

Colusa High School

Student Handbook

2019 – 2020



Table of Contents

Principal’s Welcome and Colusa High School Alma Mater	Page 3
Mission Statement, ESLRs, Personnel and Civil Rights Statement	Page 4
School Year Calendar 2019 - 2020	Page 5
Bell Schedule	Page 6
Grading Timeline	Page 7
Quick Guide: Counseling Office (Additional Information - See CHS Counseling Handbook)	Page 8
Quick Guide: Athletics (Additional Information – See CHS Athletic Handbook)	Page 9
Code of Conduct	Pages 10 – 11
Definition of Disciplinary Terms	Page 12
Attendance and Behavior Policy	Page 13
Dance Rules and Extracurricular Eligibility, Graduation Requirements: Attendance and F Policy	Page 14
Attendance Policy: Tardy, Truant and Excessive Absences	Pages 15 – 16
Administration/Attendance Office Assistance Support	Page 17
Safety Procedures: Fire Drill, Dangerous Intruder, Bomb Threat, False Alarms	Page 18
Search and Seizure Policy, Alcohol, Drugs and Tobacco Free, Closed Campus, Vehicle on Campus/Student Parking Lot, Public Display of Affection, Hazing	Page 19
Behavior Code and Discipline Matrix	Pages 20 – 25
CUSD Homework Philosophy	Page 26
Curricular Activities Misconduct and Consequences	Pages 27 – 30
Drug and Alcohol Testing of Extra-Curricular Program Participants	Pages 31 – 35
Extra Curricular Consent Form (Activities/Sports/Clubs)	Page 36

Principal's Welcome

Welcome to Colusa High School. The policies and procedures in this handbook are the result of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you succeed in your school.

Your high school years will be as successful as you set out to make them. Decide now to maintain an attitude of sincere purpose in your school work, to be a loyal supporter of your school, and to keep school spirit alive and active at all times. In so doing, you will earn the respect of your teachers, your parents, and your community.

We, as teachers, see our task as one of leading you to that point where you can effectively think for yourself. Our democracy will survive only so long as each of us is able and willing to decide on our own actions and accept responsibility for them. Making the right decisions for your life is an essential skill we hope to develop.

As you continue your education, we trust your days will be filled with rewarding and happy experiences.

Ed Conrado, Interim Principal

Colusa High Alma Mater

*Hail to our dear school, Alma Mater,
Colusa High is the one we love the best.*

*We cheer you, we hail you,
The best beloved school from East to West.*

Rah! Rah! Rah!

*Alma Mater, we offer you homage,
To every loyal son and daughter, too.*

Your praises we will sing, to cheer the Red and White;

Colusa High, we stand by you.

Rah! Rah! Rah!

Colusa High School – Mission Statement

Colusa High School is committed to the idea that all students can learn and should have the opportunity to achieve academic and co-curricular success. Colusa High School holds high academic expectations for all students. We believe that **high expectations** for behavior and attendance lead to higher achievement. We value **cultural diversity** and welcome **community involvement** in all school programs.

Expected Schoolwide Learning Results (ESLRs)

Colusa High School expects that each high school graduate will be a(n):

- **Informed Citizen** who has demonstrated understanding of the rights and responsibilities for independent living within a democratic society.
- **Effective Communicator** who has demonstrated English proficiency through reading, writing and speaking skills.
- **Skilled Problem Solver** who has demonstrated proficiency in mathematics, information literacy, access and use of technology, and the ability to work collaboratively with others.
- **Academic Achiever** who has mastered state content standards and demonstrated growth through performance on state and classroom assessments.
- **Critical Thinker and Planner** who understands the importance of lifelong learning and has set education and career goals beyond high school.

Class Advisers: Director of Activities Sonny Badaluco

Teachers can also serve as class advisers as they have done in the past to assist students with class activities, fundraisers, dances, trips, etc. Officer meetings and full class meetings will be scheduled as needed.

Colusa High Administration

Interim Principal	Ed Conrado	Administrative Asst. to Principal	Lorie Meyers
Assistant Principal	Casey Johnson	Attendance Clerk	Cecilia Ruiz
Counselor	Lori Tanner	Administrative Asst. to Counselor	Allison Hernandez
Director of Athletics	Eric Lay	Career Guidance Technician	Gay Seaver
Director of ASB	Kelsey Watt		

Assembly Bill No. 2121

Often times there are circumstances that hinder the graduation process for some pupils. Colusa Unified School District adheres to the stipulations of Assembly Bill 2121. Coursework and graduation requirements for a pupil in foster care, a homeless child or youth, juvenile court school pupil, or a pupil who is a child of a military family who transfers between schools any time after the completion of the pupil's 2nd year of high school from certain statewide coursework requirements. This bill also extends provisions to a pupil who is a migratory child and a pupil participating in an English language proficiency program for newly arrived immigrant pupils. A school district can find that the pupil is reasonably able to complete the school district's graduation requirements by pupil's fourth year of high school. The local educational agency (LEA) can determine the pupil is reasonably able to complete the local educational agency's graduation requirements within the pupil's fifth year of high school. The LEA will notify the pupil and the person holding the right to make educational decisions for the pupil, whether the pupil qualifies for an exemption.

Civil Rights Statement

Colusa Unified School District does not discriminate on the basis of race, color, national origin, religion, sex, age, or handicap in its educational programs and/or activities. Students, parents or others who wish further information about these regulations, or about handicapped access to vocational facilities, or wish to file a complaint, should contact Mr. Dwayne Newman, Title IX Coordinator, Colusa Unified School District, 745 Tenth Street, Colusa, CA 95932, (530) 458-7791.

COLUSA UNIFIED SCHOOL DISTRICT
745 Tenth St.
Colusa, CA 95932

2019 - 2020 SCHOOL CALENDAR

S	M	T	W	Th	F	S
July						
	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	31			

S	M	T	W	Th	F	S
August						
				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	31

August 12-13: Preservice Days
August 14: First Day of School

S	M	T	W	Th	F	S
September						
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					

S	M	T	W	Th	F	S
October						
		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	31		

September 2: Labor Day

S	M	T	W	Th	F	S
November						
					{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

S	M	T	W	Th	F	S
December						
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/	/31/				

November 1: Parent/Teacher Conf. K-6
7-12 In-Service

November 11: Veterans' Day
November 27-29: Thanksgiving Break

December 20: Minimum Day
December 23 - January 3: Winter Break

S	M	T	W	Th	F	S
January						
			/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	31	

S	M	T	W	Th	F	S
February						
						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

January 20: Dr. Martin Luther King Day

February 17: President's Day
February 18: Lincoln's Birthday (observed)
February 17-21: No School

S	M	T	W	Th	F	S
March						
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	31				

S	M	T	W	Th	F	S
April						
				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	

April 10: Minimum Day
April 12: Easter Sunday
April 13 - April 17: Spring Break

March 30 - May 6: State Testing Window

S	M	T	W	Th	F	S
May						
					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
31						

S	M	T	W	Th	F	S
June						
	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				

May 25: Memorial Day
May 27: Home School/CAHS Graduation
May 28 & May 29: Minimum Days
May 28: EMS Graduation
May 29: Last day of school/CHS Graduation
June 4-7: Colusa County Fair

REQUIRED CLASSIFIED HOLIDAYS:

July 4: Independence Day
Sept 2: Labor Day
Nov 11: Veterans' Day Observed
Nov 27-29: Thanksgiving

Dec 24: Christmas Eve
Dec 25: Christmas Day
Dec 31: In Lieu of Admission Day
Jan 1: New Year's Day

Jan 20: Dr. Martin Luther King Day
Feb 17: President's Day
Feb 18: Lincoln's Birthday (observed)
May 25: Memorial Day

LEGEND: null
/ / Legal Holiday
[] Break
{ } Preservice Day
< > Minimum Day

 End of Trimester

 End of Semester

*Board Approved: 1-9-18

CHS 2019 – 2020 Bell Schedule

MONDAY, TUESDAY, THURSDAY, FRIDAY				WEDNESDAY			
Period 0	7:00	-	8:00	Period 0	7:00	-	8:00
Period 1	8:10	-	9:04	Period 1	8:10	-	8:57
Period 2	9:09	-	9:58	Period 2	9:02	-	9:42
Pass/Break	9:58	-	10:10	Pass/Break	9:42	-	9:54
Period 3	10:10	-	10:59	Period 3	9:54	-	10:34
Period 4	11:04	-	11:53	Period 4	10:39	-	11:19
LUNCH	11:53	-	12:28	LUNCH	11:19	-	11:54
Period 5	12:33	-	1:22	Period 5	11:59	-	12:39
Period 6	1:27	-	2:16	Period 6	12:44	-	1:24
Period 7	2:21	-	3:10	Period 7	1:29	-	2:10

RALLY SCHEDULE				Minimum Day Schedule			
Period 0	7:00	-	8:00	Period 0	7:00	-	8:00
Period 1	8:10	-	9:00	Period 1	8:10	-	8:41
Period 2	9:05	-	9:49	Period 2	8:46	-	9:17
Pass/Break	9:49	-	9:56	Period 3	9:22	-	9:53
Period 3	10:01	-	10:45	Pass/Break	9:53	-	10:03
Period 4	10:50	-	11:34	Period 4	10:03	-	10:34
LUNCH	11:34	-	12:09	Period 5	10:39	-	11:10
Period 5	12:14	-	12:58	Period 6	11:15	-	11:45
Period 6	1:03	-	1:47	Period 7	11:50	-	12:20
Period 7	1:52	-	2:35				
Rally	2:40	-	3:10				

COLUSA ALTERNATIVE HIGH SCHOOL Mon., Tues., Thurs., Fri.				COLUSA ALTERNATIVE HIGH SCHOOL Wednesday			
Period 1	8:10	-	9:09	Period 1	8:10	-	8:57
Period 2	9:09	-	9:58	Period 2	8:57	-	9:45
Period 3	10:10	-	10:59	Period 3	9:54	-	10:34
Period 4	11:04	-	11:45	Period 4	10:34	-	11:19

**COLUSA HIGH SCHOOL
GRADING TIMELINE
2019 – 2020**

September 27, 2019	Parent F Notices to the Counseling Office by 8:00am (Wheel Only)
October 11, 2019	End of 1st Grading Period Grades due to Counseling Office Tuesday, October 15 th by 8:00am Incompletes due Oct. 19 th
December 6, 2019	2 nd Semester Parent F Notices to the Counseling Office by 8:00am
December 20, 2019	End of 1st Semester Grades due to Counseling Office Monday, January 6, 2020 by 3:30pm Incompletes due Jan. 9 th
March 8, 2020	Parent F Notices to the Counseling Office by 8:00am (Wheel Only)
March 13, 2020	End of 3rd Grading Period Grades due to Counseling Office Tuesday, March 17 th by 8:00am Incompletes due March 20 th
May 8, 2020	2 nd Semester Parent F Notices to the Counseling Office by 8:00am
May 29, 2020	End of 2nd Semester Grades due to the Counseling Office Thursday, May 28 th by 3:30pm

Rev. 1/25/19

Quick Guide: Counseling Office

The Counseling Office is open from 7:45 a.m. to 3:45 p.m. for your needs. The goals of the counseling staff include helping students to complete high school successfully and to plan for the future. We help students make educational, college, and vocational plans and assist in solving personal and family problems that affect their school progress. Students are urged to take advantage of the services available through the Counseling Office.

It's easy to make an appointment to see Ms. Tanner, Colusa High School Counselor. Come in or sign up in the Counseling Office and we will do our best to see you that day or at the very latest the next day. We are often available upon request at any given time. Parents are welcome to contact me by calling 458-2156.

College Catalogs: Most college information is available on-line. Information on private colleges, military academics, special vocational schools, and summer programs is available.

Applications: Questions regarding applications for the SAT and ACT can be answered by Counseling Office staff. SAT and ACT preparation materials are available in the counseling office and can be borrowed by students for test preparation. The Counseling Office encourages students to visit websites for the following applications:

University of California system

California State University system

Community Colleges

Financial Aid and Scholarships

Scholastic Aptitude Test (SAT)

American College Test (ACT)

Scholarships and Financial Aid: Information on college scholarships and financial aid programs is available in the Counseling Office. The Counseling staff holds workshops to help with completion of the application for financial aid that is needed by every aid-granting institution.

Speakers: College representatives, military recruiters, and representatives from various occupational areas are scheduled throughout the year to speak with all interested students.

Transcripts: If you need to send a copy of your grade record (transcript) to a college, a scholarship agency, or an employer, a transcript request form must be completed and turned into our CHS Front Office or Counseling Office. The student must take the initiative to receive this service.

Program Changes: 9th – 11th grade students will not be made after the start of school as changes are being made prior to the start of school. Seniors ONLY will have the first three days to request changes.

Second semester program changes will be completed by Tuesday, January 7th by students.

Additional changes may occur per teacher request or leadership team approval. The program change forms must be processed through the Counseling Office. Students should discuss changes with their parents and counselor.

Lockers: Campus lockers are assigned to all students at the beginning of the school year. If there are any problems with your locker, the Counseling Office Administrative Assistant should be notified. Students are not to switch lockers or use more than one. The locker combination should not be given out to others.

Career Guidance: Students can contact Gay Seaver our Career Technician.

Other Sources of Help: Lori Tanner, counselor, will gladly assist you in finding help for yourself or your family when you are experiencing personal problems. We can refer you to agencies such as Suicide Prevention, Behavioral Health, or other appropriate programs and services in the community.

Students who are identified as having special learning problems can be referred for screening for possible placement in special classes through Lori Tanner and our Student Support Team.

Transfer Students After May 1st: Students transferring to CUSD with more than 3 Fs as transfer grades will be placed at Colusa Alternative High School in hopes of completing the necessary credits to be eligible to enroll in CHS in the upcoming fall semester.

Class of 2019 and beyond

- **Senior Project – 5 Credits**
- **Personal Finance – 10 Credits**
- **3 Years of Physical Education (1 Year in the Classroom/2 Years Available Through Sports Waivers)**
- **3 Years of Mathematics required in addition to above.**

Quick Guide: Colusa High School Athletics

Statement of Philosophy

The Colusa Athletic Program should provide a variety of experiences to enhance the development of favorable habits and attitudes that will prepare students for adult life in a democratic society. The interscholastic athletic program shall be conducted in accordance with existing Board of Education policies, rules and regulations. While the Board of Education takes great pride in winning, it does not condone “winning at any cost.” It discourages any and all pressures which might lead to neglecting good sportsmanship and good mental health. At all times, the athletic program must be conducted in such a way that it is an educational activity.

School Fees, Dues and Materials

Student athletes must turn in all necessary equipment and jerseys as instructed by the coach prior to participating in the next sport. In order to participate in games/competitions, the student must pay all CHS overdue balances (cafeteria, library and office). In order to participate in events taking place on Saturdays (prom, athletics, etc), individuals MUST be in attendance on the Friday prior to the event.

Quitting a Sport

An individual who quits a sport prior to the full conclusion of the season (including playoffs) will not be cleared for the next season of sport without an appeal hearing. At the appeal hearing, a student athlete might be granted the right to participate in the upcoming season. Regardless of the appeal hearing, a student athlete who quits a season of sport will not receive a patch, athletic waiver for the 3 year PE requirement or consideration for Mr. RedHawk/Ms. RedHawk recognition senior year.

Attendance:

1. The student is to attend all classes regularly and punctually, and to make every effort to complete all class assignments on time and to the best of his/her ability.
2. The student must attend all classes for the entire period on a given day (this includes school on a Friday that may precede a Saturday game or tournament) in order to participate in an interscholastic contest (tardies will prohibit a student athlete from playing on a game day) unless he/she has a legitimate excuse as determined by the athletic director or principal. Medical, dental and/or optical appointments and probation appointments are possible exception subject to administration approval and accompanied by a doctor's note.

- 1st Athletic Day Tardy: Detention
- 2nd Athletic Day Tardy: Saturday School
- 3rd Athletic Day Tardy: Sit Out an Entire Contest/Game
- 4th Athletic Day Tardy or More: Parent/Admin/Athlete/AD Meeting

3. The student must attend at least 4 or more periods in order to participate in practice on a given day.

School Discipline Referral — Any student athletes sent to the office for a school rule violation may be denied the privilege of participation in all athletic activities for a period determined by the principal and or athletic director.

School Discipline-Removed from Class-A student is temporarily ineligible to practice or participate in any way on an athletic team while suspended from any class. This includes class suspensions/interventions.

School Suspension- Any student suspended from school will be suspended from athletic activities for one week.

Second School Suspension-Any student suspended from school a 2nd time will be removed from the athletic team.

Intervention, ISS (In School Suspension) and OSS (Out of School Suspension) – Student-athlete is denied the privilege of participating in games for five consecutive school days if assigned Intervention, ISS or OSS, and participation in practices during that week will be coach's discretion.

Grade Requirements

- 1) All student-athletes will be required to maintain a 2.00 grade point average or better.
- 2) Must not receive any F's. (students who have a 2.00 GPA and only one F may use a one -time waiver to be approved by the principal)
- 3) The grade point average from the fourth quarter of the preceding year shall be used for fall athletes. Courses taken and grades earned in summer school may be included.
- 4) The grading periods will be first quarter, first semester, third quarter, second semester.
- 5) Incomplete grades are considered “F” grades for purposes of computing eligibility.
- 6) A probation period is only offered to incoming 9th grade student-athletes for the fall sports seasons. Individuals will only qualify for the probation period if they have been “promoted” from 8th grade. Individuals who are “promoted” due to completion of summer school will be granted this probation period.

Colusa High School Code of Conduct

DRESS CODE

Colusa Alternative Home School believes that appropriate dress and grooming contribute to a productive learning environment. Students are expected to give proper attention and wear clothes that are suitable for the school activities in which they participate.

The following dress code rules shall apply during regular school hours:

Any violation of the dress code will result in the student calling home for a change of clothing and/or being issued a school shirt. Final decision upon the appropriateness of attire lies with the school administration. If the student misses class time to deal with a Dress Code offense, the teacher can use discretion about allowing (or not allowing) the student to make up missed class work.

Note: If available, a student may change into appropriate clothing provided by the school. If clothing is not available, the student may call home for assistance. If the clothing violation cannot be resolved, the student will remain in the office for the remainder of the day and must do all assigned class work. Time away from class due to a student's decision to violate the dress code can be recorded as an unexcused absence for the time missed.

TOPS/SHIRTS/JACKETS/COATS/SWEATERS

1. All garments must fit properly.
2. No half-shirts or fishnet shirts are allowed.
3. Students are not permitted to wear tops of any sort including torn, showing midriff, altered or sleeveless clothing throughout the day including PE classes.

HATS/HOODS

1. Hats with any type of bill or visor must be worn with visor/bill facing forward.
2. Hoods must be worn down while in class.

PANTS

1. Pants must not drag on the ground and may not be excessively baggy. The pant leg bottom should not be able to cover the entire shoe.
2. Pants must be worn above the hips and be able to stay at hip level while walking, even if covered.
3. Undergarments must not show due to pants that are too large.

SHORTS/PANTS/ETC.

1. Shorts and other clothing for the lower portion of the body must be of reasonable length.
2. They must exceed fingertip length when arms are extended.
3. Spandex shorts are not to be worn at any time during the school day including PE.
4. Yoga pants are acceptable if an appropriate top is worn.

SAFETY ITEMS

1. Pajama slippers are not to be worn at school.
 2. Closed toed shoes must be worn in PE and shop classes.
 3. Students must wear shoes during all instructional times including extra-curricular events, evening events, weekend events and graduation events.
 4. Pajama pants are not to be worn to school as they are flammable in shop and science classrooms.
- **Clothing with alcohol, tobacco, or drug symbols, terms, etc.** - Any article of clothing which mentions, directly or indirectly, drugs, alcohol or tobacco; shows drugs, alcohol, or tobacco; or has brand names of companies which produce alcohol or tobacco products is not allowed.
 - **Clothing with sexual messages** - Any article of clothing with sexual statements or sexual drawings, or which can be interpreted to be sexually offensive is not allowed.
 - **Clothing which degrades any race or other group of individuals** - Any article of clothing which can be interpreted as degrading another group of individuals is not allowed.
 - **Clothing which is perceived to be vulgar, obscene, or profane is not allowed.**

Gang related items – GANG CLOTHING ON CAMPUS

To ensure the safety of our students from gang violence, it is important that students not wear clothing, jewelry, and or accessories, which, by virtue of their color, arrangement, trademarks, or any other attribute, denotes membership in and/or affiliation with any gang. Students wearing this clothing, jewelry, and/or accessories (hairnets, scarves, do-rags, red or blue shoe laces, red or blue solid belts, etc.) with the exception of school-related clothing are not allowed at school. They may not wear or write gang affiliated trademarks, anti-social messages or logos that include, but are not limited to: XIII, 13, XIV, 14, 530, 916, Thi22, North, Norte, Sur, Sureno, Norteno, Brown Power/Pride, Nazi symbols, WHP, 88, White Power/Pride, Asian Power/Pride, all one color, N, S, Nebraska, Los Angeles, homies, happy/sad/joker/clown/etc. Students identifying with a gang will be restricted from wearing any identifying clothing/symbols/colors for the remainder of the year. Clothing and hats must be worn as intended to be worn. Students violating this policy will receive further dress code restriction and discipline.

Students dressing as though they are identifying with a gang will be referred to the office. The following will occur:

- Any student who is involved with known gang activity/alignment will not be allowed to wear colors aligned with that gang for the remainder of the year. A second violation will result in suspension/expulsion.
- Students dressing as though they are aligning with a gang will:
 - Have a conference with the administration.
 - Have their parent contacted.
 - Have their locker, backpack, etc., searched to see if any gang affiliated trademarks, anti-social messages or logos are present to validate concern. If gang alignment is validated then item A listed above will be enforced.

Items such as jewelry, insignias, colors (i.e. red and black), paraphernalia, materials, clothing, attire, gloves, bandannas, shoestrings, chains of any type and gang related wristbands are not allowed at Colusa High School or any of its events.

Clothing likely to provoke others to acts of violence - Clothing that is likely to cause acts of violence or to be intimidating to others by fear of violence is not allowed.

DRESS UP DAYS

For certain events such as Homecoming, Senior Servant Day, etc., limited exceptions deemed acceptable by the administration may be made to the dress code. This exception does not apply to undergarments, which must not show. However, if at any time the dress causes excessive distraction to students, staff or the learning environment, the dress must be remedied.

Electronics

California Education Code 48901.5, which states, “Cellular phones can be a disruption to the learning process and potential security issues . . . are not permitted use during school hours.” The following rules regarding electronics and personal transportation devices shall apply during regular school hours:

1. The student use of electronics is prohibited within the classroom unless authorized by school personnel. Electronics include, but are not limited to Kindles, iPods, iPads, and cell phones.
 - Cell phones may not be used during class time. The discipline policy below will be enforced if a student is caught using a phone during class as well as if he or she is caught using a cell phone when using a hall pass (bathroom, library, etc).
 - Cell phone use during break, passing periods and lunch **will be permitted** unless the privilege has been violated.
2. Earbuds are not allowed to be used during classroom, instructional time for any reason!
3. Apple Watches and/or Smart Watches linked to individual’s phones are not permitted on campus.
 - Discipline consequences according to the discipline matrix – Disruptive Devices will result.
4. The recording of a teacher, staff member, or student, without their consent, is a violation of the California Educational Code. Any student participating in such action will be subject to an appropriate consequence.
5. No laser lights of any kind are permitted on campus at any time. Penal Code Section 414.27 prohibits the possession of laser pointers on elementary and secondary campuses.
6. **Skateboards, in-line skates, scooters, and/or bikes are encouraged as a means of transportation but are not allowed on school grounds during school time.**

Violation of Electronics or Confiscated Items

1. School personnel have the responsibility to confiscate electronics when used in the classroom. Skateboards, bikes, scooters, in-line skates, and laser lights may be confiscated at any time.
2. Confiscated items, clearly labeled with the name of the owner, should be brought to the office where they will be released to the student or a parent.
3. Refer to the discipline matrix for consequences concerning any of the above rule violations.

DEFINITIONS OF DISCIPLINARY TERMS

Warning – A verbal warning from a staff person or other school employee to a student about a specific problem or incident.

Conference – A conference may be informal or formal depending upon the severity of the discipline issue and is held between the student and teacher or between the student and administrator.

Teacher Detention – The teacher may keep a student for up to an hour outside of class time (C.A.C Title 5 Sec. 353). The detention may be served before school or part of the lunchtime as worked out by teacher, student or parent.

Referral – With a referral, the student is sent to the administration and is removed from class. Referrals result in a minimum of 1 hour detention depending upon the infraction detailed.

Community Service – State law authorized the Administration to require a student to do community service or clean-up, on the school grounds during non-school hours instead of other disciplinary means (AB1714 Chapter 212 & Education Code 48904 (a) (1)).

Administrative Detention – An administrative detention can be assigned by the teacher or administrator. Administrative detentions are served after school on Tuesdays and Thursdays from 3:15-4:15 pm. Detentions may be issued from 1 to 3 hours depending upon the severity of the infraction. Parents will receive notification via phone call or email of their child's earned detention. Students have one week to complete detention without further disciplinary action to be taken.

Saturday School – In an effort to improve the learning environment and campus culture through greater accountability, Saturday School (8:00-11:30 am) may be assigned for truancy, excessive tardiness, make-up for excessive absences or excessive disruptive behavior.

In-School Suspension – In School Suspension or ISS is reserved for truancy, behavior or other discipline related issues and may prohibit attendance to some school function. Suspensions can vary in length from 1 to 5 days in duration. Administration will communicate prior to the day of ISS to the suspended student to collect absent work. Access to technology is prohibited.

Out of School Suspension – Out of School Suspension or OSS is utilized to remove a student from school and not allow attendance to any school function. Individuals serving OSS are not permitted to be on any school campus or facility while on suspension. Suspensions can vary in length from 1 to 5 days in duration. Assignments may be given to the suspended student only if stated in the individual teacher's syllabus. All suspensions will be reviewed by the administrative team and will be subject to expulsion.

Expulsion – A student is removed from school and is recommended for expulsion when the offenses fall under the California Education Code Guidelines or under the Colusa Unified School District Policy Guidelines. This consequence is reserved for egregious and repeated behavior that is not conducive for the student's educational progress and/or safety of said student or the school of attendance.

Intervention – Intervention is used as a means to positively change negative behavior. Intervention can vary in length from 1 to 5 days in duration. Administration will communicate prior to the day of intervention to the disciplined student to collect absent work. Intervention is reserved for minor behavioral related issues and may prohibit attendance to some school function. Students will have access to their curriculum, and teachers have the opportunity to meet with students on their prep periods. Access to technology will be decided by administration.

ATTENDANCE AND BEHAVIOR POLICY

LAWS AND PROVISIONS OF THE EDUCATION CODE, CIVIL CODE, AND ADMINISTRATIVE CODE (TITLE 5) RELATING TO PUPIL ATTENDANCE AND BEHAVIOR IN THE STATE OF CALIFORNIA

Education Code 44807: Every teacher in the public schools shall hold pupils to a strict account for their conduct on the way to and from school.

Education Code 48211: The governing body of the school may exclude children of filthy or vicious habits, or children suffering from contagious or infectious diseases.

Education Code 32051: No student, or other person in attendance at any public, private, parochial, or military school, college, or other educational institution, shall conspire to haze, engage in hazing, or commit any act that injures, degrades or disgraces any fellow student or person attending the institution. The violation of this section is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than one thousand dollars (\$1,000), or imprisonment in the county jail for not more than one year or both.

Education Code 48260: Any child may be reported as truant, in the meaning of this article, who has been absent from school without valid excuse more than three days, or tardy in excess of thirty minutes on each of more than three days in one school year.

Moral Supervision: Principals and teachers shall exercise careful supervision over the moral condition in the school. Gambling, immorality, profanity, the use of tobacco, narcotics, and intoxicating liquors on the school grounds, or any school sponsored activity, on the part of the pupils shall not be tolerated.

Education Code Section 32255, Harmful Use of Animals: Establishes for students the right to refrain from participating in any project involving the harmful or destructive use of animals. Permits teachers and students to develop alternative educational projects and guarantees students will not be discriminated against based upon their exercise of these rights.

Title 5, Section 305 – Pupil Responsibility for Care of Property: Any pupil who defaces, damages or destroys any school property, shall be liable to suspension or expulsion according to the nature of the offense.

Title 5, Section 300 – Pupil Shall Attend Regularly: Every pupil must 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 department; be diligent in study; respectful to his/her teacher and others in authority; kind and obliging to schoolmates; and refrain entirely from the use of profane and vulgar language.

Title 5, Section 303 – May Not Leave School except upon Approved Excuse: No pupil shall be permitted to leave school at any time before the regular hour for closing school, except with the approval of the principal of the school or his or her designee.

Title 5, Section 302 – Pupils To Be Neat and Clean on Entering School: All pupils who go to school without proper attention having been given to personal cleanliness or neatness of dress may be sent home to be properly prepared for school or shall be required to prepare themselves for the school room before entering.

Penal Code, Section 647.6: Any person who annoys or molests any child under the age of 18 is a vagrant and is punishable upon first conviction by a fine not exceeding one thousand dollars (\$1,000) or by imprisonment in the county jail, not exceeding one year or by both. Such fine, imprisonment and punishable upon the second and each subsequent conviction or upon the first conviction after a previous conviction under Section 288 of this code by imprisonment in the State prison for not less than one year.

Penal Code Section 626.8: Any person who loiters about any school or public place at or near which school children attend is a vagrant, and is punishable in the county jail for not exceeding six months, or by both such fine and imprisonment. California Education Code Section 44810: Provides that any minor over 16 years, and any adult, who willfully interferes with the discipline, good order, lawful conduct, or the administration of any school classes or activity of the school, is guilty of a misdemeanor.

Dance rules

1. Students may sign up one out-of-school guest to CHS dances. Except for the Snowball and the Prom this guest must be either a Colusa High graduate from the previous year or a student from another high school with a student body identification card.
2. Out-of-school guests must be signed up from Tuesday–Thursday of the week of the dance. (This must be done in person; telephone calls will not work.)
3. The student must be with the guest when arriving at the dance.
4. The CHS student is responsible for the behavior of a guest during the dance. If the guest is asked to leave the dance because of behavior problems, the student who brought the individual will be asked to leave also.
5. Colusa High students with behavior problems at the dance will also be asked to leave and may not be admitted to future dances during the year.
6. Students will be admitted until one hour after the dance begins.
7. Anyone leaving the dance will not be allowed to return. Students must sign out and call parents if they leave before the last half-hour of the dance.
8. Any student that is under the influence or in possession of alcohol or drugs will be detained until their parents are called to come to school to take them home. The police will also be notified and consequences from the Activities/Athletic Code will be followed.

Clubs and Activities

Colusa High offers a wide variety of clubs and activities which play an important part in maintaining school spirit. We encourage students to get involved in athletics and other activities to enrich their days at CHS.

Eligibility for activities at CHS

Students must maintain a grade point average of 2.00 for the prior grading period and with no 'F' grades to be eligible to participate in the school district's extracurricular program. This requirement applies to all activities including, but not limited to, ASB offices, athletics, cheerleading, student teaching, work experience, inter-scholastic competition of any kind (FBLA, FFA, etc.)

The student must attend all classes for the entire period on a given day in order to participate in an interscholastic contest unless he/she has a legitimate excuse as determined by the athletic director or principal. For participation in practices, students must attend a minimum of more than half of a day.

Student athletes must turn in all necessary equipment and jerseys as instructed by the coach. In order to participate in games/competitions, the student must pay all CHS overdue balances (cafeteria, library and office).

In order to participate in events taking place on Saturdays (prom, athletics, etc), individuals **MUST** be in attendance on the Friday prior to the event.

Colusa High School – Attendance Regulations & Philosophy

The Colusa High School faculty and staff believe that there is a direct relationship between good attendance and high achievement. Students with good attendance achieve higher grades, enjoy school, realize success, gain the necessary credits for graduation, and learn positive habits that carry over to their personal and occupational achievement. It is the responsibility of each parent, teacher, administrator, and staff member to promote and stress the value of good attendance. It is also the responsibility of the staff to carry out all attendance policies in a fair, firm, consistent, and timely manner. Please note the attendance link on the website at www.colusahigh.org.

Tardies, Truancies, and Excessive Absences 2019 – 2020

Tardy Consequences – Period by Period

A tardy is considered unexcused when the student arrives to class late without a signed, dated, and timed excuse from school personnel. Teachers have their policy clearly written in their course rules whether the student must be in the room or in their assigned seat to avoid receiving a tardy. The administration will communicate with parents regarding the excessive tardies resulting in discipline.

3 – 1 Hour Detention

6 – 1 Hour Detention

9 – 2 Hours Detention

12 – Saturday School + Parent Notification

15 – Saturday School + Parent Notification

18th Tardy in one class period OR 18 total tardies overall will result in 1 day of Intervention/ISS

21st, 24th, 27th Tardy Violations Result in Intervention/ISS/OSS

Truancies

An absence is considered a truancy whenever, in the judgment of the principal or designee, the student intentionally and deliberately failed to report to an assigned class or classes, without reasonable cause. *Any student tardy in excess of 15 minutes will be considered absent. If this occurs on each or more than three days in one school year the student may be considered habitual.*

Truancy Discipline

- 1st Truancy: 2 Hours Detention, Administration and Student Conference, Parent Notification
- 2nd Truancy: Saturday School/ISS/Intervention, Administration & Student Conference, Parent Notification
- 3rd Truancy: Saturday School/ISS/Intervention, Administration & Student Contract, Parent Notification
- 4th Truancy or More: ISS, Administration & Student Conference, Parent Notification

Discipline Progression

- Detention on Tuesdays and Thursdays from 3:15 to 4:15pm – 1 hour of discipline
 - Morning and lunch detentions will not be offered.
 - Detention reminders will be sent out to students.
- Saturday School from 8:00 – 11:30am – Counts as 4 hours of discipline
 - Individuals who fail to attend an assigned Saturday School will serve ISS.
- Intervention/ISS will be held typically from 8:10am to 3:10pm – Counts as 8 hours of discipline
 - It will be held in the front office with administrative supervision.
 - Cell phones will be collected and stored for the entire day.
 - Lunch will be distributed at an alternative time.
 - Teachers will receive notification of the upcoming ISS in advance.
 - Failure to attend ISS may result in it being marked as OSS with parent communication.
- OSS – Major offenses according to the CHS Discipline Handbook

Suspension Work – It is a teacher's decision whether they will accept work from the day of an ISS or OSS. The teachers will indicate their policy in the course syllabus at the beginning of the year.

Students who receive an ISS or Intervention must report to the front office and will not be allowed to participate in the normal daily activities. Suspension/Intervention results in loss of participation in extra-curricular activities and ASB functions for one school week including the day of suspension/intervention.

Colusa High School – Attendance Responsibility and Consequences

Parent and Student Responsibility

Parents are to call the school between the hours of 7:00 a.m. and 3:30 p.m. on EACH DAY OF ABSENCE.

Unexcused Absences

Students who have excessive unexcused absences will receive conferencing and parent notification as follows:

Attendance notifications will be made as follows:

- At 3 unexcused absences a letter will be sent home and a student conference with attendance clerk or administration
- At 5 unexcused absences a letter will be sent home and conference with assistant principal (Assistant Principal)
- At 7 unexcused absences a letter will be sent home, conference with administration and DART process effective

Excessive Absences

Students who have excessive absences jeopardize their academic success and progress towards graduation.

Attendance notifications will be made as follows:

- At 5 absences a letter will be sent home
- At 10 absences a letter will be sent home and/or a staff member will make a parent contact to set up a Student Study Team Meeting.

Finals Week Policy

1. Independent Study is not offered for any dates indicated on the schedule as winter or spring final weeks. Attendance is extremely important during the final weeks.
2. Teachers will not give finals early per the CHS policy.
3. Students will receive a zero on their final if they are unable to take the final.

Senior Graduation Requirements

1. Any Colusa High School senior who misses more than 15 days/105 periods will not be able to participate in graduation ceremonies. Calculations are based on the number of periods in attendance (reduced day/senior prep/hybrid) adjusts the periods allowed to be missed.
 - Tardies count toward attendance as well. Three tardies equals a one period absence. (7 tardies equals one day of absence).
2. Any senior with more than 2 F semester grades in the entire school year will not be able to participate in graduation ceremonies.
3. Any senior with more than 1 incident resulting in OSS will not be able to participate in graduation ceremonies.
 - 2 days of ISS/Intervention will count as 1 day of OSS
4. Seniors in danger of violating this policy will receive written communication in order to properly notify students. Additionally, students are entitled to exercise their rights by attending an appeal hearing. The student will ask one teacher to speak on their behalf. Other individuals in attendance at the appeal hearing would be: assistant principal (appeal facilitator), principal, counselor, administrative assistant (attendance), CHS teacher and a CHS student.
5. Seniors must meet the dress requirements distributed the last month of school in order to participate in the graduation ceremony. If properly approved, caps may only be decorated during a designated work session and then turned in for storage prior to our graduation ceremony.

FFA Requirements

1. Citizenship is important. Therefore, any student who is suspended twice from school for any reason during the school year or has their first suspension the last week of school (one week prior to the fair) will have their project terminated, and not be allowed to participate at the Colusa County Fair.
2. Students must meet academic requirements for CHS extra-curricular activities in order to participate in the fair.

Administration and Attendance Office Support

Attendance

- A. Unexcused absences include class periods, for which there was no written excuse from a parent or guardian and/or telephone communication will result in truancy if they are not cleared within 3 school days per the California Education Code.

Lost and found: Found personal property is stored in the Administration Office to be described and claimed by the owner.

Injury at school: If injured, report this to a teacher and ask for a pass to go to the Administration Assistant in the office.

Illness at school: If a student is ill, report to the teacher and ask for a pass to the Attendance Clerk. A parent or guardian will be contacted for permission to allow the student to leave school.

Bulletins: The daily bulletin is prepared by the Attendance Clerk. All announcements should be submitted by 1:00 p.m. in order to appear in the next day's bulletin. Students may put items in the bulletin only with the signature of a staff member.

Office referrals: If a teacher refers a student to the office, a student must report to the Attendance Clerk and wait to see the Vice Principal.

Telephone: Students are to use office phones located in the front office when communicating.

Early Dismissal: Students leaving campus for other than school related activities must have a note from a parent stating the reason for the early dismissal. This note should be presented to the Attendance Clerk who will issue an early dismissal slip which should be shown to the teacher whose class will be left. Students may leave campus after signing out in the Attendance Office.

Checking out of school: Students checking out of school should have a parent come in to sign the withdrawal forms stating the reason for leaving and the name of the new school the student will be attending. All textbooks must be returned and bills paid prior to checking out of school.

Transcripts: Requests for copies of official transcripts should be made in the counseling office. Transcripts will not be sent if the requesting student owes any money to the school for textbooks or any other damages.

Personal or academic problems: The counselor is available to help students deal with any personal or academic problems that they might have. Many support services are available to us to help students cope with problems.

Lockers: Campus locks and lockers are assigned to all students at the beginning of the school year. If there are any problems with your locker, the Counseling Office Administrative Assistant should be notified. Students are not to switch lockers or use more than one. The locker combination should not be given out to others.

Armed Services information: Local Armed Services recruiters are on campus regularly. Appointments to see them may be made outside of class time, in the Counseling Office.

Medical excuse from P.E.: Students who may not participate in P.E. for medical reasons must have on file in the Counseling Office a doctor's note stating the duration of the medical excuse. A program change may be necessary if the medical excuse is long term. Alternative assignments are required for students medically excused from PE.

Textbooks: Each classroom teacher will issue textbooks to the students at the beginning of the semester. New students will be issued textbooks by their teacher. The student is responsible for all textbooks issued; any damages or losses will be charged to the student.

Internet use: Students may use the designated Internet workstations in the library before or after school, during lunch, and during class time with teacher supervision. Students must have an Acceptable Use Policy on file signed by a parent and themselves.

Safety Procedures

Riding the bus to school activities

Safety requires that certain rules be followed at all times when riding a school bus.

1. Keep your seat at all times when the bus is moving. Arms and hands must be kept inside the bus.
2. Horseplay is not permitted in or around the bus.
3. The driver is in full charge of the bus and passengers. Students must obey the driver at all times.
4. No eating, drinking or smoking is allowed on the bus. Students may not play radios while on the bus.
5. Misbehavior on the bus may result in a loss of bus riding privileges.

Fire drill procedures

1. In case of fire
2. or a fire drill, fire horns will sound in continuous short blasts.
3. When you hear the fire alarm, wait until you receive notification from the office to evacuate unless imminent, fire danger presents itself.
4. In the event of a real fire (see, smell, hear), "Evacuate, evacuate, evacuate!"
5. Know the exit and alternate exit assigned to the room in which a student is located.
6. Move quickly and quietly out of the building to approximately 100 feet from the building. Orderly building evacuation in case of fire is a serious matter and student response to an alarm should always reflect this.
7. Always assume that a fire alarm is the real thing.
8. Wait outside until instructed to return to the building.

What if there is a dangerous intruder on campus? Run, Hide, Fight

1. If you are in class, remain there. Teachers are to lock doors, close windows, close blinds and barricade.
2. If it is not a class time, get into the nearest classroom or enclosed area and position yourself away from doors and windows and out of sight.
3. Remain in the room until an announcement is made on the PA system that it is safe to leave.

Bomb threat procedures

1. When a report is received, an announcement will be made over the PA system notifying all individuals to evacuate to the football field or possibly the fairgrounds.
2. Students are to take all personal belongings when evacuating; buildings may not be re-entered once evacuated. The buildings will be locked upon evacuation.
3. Do not touch light switches.
4. Once outside proceed to the football field.
5. If evacuation occurs during a class period, students are to group with their teacher for roll call. It is essential that students do not leave campus on their own as we then have no way of accurately accounting for students' whereabouts and safety. Should students who have been present earlier be missing from roll call, they will be regarded as truant.
6. If the alarm sounds during break, students are to proceed to the tennis courts to their 3rd period teacher who will take roll. If the alarm sounds during lunch, students are to report to their 5th period teacher.
7. Once roll has been taken an announcement will be made by an administrator as to where the students and staff are to proceed. Students will not be dismissed unless properly checked out by their parent/guardian.

False alarms

False alarms constitute sufficient disruption of the educational process to merit immediate suspension. The police will be notified and violators will be charged with a misdemeanor in keeping with state law. Any costs incurred by the false alarm will be the responsibility of the violator.

A false bomb threat is a serious violation of the law. A student responsible would face a 5 day suspension, recommendation for expulsion, a mandatory parent conference, and charges filed with the police department.

Campus Pride

All students should show their appreciation and take pride in keeping the buildings and campus in the very best condition. Deposit all wastepaper in the trash cans. Do not mark on desks, walls, or floors. Keep your feet off the furniture. Keep lockers clean and tidy.

Litter/Clean Campus

One of the most important aspects of our school is having a clean and trash free environment. Everyone is capable of depositing trash in the cans provided and doing your part to show campus pride.

Classroom Food Policy

Food purchased during break and lunch is not permitted in the classroom.

Search and Seizure Policy

State law and Colusa Unified School District policy allow the administration to search any vehicle brought on campus for any reason. Furthermore, student lockers, which are under the control of both the student and the District, may be opened and inspected without student permission when there is a reasonable suspicion that the search will disclose evidence of illegal possessions or activity. (Note: items in a student locker are assumed to belong to the student assigned to the locker.)

Tobacco

State law and Colusa Unified School District policy forbid the possession or use of tobacco in any form (including chewing tobacco) on school grounds or at school activities. Colusa Schools are to be tobacco-free.

Alcohol, Drugs and Tobacco

There is no tolerance for students who have any of the above on or in them at Colusa High or at CHS activities. We cooperate with the police in enforcing all state and local laws. Violating this rule will result in immediate police and parent contact, suspension, and possible expulsion.

Closed Campus

Colusa High has a closed campus. This means that students are not to leave the campus during the school day for any reason other than what is stated on an early dismissal slip or for an organized student activity. Approved seniors with a 3.0 GPA and no F's may leave campus for lunch as permitted by the administration. Students must have parental approval to leave campus for work experience, student teaching, or for any other reason. All students leaving the campus must sign out in the Attendance Office.

Student Vehicle at School

All students must park vehicles in the Student Parking Lot or in the designated areas on the street that are not reserved for staff and visitors. All students must register their vehicle with the attendance secretary and display the registration tag on the rear-view mirror every day when parked at school. The student parking lot is **off limits** to all students during the school day. There shall be no loitering in or around students' cars. Violation of these rules will be just cause for cancellation of the privilege of driving a car to school, detention, and/or suspension.

Gym Use

The gym will be closed to all students before school and during lunch unless approved and supervised by PE teachers.

Public Display of Affection

We want everyone at CHS to care for one another. However, overt displays of affection are inappropriate at school.

Hazing

Students are not to be initiated, hazed or oriented to Colusa High in any harmful or demeaning way. Hazing is a misdemeanor in California and you will be prosecuted in court for such action.

**Colusa Unified School District
Colusa High School**

BEHAVIOR CODE

I. RESPONSIBILITIES OF STUDENTS

A. It is expected that Colusa High School students will:

RESPECT THEMSELVES

RESPECT OTHERS

RESPECT PROPERTY

B. Disciplinary action taken by school officials is merely a direct consequence or result of unacceptable behavior by a student. Students should be aware of the possible consequences of their behavior or conduct whenever making a decision or choice. Following is a list of the types of behavior which are not acceptable and which are subject to be dealt with in the manner suggested below. It is our goal that any disciplinary action taken be that which our school community feels is appropriate to the misbehavior.

California Education Code Section 48900 *et seq.* and Colusa Unified School District Board Policy 5144 allow the superintendent, principal, or vice principal of a school to suspend or recommend expulsion of a student for any infraction of the following rules while on school grounds, going to or coming from school, during lunch period whether on or off campus, or during, or while going to or coming from, a school sponsored activity:

C. The Colusa High School Discipline Code was written to be consistent with the Discipline Codes at the other schools within the CUSD. Administration will apply rules and consequences to all students, at any campus or activity within CUSD.

Colusa Unified School District - Colusa High School

DISCIPLINE PLAN

(Revised 5/28/15)

DISCIPLINE PURSUANT TO THE EDUCATION CODE

ISS = In School Suspension

IT = Intervention

OSS = Out of School Suspension

ED CODE	OFFENSE	DISCIPLINARY ACTION: 1st OFFENSE	DISCIPLINARY ACTION: 2nd OFFENSE	DISCIPLINARY ACTION: ADDITIONAL OFFENSES
§48900 (c)	<u>Alcohol</u> Unlawfully possessed, used, or been under the influence of an alcoholic beverage or an intoxicant of any kind.	1-5 day OSS; Required parent conference; police notification.	1-5 day OSS; required parent conference; mandatory recommendation for expulsion; police/CPS notification required. Behavior Contract.	1-5 day OSS; required parent conference; mandatory recommendation for expulsion; police/CPS notification required. Behavior Contract.
*§48900 (d)	<u>Alcohol/Drug Sale</u> Unlawfully offered, arranged, or negotiated to sell any controlled substance, 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.	5 day OSS; Mandatory recommendation for expulsion; required parent conference; police notification required.		

§48900 (a)(1)(2) §48900.3 §48900.4 §48915 (a) (1)	<u>Assault/Battery</u> Caused, attempted to cause, or threatened to cause physical injury to another person. Causing serious physical injury, Assault or battery.	5 day OSS; required parent conference; mandatory recommendation for expulsion; mandatory police report.	5 day OSS; required parent conference; referral to appropriate program or recommendation for expulsion; police notification required.	5 day OSS; required parent conference; recommendation for expulsion; police notification required.
*§48915 (c)(2)	<u>Brandishing a Knife</u> Brandishing a knife at another person.	5 day OSS; mandatory expulsion; required parent conference; mandatory police report.		
§48900 (b) *§48915 (c)(1)	<u>Dangerous Objects</u> Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object.	5 day OSS; mandatory expulsion; required parent conference; mandatory police report.		
*§48910 48900(k)	<u>Disruption/Defiance</u> 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.	Alternative means of correction; required parent conference.	Alternative means of correction; required parent conference.	Alternative means of correction; required parent conference.
§48901.5	<u>Disruptive Devices</u> Possession of disruptive devices (cell phones, radios or unapproved communication devices) without prior approval.	Confiscate device and return to student at the end of the day; 1 hour detention	Parent notification; confiscate device and return to student at the end of the day; Saturday School	Confiscate device and return to student at the end of the day; Parent notification; Saturday School/1-5 ISS or IT
§48900 (j)	<u>Drug Paraphernalia Sale</u> Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.	5 OSS; required parent conference; recommendation for expulsion; police notification required. Upon return behavior contract.	5 day OSS; recommendation for expulsion; police notification required.	Cumulative 4 yrs.
*§48915 (c) (3)	<u>Drug Sale</u> Unlawfully Selling a Controlled Substance	5 day OSS Mandatory expulsion; required parent conference; mandatory police report.		Cumulative 4 yrs.
§48900 (c) §48900 (j) §48915 (a) (3)	<u>Drugs</u> Unlawfully possessed or under the influence of any controlled substance.	5 day OSS; required parent conference; mandatory recommendation for expulsion; police notification required. Upon return behavior contract.	5 day OSS; required parent conference; mandatory recommendation for expulsion; police notification required.	Cumulative 4 yrs.

§48900.4	<u>Harassment</u> Intentional engagement in acts of harassment, threats or intimidation.	1-5 day OSS; required parent conference; police notification required; Expulsion recommended for severe offense.	1-5 day OSS; required parent conference; police notification required; Expulsion recommended for severe offense.	5 day OSS; required parent conference; police notification required; possible recommendation for expulsion.
§48900.3 48900 (a) (2)	<u>Hate Violence</u> Caused or attempted to cause threatened to cause, or participated in any act of hate violence.	5 day OSS; required parent conference; possible recommendation for expulsion. Police notification.	5 day OSS; required parent conference; recommendation for expulsion. Police notification.	5 day OSS; required parent conference; recommendation for expulsion.
§48900 (m)	<u>Imitation Firearm</u> Possessed an imitation firearm "Imitation" means a replica of a weapon that is so substantially similar in physical properties to an existing weapon as to lead a reasonable person to conclude that the replica is a firearm.	1-5 day OSS; required parent conference; possible recommendation for expulsion.	5 day OSS; required parent conference; possible recommendation for expulsion.	5 day OSS; required parent conference; possible recommendation for expulsion.
§48900 (i)	<u>Profanity</u> Committed an obscene act or engaged in habitual profanity or vulgarity.	Warning or alternative means of correction.	1 hour detention; Parent Notification	Saturday School; Parent Notification.
§48900 (k)	<u>Recording a Fight</u>	3 – 5 days of OSS; Parent Notification	3 – 5 days of OSS; Parent Notification	3 – 5 days of OSS; Parent Notification
§48900 (r. 1, 2)	<u>Bullying Including Cyberbullying</u>	5 day OSS; required parent conference; possible recommendation for expulsion.	5 day OSS; required parent conference; possible recommendation for expulsion.	5 day OSS; required parent conference; possible recommendation for expulsion.
§48900 (e) §48900 (g) §48900 (l)	<u>Robbery</u> Committing or attempting to commit a robbery or extortion.	1-5 day OSS; required parent conference; mandatory recommendation for expulsion; possible police notification required. Possible restitution.	1-5 day OSS; required parent conference; police notification required. Restitution.	5 day OSS; required parent conference; mandatory recommendation for expulsion. Referral to appropriate program. Mandatory police report. Restitution.
*§48900 (n) *§48915 (a)(4)	<u>Sexual Assault/Battery</u> Committing or attempting to commit a sexual assault or sexual battery.	5 day OSS; required parent conference; mandatory expulsion; mandatory police report.		
* = MANDATORY EXPELLABLE OFFENSES				
§48900.2	<u>Sexual Harassment</u> Sexual harassment. See also Board Policy 5145.7.	1-5 day ISS/OSS; required parent conference.	3-5 day OSS; required parent conference; possible recommendation for expulsion.	3-5 day OSS; required parent conference; possible recommendation for expulsion.

§48900 (l)	<u>Stolen Property</u> Knowingly received stolen school property or private property.	1-5 day OSS and required parent conference; restitution; police notification	1-5 day OSS and required parent conference; police notification	5 day OSS. Restitution. Referral to appropriate program. Police notification required. Repeated violations or actions resulting in serious injury may lead to recommendation for expulsion, as may other violations if no other means of correction are feasible.
§48900 (g)	<u>Theft</u> Stealing or attempting to steal school property or private property. (Taking another's property dishonestly or in a secret manner.)	1-5 day ISS/OSS and required parent conference; possible recommendation for expulsion depending on circumstances and value of property; restitution; police notification.	1-5 day ISS/OSS and required parent conference; possible recommendation for expulsion depending on circumstances and value of property; restitution; police notification.	5 day OSS. Possible recommendation for expulsion depending on circumstances and value of property. Restitution. Referral to appropriate program. Police notification required. Repeated violations or actions resulting in serious injury may lead to recommendation for expulsion, as may other violations if no other means of correction are feasible.
§48900 (h) §48901	<u>Tobacco</u> Possessed or used tobacco, or any products containing tobacco or nicotine products.	3-5 day OSS; Required parent conference; police notification.	3-5 day OSS; required parent conference; mandatory recommendation for expulsion; police/CPS notification required. Behavior Contract.	3-5 day OSS; required parent conference; mandatory recommendation for expulsion; police/CPS notification required. Behavior Contract.
§48340	<u>Truancy</u> Cutting class/truancy (on campus).	2 hours of detention; student conference with administration; parent notification	2 nd and 3 rd Offense: Saturday School/ISS, student conference with administration, parent notification	4 th Offense: 1-3 days of ISS/IT, student conference with administration, parent notification
§48900 (f)	<u>Vandalism</u> Caused or attempted to cause damage to school property or private property.	Dependent upon seriousness of offense; 1-5 day ISS/OSS/IT and may result in a recommendation for expulsion; required parent conference possible police and/or Fire Marshall report. Restitution, cleaning.	1-5 day OSS and may result in a recommendation for expulsion; required parent conference. Mandatory police and/or Fire Marshall report. Restitution, cleaning.	5 day OSS and may result in a recommendation for expulsion; required parent conference. Mandatory police and/or Fire Marshall report. Restitution, cleaning.

§48900 (o)	<u>Witness/Harassment</u> Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing the pupil from being a witness.	1-5 day ISS/OSS or alternative means of correction. Possible recommendation for expulsion. Parent conference and police notification required.	1-5 day OSS. Possible recommendation for expulsion. Parent conference and police notification required.	5 day OSS. Possible recommendation for expulsion. Parent conference and police notification required.
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DISCIPLINE PURSUANT TO SCHOOL SITE RULES

Penal Code §148.1	<u>Bomb Threat</u> False bomb report	5 day OSS; recommended expulsion; required parent conference; mandatory police report.		
	<u>Assisting a Peer in Cheating</u>	Saturday School; Parent Notification; Reduction of Points on Assignment/Test/Quiz	Saturday School/ISS/IT; Parent Notification; Reduction of Points on Assignment/Test/Quiz	1-5 days OSS; 0 points and parent notification
	<u>Plagiarism on Essay, Cheating on Assignment or Cheating on Quiz/Test</u>	Saturday School; Parent Notification; 0 Points on Assignment/Test/Quiz	1 day ISS/IT; 0 points; Parent Notification	1-5 days OSS; 0 points and parent notification
	<u>Closed Campus</u> Violation of closed campus policy.	Saturday School/ISS/IT; required parent notification.	ISS/IT or alternative; required parent notification.	1-3 days ISS/OSS; required parent notification.
	<u>Detention</u> Failure to serve detention	Saturday School	1 day ISS/IT or Saturday School, parent notification.	2 days ISS/IT or Saturday School and parent notification.
Penal Code §148.4	<u>False Fire Alarm</u>	1-5 days OSS; required parent conference; mandatory Fire Marshall report.	1-5 days OSS; Possible recommendation for expulsion; parent conference; mandatory police/Fire Marshall report.	
	<u>Gambling</u>	1 day ISS/OSS/IT or alternative means of correction; parent notification.	2 day ISS/OSS/IT; required parent conference.	3 day ISS/OSS/IT; required parent conference.
	<u>Physical Contact</u> Inappropriate physical contact, pushing shoving.	1-5 day ISS/OSS/IT or alternative means of correction; required parent notification.	1-5 day ISS/OSS/IT; required parent conference;	1-5 day OSS; required parent conference;
	<u>Saturday School</u> Failure to serve Saturday School.	1 day ISS/IT and/or additional Saturday School; Parent notification.	1-3 days ISS/IT and/or Saturday School; Parent notification.	1-5 days ISS/IT and/or Saturday School; Parent notification.

	<u>Incendiary Device</u> Possession of firecrackers, cigarette lighter/matches, pepper spray or other materials capable of causing a fire. Use of firecrackers, cigarette lighter/matches, or other materials capable of causing a fire.	1-5 day ISS/OSS/IT, parent and police notification; confiscate device. 1-5 days ISS/OSS/IT and required parent conference; Possible recommendation for expulsion; Police notification required.	3-5 days ISS/OSS/IT, parent and police notification; confiscate device. 1-5 days ISS/OSS/IT and required parent conference; Possible recommendation for expulsion; Police notification required.	5 days OSS, parent and police notification; confiscate device. 1-5 days OSS and required parent conference; Possible recommendation for expulsion; Police notification required.
	<u>Forgery</u> Falsification of documentation.	1 day ISS/OSS/IT or alternative means of correction; parent notification.	2 days ISS/OSS/IT; parent conference required.	1-3 days OSS; parent conference required.
	<u>NETWORK POLICY</u> <u>Violation of Network</u> <u>Acceptable Use Policy</u>	Detention and potential loss of technology for one week.	Saturday School, parent notification, loss of technology for one week.	1 day of ISS/OSS/IT; parent notification; loss of technology for 1 month.
	<u>Failure to Report to Office</u> Students must report directly to the CHS office when directed by a teacher.	Classroom disciplinary consequences in addition to truancy discipline according to previous violations	Classroom disciplinary consequences in addition to truancy discipline according to previous violations	Classroom disciplinary consequences in addition to truancy discipline according to previous violations
	<u>Changing a Teacher's Grade</u>	1-5 day OSS; Required parent conference; Possible recommendation for expulsion	1-5 day OSS; Required parent conference; Possible recommendation for expulsion	1-5 day OSS; Required parent conference; Possible recommendation for expulsion
	<u>Violation of Class Rule</u>	30 minute detention with teacher before school or after school as directed by teacher	1 Hour of Detention	2 Day Class Suspension; Parent Notification

* = **MANDATORY EXPELLABLE OFFENSES**

Repeated referrals: Any student accumulating 8 or more referrals during a school year will be referred to the Student Study Team for remediation and Behavior Contract or possible alternative placement.

CUSD Homework Philosophy

Homework is an integral part of student learning. The district supports a reasonable, balanced approach to homework. The amount of homework and the type of homework should logically progress toward independent, high level thinking tasks. The principal and staff at each school have developed, and regularly review, a school-site homework plan which includes guidelines for the assignment of homework and describes the responsibilities of students, staff and parents/guardians.

For each grade level, the amount of time that students will be expected to spend on homework is approximately 6 – 10 minutes per year in school. For example: a student in grade 2 might expect to have 12 – 20 minutes of independent homework nightly. Students in grades 7 & 8 should expect to spend 42 - 80 minutes on independent homework. Students in high school should expect to spend anywhere from 30 – 90 minutes an evening on independent homework. Generally, secondary students will average no more than 90 minutes of homework nightly.

In addition to the independent homework, teachers from each grade level from K – 8 may suggest parental involvement with their student's homework. For example: in Kindergarten, parents may be asked to read to their child for up to thirty minutes nightly. In most cases, the amount of necessary parental involvement will decrease as the student develops learning independence. However, parents are encouraged to adopt attitudes and habits which support student academic learning. A student who has no school-assigned homework will still benefit by reading, reviewing content, or practicing skills.

Homework comprises varying proportions of the class grade depending upon the content of the course and whether that content lends itself to extensive independent practice.

Parents should be aware that teachers plan homework based on the average student's capabilities. Some students may take much longer to complete the assignment. Other students with the same assignment may complete it in a very short amount of time. If your child reports that they have no homework, you are encouraged to direct them to reading quality books, reviewing class notes, or practicing academic skills. If your child is frequently taking much longer than expected to complete the homework, please contact the teacher. Accommodations and modifications can be made to assignments at the teacher's discretion.

Teachers at every level instruct students on how to allocate their time wisely, the importance of meeting deadlines, and developing good personal study habits.

Generally, students will have all the resources they need available at home. In some cases, as when they are learning research skills, students may be directed to certain web sites or print resources contained either in the school library, or available for access in the Public Library. A number of on-line homework assistance programs are available over the internet. Depending on the need and resources, the school or teacher may offer tutoring or other after-school assistance.

Elementary teachers will design homework assignments so that students do not receive an overload of homework one day and very little the next. Secondary teachers will make every effort to communicate with one another to avoid this situation. However, parents should understand that, occasionally, heavy loads of homework may result despite the teachers' best efforts to avoid this situation. Should your student experience frequent excessive homework, please contact the teacher.

Parents are encouraged to help their student organize and segment large homework assignments. A project due in two weeks may take 20 minutes per school night. But this could become 200 minutes of work in a single night if the student does not plan and complete the work in smaller segments.

Also, parents of students taking the most rigorous courses should be prepared to expect significantly higher homework loads. Advanced Placement courses are basically college classes taught in a high school setting. As such, the expectations for additional time commitment by the student are greatly increased.

IV. **EXTRA-CURRICULAR ACTIVITIES MISCONDUCT/CONSEQUENCES**

- A. Participation in extra-curricular programs is a privilege. The District encourages students to pursue extra-curricular interests and participation in the activities is voluntary, granted as a privilege only and demands certain standards of behavior consistent with the philosophy of maintaining pride, outstanding academic and physical achievement and high moral standards for all students participating in extra-curricular activities. This article applies but is not limited to the following clubs, activities and interscholastic sports teams:

Activities:

1. ESA
2. Art Club
3. Associated Student Body Offices and Commissions
4. Associated Student Body Student Council
5. Band
7. California Scholarship Federation (CSF)
8. Show Choir
9. Class Offices
11. FNL
12. Future Business Leaders of American (FBLA)
13. Future Farmers of America (FFA)
14. Drama Club
17. Student Representatives to Colusa High Site Council
18. Student Representatives to the Colusa Redhawks Athletic Foundation (CRAF)
19. Student Representatives to the Colusa Unified School District Board of Trustees.
20. Ducks Shooting Club

Sports:

1. Baseball
2. Basketball
3. Cheerleading
4. Cross Country
5. Football
6. Golf
7. Soccer
8. Softball
9. Tennis
10. Track and field
11. Volleyball

B. **MISCONDUCT**

Extra-curricular activity participants engaging in incidents of misconduct shall, as a general rule, receive the consequences set forth herein. Administrators shall apply consequences for the listed behaviors equitably and always with the goal of permanently correcting misconduct on the part of a participant, returning the student to high moral standards and to a high standard of accountability and to protect the District's extra-curricular programs from ridicule and embarrassment. To that end, Administrators, Advisors and Coaches shall exercise discretion in applying consequences to assist students, to the fullest extent possible, in remediation of negative conduct and returning to acceptable standards of behavior.

Board Adopted 1/27/03

C. NOTICE TO PARTICIPANTS

Engaging in misconduct described herein, will subject you to consequences up to and including permanent loss of your privilege to participate in extra-curricular activities. Certain acts of misconduct set forth herein are also grounds for suspension or expulsion from the regular educational program of the District, in accordance with Education Code § 48900 *et seq.*, described in more detail in Article II above. Expulsion from the District renders you ineligible to participate in any extra-curricular activities. During any term of suspension for any misconduct as set forth in Article II and III above, you will be ineligible to participate in extra-curricular activities during the term of suspension. In addition to your ineligibility during the term of the suspension, specific consequences affecting your ability to participate in extra-curricular activities, as set forth in this Article, will be imposed notwithstanding the imposition of other consequences in the regular education program. **Students who have been or who are taking prescription medication must provide verification (either by a copy of the prescription or by doctor's authorization) prior to being tested.**

D. OFFENSES

1. Testing positive for, possessing or being under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind while at school, going to or coming from school, or while participating in or traveling to or from any school related activity. Consequences set forth herein shall be imposed for possession, use or influence, while off-campus if a District Administrator, Advisor or Coach personally observes such off-campus possession, use or influence consisting of specific articulable facts which lead the administrator to reasonably believe that the participant was in fact in possession, using, or under the influence of a controlled substance, alcoholic beverage or intoxicant while off-campus.

CONSEQUENCES:

a. **First Offense:** The student's parents are notified, and the school principal convenes a meeting with the student and his/her parents. The student, parent and principal will sign a behavior contract with the following terms and conditions.

1) The student shall be notified that s/he is ineligible to participate in any extra curricular activity for 20 consecutive school days from the date of the confirmation test in which the student tests positive.

2) The student must enroll and provide proof of enrollment in a professional substance abuse counseling and treatment program. The principal shall provide the student and her/his parents with the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol related problems. The counseling program must be a minimum of 6 hours in duration.

3) Student athletes will be expected to practice during the period of ineligibility, however, in order to be able to practice, student athletes must bring evidence of a negative urine test from a district approved lab, and proof of enrollment in a substance abuse counseling program (to be paid for by the parents of the student, and with a minimum duration of six (6) hours of counseling) to the principal. If the student has met the terms and conditions of the behavior contract for a first offense violation, his/her eligibility to participate in the sport that s/he is then participating in will be restored at such time as the student has missed twenty consecutive school days of extra-curricular competition. Athletes will be on probation for an additional six weeks. During that time athletes must be at all practices on time and will be subject to District sponsored random drug testing.

4) The student shall be notified that if s/he refuses to participate in a counseling program, or otherwise fails to complete a counseling program, or fails to provide a negative urine test sample, or has not met the terms and conditions of the behavior contract, that s/he will be ineligible to participate in extra curricular activities for one calendar year from the

date of the confirmation test. Thereafter, the student may apply to participate in extra curricular activities but must successfully complete drug screening prior to participation.

In the event the student refuses to enroll or fails to successfully complete a substance abuse counseling program, or fails to meet any of the terms and conditions of the behavior contract, the student will be ineligible for participation in extra curricular activities for one calendar year, from the date of the confirmation test, in which s/he tests positive. The principal shall provide the student and her/his parents with the names, addresses and telephone numbers of substance abuse professionals and counseling treatment programs available to evaluate and resolve drug and alcohol related problems.

5) The cost of counseling and treatment programs will not be borne by the district.

- b. **Second Offense:** The student's parents are notified, and the school principal convenes a meeting with the student and her/his parents. The student shall be suspended from participation in extra curricular activities for one calendar year from the date of the confirmation test in which the student tests positive. In addition, the principal shall provide the student and her/his parents with the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol related problems. The student will be eligible to apply to participate in the extra curricular activities after completion of the one calendar year suspension from extra curricular activities. The student will not be permitted to participate in extra curricular activities without providing the district with evidence that the student has participated in, and successfully completed a substance abuse counseling and/or treatment program. The student must also successfully pass a drug screening program prior to reinstatement of her/his privilege to participate in extra curricular activities. The student will be subject to periodic drug and alcohol testing for the duration of the first extra curricular activity once her/his privileges are restored, and thereafter shall be subject to the testing procedures which apply to all students.

2. Committing an act of theft, vandalism, assault, or possession of illegal weapons either on or off campus.

CONSEQUENCES:

- a. **First Offense:** Suspension from all extra-curricular activities for a period of 20 consecutive school days for activities and athletics. If less than 20 days of the school year or sports season remains, the consequence carries over to the next school year and/or sports season. If a regular participant/athlete is not currently participating in any activity or sport, the violation will be recorded in District records and/or on his/her athletic card and shall be treated as a first offense when participation in an activity or sport begins.
 - b. **Second Offense:** Suspension from all activities/athletics for 1 calendar year from the date the student commits the act of theft, vandalism, assault, or possession of illegal weapons.
3. Possession and/or use of tobacco products, or committing an act of sexual harassment, harassment or intimidation of others based on gender, race, national origin, religion, handicapping condition. Willfully defying the valid authority of school officials, treating other students, parents, community members, Advisors, Coaches, and Administrators disrespectfully or engaging in any conduct or acting in any manner that in the opinion of a District Administrator, Adviser, or Coach, brings embarrassment to the activity, sport, team, club, school, school district, or any other student or employee of the District. ***Severe incidents in this area will be brought to an Extracurricular Activities Panel (Art. IV, Sec 8) to make recommendations to administration for this extreme behavior. This committee may recommend modifications to the following consequences:***

CONSEQUENCES:

- a. **First Offense:** Suspension from all activities/sports participation for a period of 20 consecutive school days for the season for athletics. If less than 10 days of the school year or 10% of the sport season remain, the penalty carries over to the participants next sport participation or school year. If a participant is not currently participating in an activity or sport, the violation will be recorded in District records and/or his/her athletic card and will be treated as a first offense when participation in any activity or sport begins.
 - b. **Second Offense:** Dismissal from the current team, or in the case of activities, exclusion from all events for 20 consecutive school days.
4. **Continuing Misconduct:** All incidents of misconduct and consequences imposed for misconduct are cumulative for a two (2) year period. A third offense for any incident of misconduct set forth herein shall result in immediate suspension from all activities and athletics for a period of 1 calendar year. A third time offender shall not be eligible to resume participation in activities/athletics after completion of his/her year of suspension until he/she submits a written request to the Activity Advisor or the Athletic Director setting forth the reasons why he/she should be readmitted to the extra-curricular program and how his/her conduct will conform to the standards expected by the Colusa Unified School District. The Advisor or Athletic Director shall meet with the student and his/her parents/guardians to discuss readmission.
5. **Non-cumulative Penalties:** Anytime a student's behavior results in in-school suspension, out of school suspension, or expulsion, he/she is automatically suspended from activities/athletics participation during that same time period. Disqualified students may neither travel with a school group/team nor attend any event/game whether on or off of District facilities or on or off other school district facilities while serving the suspension/expulsion.
6. **Appeal Process:** A student suspended from extra-curricular activities may appeal the suspension to the Athletics Council or the Activities Council. The appeal process shall follow the uniform district complaint policy and the student may represent him/herself, or be represented by his/her parents/guardians or other designated representative.
7. **Standard of Review on Appeal:** The District Administrator, Adviser or Coach imposing discipline pursuant to this Article shall not be required to establish the students guilt by a reasonable doubt or beyond all doubt, but instead is entitled to rely on reports, information, documents and statements by witnesses, only if it is the kind of evidence upon reasonable persons are accustomed to rely in the conduct of serious affairs. As long as the Administrator, Adviser or Coach imposing the discipline establishes that it is more likely than not that the student is guilty of the misconduct, and establishes that the discipline imposed is consistent with the District's discipline code and specifically Article IV related to extra-curricular activities, and is rationally related to the goal of maintaining high standards for participation in extra-curricular activities, the Administrator's, Adviser's and/or Coach's imposition of the discipline shall not be disturbed on appeal.
8. **Extracurricular Activities Panel:** *This panel will be made up of five members including an administrator, the Athletics or Activities Director, two coaches, and a community member. This panel will make recommendations to administration regarding the severity of consequences for the behavior in question. This panel may recommend up to the maximum consequence (20 & 20) for extracurricular activities based on the level of behavior committed. This panel may also recommend dismissal from the team or club if it is deemed that the student has committed an act so egregious that dismissal is justified.*

Students

BP 5131.61(a)

DRUG AND ALCOHOL TESTING OF EXTRA-CURRICULAR PROGRAM PARTICIPANTS

In order to provide for the health and safety of those individuals participating in extra-curricular programs, as well as providing a legitimate reason for those students to just say "NO" to drug use and provide an opportunity for those taking drugs to receive help in locating programs which can provide assistance, the district will conduct a mandatory drug testing program for all students participating in all types of extra-curricular activities, including but not limited to:

1. Any high school athletic programs under the control and jurisdiction of the Colusa Unified School District;
2. Any high school extra-curricular program in which participants operate, or have the opportunity to operate, machinery including, but not limited to, agricultural equipment (i.e., tractor, hydraulic equipment, hydraulic tools, etc.), construction equipment, shop equipment, etc.;
3. Any high school extra-curricular program in which participants handle or have the opportunity to handle knives, explosives or combustible materials, hazardous chemicals, crossbows, archery equipment, firearms or any other item which, a reasonable person would conclude that in the hands of a minor, could inflict serious bodily injury or death to the minor or another;
4. Any high school extra-curricular program in which participants engage in any physical conditioning program or engage in any extraordinary physical activities. Extraordinary physical activities shall be those activities in which a student does not normally engage on a daily basis (i.e., cheer leading, gymnastics, tumbling, dance, long-distance running, jumping, etc.);
5. Any high school extra-curricular program in which participants are given the option of providing their own transportation to and from scheduled events, unless the student provides the District with written verification from parents/guardians that student will not, under any circumstances, be permitted to drive him/herself to the events. If, however, at any time it comes to the attention of the District that a student who previously certified that he/she would not be operating a motor vehicle in connection with the extra-curricular activity is determined to have engaged in such activity, the student will be deemed ineligible for further participation for the remainder of the semester;
6. Any high school extra-curricular program or club sponsored by and supervised by Colusa Unified School District authorized personnel.

*Legal Reference:*Education Code

35160 Authority of Governing Boards

Case LawVeronia v. Acton (1995) 63 USLW 4653

Policy

adopted: December 17, 1996

revised: July 20, 1999

revised: November 12, 2002

revised: January 27, 2003

COLUSA UNIFIED SCHOOL DISTRICT

Colusa, California

Students**AR-5131.61(b)**

DRUG AND ALCOHOL TESTING OF EXTRA-CURRICULAR PROGRAM PARTICIPANTS

Students participating in those activities identified in Board Policy 5131.61 shall be subject to random drug and alcohol testing. Such students shall be subject to random testing conducted during the course of participation in those programs and for a period of one calendar year. Finally, students who are suspected of drug and/or alcohol use shall be subject to suspicion-based testing.

Definitions:

1. **Drug:** Any substance considered illegal or controlled by the Food and Drug Administration
2. **Monitor:** Superintendent, Principals, Assistant-Principals, and Directors of the extra-curricular programs, or their authorized designees, or any representative of a testing laboratory or healthcare professional retained, on a contract basis by the District, that have received at least 60 minutes of training that covers: (1) the collection of samples; (2) chain of custody procedures/reports; (3) importance of confidentiality; and (4) inspecting samples for signs of tampering.
3. **Testing Laboratory:** Samples collected pursuant to Board Policy 5131.61 are sent to an independent laboratory which routinely tests them for amphetamines, cocaine, marijuana, and other illegal drugs. Said laboratory procedures must, on an average, result in a 94% accuracy rate.

Participation Testing:

1. The parent/guardian and the student are required to sign a written consent form authorizing drug and alcohol testing during participation in one of the extra-curricular activities identified in Board Policy #5131.61, and for a period of up to one calendar year. Failure to execute the written consent form shall result in the student being ineligible for participation in the extra-curricular activity.
2. **Students who have been or who are taking prescription medication must provide verification (either by a copy of the prescription or by doctor's authorization) prior to being tested.** Students may provide such information in a confidential manner to the Superintendent for his/her review and transmittal to the testing laboratory or, by giving such information to the testing officials in a sealed envelope, marked "confidential - to be opened by the testing laboratory personnel only." Students who refuse to provide verification and test positive will be subject to the actions specified below for "positive tests."
3. The costs of random testing, as described below, shall be borne by the District.
4. Testing procedures shall be as follows:
 - (a) Prior to testing, student provides testing officials, in a sealed envelope, marked "confidential - to be opened by the testing laboratory personnel only," verification that student has or is currently taking prescription medication or provides such information to the Superintendent as set forth above.
 - (b) Student to be tested shall complete a specimen control form which bears an assigned number.
 - (c) Student then enters a private, controlled bathroom area; or is accompanied by an adult monitor of the same sex. All male students produce a sample using a urinal, remaining fully clothed, with their back to the monitor, who must stand approximately 10 feet behind the student while the student produces the urine sample. Monitors shall listen for normal sounds of urination, but shall not visually observe the student. All female students must produce a sample in an enclosed bathroom stall, so that they can be heard but not visually observed.

DRUG AND ALCOHOL TESTING OF EXTRA-CURRICULAR PROGRAM PARTICIPANTS (continued)

- (d) After the student produces a sample, it is given to the monitor, who checks it for temperature and tampering and then transfers it to a vial, sealing the sample. Thereafter, the monitor completes a chain of custody report for the sample collected.
 - (e) The samples are then sent to an independent laboratory, which routinely tests them for amphetamines, cocaine, marijuana, and other illegal drugs. Said laboratory procedures must, on an average, result in 94% accuracy. The sample shall be split to facilitate a second test.
 - (f) The laboratory shall not be given the identity of the students whose samples it tests.
 - (g) The laboratory shall be authorized to mail written test reports only to the site administration. Only the site administration and directors of the extra-curricular programs shall have access to the test results, and the results shall not be kept for more than one year.
5. If a sample tests positive, a second test of the split sample is administered as soon as possible to confirm the result. If the second test is negative, no further action is taken. If the second test is positive, the following action will be taken:
- a. First Offense: The student's parents are notified, and the school principal convenes a meeting with the student and his/her parents. The student, parent and principal will sign a behavior contract with the following terms and conditions:
 - (i) Except for athletic participation, the student shall be notified that he/she is ineligible to participate in any extra-curricular activity for 20 consecutive school days from the date of the confirmation test in which the student tests positive except for "practice participation" in activities such as sports, music, competitive vocational clubs, etc.
 - (ii) The student must enroll and provide proof of enrollment in a professional substance abuse counseling and treatment program. The principal shall provide the student and his/her parents with the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol related problems. The counseling program must be a minimum of 6 hours in duration.
 - (iii) Student athletes will be allowed to practice during the period of ineligibility if deemed safe and appropriate. In order to be able to practice, student athletes must bring evidence of a negative urine test from a district approved lab, and proof of enrollment in a substance abuse counseling program (to be paid for by the parents of the student, and with a minimum duration of six (6) hours of counseling) to the principal. If the student has met the terms and conditions of the behavior contract for a first offense violation, his/her eligibility to participate in the sport that he/she is then participating in will be restored at such time as the student has missed twenty consecutive school days of that sports season. Athletes will be on probation for an additional six weeks. During that time athletes must be at all practices on time and will be subject to District sponsored random drug testing.

DRUG AND ALCOHOL TESTING OF EXTRA-CURRICULAR PROGRAM PARTICIPANTS

(continued)

- (iv) The student shall be notified that if he/she refuses to participate in a counseling program, or otherwise fails to complete a counseling program, or fails to provide a negative urine test sample, or has not met the terms and conditions of the behavior contract, that he/she will be ineligible to participate in extra-curricular activities for one calendar year from the date of the confirmation test. Thereafter, the student may apply to participate in extra-curricular activities, but must successfully complete drug screening prior to participation.

In the event the student refuses to enroll or fails to successfully complete a substance abuse counseling program, or fails to meet any of the terms and conditions of the behavior contract; the student will be ineligible for participation in extra-curricular activities for one calendar year, from the date of confirmation test, in which he/she tests positive. The principal shall provide the student and his/her parents with the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol related problems.

- (v) The cost of counseling and treatment programs will not be borne by the district.
- (b) **Second Offense:** The student's parents are notified, and the school principal convenes a meeting with the student and his/her parents. The student shall be suspended from participation in extra-curricular activities for one calendar year from the date of the confirmation test in which the student tests positive. In addition, the principal shall provide the student and his/her parents with the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol-related problems. The student will be eligible to apply to participate in the extra-curricular activities after completion of the one calendar year suspension from extra-curricular activities. The student will not be permitted to participate in extra-curricular activities without providing the district with evidence that the student has participated in, and successfully completed a substance abuse counseling and/or treatment program. The student must also successfully pass a drug screening test prior to reinstatement of his/her privilege to participate in extra-curricular activities. The student will be subject to periodic drug and alcohol testing for the duration of the first extra-curricular activity once his/her privileges are restored, and thereafter shall be subject to the testing procedures which apply to all students.

Random Testing

1. Tests shall be conducted not more frequently than on a weekly basis and at least three times each school year, with at least one (1) unannounced tests occurring in the fall, one (1) in the winter and one (1) in the spring. The names of the participating students are placed in a "pool" from which a District Administrator or other adult designee blindly draws the names of 5% of the students participating in extra-curricular activities for random testing. Those selected are notified and tested that same day.

Each participating student shall have an equal chance of being tested each time selections are made.

2. Any student who refuses to submit to the random test shall immediately be deemed ineligible for participation in the extra-curricular activities for one calendar year.
3. Testing procedures shall be those set forth in 4 (a) through (g) above.
4. Positive sample testing consequences shall be as set forth in 5 (a) through (b) above.

DRUG AND ALCOHOL TESTING OF EXTRA-CURRICULAR PROGRAM PARTICIPANTS

(continued)

1. Persons designated to determine whether reasonable suspicion exists must receive at least 60 minutes of training that covers the physical, behavioral, speech and performance indicators of alcohol use and additional 60 minutes of training that covers these indicators of controlled substance use.
2. Tests shall be conducted when the Superintendent, Principals, Assistant-Principals, Directors of the extra-curricular programs, and/or any other designated person who has been trained in accordance with the above has reasonable suspicion that the student has violated the district's alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the student's appearance, behavior, speech or body odors.
3. The individual who makes observations leading to an alcohol or controlled substance reasonable suspicion test shall make a written record of his/her observations within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.
4. Any student who refuses to submit to the reasonable suspicion test shall immediately be deemed ineligible for participation in the extra-curricular activities for one calendar year.
5. Testing procedures shall be as set forth in Participation Testing: 4(a) through (g) above.
6. If a sample tests positive, a second test of the split sample is administered as soon as possible to confirm the result. If the second test is negative, no further action is taken. If the second test is positive, action shall be taken as set forth in Participation Testing: 5 (a) through (b) above.

Records:

1. Student drug and alcohol lab test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, a student and/or his/her parents or guardians shall receive copies of any records pertaining to the student's use of drugs or alcohol, including any records pertaining to his/her drug or alcohol tests.
2. Student drug and alcohol lab test result records shall be maintained in a file separate from the student's cumulative record and shall be maintained for 12 months. Thereafter, such records shall be destroyed in accordance with district policy for destruction of records upon the student's graduation.

COLUSA UNIFIED SCHOOL DISTRICT

Colusa, California

Students

E(1) 5131.61

GENERAL AUTHORIZATION/WRITTEN CONSENT FORM TO ACCOMPANY BP/AR 5131.61

Participation Testing: The parent and/or guardian and the student are required to sign a written consent form authorizing drug and alcohol testing for participation in one of the extra-curricular activities identified in Board Policy #5131.61. Failure to execute the written consent form shall result in the student being ineligible for participation in the extra-curricular activity.

Students who have been or who are taking prescription medication must provide verification (either by a copy of the prescription or by doctor's authorization) prior to being tested. Students may provide such information in a confidential manner to the Superintendent for his/her review and transmittal to the testing laboratory or, by giving such information to the testing officials in a sealed envelope. Then envelope must be marked "confidential-to be opened by the testing laboratory personnel only."

Students, who refuse to provide verification of taking prescription medication, and test positive, will be subject to the actions specified in BP/AR 5131.61 for "positive tests."

The costs of random testing, as described in BP/AR 5131.61, shall be borne by the District. Drug screen testing shall be conducted as scheduled by the District.

Exhibit
adopted: January 27, 2003

COLUSA UNIFIED SCHOOL DISTRICT
Colusa, California

Students

E(2) 5131.61

Colusa High School 2019 – 2020 General Authorization/Written Consent Drug Testing

I understand fully that my performance as a participant and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules, and regulations set forth by the Colusa Unified School District Governing Board and the sponsors for the activity in which I participate.

I also authorize the Colusa Unified School District to conduct a test on a urine sample which I provide to test for drugs and/or alcohol use. I also authorize the release of information concerning the results of such a test to the Colusa Unified School District, in accordance with procedures outlined in Board Policy 5131.61.

This shall be deemed a consent pursuant to the Family Education Right to Privacy Act for the release of the above information to the parties named above.

Student Name Printed

Parent or Guardian Signature

Student Signature

Address

Date

City

Telephone

Colusa High School 2019 – 2020 Handbook Policy and Consequences

The Colusa High School 2019 – 2020 Handbook is available on the CHS website. I give written confirmation that I understand the rules and policies I am expected to follow as a CHS student to guarantee a safe environment promoting student achievement. The rules and expectations will be enforced while I am on campus and/or school related trips.

Student Signature

Date

The Colusa High School 2019 – 2020 Handbook is available on the CHS website. I give written confirmation that I understand the rules and policies my son or daughter is expected to follow to guarantee a safe environment promoting student achievement. The rules and expectations will be enforced while my son or daughter is on campus and/or school related trips.

Parent or Guardian Signature

Date

Release of Liability and Assumption of Risk Agreement COLUSA HIGH SCHOOL EXTRA-CURRICULAR ACTIVITIES

STUDENT NAME: _____

CHECK ALL APPLICABLE ACTIVITIES: **List All Other School-Sponsored Activities Below:**

- | | | |
|--|---|--|
| <input type="checkbox"/> Day Rallies | <input type="checkbox"/> PowderPuff Practices | <input type="checkbox"/> Dances |
| <input type="checkbox"/> Night Rally | <input type="checkbox"/> PowderPuff Cheer | <input type="checkbox"/> Dress-Up Days |
| <input type="checkbox"/> Rally Games | <input type="checkbox"/> PowderPuff Games | <input type="checkbox"/> Tournament Help |
| <input type="checkbox"/> Lunch-Time Activities | <input type="checkbox"/> Float-building | <input type="checkbox"/> Winterfest Activities |
| <input type="checkbox"/> Food Contests | <input type="checkbox"/> Wall Decorating | <input type="checkbox"/> Royalty Activities |
| <input type="checkbox"/> Intramurals | <input type="checkbox"/> Parade Entry | <input type="checkbox"/> All Nominations |

OR, CHECK THE BOX BELOW TO INDICATE THAT YOUR STUDENT MAY PARTICIPATE IN ALL APPLICABLE ACTIVITIES LISTED ABOVE:

- ☐ *My Student may participate in ALL CHS Extra-Curricular Activities.*

This is a Release of Liability and Assumption of Risk Agreement. **Read it carefully and sign below.** Completion of this release is a prerequisite to participation in an inter-scholastic athletic activity or designated school-sponsored activity/school club or (hereinafter collectively referred to as "school-related activity/ies"). This release essentially says that my son/daughter or I, as a student at least 18 years of age, named above (hereinafter "above-named student") will participate in the school-related activities as specified above.

If the above-named student is hurt, injured, or even dies, I/we (i.e., the student, his/her parent/s, guardian/s, heir/s, or student at least 18 years of age, hereinafter referred to as "non-minor student") will not make a claim against or sue the Colusa Unified School District (hereinafter CHS), its trustees, officers, employees, and agents, or expect them to be responsible or pay for any damages.

I, the undersigned, understand and acknowledge that the above-named student has voluntarily chosen to participate in school-related activities at his/her own risk. I/We know and fully understand that said school-related activities may involve numerous risks, dangers, and hazards, both known and unknown, where serious accidents can occur, and where participants can sustain physical injuries, damage to their property, or even die. Regardless of whether the school-related activity involves physical contact or not, any activity may have inherent risks of injury which are inseparable from the activity. I/We acknowledge and willingly assume all risks and hazards of potential injury, paralysis, and death in the school-related activity/ies, including any transportation to or from any school-related activity/ies. Further, by giving consent for this student to go with a school representative, it is acknowledged that the activity/ies will be considered a "field trip" or "excursion" for which there is complete immunity pursuant to Education Code § 35330.

I/We, the undersigned, understand and acknowledge that school-related activity/ies contain potential risks of harm or injury. Injuries might arise from the student's actions or inactions, the actions or inactions of another student or participant, or the actual or alleged failure by district employees, agents, or volunteers to adequately coach, train, instruct, or supervise. Injuries might also arise from an actual or alleged failure to properly maintain, use, repair, or replace physical facilities or equipment. Injuries might also arise from undiagnosed, improperly diagnosed, untreated, improperly treated, or untimely treated actual or potential injuries, whether or not caused by the student's participation. All such risks are deemed to be inherent to the student's participation in school-related activities.

In consideration for CHS, allowing the above-named student to participate in the school-related activity/ies specified above, I/we voluntarily agree to release, waive, discharge, and hold harmless the CHS and its trustees, officers, employees, and agents from any and all claims of liability arising out of their negligence, or any other act or omission which causes the above-named student illness, injury, death, or damages of any nature in any way connected with the student's participation in the school-related activity/ies. I/We also expressly agree to release and discharge the CHS, its trustees, officers, employees, and agents from any act or omission of negligence in rendering or failing to render any type of emergency or medical services.

As parent or legal guardian of the student/participant under 18 years of age, I have read and voluntarily agree that my son/daughter may participate in the school-related activity/ies designated above and I sign this release on his/her behalf. *In signing this document I fully recognize and understand that if my son/daughter is hurt, dies, or his/her property is damaged, I am giving up my right and the right of his/her heirs to make a claim or file a lawsuit against the CHS, its trustees, officers, employees, and agents.*

By signing below, I/we acknowledge that I/we: (1) have read this document and understand that I/we give up substantial actual or potential rights in order to allow the above-named student to participate in the school-related activity/ies and any associated field trip or excursion; (2) have voluntarily signed as evidence of acceptance of this

Agreement without any inducement or assurance of any nature, with full appreciation of the all risks inherent in the school-related activity/ies; (3) have no question regarding the scope or intent of this Agreement and I (parent/guardian/non-minor student) have the right and authority to enter into this Agreement and to bind myself, the student, and any other family member, personal representative, assign, heir, trustee, or guardian to the terms of this Agreement. This is a release of all claims.

DATE: _____ X _____
Signature of Parent/Legal Guardian or Non-minor Student/Participant*

DATE: _____ X _____
Signature of Minor Student/Participant

*A student 18 years of age or older is considered, by law, a non-minor and may sign form in the place of a parent and assumes all of the above -stated risks and liabilities for himself/herself.

Student Emergency Card Form COLUSA UNIFIED SCHOOL DISTRICT

STUDENT NAME: _____ GRADE: (Upcoming Season) _____
Last First

STUDENT ADDRESS: _____
Street City State

HOME PHONE: _____ DOB: ____ / ____ / ____

PARENT/GUARDIAN INFORMATION

Guardian's Name: _____ Phone #: _____

Email Address: _____

EMERGENCY CONTACTS

List two (2) neighbors or relatives who will assume temporary care of your child if you cannot be reached. (They must be at least 18 years old.)

1. Name: _____ Phone: _____
(____) _____

2. Name: _____ Phone: _____
(____) _____

AUTHORIZATION FOR FIRST AID AND MEDICAL TREATMENT

I/WE, the parents/guardians of _____, a minor, authorize the Colusa Unified School District to act as my/our agent in my/our absence to obtain through the physician named above such medical or hospital care as is reasonably necessary for the welfare of the student, including necessary transportation if he/she is injured in the course of school athletic or other activities. In the event said physician is not available at the time, I/WE authorize such care and treatment to be performed by a licensed physician or surgeon.

I/WE agree to bear all costs incurred as a result of the foregoing. I/WE hereby agree to hold the school district, its employees, agents, coaches, representatives, and volunteers harmless from any and all liability, actions, causes of action, debts, claims, and demands of every kind and nature which may arise by or in connection with participation by my/our son or daughter in any activities related to the interscholastic involvement of his/her school.

Parent/Guardian Signature: _____ Date: _____