

2021-2022

Student Handbook

CORDOVA HIGH SCHOOL

Home of the Lancers
2239 Chase Drive
Rancho Cordova, CA 95670
(916) 294-2450

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT

1965 Birkmont Drive
Rancho Cordova, CA 95742
(916) 294-9000

BOARD OF EDUCATION

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Joshua Hoover, Clerk
Chris Clark, Member
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Don Ogden, Associate Superintendent, Human Resources
Jim Huber, Assistant Superintendent, K-12 Instruction
Sean Martin, Assistant Superintendent, Business Services
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NONDISCRIMINATION & SEXUAL HARASSMENT COMPLAINT PROCESS

The Folsom Cordova Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, race or ethnicity, religion, gender, gender identity or gender expression, immigration status, national origin, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For concerns/questions or complaints, contact the **Title IX Coordinator and Equity Compliance Officer:**

Jim Huber, Assistant Superintendent K-12 Instruction (jhuber@fcusd.org)

Folsom Cordova Unified School District
1965 Birkmont Drive
Rancho Cordova, CA 95742
Phone (916) 294-9000 Ext. 104625
Fax (916) 294-9020

CORDOVA HIGH SCHOOL ADMINISTRATION & COUNSELING

[Jerad Hyden](#), Principal
[Michele Brown](#), Assistant Principal (Students Last Name A-D)
[Ann Botsford](#), Assistant Principal (Students Last Name E-L)
[Joel Francisco](#), Assistant Principal (Students Last Name M-R)
[Michele Cooper](#), Assistant Principal (Student Last Name S-Z)
[Marque Willis](#), Counselor (Students Last Name A-C)
[Betsy Anumu](#), Counselor (Students Last Names D-I)
[Mary Stowes](#), Counselor (Students Last Name J-M)
[Kitty White](#), Head Counselor (Students Last Name N-Sa)
[Bailey Dagen](#), Counselor eversher@fcusd.org(Students Last Name Sc-Z)

ADMINISTRATION / COUNSELING OFFICE HOURS

Cordova High School Office
7:30 a.m. to 4:00 p.m.
Monday through Friday (*during the school year*)

ATTENDANCE OFFICE HOURS

The Attendance Office is open from 7:30 a.m. to 4:00 p.m.
Telephone: (916) 294-2450 Ext: 810800
Attendance Reporting Email: [Ms. Malone](#), Attendance Clerk

MISSION STATEMENT

Cordova High School leads by example – we are citizens of the world and show respect for others through kind words and actions. We put forth our best effort and work hard to achieve academic excellence. We grow by taking risks and learning from our mistakes. We believe laughter is an important part of learning. With courage, this is who we are, especially when no one is looking.

VISION STATEMENT

Cordova High School is an extension of our community steeped in deep tradition and endeavors to develop intrinsically motivated, compassionate, and resilient learners who understand the importance of advancing their education while embracing diversity through active collaboration to become innovative global citizens of the world.

GOAL STATEMENT

Cordova High School is committed to College & Career Readiness for all learners.

ALMA MATER

**MAY THE VALLEY BE YOUR CASTLE
AND THE SKY ABOVE YOUR THRONE.
WITH THE KNOWLEDGE AS YOUR LANCE,
LET YOUR TRUTH BE EVER KNOWN.
MAY YOUR WORD BE EVER SPOKEN
AND YOUR GUIDANCE NEVER FAIL.
WE PLEDGE OUR LOYALTY ALWAYS
ALL HAIL CORDOVA – HAIL**

STUDENT GOVERNMENT

Student government at Cordova High School seeks to involve all students and give them a voice in student affairs. Associated Student Body (ASB) and Class elections are held each spring (except freshman) for the

following year. The Student Council consists of elected and appointed Associated Student Body (ASB) officers, Class Officers, including class representatives, Student Advisory Board chairperson and a representative of each major club. The head cheerleader, who is appointed, is also a member. The school administrators are ex-officio members. Any student desiring to run for class representative or student government office can obtain a petition for candidacy from the Main Office - see Student Body Calendar for deadline dates. Candidates for ASB office must have a 3.0 grade point average; class office candidates must have a 2.5 grade point average.

The student government leadership class consists of the elected and appointed student body officers. This group meets as a class with the Student Activities Advisor. The student government class serves as the executive and judicial branch of the Student Council. Members are responsible for approving the calendar, budget, running elections and directing the student activities promoted by the Student Council. The Student Council is the ultimate government authority. They manage all affairs and finances of the Associated Student Body. The Student Council meets twice a month if possible. Meetings are held on Wednesdays, before school in the Media Arts Center, so that all students may attend.

FCUSD/HIGH SCHOOL GRADUATION REQUIREMENTS

***Students must complete the following high school courses and earn a minimum total of 220 credits**

ENGLISH (Grades 9-12) 40 credits **HL Language and Literature (IB DP program) will meet the requirement for English 3 and English 4*

INTEGRATED MATH 1 (formerly "Algebra 1") 10 credits INTEGRATED MATH 2 (formerly "Geometry") 10 credits 3rd YEAR OF MATH 10 credits ECONOMICS* 5 credits

GOVERNMENT* 5 credits

U.S. HISTORY* 10 credits **HL History of the Americas (IB DP program) will meet the requirement for Economics, Government and US History*

WORLD CULTURES 10 credits

LIFE SCIENCE 10 credits

PHYSICAL SCIENCE 10 credits

3rd YEAR OF SCIENCE OR CTE COURSE 10 credits

VISUAL/PERFORMING ART OR WORLD LANGUAGE OR CTE 10 credits

HEALTH EDUCATION 5 credits

PHYSICAL EDUCATION 20 credits ELECTIVES 55 credits

TOTAL: MINIMUM CREDITS NEEDED TO GRADUATE 220 credits

ACADEMIES

Engineering Academy – a pre-engineering and small manufacturing sequence of courses that are coordinated with American River Community College and California State University/Sacramento Engineering Department.

Business Academy – a sequence of courses that prepare students for careers in business and technology. Students take courses in computer skills, finance, accounting, taxes and marketing.

Culinary Academy – a sequence of courses that prepares students for careers in the culinary arts. Students take courses in food and nutrition; servsafe standards, food service management-café operations, and senior internships.

Agricultural Science – This academy will introduce students to the exciting world of agriculture and environmental science. Working closely with our neighbor, Soil Born Farms, students will engage in hands-on discovery that will immerse participants in one of the most relevant and compelling careers of the future.

DIPLOMA PROGRAMME/ADVANCED PLACEMENT

Please see the course description guide on our website for details regarding individual classes. All 9th and 10th grade students are a part of the International Baccalaureate Middle Years Programme We offer the International Baccalaureate Diploma Programme for 11th-12th grade. Discuss these possibilities with your counselor or our Diploma Coordinator.

ATTENDANCE INFORMATION

The Attendance Office is open from 7:30 a.m. to 4:00 p.m.

Telephone: (916) 294-2450

Attendance Message Line Ext: 810800

Attendance Reporting Email: bmalone@fcusd.org

BENEFITS OF GOOD ATTENDANCE

Success in school is directly related to good attendance. Cooperation is needed between the school, the parents, and the student to make certain that each student is given the opportunity to be successful. We are all interested in encouraging students to maintain outstanding attendance.

Please let us know if there is any assistance we can provide.

ABSENCE TYPES

Short term illness absence assignments: Less than three weeks, call the teacher for homework and class assignments and/or check your teacher's PowerSchool page. If absence is more than 5 days, contact the attendance office.

Long Term: More than three weeks. During a lengthy illness, a home/hospital teacher may be secured if medical verification is obtained. Contact your school counselor to begin the process.

Independent Study: During a short-term absence of 5-15 days, you must set this up at least 5 school days prior to your first day of absence. Independent Study can be arranged through the vice-principal's administrative assistant.

Doctor's Note: A doctor's note is required after 10 absences due to illness, doctor appointments or dental appointment. PRO TIP: EVERY TIME you go to the doctor, the dentist, the chiropractor, the allergist, or other medical professional GET A WRITTEN EXCUSE! Parents can only excuse 10 absences for the whole year.

Otherwise the absence is considered unexcused. If you have a chronic condition, have your doctor fill out a form in advance. Forms are available in the Attendance Office.

Legally excused absences: Illness verified by a parent, medical appointments, court appearance, funerals, religious holidays, or a job interview. (Note, a DMV appt. is not excused)

ABSENCES - STUDENT RESPONSIBILITY

Students are required to turn in their notes to the Attendance Office BEFORE 7:53 a.m. on the day he/she returns to school. The student needs to be sure that his/her parent has called or written a note to the attendance office to verify an absence. If students are late to class due to an excused absence they must bring a campus pass from the attendance office stating so. Students without a campus pass will be marked "unexcused" by their teacher.

ABSENCES - PARENT RESPONSIBILITY

Whenever a student is absent from school, the parent must call the attendance office on the day of the absence (294-2450 Ext: 810800) or send a note with the student to the attendance office upon their return.

The following information must be clearly stated:

Student's complete name and grade level

Specific reason for absence

Exact dates and times of absence

Signature of parent (with relationship listed) and a contact phone number

Remember absences are only able to be cleared 10 days after the absence, otherwise it is marked unexcused.

EXCESSIVE ABSENCES

By California State law, students between the ages 6 and 18 are required to attend school. The student who misses school without valid reason will be assigned Saturday School. Continued absences are referred to Cordova's Student Attendance Review Team (SART) or the District Attorney's School Attendance Review Board (SARB).

AUTOMATIC DIALER

An automatic dialer will notify parents the afternoon or evening of a student's absence for one or more period absences. The parent is asked to call the attendance office (294-2450 Ext: 810800) anytime of the day or the following day to clear or verify the absence. Verification will be left on a voicemail system, which the attendance clerks check regularly.

EARLY DISMISSAL

Students must have an early dismissal pass in order to leave the campus during regular school hours. A note or voicemail must be submitted to the Attendance Office prior to leaving campus. This is to ensure your safety. If a student leaves campus early without prior approval, the student will be marked with an unexcused absence, considered truant, and consequences will be assigned. Notes for early dismissal passes can be obtained in the Attendance Office before school begins or lunch times. The attendance line (916-294-2450 ext. 810800) voicemails for early dismissals is checked several times a day and an early dismissal pass will be sent

to the student's class. If the student wishes to return to campus within the same day, they must check back in with the office when they return to school to receive a pass back to class. If they went to a medical appointment please have them bring a medical note upon returning.

LATE/TARDY POLICY (See consequences on Discipline Chart)

Late is defined as less than 30 minutes late to class. A tardy is defined as being more than 30 minutes late to school or class without a valid excuse. Late and Tardy students are excused ONLY for reasons of illness, funeral, medical appointments, or court appointments. Students arriving late to class with a pass from another teacher or from the attendance office are "excused" and are not considered tardy. Students out on campus during class without a pass signed by his/her teacher are in violation of campus rules. CHS frequently initiates "Tardy Sweeps" where students late to class are brought to a central location to face a range of consequences, including but not limited to warning, Thursday detention, a call home, Saturday School, or suspension. A tardy that is over 30-minutes in length is considered a "truancy event" thus an Education Code infraction and contributes to Administrative Services being initiated for the family.

AWARDS AND SCHOLARSHIP CEREMONIES

Superior achievement is recognized annually at the Awards Program and Scholarship Night and in classrooms. Each department gives numerous awards to recognize outstanding performance in their academic area. These awards are given out in May during class time and students are recognized by their peers at the Senior Send Off Rally. Many community organizations also provide awards and scholarships to give recognition to our students. These are presented at the Awards and Scholarship Night in May.

CALIFORNIA SCHOLARSHIP FEDERATION (CSF)

Advisor: Megan Hamm - Science Teacher

CSF is an honorary service and scholarship organization. It is necessary to apply for membership each semester. Membership depends on the previous semester's grades. A student must earn at least 10 CSF points (A=3, B=1, C=0) in academic classes, not counting P.E. or T.A. A "D" or "F" in any course immediately disqualifies a student from membership. Students must have satisfactory citizenship. If membership is earned four of the last six semesters of high school, including one semester of the senior year, a student receives life membership and eligibility for college scholarships. Each year some of the activities include: field trips, a college visitation, and several community service projects.

CAMPUS STANDARDS

STANDARDS AT CORDOVA HIGH SCHOOL ARE DESIGNED TO CONTRIBUTE TO A SAFE AND POSITIVE LEARNING ENVIRONMENT.

BEHAVIOR STANDARDS

CLOSED CAMPUS: As per School Board policy, campus will be CLOSED TO ALL students during lunchtime.

Students should not arrive on campus before 8:00 a.m. when staff arrives.

Although we love it and encourage our parents to provide nutritious lunches for their children, and we stand by parents who want to deliver lunches to their teens at the appropriate lunch time, we do NOT allow for food to be delivered by outside agencies (pizza delivery, DoorDash, Grubhub, UberEats, and other internet application services); we just do not have the personnel to manage this demand.

Every student who is out of class shall carry his or her ID. TAs and students in government must have a badge stating so along with their ID.

Riding bicycles, skateboards, scooters, and rollerblades on the school campus is prohibited at any time. Students must follow the Cordova's "Responsible Use" policy explained on pages 14 and 15 of this handbook.

Students are prohibited from leaving litter on our campus or on neighborhood property; students observed littering will be assigned campus cleanup by Administration.

The park is closed to students from 7:00 a.m. - 3:30 p.m. on school days.

It is strongly recommended that you do not bring personal items to school as they are subject to being lost or stolen. **CHS is not responsible for the loss or damage of any personal items, nor will we stop instructional time to search for these items. This includes (but is not limited to) bicycles, skateboards, cell phones, laptops, etc.**

Unless you are here after school on official, adult supervised business (clubs, tutoring, sports, make-up work, detention, etc.) you must leave the campus promptly at 3:30 p.m. If you are waiting for a ride, please wait in front of the school, if you are meeting up with friends – meet in front of the school, and do not go onto other campuses after school. **Students who are scheduled off campus during normal school hours are not allowed to remain on campus during the unscheduled time.**

Students who leave campus because they have a free period, etc. may return to campus for a special event. (Rally, Spring Activities Day, etc.) But once the student returns to campus, he or she is not permitted to leave again until the end of the special event or the completion of the school day.

Loitering, gathering, meeting, etc. is NEVER permitted in Cordova High Parking lots (another reason why we do NOT allow food delivery apps to service our campus). Students in the parking lot must get into a vehicle and leave campus. Students not getting into a vehicle must use the sidewalks at all times.

COLLEGE AND CAREER PLANNING

Cordova High offers various resources like internships, field trips to colleges, resume and scholarship workshops, and much more. The center will be available while school is in session. The hours are from 9:30 a.m. until 4:00 p.m. except Thursdays, it is available from 9:00 a.m. until 3:30 p.m.

Some of the resources provided are:

FSA ID FAFSA

Financial Aid Scholarships
Internships Resume Writing and Evaluating
Cover Letter Writing NAVIANCE
Work Permits [Ashley Stubbs](#), College & Career Clerk

If you have any questions feel free to contact the Career Center: (916) 294-2450 Ext: 810405.

COLLEGE CLASSES

Cordova High School students may attend College classes under the concurrent enrollment guidelines. College credit is earned in these classes. See your counselor for details.

COMMUNITY COLLEGE REQUIREMENTS

Students interested in community college must be a high school graduate or 18 years old. Assessment testing may be required. Please visit the College and Career Center located in the Library for more information.

COUNSELING STAFF

The counseling staff at Cordova High School provides a variety of services for students including: Scheduling of classes, college and career counseling, counseling for personal, attendance, school concerns, and individual/group counseling. Please connect with your assigned counselor or visit the counseling office to request more information. You may sign up to see your counselor by completing a “meeting request card,” and you will be called in as soon as possible.

COURSE CHALLENGES (Board Policy 6155)

The Folsom Cordova Unified School District encourages those students already proficient in a course of study to challenge such a course for credit and grade. This will enable a student to pursue a more advanced and/or related course in the same subject area. This applies to both semester and full year courses. A student cannot challenge remedial courses or PE. Course challenges must be initiated through the assigned counselor or the academic coordinator of the course being challenged in the first two weeks of the semester only, no exceptions.

DRESS STANDARDS

The Folsom Cordova Unified School District has adopted Board Policy / Administrative Regulations 5132:

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or is likely to cause a substantial disruption to the educational program.

Individual schools may establish dress and grooming standards that are stricter than District Policy. Students

and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action. School grooming and dress regulations will be in effect all day at school, at all club/ organization sponsored special events, at dances, at athletic events, and during field trips.

Dress Code:

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.
2. Appropriate shoes must be worn at all times (i.e. Construction Class, Science Labs, Field Trips, etc.).
3. Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.

The Dress Code will be enforced by all staff. Referrals will be made to Administration.

Violations will result in the following disciplinary actions:

1st Violation: Warning.

2nd Violation: Home contact and change of clothing.

3rd Violation: Home contact, change of clothing, detention.

4th Violation: Home contact, change of clothing, Saturday School and/or assigned ISS.

5th Violation: Mandatory parent meeting with Administration.

GENERAL INFORMATION

BIG RED MUSIC MACHINE

The Big Red Music Machine is a group of talented musicians and skilled performers in color guard. Together they form the award-winning band that travels all over Northern California competing at Parade Reviews on Saturdays during the fall. The Big Red Band also leads the way for the football team performing in the stands and on the field at halftime. Since there are a lot of performances, after school rehearsals are required and are a part of the student's grade. Marching season begins when school starts and ends around November. Concert season lasts until the end of the second semester. The Big Red Music Machine is a great opportunity to have fun and learn about music.

Advisor: [Mr. Sims](#)

BULLETIN & PA ANNOUNCEMENTS

The Student Bulletin is read each morning during 4th period in all classrooms. Please see your club/activity sponsor regarding getting items in the morning announcements.

BUS TRANSPORTATION

There will be a fee charged for home/school bus transportation. Bus pass information packets may be picked up during the registration process. District transportation telephone number is (916) 294-9100.

CAFETERIA

Following a nutrient-based approach, the cafeteria offers meals that meet the USDA requirements and the Dietary Guidelines for Americans regarding fat and calories. This provides us the flexibility to offer foods that look good and taste great while maintaining nutritional integrity.

Breakfast is \$1.75 and lunch, including fresh fruit and milk, is only \$3.00.

Students must have their ID cards to be served in the cafeteria.

Qualifying students may receive a free or reduced lunch; forms are available in the counseling office. Forms must be filled out and turned in every year prior to the 3rd week of September to qualify for the current school year. *(As the listed amounts are subject to change, please ensure you review on the website under "Food Services".)* **Cafeteria Manager:** [Ms. McCrea](#)

COURSE DROP BOARD POLICY

The course drop policy is stated in the [Course Description Guide](#) located in counseling. The policy states: Please choose courses carefully, paying close attention to prerequisites and course descriptions. Courses may be dropped without penalty through the 2nd week of each semester. Any course dropped after that time will only be dropped from a student's schedule with a failing grade ("withdrawal F") for the semester in which it was dropped unless otherwise decided by the principal or designee because of extenuating circumstances. It is important to note the semester grades are a part of a student's permanent record. Students must still maintain a 4 period day (consecutive periods) if granted a drop. Any student requesting a drop from a Diploma Programme (DP) course will require the completion of a DP Schedule Change Request Form and a parent/teacher conference may be required. Due to the nature of the DP application and placement process, drop requests may be denied. DP Courses may be dropped without penalty through the 2nd week of the 1st semester for a year-long course. Students who enter a course in the 2nd semester may drop a course through the 2nd week of the 2nd semester.

FINES

A fine will occur for non-return of classroom or library books, athletic uniforms, fundraising money, or any damage to school property, i.e. books or classroom equipment. Students and parents must accept the responsibility for returning loaned school materials provided by public funds. **Once a fine has been issued, it must be cleared at the Student Store.**

FUNDRAISING

All CHS fundraising must be approved by the Student Council and signed by the Activities Director. Applications for any fundraising activity may be obtained from the Student Store, ASB Fundraising Commissioner, or the Director of Student Activities. Paperwork MUST be submitted at least one (1) month in advance.

INTERNET USE REGULATIONS

School Administration is responsible for ensuring that all FCUSD users under their supervision (employees and

students) are knowledgeable about Policy 6118.01 and *have signed the Student/Employee Authorized Use Agreement form* (forms are available in the Library). Parents/guardians are responsible for discussing the Student Authorized Use form with their child. By signing the use agreement form, parents/guardians give their permission to the District to issue an internet account to their child.

LANCER LEGENDS YEARBOOK

The staff of Lancer Legends strives to make the CHS Yearbook a memory book for all of the students, faculty, staff and community. The pictures, captions and copy are intended to reflect the events of the year in all areas of student life - academics, activities, and athletics. Yearbooks are on sale throughout the year. Listen and watch for sales information.

Advisor: [Mrs. Serrano](#)

PARKING

Parking on campus is a privilege and students must follow the following rules: Park only in designated student spots; do not park in Visitor, Counseling Office, Administrator, or Faculty Parking. A permit must be visibly hanging from the rear view mirror. The parking permit fee is \$10.00. To obtain a permit, students must provide a copy of their driver's license, registration, and proof of insurance to Ms. Webb in the Administration Office. All California driving laws are enforced at CHS. Minor parking or driving violations are given a warning; further or major violations may result in a loss of parking privileges or the vehicle being towed at the owner's expense. For major or evening events such as football games and graduation, there will be a \$5 parking fee which helps defray the cost of security and parking attendants.

PE UNIFORMS / PE LOCKS

Physical Education students are required to dress in a gym uniform every day. Uniforms can be purchased at the Student Store. When inclement weather arrives, students may wear sweats over or under their uniform. Sweats purchased off campus must be plain gray, with no visible logos or brand names. **Students must wear tennis shoes daily.** In an effort to increase protection of student property, students are now required to bring their own combination locks for Physical Education. Locks are due in class the first week of school. Students will be assigned a locker on the second Monday of the school year. At this time, students must provide their instructor the combination to their lock. **PLEASE BE ADVISED THAT CHS IS NOT RESPONSIBLE FOR THE LOSS/THEFT OF ANY ITEMS NOR FOR THE RECOVERY OF THESE ITEMS. DO NOT LEAVE VALUABLE ITEMS IN PE LOCKERS AS THESE ARE DESIGNED FOR PE CLOTHES ONLY. PLEASE REPORT ALL CONCERNS DIRECTLY TO YOUR PE TEACHER IMMEDIATELY.**

PHONE MESSAGES FOR STUDENTS

In an effort to avoid classroom interruptions, messages to the classrooms will be on an **emergency basis only**.

SCHOOL NURSE

Office hours will be posted on the nurse's office door in the Administration Building. If you desire to see the nurse for health concerns, ask for a pass from your teacher. If the nurse is not available, report to the Attendance Office. Requests for home teaching due to illness and modified PE are screened by the nurse, as

well as requests for administering medication while on campus. **All requests for administering medication on campus must be made on the Continuous Medication Form that is available in the school office or from the nurse.** Hearing tests are done for all 10th grade students. Vision and hearing tests are done by request.

SCHOOL PSYCHOLOGIST / MHS (Mental Health Specialist)

Our school psychologists and MHS are located in the Student Union. Primarily they work with students who are in the special education program on campus or have been referred by their counselor or assistant principal. They are available on a limited basis to help students with personal issues or in times of crisis. Staff members usually refer students to the school psychologist, but self-referral is also appropriate. The nurse, your counselor, or an administrator can help you get a referral.

Psychologists: [Mrs. Del Agostino](#), [Mrs. Calander](#)

Mental Health Specialist: [Mrs. Knight](#), [Mrs. Newby](#)

SENIOR PORTRAITS FOR THE YEARBOOK

A senior has the right to choose his/her own photographer for his/her senior portraits. However, the contract photographer for the school, Lifetouch (Prestige), will take your yearbook picture. All seniors will receive a letter describing in detail the requirements and deadlines set forth for their yearbook picture.

STUDENT BODY STICKER (ASB)

A Student Body Sticker saves you money. The sticker sells for \$25.00. You can save at least \$75.00 per year with the purchase of a Student Body Sticker. Benefits of having a Student Body Sticker include **free admission to all regular season home athletic events**, price reductions on special tournaments, big discounts for dance tickets and prom bids. You must possess a Student Body Sticker to receive an athletic or student body award such as a trophy, an athletic or activity letter, plaque or medal. A Student Body Sticker is also a requirement for anyone wishing to get a date bid for any dance held by Cordova High School. All proceeds from Student Body stickers are used to support Student Body activities.

STUDENT STORE HOURS

Before School 8:00 a.m. - 8:29 a.m.

At Both Lunches A and B Lunch

After School 3:30 p.m. - 4:00 p.m.

The Student Store is closed from 1:45 p.m. - 2:15 p.m. every day for lunch.

ID CARDS ARE REQUIRED FOR ALL TRANSACTIONS AT THE STUDENT STORE.

All student-related items are available at the Student Store, Cordova's webpage or at:

www.cordovaalancershop.com

Class T-shirts, school sweatshirts, school dance tickets, shop cards, yearbooks, and P.E. uniforms are just a few items available for sale. School and dance pictures are picked up at the Student Store, as well as graduation items, including announcements, and cap and gown.

Student Accounts Clerk: [Mrs. Lawrence](#)

TESTING NOTIFICATION

California students take several mandated statewide tests. These tests provide parents/guardians, teachers, and educators with information about how well students are learning and becoming college and career ready. The test results may be used for local, state, and federal accountability purposes. The California Assessment of Student Performance and Progress (CAASPP) tests consist of the following:

Smarter Balanced Assessment Consortium Assessments

The Smarter Balanced computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and mathematics assessments can be used as an indicator of college readiness.

California Science Tests (CAST)

The computer-based CAST measures students' achievement of the California Next Generation Science Standards (CA NGSS) through the application of their knowledge and skills of the Science and Engineering Practices, Disciplinary Core Ideas, and Crosscutting Concepts. The CAST is administered to all students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve).

California Alternate Assessments (CAAs)

Only eligible students—students whose individualized education program (IEP) identifies the use of alternate assessments—may participate in the Administration of the CAAs. Test examiners administer the computer-based CAAs for ELA, mathematics, and science one-on-one to students. Students in grades three through eight and grade eleven will take the CAA for ELA and mathematics. Test items developed for ELA and mathematics are aligned with the CCSS and are based on the Core Content Connectors. Students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve) will take the CAA for Science. The CAA for Science embedded performance tasks are based on alternate achievement standards derived from the CA NGSS. Students taking the CAA for Science will take three embedded performance tasks in spring 2019.

California Spanish Assessment (CSA) for Reading/Language Arts

The optional CSA for Reading/Language Arts in Spanish is aligned with the California Common Core State Standards en Español. This computer-based test allows students to demonstrate their Spanish skills in listening, reading, and writing mechanics.

Pursuant to California Education Code Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments.

English Language Proficiency Assessments for California (ELPAC)

The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students' English language proficiency level and to measure their progress in learning English.

Physical Fitness Test

The physical fitness test for students in California schools is the FitnessGram®. The main goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades five, seven, and nine take the fitness test.

TUTORING

Tutoring opportunities are offered by subject matter departments and academies. Please see your teachers or counselors for more information or review the posted information on our CHS website. Additionally, please review the Late Night Library hours during the week to support students academically.

VALEDICTORIANS AND SALUTATORIAN / SELECTION OF

For the purpose of selecting the Valedictorian(s) and Salutatorian(s), please see Board Policy 5127 for all pertinent information, grade and course requirements, timelines and other relevant information. Any questions about Valedictorian and Salutatorian honors should be directed to the counseling offices or principal's office.

WORK PERMITS

State law requires all working minors to have a work permit.

In order to receive a Work Permit you must:

1. Have a job before enrolling in the program.
2. Be at least 16 years old, or a Junior or Senior in high school.
3. Be enrolled in at least four subjects, not including Work Experience Education.
4. Have your parent or guardian's approval.
5. Have acceptable citizenship and a 2.0 GPA, as of the last grading period (quarter or semester).
6. Maintain regular attendance at school (90% attendance).
7. Clearance by Library and Student Store as having no outstanding fines, books.

Students under 18 years of age must possess a work permit when employed.

Work Permit Coordinator: [Ms. Ashley Stubbs](#)

FLAG SALUTE

Flag Salute opens each day at Cordova High School. You are not required to take part in the Flag Salute or Pledge of Allegiance if doing so violates your beliefs or values. **For continually updated, relevant and engaging information please bookmark: www.fcusd.org/chs The "Online" version of the Handbook will be updated as needed throughout the year and is considered the "ruling document."**

ATHLETICS

"AN ATHLETE IS ANY CORDOVA HIGH STUDENT WHO HAS BEEN ISSUED A CLEARANCE CARD, FOR ANY SPORT, BY THE ATHLETIC DEPARTMENT". Please refer to the Folsom Cordova Unified School District [Athletic Handbook](#) for comprehensive Athletic information.

The interscholastic athletic program provides an opportunity for students to develop skills, and test their skills in suitable competition.

ACCEPTABLE BEHAVIOR FOR ATHLETIC EVENTS

All school dress code standards will be enforced at athletic contests.

Applause during introduction of players, coaches, and officials.

Fans recognize the players' performance with applause.

Accept all decisions of officials.

Cheerleaders lead fans in positive school yells in a positive manner.

Participants and coaches shake hands at the end of the contest, regardless of outcome.

Treat competition as a game, not a war.

Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.

Applaud at the end of a contest for the performance of all participants.

Everyone shows concern for an injured player, regardless of team.

Fans display only sportsmanlike conduct.

OBJECTIVES:

1. To provide as many athletic activities as possible for all of our students.
2. To develop school spirit, morale and loyalty.
3. To expose players to a variety of situations that will enable them to develop sportsmanship, team cooperation, courtesy and self-control.
4. To provide the students and community an opportunity to view competition and participate as spectators.

ATHLETIC ELIGIBILITY

Please refer to the Folsom Cordova Unified School District [Athletic Handbook](#) for athletic information.

Athletes are representatives of the school and community, and as such, they are expected to act in accordance with all laws, school regulations, athletic department policies and team rules.

ACADEMIC ELIGIBILITY REQUIREMENTS

The purpose of establishing this policy is to encourage and promote academic excellence. Folsom Cordova Unified School District has established clear student achievement expectations across the curriculum. To enhance student success, the teaching of effective study habits, counseling, and eliciting cooperative home/school effort supports these expectancies. **Please refer to the Folsom Cordova Unified School District [Athletic Handbook](#) for comprehensive athletic information.**

Athletic Director: [Mr. Beamish](#)

ATTENDANCE REQUIREMENTS

Students who are absent for any part of a school day **may not** participate that day in after school activities unless they have cleared the absence with the attendance office. Clearing an absence is as follows:

- (a) bringing a note from your parent/guardian to the attendance office or
- (b) having your parent/guardian call the attendance office.

BEHAVIOR AND CONSEQUENCES

All consequences outlined in the CHS Discipline Plan and the FCUSD Student Code of Conduct will be enforced for any athlete who chooses to violate any Education Codes related to behavior. In addition, a conviction of illegal activities outside the school, as well as a violation of school rules and failure to follow written team rules of a given sport, is grounds for suspension and/or removal from the team.

A student may be suspended from the team for up to five days by the coach/athletic director/principal for breach of any of the district rules. Suspension longer than five days may be imposed by the school principal after consulting the coach, athletic director, athlete, parent, and if necessary, assistant principals.

GRADE POINT STANDARD

Students are eligible to participate based upon a 2.0 composite grade point average in the courses enrolled in, and must receive a passing grade in four courses (20 credits) at the previous grading period. A student may elect to take summer school to raise his/her grade point average. If the student takes the same course, the higher grade will be used to average the grades. If a student takes courses that differ from the preceding grading period, the total units (summer school plus previous grading period) will be averaged to determine eligibility.

PHYSICALS

It is the responsibility of every athlete to get the required physical to participate in team sports. Parents and/or guardians will need to work through their own health insurance provider or community clinic to get their athlete(s) the required physical in order to participate in any of the team sports offered by CHS.

PROGRESS TOWARD GRADUATION

Minimum progress toward meeting graduation requirements is required: Students must be on target in the current grading period in the number of units to graduate with his/her class (down no more than 30 units), and in the remaining time be able to take all remaining required courses within the regular school day.

GRADING POLICY

At the beginning of the school year, students will receive from each of their teachers a written grading policy explaining the class requirements and behavioral expectations. The grading policy will be sent home for parent and student signature and returned to each teacher.

GRADING SCHEDULE - SEMESTERS

1st Semester 08/11/2021 to 12/17/2021

2nd Semester 01/4/2022 to 05/27/2022

Assessment and Grading within the International Baccalaureate Middle Years Programme (IB MYP)

Assessment is integral to all teaching and learning. MYP assessment requires teachers to assess the prescribed subject-group objectives using the assessment criteria for each subject group. In order to provide students with opportunities to achieve at the highest level, MYP teachers develop rigorous tasks that embrace a variety of assessment strategies. As units of study unfold, teachers will conduct formative assessments in order to

adjust instruction to best meet the needs of the students. Formative assessments are essentially the practice leading up to a final summative assessment.

What does assessment and grading look like in the Middle Years Program?

Teachers assess student knowledge using formative and summative assessments. Formative assessment guides teacher instruction and gives students feedback on their progress. Formative assessments are not calculated into the final grade. Summative assessments are assigned as a way for students to demonstrate their knowledge and to “show what they have learned”. Each MYP subject area has four (4) specific grading criteria. Each grading criterion must be assessed at least twice per semester. A student’s final grade is determined based on their summative scores. Essentially, students will be graded on what they actually know rather than behavioral or compliance assignments.

How are formative assessments recorded in a teacher's grade book?

Teachers have options for recording formative assessments. Some assessments are recorded by points, criteria, and comments. When teachers record assessments as comments only the following codes may be used:

- C - the assessment was COMPLETED
- P - the assessment was PARTIALLY COMPLETED
- I - the assessment was INCOMPLETE
- M - the assessment was MISSING
- E - the assessment was EXCUSED

Whether points, criteria or comments are used to record assessments, it is important to remember these do not have an impact on the final grade. They are there to inform the student, the teacher, and the parent about progress in class. They are the “practice” leading up to the summative assessment.

How are summative assessments recorded in a teacher's grade book?

Teachers will be making the transition from entering day-to-day assignments from PowerSchool to Managebac. After the first quarter only final grades will be entered into PowerSchool. Students and parents will receive more information regarding access to Managebac. All summative grades are assigned using an IB MYP 8-point rubric.

The rubric and corresponding letter grades are listed below:

- | | |
|--------------|--------------|
| 8- A | 3- C |
| 7- A- | 2- D |
| 6- B | 1- D- |
| 5- B- | 0- F |
| 4- C | |

What is summative criteria?

MYP assigns four (4) criteria to each subject. Each teacher must assess each criterion two times per semester. Criteria-based assessments are assessed using an MYP 8-point rubric. When more than one criterion is assessed in a task, there will be multiple grades. For example, if an essay is assessed using Criteria A: Analyzing, B: Organizing C: Producing Text, and D: Using Language, then the teacher will input a separate

score for each criterion, thus there will be four (4) grades for the essay.

The Assessment Criteria for all eight subject areas are listed below.

Language and Literature (formerly known as English Language Arts)

Analyzing

Organizing

Producing text

Using language

Language Acquisition (formerly known as World Language)

Comprehending spoken and visual text

Comprehending written and visual text

Communicating

Using language

Individuals and Societies (formerly known as history and/or social science)

Knowing and understanding

Investigating

Communicating

Thinking critically

Sciences

Knowing and understanding

Inquiring and designing

Processing and evaluating

Reflecting on the impacts of science

Mathematics

Knowing and understanding

Investigating patterns

Communicating

Applying mathematics in real-world contexts

Arts (visual and performing)

Knowing and understanding

Developing skills

Thinking creatively

Responding

Physical and Health Education

Knowing and understanding

Planning for performance

Applying and performing

Reflecting and improving performance

Design (technology courses, culinary courses, etc.)

Inquiring and analyzing

Developing ideas

Creating the solution

Evaluating

How are final quarter/semester grades determined?

At the end of the grading period, a teacher will make the best judgment for each of the four prescribed criteria. In the example below, a Language and Literature student received a 5 on his first assessment and a 4 on the second. The teacher has chosen that overall the student has achieved a 5 in the A: Analyzing criteria taking into account all formative assessments. The teacher will continue to choose the best judgment for the remaining criterion.

Language and Literature

A: Analyzing

5 4 = 5

B: Organizing

7 6 = 7

C: Producing text

5 6 = 6

D: Using language

5 6 = 6

TOTAL = 24 ... A/A

The MYP grade is a 6

The local CA/FCUSD grade is either an A or an A- (to be determined by the teacher)

To arrive at a criterion levels total for each student, teachers add together the student's final achievement levels in all criteria of the subject group. The grade of 1-7 is an IB MYP grade consistent with MYP schools around the world. Folsom Cordova Unified School District has established a corresponding local letter grade for each of the MYP grades. Please note that the no mark in the fall semester will result in an F after two weeks.

Grade	Grade Boundaries (number when all 4 are added)	FCUSD Grade (fall semester)	FCUSD Grade (spring semester)
1	1-5	D-/F	D-/F
2	6-9	D+/D	D+/D
3	10-14	C/C-	C/C
4	15-18	B-/C+	B-/C+
5	19-23	B+/B	B+/B
6	24-27	A/A-	A/A-

REPORT CARD GRADING & CITIZENSHIP CODES

O = Outstanding

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

GRADUATING WITH HONORS - Top 10%/ Honor Roll/ IB

Grade Point Average (GPA) and class rank determine those graduating in the Top 10%. The GPA for the Top 10% will be computed by averaging all grades awarded (including physical education) from grades 9, 10, 11, and the first semester of the senior year (seven semesters). All classes designated as AP/ Honors will receive a weighted grade in the determination of the overall GPA, with the exception of Honors English 1 and 2, Honors Geometry and Honors Algebra II/Trigonometry. Top 10% seniors will receive a gold cord to be worn at graduation.

Seniors with a 3.0 cumulative grade point average will receive a silver cord. IB Diploma Programme Seniors will receive an IB Stoll, and IB Certificate students will receive a blue cord.

HOMEWORK POLICY

Homework is designed to help students learn course objectives through independent and online practice. An athlete, a musician, and a budding thespian do not hone their skills by skipping practice; most students involved in extracurricular activities would not even entertain the idea of not attending practice everyday. No one gets better at their subjects by skipping the practice (HOMEWORK!) Each teacher distributes a course expectation sheet to all students that the parent and the student sign, describing the frequency of homework and its grade value. Conscientious completion of homework is a vital part of success in any class. As an International Baccalaureate school the question is no so much *“did you do all of your work”*, but it’s more *“did you learn and now know the concept that was being taught, and can you use it in an application?”* Be it a project, a poster, or a paper; homework done with fidelity is of paramount importance to learning.

Educational Support for Homeless Youth

Cordova Lane Center: (916) 294-9090 Ext: 610341

LIBRARY

Time: 8:00 a.m. - 4:00 p.m.

Library Clerk: [Mrs. Sims](#)

Students should check with their teachers and the main office for library availability. When open, chromebooks are available for homework, accessing the library catalog, and the Internet. The library also has an LCD projector with Smart Panel for viewing PowerPoint presentations. There is a student copy machine available; copies are 10 cents each. Reference materials are checked out overnight only and other books for two weeks. Electronic devices such as, but not limited to, cell phones and iPods are not to be used in the library at any time. Students must have a pass written when coming to the library during class time. Students must show their student I.D. card when checking out books, using the computer, having their work permit signed, or to get/change their username/password.

LUNCH

Students can bring their lunches to school and we welcome parents to deliver lunches to school which can be dropped off at the counseling office. However, students are not allowed to order food delivery through online vendor applications (Postmates, Doordash, pizza delivery, etc.). All food will be disposed of and

students may be subject to disciplinary consequences.

NON-ACCREDITED SCHOOLS

Cordova High School is accredited by the Western Association of Schools and Colleges (WASC). In order to maintain academic standards, Cordova High School does not accept credits earned at non-accredited institutions. Students who enter Cordova High School from non-accredited schools may be given the opportunity to earn credits by passing challenge exams. New students from non-accredited schools should discuss this with their CHS counselor.

ONLINE COURSES

During the regular school day, all students must take 6 classes of district academic and elective courses (seniors can take 4 or 5 if they meet the credit requirements). The FCUSD offers online courses, see the course selection guide on our website or in the counseling office to see the list of available online courses. All online courses, approved by WASC institutions, may receive credit as long as they are above and beyond the school day and/or year. See your counselor for more information.

SCHEDULE CHANGES

Students may request schedule changes for **academic reasons only**. **Students must listen to the announcements the first week of school for more instructions regarding schedule changes.** A schedule change request **must be completed in writing, with parent signature of approval** and turned into your counselor. If there is room in the requested class and the counselor agrees with the change, it will be made. ***Students must continue to attend classes in their original schedule until notified by the counselor that a schedule change has been made.***

SOCIAL EVENT STANDARDS

All school rules apply at social events. Failure to comply with school rules, or failure to obey those in authority, shall be grounds for removal from the social event or activity and possible suspension from school.

1. Cordova students must present their I.D. cards to be admitted to all school dances and all other activities when required. Approved guests of Cordova students must present a picture I.D.
2. Students who are absent for any part of a school day may not participate that day in after school activities unless they have cleared the absence with the attendance office; Saturday School included.
3. Non-Cordova High students who wish to attend Cordova social events must obtain a guest pass (date-bid) application at the Student Store by the "Due Date."
Each student may bring only one guest and students must enter and leave with the guest. A guest must be at least enrolled in 9th grade, but no older than 19 years of age. Must present proof of age before the date-bid is signed. The sponsoring student assumes responsibility for the guest's behavior during the

activity. Guests must present a picture ID card at time of check in to the activity and must abide by all rules (including the Dress Code) of Cordova High School and the Folsom Cordova Unified School District. Each Guest Pass Request will be verified for accuracy. Any forged signatures will result in forfeiture of dance attendance by the CHS student and his/her guest.

4. No alcoholic beverages, or anyone under the influence of alcoholic beverages, or any other controlled substance, will be permitted on school grounds. Water bottles must be clear and unopened to be allowed in the dance. Water bottles brought to a dance are subject to search.

5. If a student leaves a social event, he/she will not be allowed to return.

6. All social or athletic activities, wherever held, when conducted under the district name or auspices of any school or of any class organization thereof, shall be under the direct authority of the district. The principal shall specify chaperone requirements.

7. Cordova High School officials reserve the right to exclude or remove anyone from any school activity.

8. A student who wishes to participate in extracurricular activities will accept the responsibility of abiding by the standards set by the teacher in each extracurricular activity.

9. The following is a list of requirements and expectations for attending all dances at Cordova High School. This is a school event, taking place within a “school zone,” and all school rules apply to all participants.

A dance contract must be signed and submitted to Cordova High School. A non-removable holographic sticker will be placed on your student ID card which you must show to the student store clerk if you want to buy a dance ticket or get paperwork for a Guest Bid. You only have to complete one contract per year, and it will remain on file with the Administration Office. Guest bids are available from the Activities Director or Student Store. Completed guest bids must receive prior approval before dance tickets may be purchased; guest bids need to be vetted, therefore, they need to be turned in **48 hours prior to the dance**. Allowing guest bids for Cordova dances will be at the discretion of the Administration and the Activities Director on a “per dance” basis.

Students suspended off campus are not allowed to attend dances until after their “return to school” date.

Dress Code Requirements: Dress Code Violations – Students will not be allowed to enter the dance. The Dress Code for dances will follow the same Dress Code rules as outlined in your handbook for school. Some dances have specific requirements for dress code, such as formal dances; make sure you understand what the requirements are!

At the Door of the dance you will be required to have:

Your Cordova High School ID card. If you do not have your ID, you will be processed after all students with ID. Your dance ticket (MAY NOT be purchased at the door) or receipt from Student Accounts. Your guest must have their school ID card, dance ticket and approved Guest Bid on file.

All Students may be searched for unauthorized items, and may be randomly subject to a Breathalyzer test. If a presence of a controlled substance is detected the parent will be notified to pick up the student from the event and an Ed. Code consequence will be administered.

Dancing Regulation:

In an effort to maintain proper dance etiquette and a positive, safe and appropriate atmosphere at our school dances, these rules will be strictly enforced.

Partners are expected to face each other. All sexually suggestive dancing is prohibited. Do not engage in dance behavior where your body touches another person’s private areas. This will get you ejected.No lifting a dance partner off the floor.

Refunds:

Refunds are allowed up to Friday, 2 weeks prior to the dance.

Rules and Disciplinary Consequences:

All students entering a dance will be given a wrist bracelet. If an adult supervisor removes your bracelet for inappropriate dancing, or any other rule violation, that is a WARNING. If there is another violation of any kind you will be removed from the dance and must leave the area immediately. On Monday your parents/guardians will be notified and you forfeit the opportunity of attending the next dance. Students will not receive a refund if they are prevented from entering the dance or are ejected for a conduct violation.

Important note for Parents:

At the end of a dance, or if your student is ejected from a dance for a conduct code violation, he or she is no longer the responsibility of Cordova High School and must leave the premises immediately. For student safety, please make arrangements to pick your student(s) up from the event in a timely manner or have some other means of getting them home pre-arranged.

TEXTBOOK CARE

Textbooks are furnished by the school at no cost to the student. All textbooks must be covered and treated with care. These textbooks must be returned promptly when the student is no longer in the course. Students will be charged for any lost or damaged books.

TRANSCRIPTS

Cordova High School students may need to obtain a transcript that contains a record of their grades while they attended school. If you need a transcript, see the College and Career Center Technician. To receive a transcript, all fines must be paid, and you must show an ID Card. Graduated Students order transcripts through the Registrar: [Mrs. Christine Craft](#), in the Counseling Office.

SAFETY - SECURITY - DISCIPLINE

Student safety and security are priorities at Cordova High School. Administrators, Campus Security, teachers, and staff provide interventions to ensure a minor problem does not escalate. (It is the student’s responsibility to bring a potential problem or concern to the attention of a school official.) However, when a student chooses to disregard the attempts made by the school personnel or peers to resolve the issue, the FCUSD

Board of Trustees has adopted procedures that will govern student discipline. ***The Board policies for disciplinary consequences include, but are not limited to detention, campus beautification, parent conference, classroom teacher suspension, on-campus suspension, off-campus suspension, administrative placement in another educational program or expulsion. Discipline policies are carried out and signed by the site principal and/or the site assistant-principals.***

Disciplinary consequences may be administered for any infraction of the CHS Discipline Code. These infractions must be related to school activity or school attendance; however, the infraction could occur at any time. This includes: 1) while on school grounds, or 2) while going to or from school, or 3) during the lunch period or 4) during or while going to or coming from a school sponsored activity. It can also include an event that happened “out of the school” or during the weekend, if determined to have begun at school or during a school event or creates a substantial disruption to the learning environment.

STUDENT RESPONSIBILITY ACCORDING TO Ed Code 48908

Every pupil shall comply with all school regulations.

Every pupil shall pursue the required course of study.

Every pupil shall obey promptly the authority of the teachers, administrators, and campus security.

Every pupil shall behave appropriately at school and all school related activities.

Every pupil shall be respectful to the teachers and others in authority.

Every pupil shall be kind and courteous to school classmates.

Every pupil shall refrain from the use of profane and vulgar language.

Every pupil shall seek peaceful solutions to their problems.

Every pupil shall refrain from making excuses and will take full responsibility for their own actions.

Every pupil shall be diligent in study.

ACADEMIC HONESTY

The Governing Board believes that academic honesty and personal integrity are fundamental components of a student’s education and character development. The Board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty. Due to the ease of plagiarizing with electronic devices, cell phones, tablets, and digital cameras, etc. cannot be used as calculator substitutes unless directed by the teacher. All infractions will be subject to disciplinary actions, including loss of credit for the assignment(s).

CAMPUS SECURITY

Campus Security assist in the supervision of the campus to keep the campus clean and safe. Campus Security act under the direction of the Administration. They assist in maintaining school policies, rules and safety. They also provide interventions and conflict mediation strategies. **Lead Campus Security: Roger Parker**

CAMPUS VISITORS

NO STUDENT VISITORS ARE ALLOWED ON CAMPUS. Unauthorized individuals found on school property are subject to trespassing charges and will be arrested. This includes visiting out-of-state relatives or friends, students on suspension or enrolled in alternative programs that have no prearranged authorization to be on

campus. All adult visitors (parents, community members, and visiting educators) are welcome to visit the classrooms and campus for educational reasons with prior approval. All visitors must first obtain a visitor's pass from the Administration Office.

CELL PHONES, OTHER ELECTRONIC DEVICES

Cordova High School has instituted a "Responsible Use" policy for all electronic devices. (Cell phones, tablets, etc.) This means that students may use these devices on campus as long as they are used in a responsible manner that is compliant with school-wide and individual classroom policies.

Examples of responsible use would be:

Listening to music during non-class time

Playing games on a handheld device during lunch

Texting/talking on a cell phone before school, during passing period(s), lunch or after school. For safety reasons, never having both ear buds in or covering both ears while on campus. **FOLLOWING THE SPECIFIC CLASSROOM RULES CONCERNING ELECTRONICS BY YOUR INDIVIDUAL TEACHERS.**

Some teachers may allow the use of electronic devices such as cell phones, etc. within the confines of their classroom and when the teacher feels the device(s) are instructionally appropriate.

Students must understand that when they are told to put the item(s) away they must do so. If they do not put the device away when directed, or take the device back out without permission, they will be subject to disciplinary actions by Administration.

Personal electronic devices are not required to participate in class, nor will any student ever be penalized by a teacher for not having a cell phone, etc. in class, even if there is an activity where their use is permitted.

Some teachers will not allow the use of any electronic devices in their classrooms.

Students need to respect the individual policies of their teachers, and ensure their device and all headphones/earbuds are turned off and stowed away while in a classroom that does not permit their use. Pay attention to whose class you are in, and make sure you have permission from your teacher before taking your electronic device out of your pocket or backpack.

It is important for parents and students to understand that Cordova High School takes no responsibility for the loss, damage or theft of such devices. We will not stop instruction to search classrooms, locker rooms, etc. for lost or stolen items. Students are responsible for their electronic and personal belongings.

CONFLICT MEDIATION

A positive climate and personal safety are prerequisites to learning. Therefore, Cordova High School's highest priority will be the positive resolution of conflicts. If you are having a problem with another student, see your Counselor or Assistant Principal. Cordova High School is actively pursuing alternatives to suspension with

Positive Behavior Intervention and Supports and Restorative Justice, but we need students to alert the office when there are “signs” of an impending disruption to the normal learning environment. If you see or hear something, say something to a counselor or administrator as soon as possible to mediate a problem.

ROLLER BLADES, SKATEBOARDS, BICYCLES, SCOOTERS

Scoters, bicycles, skateboards, and rollerblades may not be ridden on campus at any time. Once reaching campus bicycles and skateboards are to be walked to, parked, and locked in the gated area near D-wing. Skateboards and scooters may not be stored in a teacher’s classroom. Cordova High School Campus Security has access to locks for students who forgot their lock for their skateboards and scooters.

Hoverboards are not allowed on campus.

SATURDAY SCHOOL

Students who have one or more unexcused absences may be assigned Saturday School. Parents and students are notified about the date assigned, and a contract with Saturday School requirements is given to the student and mailed home. Students are expected to be quiet and do homework during the four-hour program. If a student fails to attend, they will be assigned to our Resource Room (ISS) for the following school day. Should truancies continue, both student and parent will then be contacted for a Student Attendance Review Team (SART) hearing. If attendance does not improve, the student and parent will then be subpoenaed to the District Attorney’s Student Attendance Review Board (SARB) for further action. Saturday School makes up time for a student’s unexcused absence therefore; it is a regular school day for those attending a mandatory Saturday School. If there are after school activities such as sporting events, dances, or trips a student assigned a mandatory Saturday school must attend in order to participate in the event on that Saturday. A parent or guardian cannot clear a “missed” Saturday school on an event day. If a student is absent for Saturday School, they are not permitted to participate in the school activity or event later that day or evening.

SCHOOL SUSPENSION

Suspension is the removal of a student from classroom instruction and any extracurricular activity on campus. ***Students who are suspended from school (off-site) may not attend any school function, on or off campus, during the period of their suspension; including the weekend!*** Nor may the students be on any school or district properties at any time unless accompanied by a parent or guardian.

SUSPENSION BY TEACHER

A teacher may suspend a student from class for the remainder of the period, and for that period the following day. When issuing the class suspension, the teacher will call home within 24 hours. The parent/guardian may be asked to attend a parent-teacher conference regarding the suspension. During the period of the suspension, the student will remain supervised in the Resource Room. A parent/guardian may be asked to attend a portion of the school day in the classroom from which the student was suspended. (EC 48400.1)

EXPULSION DEFINITION

Expulsion is the removal of a student from the school and/or district for the remainder of the semester in which the violation occurs and the following semester.

HOMEWORK MAKE-UP POLICY FOR SUSPENSIONS

Students who miss school work because of suspension will be given the opportunity to make up missed work for full credit. **(BP 6154) It is the student's responsibility to request make-up work from their teachers.**

PARENT INVOLVEMENT IN STUDENT DISCIPLINE

Ed Code 48900.1 authorizes teachers to provide time for a parent or guardian of a student who has been suspended because they committed an obscene act or engaged in habitual profanity or vulgarity or disrupted school activities or otherwise willfully defied the valid authority or supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties, to attend a portion of a school day in the student's classroom. Teachers will provide appropriate notification to a parent or guardian regarding the classroom visitation.

APPEAL PROCESS

If a student disagrees with a disciplinary action taken by a teacher or school official, they **should first comply with the request** and then follow these appeal steps:

1. Make an appointment to discuss the matter after class with the teacher or school official.
2. If still not satisfied, the student may involve their assigned counselor or the Assistant Principal.
3. If still not satisfied, the student and parent/guardian may appeal to the principal in writing for these reasons:
 - a. The Assistant Principal has mistaken the identity of the individual who had the Education Code infraction
 - b. The student was not afforded their due process rights.
 - c. The application of Administrative Services was egregious and draconian for the specified Education Code Infraction.

If not satisfied, the student and parent/guardian may appeal in writing to the District Administration.

TOBACCO FREE SCHOOL POLICY

Effective July 1, 1995, it is the intent of the Folsom Cordova Unified School District Board of Education to comply with State law (AB816). Therefore, the use of tobacco products is prohibited at all times on district property and in district vehicles. The prohibition applies to all students, employees, visitors, and other persons at school and all school sponsored activities.

STUDENT IDENTIFICATION CARDS

For your safety and others, your picture will be taken and a free identification card issued. Cards must be carried at all times on campus and at school activities and **must be** shown upon request of a school official. ID cards are required to receive all school services on campus. Replacement cost is \$5.00.

CORDOVA HIGH SCHOOL DISCIPLINE MATRIX

Although each incident will be evaluated and the Administrator will determine appropriate discipline, the

following will serve as a guide. Education Code 48900 (p) states that a student may be suspended or expelled for acts enumerated below and related to school activity or attendance that occur at any time, including but not limited to:

WHILE ON SCHOOL GROUNDS

WHILE GOING TO OR FROM SCHOOL

DURING LUNCH TIME WHETHER OFF OR ON CAMPUS

DURING OR WHILE GOING TO OR COMING FROM ANY SCHOOL SPONSORED ACTIVITY

STUDENT SEARCHES

School officials may conduct searches of pupils and their personal belongings while on school property or at school-sponsored events. Searches of pupils and personal belongings will be conducted when there are reasonable grounds to suspect that the search will provide evidence that the pupil is violating the law and/or school regulations. The scope of the search will be related to the objectives of the search, the age and sex of the pupil, and the nature of the violation. By way of example, and not limitation, "personal belongings" includes: backpacks, briefcases, bags, etc. Searches are also conducted of school property under joint control. "School property" under joint control includes lockers and desks. Lockers are school property under the joint control of the school and the pupil. There is no expectation of privacy. The District may search lockers, or any other school property under joint control, at any time. Automobiles parked on the school premises or in the school parking lot are subject to search when officials have reason to believe weapons, drugs, or objects prohibited by school policy or state law are contained therein. Canines may be used to search a pupil's personal belongings and vehicles and school property under joint control. Canine searches will be used to search a pupil's person when either (1) there are reasonable grounds to suspect a particular pupil of wrongdoing; or (2) the District determines that the school has a drug crisis or problem.

LEVEL ONE OFFENSES

A. GENERAL PROVISIONS/HOME SUSPENSIONS PERMISSIBLE

1. A student who violates an offense listed in this category (see Paragraph B. below) is subject to discipline.
2. A student who engages in such misconduct may be suspended on the first offense if it is determined that the student's presence causes danger to persons. **[Education Code §48900.5]**
3. A student may also be recommended for expulsion for such misconduct, on a first offense, if it is determined that: Other means of correction have repeatedly failed to bring about proper conduct; or other means of correction are not feasible; or due to the nature of the violation, the student's presence causes a continuing danger to persons.
4. This Student Conduct Code describes, in general terms, the minimum and maximum consequences. The circumstances surrounding the violation, and the seriousness of the violation, may warrant suspension, extended suspension or recommendation for expulsion upon a first offense.

B. OFFENSES DEFINED

1. Caused or Attempted to Cause Damage to School Property or Private Property. [Education Code §48900(f)]

Explanation: This includes cutting, defacing, misusing or injuring any school district property, or the injury or

destruction of any other person's property. [Penal Code §594]

Gang-related graffiti, or graffiti of any kind on any school or private property is absolutely prohibited and is generally considered a serious violation which warrants more than the minimum penalty. Consequences:

Minimum: Warning and/or parent conference.

Maximum: Five-day suspension, recommendation for expulsion, notice to law enforcement agency, restitution for the maximum amount allowable under the law and notice to law enforcement agency.

2. Stolen or Attempted to Steal School Property or Private Property. [Education Code §48900(g)]

Consequences:

Minimum: Warning and/or parent conference, restitution for the maximum amount allowable under the law.

Maximum: Five-day suspension, recommendation for expulsion, notice to law enforcement agency, restitution for the maximum amount allowable under the law and notice to law enforcement agency.

3. Possessed or Used Tobacco or Any Products Containing Tobacco or Nicotine Products. [Education Code §48900(h)]

Explanation: These include, but are not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, betel and nicotine delivery devices, such as electronic cigarettes or e-liquid. This section does not prohibit the use or possession of a student's prescription products as long as they are handled according to District requirements and issued through the school office staff.

Consequences:

Minimum: Warning and/or parent conference and confiscation.

Maximum: Five-day suspension, recommendation for expulsion.

4. Committed an Obscene Act. [Education Code §48900(i)]

Consequences:

Minimum: Warning and/or parent conference.

Maximum: Five-day suspension, recommendation for expulsion and notice to law enforcement agency.

5. Engaged in Habitual Profanity or Vulgarity. [Education Code §48900(i)]

Consequences:

Minimum: Warning and/or parent conference.

Maximum: Five-day suspension, recommendation for expulsion and notice to law enforcement agency.

6. Knowingly Received Stolen School Property or Private Property. [Education Code §48900(l)]

Consequences:

Minimum: Warning and/or counseling and/or parent conference.

Maximum: Five-day suspension, recommendation for expulsion, and notice to law enforcement agency.

7. Disrupted School Activities or Otherwise Willfully Defied the Valid Authority of Supervisors, Teachers, Administrators, School Officials, or Other School Personnel Engaged in the Performance of their Duties. [Education Code §48900(k)]

Explanation: Disciplinary action will be taken if a student's behavior is disruptive to the instructional process or if a student is willfully defiant.

Consequences:

Minimum: Warning and/or counseling and/or parent conference.

Maximum: Five-day suspension, recommendation for expulsion, and notice to law enforcement agency.

C. EXAMPLES OF DISRUPTIVE ACTIVITIES AND WILLFUL DEFIANCE UNDER EDUCATION CODE §48900

1. Engaging in, Conspiring to Engage in, or Having Any Part in, Hazing. [Education Code §32050 and §32051]

Explanation: Acts that injure, degrade or disgrace another person.

Consequences:

Minimum: Warning and/or counseling and/or parent conference.

Maximum: Five-day suspension, recommendation for expulsion and notice to law enforcement agency.

2. Defying or Disobeying School Personnel. [Education Code §48900(k)]

Explanation: Defiance or disobedience may occur in language or in action against personnel, or by refusing to comply with the reasonable request of school personnel.

Consequences:

Minimum: Warning and/or counseling and/or parent conference

Maximum: Five-day suspension and recommendation for expulsion.

3. Possessing any Replicas of Dangerous Objects on Campus.

Explanation: Examples include, but are not limited to, rubber/plastic or look-alike knives, swords, daggers and hypodermic needles. No such item shall be possessed, unless the student has first obtained written permission from a certificated school employee who is approved by the Principal.

Consequences:

Minimum: Warning, parent conference, confiscation.

Maximum: Five-day suspension, recommendation for expulsion, and notice to law enforcement agency.

4. Forging, Falsifying, Altering or Using Forged School Correspondence, Passes, or Readmission Slips.

Consequences:

Minimum: Parent conference.

Maximum: Five-day suspension, recommendation for expulsion, notice to law enforcement agency.

5. Failing to Identify Oneself or Giving False Information to School Personnel.

Consequences:

Minimum: Warning, parent conference.

Maximum: Five-day suspension, recommendation for expulsion, and notice to law enforcement agency.

6. Committing an Act of Academic Dishonesty [Ed Code §48900(k) and BP5131.9]

Explanation: Academic dishonesty includes lying, cheating in various forms, and plagiarism. Such activities may be done individually or in cooperation with others.

Consequences:

Minimum: Failing grade on assignment, and parent notification.

Maximum: Five-day suspension, failing grade in course, and recommendation for expulsion.

7. Leaving Campus Without Proper Authorization.

Consequences:

Minimum: Warning and/or parent conference, unexcused absence, assigned Saturday school.

Maximum: Five-day suspension, notice to law enforcement, and recommendation for expulsion.

8. Gambling. [Penal Code §330]

Consequences:

Minimum: Warning and/or parent conference.

Maximum: Five-day suspension, notice to law enforcement agency, and recommendation for expulsion.

9. Interfering With the Peaceful Conduct of the Campus or Classroom. [Education Code §48900(k)]

Consequences:

Minimum: Warning and/or parent conference.

Maximum: Five-day suspension, notice to law enforcement, and recommendation for expulsion.

10. Loitering on or About Campus without an Apparent and Lawful Purpose.

Explanation: A student may be subject to arrest according to Penal Code Section 653(g) if they loiter at or near

any school or public place at or near where students attend or normally congregate, or comes upon such school or place after being asked to leave by a school official. Penal Code Section 653(g) establishes a fine of up to \$1,000 and/or imprisonment in the county jail for up to six months.

Consequences:

Minimum: Warning and/or parent conference.

Maximum: Five-day suspension and notice to law enforcement agency.

11. Exhibiting Any Dress, Grooming or Appearance Which Disrupts or Tends to Disrupt the Educational Process or Affects the Health and Safety of Individuals. [Education Code §48900 (k)]

Explanation: Any attire, paraphernalia or symbol that displays a logo or other message relating to alcohol, tobacco, drugs, violence, vulgarity or gangs (including gang affiliation) may not be worn or permitted on campus or at any school-related activity. Body tattoos relating to alcohol, tobacco, drugs or gang (including gang affiliation) must be covered by clothes, bandages, or otherwise, while on school property or at school events.

Consequences:

Minimum: Warning and/or parent conference.

Maximum: Five-day suspension, notice to law enforcement agency, administrative transfer to another school site, successful completion of a District approved rehabilitation plan, and recommendation for expulsion.

12. Possessing Disruptive Items. [Education Code §48900(k)]

Explanation: These include items such as radios, tape players, skateboards, or any other items a school administrator identifies as disruptive. Possession of such items on school grounds is not permitted unless the student has written permission to possess the item from a certificated school employee which is approved by the Principal.

Consequences:

Minimum: Confiscation of object, warning and/or parent conference.

Maximum: Five-day suspension.

13. Demonstrating Unsafe Riding, Driving Practices With Bicycle/Vehicle.

Consequences:

Minimum: Warning and/or parent conference.

Maximum: Five-day suspension, police referral, loss of riding/driving privileges on campus.

14. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil or school personnel. Electronic Act means the creation or transmission of a communication originated on or off school site (if it is related to a school attendance or school activity), including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including but not limited to, a telephone, wireless, or other wireless communication device, computer, or pager. A post on a social network may include but not limited to a posting or creation of a burn page or false profile. [Education Code §48900 (r)]

Consequences:

Minimum: Warning and/or parent conference.

Maximum: Five-day suspension, notice to law enforcement agency, and recommendation for expulsion.

LEVEL TWO OFFENSES

A. GENERAL PROVISIONS/HOME SUSPENSION IS MANDATORY

1. When a student engages in a Level Two Offense (see Paragraph B. below) it is generally determined that the student's presence causes a danger to persons. As a result, the student may be subject to a suspension on a first offense. **[Education Code §48900.5]**

2. Depending on the circumstances surrounding the violation and the violation itself, however, the student may not only be suspended but may also have his/her suspension extended and be recommended for expulsion upon a first offense. A student may be recommended for expulsion for such misconduct, if it is determined that:

- Other means of correction have repeatedly failed to bring about proper conduct; or
- Other means of correction are not feasible; or
- Due to the nature of the violation, the student's presence causes a continuing danger to persons.

B. OFFENSES DEFINED

1. Set Fire or Attempted to Set Fire. [Education Code §48900(f)]

Consequences:

Minimum: Five-day suspension, notification to law enforcement agency and fire marshal. Maximum: Five-day suspension, recommendation for expulsion, notification to law enforcement agency and fire marshal.

2. Activated a False Alarm or Tampered With Any Emergency Equipment. [Education Code § 48900(k) and possibly (a) or (f)]

Consequences:

Minimum: Five-day suspension, notification to law enforcement agency and fire marshal. Maximum: Five-day suspension, recommendation for expulsion, notification to law enforcement agency and fire marshal.

3. Willfully Caused a Major Disruption of the School Activities or Interfered with the Peaceful Conduct of the Activities of the School. [Education Code §48900(k)]

Major disruptions include, but are not limited to, bomb threats, inciting to riot, gang-related activity. **[Penal Code §602.9 and §148.1.] [Education Code §48900(k)]**

Consequences:

Minimum: Five-day suspension, notification to law enforcement agency and District Office. Maximum: Five-day suspension, recommendation for expulsion and notification to law enforcement agency.

4. Possessed an Imitation Firearm. [Education Code §48900(m)]

Explanation: An "imitation firearm" means a replica of a firearm that is so substantially similar in appearance to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

Consequences:

Minimum: Suspension, parent conference, confiscation.

Maximum: Five-day suspension, recommendation for expulsion, notification to law enforcement agency.

5. Caused, Attempted to Cause, Threatened to Cause, or Participated in an Act of, Hate Violence. [Education Code §48900.3, Penal Code §422.6, §422.7 and §422.75]

No person shall by force or threat of force, willfully injure, intimidate, interfere with, oppress, or threaten any other person, or knowingly deface, damage or destroy the real or personal property of any other person for

the purpose of intimidating or interfering with the free exercise or enjoyment of any right or privilege secured to the other person by the Constitution or laws of this state or the U.S. Constitution because of the other person's race, color, religion, ancestry, national origin, disability, gender or sexual orientation, or because he/she perceives that the other person has one or more of those characteristics. This section applies only to students in grades 4 through 12.

Consequences:

Minimum: Five-day suspension, parent conference, notification to law enforcement agency.

Maximum: Five-day suspension, recommendation for expulsion, notification to law enforcement agency.

6. Committed Sexual Harassment. [Education Code §48900.2]

Pursuant to Education Code 212.5, sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the education setting under any of the following conditions:

The conduct has the purpose or effect of having a negative impact on the person's academic performance, or of creating an intimidating, hostile or offensive educational environment;

Submission to or rejection of the conduct by the person is used as the basis for any decision affecting the person regarding honors, programs or activities available at or through the school district. [For information on District grievance procedures, please see Board Policy 1312.] This section applies only to students in grades 4 through 12.

Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

Unwelcome sexual flirtations or propositions

Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions

Graphic verbal comments about an individual's body, or overly personal conversation Sexual jokes, notes, stories, drawings, pictures or gestures

Spreading sexual rumors

Teasing or sexual remarks about students enrolled in a predominantly single-sex class

Touching an individual's body or clothes in a sexual way

Displaying sexually suggestive objects

Consequences:

Minimum: Warning and/or parent conference and/or suspension

Maximum: Five-day suspension, recommendation for expulsion and notice to law enforcement agency.

7. Intentionally Engaged in Harassment, Threats or Intimidation Directed Against a Student or Group of Students That is Sufficiently Severe or Pervasive to Have the Actual or Reasonably Expected Effect of Materially Disrupting Classwork, Creating Substantial Disorder, and Invading the Rights of That Student or Group of Students by Creating an Intimidating or Hostile Educational Environment. [Education Code §48900.4]

This section applies only to students in grades 4 through 12.

Consequences:

Minimum: Suspension.

Maximum: Five-day suspension, recommendation for expulsion, notification to law enforcement agency.

8. Harassed, Threatened, or Intimidated a Pupil Who Is a Complainant Witness or Witness in a School Disciplinary Proceeding for the Purpose of Either Preventing That Pupil from Being a Witness or Retaliating Against That Pupil for Being a Witness, or Both. [Education Code §48900(o)]

Consequences:

Minimum: Five-day suspension, parent conference.

Maximum: Five-day suspension, recommendation for expulsion, notification to law enforcement agency.

9. Caused, Attempted to Cause, or Threatened to Cause Physical Injury to Another Person. [Education Code §48900(a)(1)]

Consequences:

Minimum: Suspension

Maximum: Five-day suspension, recommendation for expulsion, notification to law enforcement agency.

10. Aids or Abets, Inflicts or Attempts to Inflict, Physical Injury to Another Person. [Education Code §48900(t)]

A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim 15 suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision.

Consequences:

Minimum: Suspension

Maximum: Five-day suspension, possible transfer, notification to law enforcement agencies.

11. Possessed or Offered, Arranged, or Negotiated to Sell Any Drug Paraphernalia as Defined in Health and Safety Code §11014.5 [Education Code §48900(j)]

Consequences:

Minimum: Suspension, BIS Contract.

Maximum: Five-day suspension, recommendation for expulsion, notification to law enforcement agency.

12. Make Terrorist Threats Against School Officials, School Employees, School Organizations and/or School Property. [Education Code §48900.7 and §48915(a)(5)]

No person shall willfully threaten (verbally or in writing) to commit a crime which will result in death, great bodily injury to another person requiring medical intervention, or property damage in excess of one thousand dollars (\$1,000).

A terrorist threat is one which:

- 1) Is made with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying out the threat; and
- 2) Is made under circumstances which would cause a reasonable person to believe that execution of the threat is imminent; and
- 3) Causes the person threatened to reasonably fear for his/her own safety/personal property, or his/her immediate family's safety/personal property, or for the protection of school district property.

Consequences:

Minimum: Five-day suspension, parent conference

Maximum: Five-day suspension, recommendation for expulsion, notification to law enforcement agency.

13. Unlawfully Possessed, Used, Furnished, or Was Under the Influence of an Alcoholic Beverage, or an Intoxicant. [Education Code §48900(c); §48915(b)]

Consequence for first offense:

Minimum: Five-day suspension, notification to law enforcement agency.

Maximum: Five-day suspension, recommendation for expulsion, successful completion of a District approved

rehabilitation plan, and notification to law enforcement agency.

Consequence for second offense and subsequent offenses:

Five-day suspension, recommendation for expulsion, successful completion of a District approved rehabilitation plan, and notification to law enforcement agency.

14. Unlawfully Offered, Arranged, Negotiated to Sell, Sold, 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 [Education Code §48900(d); §48915(b)]

Consequences:

Minimum: Suspension.

Maximum: Five-day suspension, recommendation for expulsion, notification to law enforcement

15. Willfully Used Force or Violence upon the Person of Another, Except in Self-Defense [Education Code §48900(a)(2)]

Consequences:

Minimum: Five-day suspension, notification to law enforcement agency.

Maximum: Five-day suspension, recommendation for expulsion, successful completion of a District approved rehabilitation plan, and notification to law enforcement agency.

LEVEL THREE OFFENSES

A. GENERAL PROVISIONS/RECOMMENDATION FOR EXPULSION IS MANDATORY

A principal or superintendent shall recommend expulsion for each of the offenses listed below unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct.

Level Three Offenses must be committed at school or at a school activity off school grounds. A decision to expel by the Board shall be based on a finding of one or both of the following: Other means of correction are not feasible or have repeatedly failed to bring about proper conduct. Due to the nature of the act, the presence of the student causes a continuing danger to the physical safety of the student or others.

B. OFFENSES DEFINED

1. Caused Serious Physical Injury to Another Person, Except in Self-Defense. [Education Code §§ 48915(a)(1) and 48900(a)(2)]

Serious physical injury means a serious impairment of physical condition including, but not limited to, the following: loss of consciousness; concussion, bone fracture; protracted loss or impairment of function of any bodily member or organ; a wound requiring extensive suturing, and serious disfigurement. **[Penal Code §243]**

Consequences:

Minimum: Up to five-day suspension, must notify District Office and notification to law enforcement agency.

Maximum: Five-day suspension, recommendation for expulsion, successful completion of a District approved rehabilitation plan, and notification to law enforcement agency.

2. Caused, Attempted to Cause, or Threatened to Cause Physical Injury Upon School Staff/Personnel or any Adult Volunteer Performing Duties of School Staff. [Education Code §48900(a)(1), §48915(a)(5) and §44014, Penal Code §240 and §242]

Consequences:

Minimum: Five-day suspension, must notify District Office, and notification to law enforcement agency.

Maximum: Five-day suspension, recommendation for expulsion, successful completion of a District approved

rehabilitation plan, and notification to law enforcement agency.

3. Possessed A Knife or Other Dangerous Object of No Reasonable Use to the Student. [Education Code §48900(b) and 48915(a)(2)]

In the case of possession of any object of this type, it is not a violation if the student had obtained written permission to possess the item from a certificated school employee, which is approved by the principal or the principal's designee.

Consequences:

Up to five-day suspension, possible recommendation for expulsion, successful completion of a District approved rehabilitation plan, and notification to law enforcement agency.

Definition: A knife means (1) a dirk, dagger or other weapon with a fixed blade, sharpened blade fitted primarily for stabbing, (2) a weapon with a blade fitted primarily for stabbing, (3) a weapon with a blade longer than 3 1/2 inches, (4) a folding knife with a blade that locks into place, or (5) a razor with an unguarded blade. **[Education Code §48915(g)]**

Consequences:

Possession of a knife as defined in the above definition: five-day suspension, recommendation for expulsion except for the first offense of a locking or fixed blade knife of 2.5 inches or less may result in an action other than recommendation for expulsion; specifically five day suspension with a probation contract or an administrative transfer to another school, successful completion of a District approved rehabilitation plan and notification to law enforcement agency.

4. Controlled Substances.

a. Unlawfully Possessed, Used, Furnished, or Was Under the Influence of Any Controlled Substance Listed in Health and Safety Code §11053 (except for the first offense of less than one ounce of marijuana other than concentrated cannabis). [Education Code §48900(c), §48915(a)(3) and §48915(b)]

b. Unlawfully Sold an Alcoholic Beverage or an Intoxicant. [Education Code §48900(c) and §48915(b)] c. Unlawfully Offered, Arranged to Sell, Negotiated to Sell, or Sold the Prescription Drug Soma. [Education Code §48900(p)]

Consequences:

Five-day suspension, recommendation for expulsion, successful completion of a District approved rehabilitation plan, and notification to law enforcement agency.

This section only applies to less than one ounce of marijuana other than concentrated cannabis.

Consequence for 1st Offense:

Minimum: Five-day suspension and probation contract, must notify District office.

Maximum: Five-day suspension, recommendation for expulsion, successful completion of a District approved rehabilitation plan.

Consequence for 2nd Offense:

Minimum: Five-day suspension, administrative transfer, must notify District office, successful completion of a District approved rehabilitation plan.

Maximum: Five-day suspension, recommendation for expulsion, successful completion of a District approved rehabilitation plan.

Consequence for 3rd Offense:

Minimum: Five-day suspension, recommendation for expulsion, successful completion of a District approved rehabilitation plan.

5. Abused Substances Not Intended for Human Consumption [Education Code §48900(d), §48900(k), and 48915(a)(l)]

Providing for the use of, and/or inhaling, consuming, or attempting to consume any substance not intended for human consumption that may cause harm to oneself or others.

Consequences:

Five-day suspension, recommendation for expulsion, successful completion of a District approved rehabilitation plan, and notification to law enforcement agency.

Minimum: Up to five-day suspension.

Maximum: Five-day suspension, recommendation for expulsion, successful completion of a District rehabilitation plan.

6. Committed or Attempted to Commit Robbery or Extortion. [Education Code §48900(e) and §48915(a)(4)]

Robbery is the felonious taking of personal property in the possession of another, from his person or immediate presence, and against his will, accomplished by means of force or fear.

Extortion may be induced by a threat either: 1) to do an unlawful injury to the person or property of the individual threatened or of a third person; or 2) to accuse the individual threatened, or any relative of his, or member of his family, of any crime; or 3) to expose, or to impute to him or them any deformity, disgrace or crime; or 4) to expose any secret affecting him or them. **[Penal Code § 518]**

Consequences:

On **first offense**, five-day suspension, recommendation for expulsion, successful completion of a District approved rehabilitation plan, notification to law enforcement agency.

LEVEL FOUR OFFENSES

A. EXPULSION IS MANDATORY

A Level Four Offense must be committed at school or at a school activity off school grounds. The principal, superintendent, or superintendent's designee must immediately suspend and must recommend expulsion. They do not have the ability to consider extenuating circumstances. The Board of Education must expel the pupil if the offense is proven.

B. OFFENSES DEFINED

1. Possessed, Sold or Otherwise Furnished a Firearm. [Education Code §48915(c)(1) and §48900(b)]

Possession must be verified by a school employee. Expulsion will not occur if the student possessed the firearm with prior written approval of a certificated school employee which has been concurred by the principal.

Consequences:

On a **first offense**, five-day suspension, recommendation for expulsion, successful completion of a District approved rehabilitation plan, and notification to law enforcement agency.

2. Brandished a Knife at Another Person. [Education Code §48915(c)(2), §48900(b), and §48915(a)(2)]

"Brandish" means to wave/shake, or exhibit in a menacing, challenging or exultant way. For purposes of mandatory expulsion, a knife means (1) a dirk, dagger or other weapon with a fixed, sharpened blade (2) a weapon with a blade fitted primarily for stabbing, (3) a weapon with a blade longer than 3½ inches, (4) a folding knife with a blade that locks into place, or (5) a razor with unguarded blade.

Consequences:

On a **first offense**, five-day suspension, recommendation for expulsion, successful completion of a District approved rehabilitation plan, and notification to law enforcement agency.

3. Unlawfully Sold a Controlled Substance Listed in Chapter 2 (Commencing with Section 11053) of Division 10 of the Health and Safety Code. [Education Code §48915(c)(3) and 48900(c)]

Consequences:

On a **first offense**, five-day suspension, recommendation for expulsion, successful completion of a District approved rehabilitation plan, and notification to law enforcement agency.

4. Committed or Attempted to Commit a Sexual Assault, as Defined in Section §261, §266c, §286, §288, §288a, or §289 of the Penal Code, or Committed a Sexual Battery, as Defined in Section §243.4 of the Penal Code. [Education Code §48915(c)(4) and §48900(n)]

Consequences:

On a **first offense**, a five-day suspension, recommendation for expulsion, successful completion of a District approved rehabilitation plan, and notification to law enforcement agency.

5. Possessed an Explosive. [Education Code §48915(c)(5)]

The term “explosive” means “destructive device” as described in Section 921(a)(4) of Title 18 of the United States Code.

Pursuant to 18 USC Section 921(a)(4), the term “destructive device” means:

- 1) Any explosive, incendiary, or poison gas: Bomb, Grenade, Rocket having a propellant charge of more than four ounces, Missile having an explosive or incendiary charge of more than one-quarter ounce, Mine, or Device similar to any of the devices described in the preceding clauses;
 - 2) Any type of weapon (other than a shotgun or a shotgun shell which the Attorney General finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter;
 - 3) Any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (A) or (B) and from which a destructive device may be readily assembled.
- The term “destructive device” shall not include any device which is neither designed nor redesigned for use as a weapon; any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; surplus ordinance sold, loaned, or given by the Secretary of the Army pursuant to the provisions of section 4684(2), 4685, or 4686 of title 10; or any other device which the Attorney General finds is not likely to be used as a weapon, is an antique, or is a rifle which the owner intends to use solely for sporting, recreational, or cultural purposes.

Consequences:

On a **first offense**, a five-day suspension, recommendation for expulsion, successful completion of a District approved rehabilitation plan, and notification to law enforcement agency.

CHS Discipline and Due Process Administrators:

Principal Jerad Hyden

AP Ann Botsford

AP Michele Brown

AP Joel Francisco

AP Elysse Versher