hills High School's Administrative Detention and Wednesday School are discipline options that school administrators may choose to use at their discretion. These options provide alternatives to out-of- school suspension.

- Administrative Detention is held after school on Tuesday or Thursday from 2:30 - 3:00pm
- Wednesday School is held from 2:30 - 3:30pm

Students assigned Administrative Detention and Wednesday School will receive official notification of the date in advance. Students who fail to attend their assigned date will receive further disciplinary action. Students must be on time, bring homework to complete, remain quiet, and comply with the rules of the supervisor. Parents will be responsible for providing transportation for the student in the event of such an assignment. (C.C.R. Title 5, Sec. 353)

CAUSE FOR SUSPENSION OR EXPULSION

California Education Code 48900: (Grades K-12)

- a. (1) Caused, attempted to cause, or threatened to cause physical injury to another person: or
(2) Willfully used force or violence upon the person on another, except in self-defense.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- c. Unlawfully possessed, used, sold, or otherwise furnished or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- d. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance or material and represented the liquid, substance, or material 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. Includes electronic data/files g.
Stolen or attempted to steal school property or private property.
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- 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.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm. As used in this section. "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, 289 or the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- p. Unlawfully offered, arranged to sell, or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in hazing as defined in Section 32050
- r. Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
 - (2) "Electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.
 - (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

CAUSE FOR SUSPENSION OR EXPULSION – CONTINUED

s. A pupil aid or abets as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.

California Education Code 48900.2 (Grades 4-12) Committed sexual harassment as defined in Section 212.5. California Education Code 48900.3 (Grades 4-12)

Caused, attempted to cause, threatened to cause, or participated in, an act of hate violence, as defined in subdivision (e) of Section 33032.5.

California Education Code 48900.4 (Grades 4-12)

Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

California Education Code 48900.7

Has made terrorist threats against school officials or school property, or both. For the purposes of this section, “terrorist threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

California Education Code 48915 MANDATORY RECOMMENDATION FOR EXPULSION (Grades K-12) (A) 1. Causing serious physical injury to another person, except in self-defense.

2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 and 242 of the penal Code upon any school employee. (C) 1.

Possessing, selling, or otherwise furnishing a firearm.

2. Brandishing a knife at another person.
 3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 10053) of Division 10 of the Health and Safety Code.
 4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
 5. Explosive Devices.
4. Robbery or extortion.
 5. Assault or battery, as defined in Sections 240 and 242 of the penal Code upon any school employee

ALTERNATIVE LEARNING CENTER - “ALC”

Oak Hills High School’s “Alternative Learning Center” or ALC is an administrative disciplinary option as well as the typical location where students that have been caught in “Tardy Sweep” are housed. A student assigned to the Alternative Learning Center will be confined to a classroom during the normal school day. The student will be under the supervision of a campus supervisor who will be responsible to an administrator. The Alternative Learning Center requires the student to complete written assignments during the Alternative Learning Center period.

* Students who do not adhere to the rules set forth in ALC/ Tardy sweep will receive further disciplinary action.

POLICY FOR STUDENT DRESS

It is the intent of the Board, district, and site personnel to provide a safe, healthy and educationally motivating environment for students. The school board has adopted a standard K-12 dress policy in order to provide the best possible learning situation. A student may not remain at school when dressed in a manner in which his or her clothing or lack of clothing:

1. Creates a safety hazard of said student or for other students at school.
2. Constitutes a serious and unnecessary distraction to the learning process or tends to disrupt campus order.

The principal at each school or the principal's designee shall be charged with making the determination if clothing or apparel constitutes a threat to safety, campus order, or is unduly distracting, therefore disrupting the educational process.

When dress is found to be in violation of this policy, the student may be required to modify his or her clothing in such a manner that it no longer violates this policy. If necessary, the student may be taken or sent home to modify unacceptable dress. Refusal to take steps as directed to comply with proper dress as described in this policy shall be cause for disciplinary action against the student.

Street gangs and hate groups operating throughout Southern California have been associated with a number of instances of violence and illegal activities. Many students and their parents fear the presence of such gangs on a school campus may cause violence endangering students who may or may not be members of such groups.

Therefore, the Board of Education finds the wearing of gang signs, insignia and distinctive modes of dress to be on its face, a violation of its policy on Student Dress and instructs and directs such group identification be prohibited on the Hesperia Unified School District campuses and at any Hesperia Unified School District function or activity. Any clothing or accessories identified by the San Bernardino County Sheriff's Department as being gang or hate group related will be forbidden on campus. Local law enforcement officials indicate that certain types of dress contribute to gang association and violence. In order to ensure the safety of all students, the following types of clothing have been identified as unacceptable dress:

- LA, Raiders, Kings, Player 69, "13", Skin, Hornee Industries, Playboy, DGK-Dirty Ghetto Kids, Insane Clown Posse or any other brands or insignias deemed inappropriate by OHHS Administration will not be tolerated.
- Bandannas, dew-rags, skull caps, hairnets, cowboy hats, fedoras, safari hats, visors- other than properly worn unaltered school approved head wear.
- Oversized clothing such as shorts, pants, coats, etc. Pants or shorts must fit at the waist. Socks cannot resemble gang attire. Socks must be worn at least 6" from the bottom of shorts unless student is wearing an OHHS uniform. Failure to comply will result in disciplinary action.
- Clothing that is too tight, bare midriffs, tube tops, visible bra straps, tank tops designed to be worn as undergarments and any attire that is deemed by OHHS Administration to be revealing or sexually provocative.
- Clothing and accessories with profanity, vulgar symbols, brand names for controlled substances, etc.
- Items that promote hate, intolerance, or violence.
- Wallet chains, belts hanging from the waist, and unsafe jewelry/accessories.
- Flip-flops, slippers and pajamas.
- Any additional articles of clothing or accessories identified by San Bernardino County Sheriff's Department as being gang or hate-related will be forbidden on campus.

Any student wearing or carrying overt gang paraphernalia or symbols, or making any gestures that symbolize gang membership shall be referred to the Discipline Office for appropriate immediate disciplinary action.

Special Note: Gang related clothing and styles might vary from month to month. The administration reserves the right to make changes in dress code policy in response to change in gang styles, as determined by the San Bernardino County Sheriff's Department.

***OHHS Hat Policy can be found on page 40**

GRAFFITI / PROPERTY DAMAGE

In an effort to provide the safest school environment possible, students are prohibited from having any graffiti, graffiti art, gang symbols, inappropriate writings/symbols in or on school materials including (but not limited to) books, notebooks, note paper, clothing articles, backpacks, etc. Violation of this policy can result in disciplinary action. In addition, possession of graffiti tools such as markers, Sharpies, spray paint, etc. could also result in disciplinary action

“PHYSICAL EDUCATION DRESS”

All students enrolled in physical education are required to wear an approved OHHS PE uniform:

- A. They save street clothes from perspiration, wear and tear.
- B. They are less restrictive than school clothes and facilitate participation in physical activity.
- C. They are provided at a more affordable price than most quality, durable active wear.
- D. The staff can determine who is enrolled in class and who does not belong in the area.

It is mandatory for all students to dress. There is no excuse not to dress for PE. If a student is feeling ill or should have limited activity, the student still must dress. If a student refuses to dress and/or refuses to use PE loaners, the student will be sent to the administration office for discipline. In inclement weather, students may wear sweats. PE uniforms are available for purchase at the OHHS student store for \$25 per set or students may wear a plain red t-shirt with plain black athletic shorts. Students are responsible for locking all personal possessions in lockers. OHHS will not be responsible for any lost or stolen items.

*** Unless directly specified, Doctors notes may excuse students from physical activities ; however, dressing out for PE is still required.**

TRANSPORTATION

Bus transportation is only provided to students who possess a valid HUSD Bus Pass. Students will not be allowed to board the bus when dressed in violation of school policy or if in possession of any item that is prohibited (skateboards, etc.) on the OHHS campus. Students refusing to comply may receive a bus suspension

TECHNOLOGY / INTERNET

Every student has the opportunity to use school computers to complete assignments. Students may use the computers to produce reports, themes and other written assignments. Other software is also available to assist students with Math, Science and English. Students do not have to be registered in computer classes or have previous computer experience to use the laboratory. Students who wish to access the internet must have completed internet training. Internet Agreement forms signed by the student, parent and teacher must be returned to the Vice Principal's Office. Student ID cards will be marked for internet approval and must be presented for computer use in all computer labs. If this agreement is violated, internet privileges may be revoked and disciplinary action taken.

ASB STUDENT GOVERNMENT

The student government class, under the supervision of the Vice Principal of Student Activities, is responsible for administering the activities of the student body. Members are elected by the student body or by their respective classes (senior, junior, and sophomore). Freshman will be added at the end of 1st semester depending on grades and student discipline. Student government meets daily as a class during fourth period. Its functions are stated in the OHHS Student Body Constitution and By-Laws. All student activities are processed through the student government class. Fundraising activities, Pep Rallies, Homecoming activities, Spirit Week, Mr. Bulldog, Academic Recognition, Fall/Spring Club Fairs, Canned Food Drive, Blood Drives and student assemblies are

ASB OFFICERS

ASB President	Hannah Clyde
ASB Vice President	Kayley Schow
ASB Secretary	Michelle Molina
ASB Treasurer	Jeremy Knight II

CLASS PRESIDENTS

Class of 2016	Alyssa Hon
Class of 2017	Lillian Armendez
Class of 2018	Aaron Villella

PEP RALLIES

Pep Rallies are the responsibility of the Vice Principal of Student Activities and are held at frequent intervals during the school year. Announcements are made to alert students to the date of upcoming Pep Rallies. Students are not allowed to bring food or beverages into the gym during the Pep Rally.

POSTERS / FLYERS

Permission to post flyers and posters must be obtained in the Activities Office. Approved posters will be stamped and then they may be posted in designated areas. It is the responsibility of the sponsoring organization to promptly remove all posters after the advertised event.

AFTER SCHOOL ACTIVITIES

All students are required to leave campus within 20 minutes after the dismissal of school. The only exception to the policy will be those who participate in a sanctioned after school activity, or are visiting the Student Store (open until 2:45pm) or are using the library (open until 3:30pm) and need to remain on campus.

STUDENT STORE

All students are encouraged to patronize the Student Store. The store is run by and for the student body and is typically open during lunch and after school until 2:45pm. Several food items including drinks and various snacks are available. Non-food items are also available such as paper, pens, folders, etc., approved OHHS P.E. uniforms and OHHS spirit items. ASB Cards, Dance tickets, Yearbooks, etc. are also sold in the store. When purchasing non-food items, students must present their OHHS ID card.

CHECKS

Personal checks for the exact purchase amount are accepted only until spring break. The Monday after spring break each year, cash, credit cards and money orders are the only acceptable means of payment. Returned checks are subject to fees and the loss of check writing privileges.

CREDIT CARDS

Credit cards and debit cards are accepted at the Student Store for purchases such as yearbooks; PE clothes; dance tickets; and spirit wear. Credit/debit cards are not accepted for library and textbooks; NSF checks or for “cash back”. There is a 50 cents convenience fee for credit/debit card transactions and the cardholder must be present at the time of purchase.

SCHOOL DEBTS

Any student whose name appears on the debt list will not be able to participate in extra-curricular activities including, but not limited to, the following: athletics, band, choir, dances, drama, field trips, graduation, Grad Nite, prom, summer tournaments. All records, report cards and diplomas will be held if a student has an outstanding debt at Oak Hills HS or a previous school.

FUNDRAISING

Permission to conduct fundraising activities is controlled by the ASB Leadership class under the supervision of the VP of Student Activities. All proposed sales require club minutes and completed “Club Sales Activity Forms” be submitted to ASB for consideration and approval. All required forms are available in the Activities Office. Unapproved sales activities will be dealt with administratively and may result in the ‘freezing’ of club financial activity. Please plan ahead and submit fundraising requests in a timely manner. ASB conducts business meetings on Wednesday during 4th period.

STUDENT I.D. CARDS

At the beginning of the school year, each student is issued an ID card for the current school year. The ID card is issued for OHHS purposes only and includes the student's picture, name, grade and ID number. The card may also show verification of early dismissal or late arrival, internet access and ASB membership. Students are required to carry the card at all times while on campus. Student ID cards must be presented to gain admittance to ASB/Athletic events, for restroom use, when making Student Store purchases, utilizing library/textbook services and when gaining access to a computer and the internet. Students are required to present the card upon request by any school authority or police officer. Refusal by any student to present his/her ID card and identify himself/herself when requested to do so is a disciplinary offense and may result in disciplinary action. Replacement cards may be purchased (for \$5) in the Student Store.

ASSOCIATED STUDENT BODY - ASB CARDS

Associated Student Body (ASB) membership costs \$35.00 per year payable at the Student Store. Upon payment, student ID cards will be punched to identify students as active members of the OHHS Student Body. Membership provides free admission to all home athletic events. Many ASB activities offer discount prices to ASB members such as dance tickets and reduced yearbook prices. ASB card holders are also able to get any Letters, inserts, or bars for free. Since ASB financial support for OHHS programs is limited, ASB membership is recommended for students who wish to participate in athletics, band, cheerleading, choir, drama, clubs and various ASB sponsored events such as the Talent Show, and field trips. Funds raised through the sale of ASB cards are used to help defray athletic and student body activity expenses.

RENAISSANCE

The Renaissance program is designed to recognize and reward the academic achievement of OHHS students. Renaissance cards are passed out each quarter which qualify students for special privileges such as assemblies, discounts and "freebies" from the Student Store and the business community. Renaissance cards are given to students who meet all the following requirements:

- Attended Oak Hills HS for one quarter
- Earned a grade point average of 3.0 or better
- Earned no grade lower than a "C-" in any class
- Did not receive any bus letters, referrals, or suspensions

PARENT VOLUNTEERS

Parents are encouraged to serve as volunteers. Parent Volunteers must fill out and submit a HUSD Volunteer Information form with photo ID to the ASB Office. Forms are screened by the HUSD Police Dept. and forwarded to the Board for approval. Volunteer forms can be located in the ASB Office.

ACADEMIC LETTERS

Following the end of each semester, an OHHS Letter with academic insignia shall be awarded to each student who, for one OHHS semester, has earned a GPA of 3.6 or higher. For each additional semester of meeting the qualifications mentioned above, the student will be entitled to receive a bar. Students who carry a 4.0 GPA for one semester will also receive a paw insignia to place on their academic letter. In addition, students who carry a 4.0 GPA for one school year will be invited to attend a 4.0 Recognition Dinner held in September of the following school year (in May for seniors on the verge of graduation). Students are encouraged to purchase their ASB card for each qualifying semester to receive a letter/bar/paw. Students that do not have an ASB card are able to purchase items in the student store. Letters/Bars/Paws must be claimed on an ongoing basis.

ACTIVITY LETTERS

Students may receive an Activity letter at the end of the school year for participation in various clubs on campus. Each club or organization has its own criteria for awarding letters. Students who repeat eligibility in the same club or activity may receive a bar. Students are encouraged to purchase an ASB card to receive a letter or bar. Any student that does not have an ASB card is able to purchase these items in the student store.

DANCE RULES AND DRESS CODE

- **The “Participation in Activities” Rule (30 Day Rule) will apply (see page 24).**
- All tickets must be purchased in the student store and pre-sale only - tickets will not be sold at the door.
- Ticket sales to guests will be determined by the administration prior to each event. If it is decided that guests can attend an event, each OHHS student may bring only one guest to each dance.
- If a student plans to bring a guest, both the OHHS student and the guest must complete and submit a Dance Guest Application/Contract for administrator approval prior to the purchase of any ticket. Forms are available in the ASB Office and Student Store.
- Upon entry at the event, all OHHS students and guests must show Picture ID along with their Student Store Receipt for a Dance Ticket which doubles as their Ticket at the door for admittance.
- The guest age limit is 9th grade through 20 years old - guests may not have reached their 21st birthday by the date of the dance/event.
- There is no admittance past 10:00pm and no-one leaving the dance will be readmitted.
- “Freak Dancing” (dancing that involves both parties rubbing up against each other) is not allowed.
- Dancing in an uncontrolled manner which could create harm to students is not allowed.
- Any violation of school rules will result in discipline in accordance with school policy and possibly immediate removal from the dance. No refunds (including prom deposits) will be given for any reason.

SEMI-FORMAL ATTIRE

Dresses
No Jeans of Any Color
No Tennis Shoes

Collared Shirt w/Tie
No Jeans of Any Color
No Tennis Shoes

FORMAL ATTIRE

Evening Dress
Dress Shoes
Tuxedo
Suit w/Tie
Dress Shoes

- Attire that is overly revealing, low cut, sheer or sexually explicit is not allowed. No sports caps, bandanas or dew rags. Modesty and good taste are key - get administrator approval if in doubt.
- Dress code is strictly enforced. If dressed inappropriately, students/guests will not be allowed to enter.

SCHOOL CLUBS AND ORGANIZATIONS

We recognize the importance of student organizations. It is believed, however, that such organizations should exist for the benefit of all students and not to the detriment of any. In the interest of all students the following rules and regulations governing student organizations are in effect:

- School sponsored student organizations shall meet on school premises on school days with a faculty sponsor present. Off-campus activities must have the approval of the VP of Student Activities.
- Applications for membership shall be extended to all student applicants who qualify on the basis of school approved club purposes and objectives.
- All school sponsored organizations are directly responsible to the VP of Student Activities for procedures to be followed.

High school students participate in a number of organizations other than those approved by the ASB. These include community service, religious, social and youth-serving types. Such organizations and their members are prohibited from on-campus activities during school time or at school sponsored events.

CLUB DESCRIPTIONS

ACCELERATED CURRICULUM ENRICHMENT (ACE) is open to freshmen students enrolled in the ACE program. The club supports the goals of the program.

ADVANCEMENT VIA INDIVIDUAL DETERMINATION (AVID) is open to students enrolled in an AVID course. The club supports the concepts of the course preparing students for college eligibility and success.

BOOK CLUB is open to any student who simply enjoys a good read. The purpose of our club is to encourage reading and to create a community in which to dialogue about literature. Members enjoy the benefit of selecting common books paid for out of book club's fundraising efforts, or significant savings on those books. Our goal is to evaluate books and then donate our books and our expertise to local groups such as schools and libraries to build even greater enthusiasm for the written word.

BOWLING CLUB is open to all students to have fun, expand their knowledge of the sport of bowling, and provides students with the following: a recreational outlet, an opportunity to experience the spirit of team competition, sanctioned high school bowling competition as defined by the USBC, opportunity for student bowlers to meet bowlers from other schools and opportunity to receive college scholarships. Students must provide their own transportation to and from Victor Bowl. OHHS Bulldog Bowling Club meets every Thursday, October through February, at Victor Bowl, 12277 Mariposa Rd., Victorville, CA.

BULLDOG BELIEVERS (CHRISTIAN CLUB) is a non-denominational club whose members desire fellowship with other young men and women. The purpose is to teach, encourage, and strengthen one another in the Lord and to share the gospel with others.

BULLDOG BRIGADE (BAND) encourages participation in concert and marching band, and promotes student, faculty, and community awareness and attendance at musical performances. Members excel in concert and marching performances and strive to increase school spirit at field shows, football games, etc. Membership is open to members of band classes at OHHS.

CLUB DESCRIPTIONS - CONTINUED

CALIFORNIA SCHOLARSHIP FEDERATION (CSF) emphasizes high standards of scholarship and community service for California high school students. It is a statewide organization designed to recognize outstanding high school students and to provide them with a chance to get scholarships

CHEERLEADERS promote school spirit, develop a sense of good sportsmanship and maintain better relationships between OHHS and rival schools. The Cheer Squad is made up of Varsity and J.V. Cheerleaders and Songleaders. Members support athletic events by cheering, painting signs and planning for/performing at pep rallies. While on the squad, Cheerleaders may not participate in any fall or winter sport at OHHS, but may play a spring sport. Cheerleaders may not participate on any All-Star Cheerleading Team while on the OHHS Team. Cheerleaders must meet the eligibility standards of the State of California and the California Interscholastic Federation (CIF).

CHORAL/VOCAL CLUB promotes the one thousand year tradition of western choral & vocal music. All students enrolled in any of OHHS's choir classes are eligible for membership. The club sponsors yearly field trips to observe rehearsals and attend concerts. The club participates in Choir Festivals and presents off-campus programs in the local area.

DRAMA CLUB educates students in the various aspects of play production, both musical and dramatic. Students will have exposure to acting, staging, choreography, scenery, costuming, make-up, and the organization and operation of producing a dramatic event. Students review classic and modern literature from Euripides and Shakespeare to Culture Clash. Participation in the Drama Teachers Association of Southern California competitions is also encouraged.

FRENCH CLUB provides opportunities for French class students to participate in extracurricular activities including fundraising, community service, and field trips; to practice the French language outside of the classroom; to award scholarships to graduating club members; and to develop cultural awareness within the community.

GAY STRAIGHT ALLIANCE (GSA) 1. creates a safe environment in school for students to support each other and learn about homophobia and other oppressions, 2. educates the school community about homophobia, gender identity, and sexual orientation issues, and 3. fights discrimination, harassment, and violence in schools.

GREEN CLUB encourages Bulldogs to reduce, recycle, and reuse. While promoting and maintaining an active glass and aluminum recycling program is one of the Club's main objectives, we also strive to become active in our own surroundings by adopting practices that reduce our overall impact on the environment. These may include reducing our energy usage, recycling, using public transportation, and discovering and implementing ways that make our homes and school more energy efficient.

INTERACT, sponsored by the Hesperia Rotary Club, provides service and renders aid to worthwhile school, community, national and worldwide projects. It provides opportunities to develop leadership abilities, to realize personal growth and self worth, and to instill the concept of service over self in all members.

CLUB DESCRIPTIONS - CONTINUED

JROTC CLUB exists to raise funds to help offset the cost of cadets going to camps, the military ball and other expenses.

K-9 CREW encourages fan/spectator attendance at OHHS home athletic events and promotes school pride, school spirit and good sportsmanship.

LEADERSHIP class consists of all ASB Officers, Class Officers and ASB Commissioners. The Leadership class is responsible for school activities such as pep rallies, Homecoming, Club Fair, and lunchtime activities, in addition to approving all ASB expenditures. Members are elected/commissioned by the student body or by their respective classes and meet daily.

LINK CREW - the OHHS "Watchdogs for the Frosh Dogs" - are juniors and seniors who have been successful at OHHS and who are good role models for younger students. Good communication skills, leadership potential, responsibility, and personality have helped a Link Crew Leader to succeed in the high school environment, and the lessons they have learned are shared to help others succeed.

NATIONAL HONOR SOCIETY (NHS) creates enthusiasm for scholarships, stimulates a desire to render service, to promote leadership, and to develop character at OHHS. This club is open to sophomores, juniors and seniors who exemplify scholastic success by achieving a 3.0 GPA on a non-weighted scale.

OTAKU CLUB is where people can learn about Japanese anime and culture. This club is also for people who are interested in video games or even card games.

PAW PRINT (JOURNALISM) gains its members from the Journalism class, which holds its meetings during class time. The prime objective of the club is to further the work of the class to produce the school newspaper and supply the school's web site with accurate, informative and timely stories. The goal of the newspaper is to inform, entertain, challenge, serve and highlight the entire Bulldog community.

PEER ASSISTANCE CLUB 1. Meets the personal and individual needs of all students. 2. Promotes unity and peace through peer interventions, specialized group interactions and one-on-one dyads. 3. Educates the student population through assemblies, red ribbon week, forms of dramatic role-playing and peer assistance examples, and to handle and become resilient dealing with teenage problems in today's society.

PHOTO CLUB is a fun and exciting club open to all students. Students will be photographing sporting events, plays, pep rallies and other extracurricular activities during the school year. They will be using Photoshop and other editing tools to customize their photos and portfolios. Their images will be exhibited in the yearbook, school newspaper and gallery.

SKI & SNOWBOARD CLUB is composed of local snowboarders and skiers who are dedicated to riding fresh powder and hitting only the sickest rails and highest jumps. They study all week then hit the Friday night lights at Mt. High so they can "Ride to the Sky" among friends.

STUDENT ATHLETIC TRAINERS (SAT) is a group of hard-working, dedicated students who attend all sports events/practices. The Sports Therapy Program assists the Sports Trainer working with OHHS Athletes.

YEARBOOK is a student publication composed of editors, copy writers, business staff, and photographers who are currently enrolled in Yearbook as a course. Students collaborate with the advisor to understand and cover all aspects of creating a school-wide publication and cover all aspects of A Dog's Life.

ATHLETIC ELIGIBILITY

Students participating on Athletic Teams (all levels) must meet the eligibility standards of the State of California and the California Interscholastic Federation (CIF). Students who fall below the minimum requirements of State and CIF eligibility may be placed on probation for a period not to exceed one grading period. Upon the completion of a probationary period, a student must meet all eligibility requirements or he / she will become ineligible to participate in the above listed extracurricular programs until the end of the following grading period. Student eligibility will be evaluated at each grading period. Ineligible students can regain their eligibility only after meeting the requirements the following grading period.

Definitions

- Grading period = Approximately nine (9) weeks
- Probation period = Approximately nine (9) weeks

To be eligible a student must:

- Pass four (4) classes
- Have a 2.0 G.P.A. / pass with 20 credits
- Not have a G.P.A. below 2.0 for two (2) consecutive grading periods / pass with 20 credits

To be eligible for probation a student must:

- Have a 2.0 G.P.A. or better the previous grading period
- Pass four (4) classes
- A student can participate while on the probation period

All incoming ninth graders and transfers from other schools, will either be eligible or on probation as long as they have passed four classes at their previous school with 20 credits.

ACCIDENTS AND INJURIES

All accidents or injuries to students must be reported immediately to the Health Office, and an accident report must be completed. First aid may be administered on campus. There is no school nurse on site; however, the services of a Certified Athletic Trainer and Health Technician are available. If the situation warrants, paramedic services will be requested. In all cases, an attempt will be made to notify a parent or guardian as soon as possible. It is essential to have a properly completed emergency card on file at the school to ensure prompt and effective treatment and parental notification.

INSURANCE

Your child's school does not provide medical insurance coverage for school accidents. This means that you are responsible for the medical bills if your child gets hurt during school activities. Please study the accompanying student accident/health insurance plans which are offered as a courtesy to your family. We strongly suggest the Student Health Care of High Option 24-Hour Plans that are especially helpful for those students with no other insurance coverage. After review, please sign, date and return the insurance notification to OHHS.

ATHLETIC EVENT TRANSPORTATION

When provided, an athlete must ride to and from an athletic contest by district provided transportation. When transportation can not be provided by the district, parental permission forms are required and must be completed and turned in to the athletic office prior to the student using the alternate transportation

ATHLETIC UNIFORMS AND EQUIPMENT

Athletes not turning in their equipment will have a debt turned in to the ASB Office within five working days after the sport has ended. A debt letter is sent out by the ASB Office to inform the athlete and parent of the amount of the debt and payment due date. The parents are also informed that the athlete will not be allowed to participate in any other sport unless the athlete turns in or pays for equipment, etc.



HEAD INJURIES

If a school district elects to offer an athletic program, the school district shall comply with both of the following:

(1) An athlete who is suspected of sustaining a concussion or head injury in an athletic activity shall be immediately removed from the activity for the remainder of the day, and shall not be permitted to return to the activity until he or she is evaluated by a licensed health care provider, trained in the management of concussions, acting within the scope of his or her practice. The athlete shall not be permitted to return to the activity until he or she receives written clearance to return to the activity from that licensed health care provider.

(2) On a yearly basis, a concussion and head injury information sheet shall be signed and returned by the athlete and the athlete's parent or guardian before the athlete's initiating practice or competition.

This section does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course required pursuant to subdivision (d) of Section 51220.

ATHLETIC ADMISSION FEES

VARSITY FOOTBALL

Adult / General Admission / Students without ASB	\$7.00
Visiting High School Student with ASB	\$3.00
Senior Citizen (age 60 and over)	\$3.00
K-8th Grade Students with Parent or School I.D.	\$3.00
Child (Age 4 and under) & Home Students with ASB	FREE

FRESHMAN / JV FOOTBALL

Adult / General Admission / Students without ASB	\$2.00
Senior Citizen (Age 60 and over)	\$2.00
K-8th Grade Students with Parent or School I.D.	\$2.00
Visiting Students with ASB	\$2.00
Child (Age 4 and under) & Home Students with ASB	FREE

BASKETBALL / VOLLEYBALL / WRESTLING

Adult / General Admission / Students without ASB - Frosh, JV, Varsity	\$5.00
Senior Citizen (Age 60 and over)	\$3.00
K-8th Grade Students with Parent or School I.D.	\$3.00
Visiting student with ASB	\$2.00
Child (Age 4 and under) & Home Students with ASB	FREE

Oak Hills High School Hat Policy

Several OHHS hat options are available for purchase in the Oak Hills Student Store. Only OHHS hats purchased from the Student Store -OR- hats approved by ASB, which have OHHS approved patches sewn on (purchased from the Student Store) will be tolerated. Any other form of hat will be considered a dress code violation. Specific guidelines are listed below:

Available Hat Color Options:

- A. Red
- B. Black
- C. White
- D. Gray

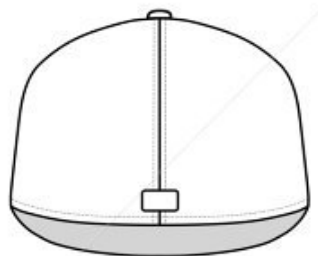
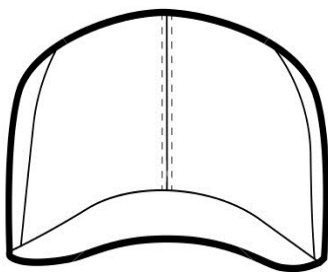
Available Hat Logos:

The following patches must be purchased in the OHHS Student Store. Different sizes are available.



Acceptable Logo Locations:

Logos must be centered on all hats.



Students**Bullying**

The Governing Board recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student. This policy applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the Superintendent of the school district.

No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyber bully, cause bodily injury to, or commit hate violence against any other student or school personnel. Cyber bullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyber bullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Strategies for bullying prevention and intervention shall be developed with involvement of key stakeholders in accordance with law, board policy, and administrative regulation governing the development of comprehensive safety plans and shall be incorporated into such plans.

Bullying Prevention

To the extent possible, district and school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for perpetrators of bullying.

The District may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

Based on an assessment of bullying incidents at school, the Superintendent or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, playgrounds, hallways, restrooms, and cafeterias.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. (Education Code [234.1](#))

As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying.

The Superintendent or designee may establish other processes for students to submit anonymous reports of bullying. Complaints of bullying or harassment shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7. Complaint Forms are available at your child's school.

When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance. Law enforcement officials will be notified in accordance with the law.

When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying against other students or staff, or to threaten district property, the investigation shall include, to the extent possible, documentation of the activity, identification of the source, and specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance. When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

Students shall be encouraged to save and print any messages that they feel constitute cyberbullying, whether to themselves or another student, and to notify a teacher, the principal, or other employee so that the matter may be investigated.

Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with District Board Policies and Administrative Regulations.

Intervention

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so.

(Education Code [234.1](#))

As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

Complaints and Investigation

Students may submit to a teacher or administrator a verbal or written complaint of conduct they consider to be bullying. The Superintendent or designee may establish other processes for students to submit anonymous reports of bullying. Complaints of bullying or harassment shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7. Complaint Forms are available at your child's school. When a student is reported to be engaging in bullying off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance. Law enforcement officials will be notified in accordance with the law.

When a student is suspected of or reported to be using electronic or digital communications to engage in cyber bullying against other students or staff, or to threaten district property, the investigation shall include, to the extent possible, documentation of the activity, identification of the source, and specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance. When the circumstances involve cyber bullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages sent to them that they feel constitute cyber bullying and to notify a teacher, the principal, or other employee so that the matter may be investigated.

Students shall be encouraged to save and print any messages that they feel constitute cyber bullying, whether to themselves or another student, and to notify a teacher, the principal, or other employee so that the matter may be investigated.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

Discipline

Any student who engages in bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with District Board Policies and Administrative Regulations.

Hesperia Unified School District
Students
Nondiscrimination/Harassment

BP 5145.3

This policy applies to all acts related to school activity or school attendance occurring within a school under the jurisdiction of the Superintendent of the school district.

The Governing Board prohibits at any District school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expressions; 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.

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that affects a student's ability to participate in, or benefit from an education program or activity; creates an intimidating, threatening, hostile, or offensive education environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

Discrimination/Harassment Prevention

District and school strategies shall focus on prevention of discrimination, harassment, intimidation and bullying by providing age-appropriate training and information to students and staff, including, but not limited to, the District's nondiscrimination policy, what constitutes prohibited behavior, how to report incidents, and to whom such reports should be made.

The District may provide students with instruction, in the classroom or other educational settings, that promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

Intervention

Students are encouraged to notify school staff immediately of any incidents of discrimination, harassment, intimidation or bullying. In addition, the Superintendent or designee shall develop means for students to report threats or incidents confidentially and anonymously.

School staff who witness incidents of discrimination, harassment, intimidation or bullying shall immediately intervene to stop the incident when it is safe to do so.

As appropriate, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators. He/she also may involve school counselors, mental health counselors, and/or law enforcement.

Complaints and Investigation

The following position is designated to handle complaints regarding discrimination, harassment, intimidation, or bullying, and to answer inquiries regarding the District's nondiscrimination policies:

to a teacher, site administrator, or the Director of Student Services. The Superintendent or designee may also establish other processes for students to submit anonymous reports of discrimination, or harassment.

Complaints of discrimination, harassment, intimidation, or bullying shall be investigated immediately and resolved in accordance with site-level grievance procedures specified in AR 5145.7. Complaint Forms are available at your child's school.

When a student is reported to be engaging in discrimination or harassment off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance. Law enforcement officials will be notified in accordance with the law.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

DIRECTOR OF STUDENT SERVICES

Any student that feels that he/she is being harassed, discriminated, intimidated or bullied should immediately contact a teacher, site administrator, or the Director of Student Services. In addition, any student who observes any such incident should report the incident to a teacher, site administrator, or the Director of Student Services, whether or not the victim files a complaint. Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying shall report the incident to a teacher, site administrator, or the Director of Student Services. The Superintendent or designee may also establish other processes for students to submit anonymous reports of discrimination, or harassment.

Complaints of discrimination, harassment, intimidation, or bullying shall be investigated immediately and resolved in accordance with site-level grievance procedures specified in AR 5145.7. Complaint Forms are available at your child's school.

When a student is reported to be engaging in discrimination or harassment off campus, the Superintendent or designee shall investigate and document the activity and shall identify specific facts or circumstances that explain the impact or potential impact on school activity, school attendance, or the targeted student's educational performance. Law enforcement officials will be notified in accordance with the law.

If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

The Superintendent or designee shall ensure that the student handbook clearly describes the District's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation, or bullying, and the resources that are available to students who witness or are subject to any such behavior. The District's policy shall also be posted on the District web site or any other location that is easily accessible to students, parents, and staff.

Discipline

Any student who engages in discrimination or harassment, on or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include suspension or expulsion, in accordance with District Board Policies and Administrative Regulations.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, when made on the basis of sex and under any of the following conditions:

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

Examples of types of conduct which are prohibited in the District and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body or overly personal conversation.
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of sexual nature.
5. Spreading sexual rumors.
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
7. Massaging, grabbing, fondling, stroking, or brushing the body.
8. Touching an individual's body or clothes in a sexual way.
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex.
10. Displaying sexual suggestive objects.

11. Sexual assault, sexual battery, or sexual coercion.

School-Level Complaint Process/Grievance Procedure

Complaints of sexual harassment, or any behavior prohibited by the District's Nondiscrimination/ Harassment policy – BP 5145.3 and Bullying policy - BP 5131.2, Complaint Forms are available and your child's school and shall be handled in accordance with the following procedure:

1. Notice and Receipt of Complaint: Any student who believes he/she has been subjected to sexual harassment, discrimination, or bullying or who has witnessed sexual harassment, discrimination, or bullying may file a complaint with any school employee. Within twenty-four (24) hours of receiving a complaint, the employee must report it to the Principal or designee at the school site. In addition, any school employee who observes any incident of sexual harassment, discrimination, or bullying involving a student shall, within twenty-four (24) hours, report this observation to the Principal or designee, whether or not the victim files a complaint. If the school employee receives the complaint on a Friday or a holiday, the employee must report it to the Principal the next business day.

In any case of sexual harassment, discrimination, or bullying involving the Principal to whom the complaint would ordinarily be made, the employee who receives the student's complaint or who observes the incident shall instead report to the Superintendent's designee.

2. Initiation of Investigation: The Principal or designee shall initiate an impartial investigation of an allegation of sexual harassment, discrimination, or bullying within five (5) school days of receiving notice of the sexually harassing, discriminatory, or bullying behavior, regardless of whether a formal complaint has been filed. The District shall be considered to have "notice" of the need for an investigation upon receipt of a complaint from a student who believes he/she has been subjected to sexual harassment, discrimination, or bullying, the student's parent/guardian, or an employee who received the complaint, any employee or student who witnessed the behavior, or any student, employee, or parent/guardian who filed an official complaint on the District's official complaint form. The District's official complaint form is attached hereto as Exhibit 5145.7.

If the Principal or designee receives an anonymous complaint or media report about alleged sexual harassment, discrimination or bullying, he/she shall determine whether it is reasonable to pursue an investigation considering the specificity and reliability of the information, the seriousness of the alleged incident, and whether any individuals can be identified who were subjected to the alleged harassment.

3. Initial Interview with Student: When a student or parent/guardian has complained or provided information about sexual harassment, discrimination, or bullying, the Principal or designee shall describe the District's grievance procedure and discuss what actions are being sought by the student in response to the complaint. The student who is complaining shall have an opportunity to describe the incident, identify witnesses who may have relevant information,

provide other evidence of the harassment, and put his/her complaint in writing on the District's official complaint form. If the student requests confidentiality, he/she shall be informed that such a request may limit the District's ability to investigate.

4. Investigation Process: The Principal or designee shall keep the complaint and allegation confidential, except as necessary to carry out the investigation or take other subsequent necessary or appropriate action. (5 CCR 4964)

The Principal or designee shall interview individuals who are relevant to the investigation, including but not limited to, the student who is complaining, the person accused of sexual harassment, discrimination, or bullying, anyone who witnessed the reported sexual harassment, discrimination, or bullying and anyone mentioned as having relevant information. The Principal may take other steps such as reviewing any records, notes, or statements related to the sexual harassment, discrimination, or bullying complaint or visiting the location where the sexual harassment, discrimination, or bullying is alleged to have taken place.

When necessary to carry out his/her investigation or to protect student safety, the Principal or designee also may discuss the complaint with the Superintendent's designee, the parent/guardian of the student who complained, the parent/guardian of the alleged harasser if the alleged harasser is a student, a teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth, law enforcement and/or child protective services, and District legal counsel or the District's risk manager.

5. Interim Measures: The Principal or designee shall determine whether interim measures are necessary during and pending the results of the investigation, such as placing students in separate classes or transferring a student to a class taught by a different teacher.

6. Optional Mediation: In cases of student-on-student sexual harassment, discrimination or bullying, when the student who complained and the alleged perpetrator so agree, the Principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree, and he/she shall be advised of the right to end the informal process at any time.

7. Factors in Reaching a Determination: In reaching a decision about the complaint, the Principal or if the complaint is sent to the Superintendent's designee may take into account:

- a. Statements made by the persons identified above.
- b. The details and consistency of each person's account.
- c. Evidence of how the complaining student reacted to the incident.
- d. Evidence of any past instances of sexual harassment, discrimination, or bullying by the alleged perpetrator.
- e. Evidence of any past sexual harassment, discrimination, or bullying complaints that were found to be untrue.

To judge the severity of the sexual harassment, discrimination, or bullying the Principal or if the complaint is sent to the Superintendent or designee may take into consideration:

- a. How the misconduct affected one or more students' education.
- b. The type, frequency, and duration of the misconduct.
- c. The identity, age, and sex of the alleged perpetrator(s) and the student who complained, and the relationship between them.
- d. The number of persons engaged in the sexual harassment, discrimination, or bullying conduct and at whom the sexual harassment, discrimination, or bullying was directed.
- e. The size of the school, location of the incidents, and context in which they occurred.
- f. Other incidents at the school involving different students.

8. Written Report and Findings and Follow-Up: No more than 30 days after receiving the complaint, the Principal, or if the complaint is sent to the Superintendent's designee, shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause.

9. Appeal Process: An appeal process will be afforded to the complainant should he or she disagree with the resolution of the complaint filed pursuant to this policy. The complainant may appeal in writing to the Superintendent within five (5) business days. The Superintendent will review the complaint and any associated documentation and will render a final decision within thirty (30) days.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If it is determined that sexual harassment, discrimination, or bullying occurred, the report shall also include any corrective actions that have or will be taken to address the sexual harassment, discrimination, or bullying and prevent any retaliation or further sexual harassment, discrimination, or bullying. This report shall be presented to the student who complained, the person accused, the parents/guardians of the student who complained and the student who was accused, and the Superintendent or designee.

In addition, the Principal, or if the complaint is sent to the Superintendent's designee, shall ensure that the complainant student and his/her parent guardian are informed of the procedures for reporting any subsequent problems. The Principal, or if the complaint is sent to the Superintendent's designee, shall make follow up inquiries to see if there have been any new incidents or retaliation and shall keep a record of this information.

Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce the District's sexual harassment policy. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti.
2. Providing training to students, staff, and parents/guardians about how to recognize harassment and how to respond.

3. Disseminating and/or summarizing the District's policy and regulation regarding sexual harassment.

4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to parents/guardians and the community.

5. Taking appropriate disciplinary action.

In addition, disciplinary measures may be taken against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.

Notifications

A copy of the District's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year.

2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted, including school web sites.

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session.

4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct.

5. Be included in the student handbook.

6. Be provided to employees and employee organizations.