

Orland Unified School District Safe School Plan

School Year 2014-2015

Orland Unified School District
North Valley Continuation High School/Community Day School
220 Roosevelt Avenue
Orland, CA 95963

Approved by: the Board on March 19, 2015

Public Version

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OUSD Vision Statement

OUSD students, faculty and staff will have the ability to learn and work in a safe, supportive environment in order to further their education and professional goals.

Introduction

This safety plan will be reviewed, updated and approved annually by March 1, and the safety information will be communicated to the parents and students through the student handbook and will be posted on the WEB site. Drills will be conducted regularly and an annual school safety review or survey will be completed to look for potential safety hazards. Staff will review the safety plan at the beginning of the school year and any modifications will be communicated to the staff as they occur. The following information is offered to help prepare for emergencies, and to give guidance for what to do before, during, and after any emergency.

Loyalty Oath

Government Code Chapter 8 of Division 4 of Title 1

Chapter 8. Oath or Affirmation of Allegiance for Disaster Service Workers and Public Employees (Amended by states. 1972, CH.590)

***** All public employees are disaster service workers subject to assignment to them by their superiors or by law.**

3100

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of this state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. (STATS. 1950 3D EX. SESS., CH.7,as amended by STATS. 1971, CH. 38)

3101

For the purpose of this chapter the term "disaster service worker" includes all public employees and all volunteers in any disaster council or emergency organization accredited by the California Emergency Council. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed. (STATS. 1950 3D EX. SESS., CH.7, as amended by STATS. 1971, CH. 38)

Facilities/Site Map

See Insert

Site Plan Map- January 2013

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State Mandated Components

SECTION 1- Child Abuse & Neglect Reporting Procedures & Requirements

All employees of Mill Street School are committed to the health, safety and welfare of all students under our care. All employees are mandated to report all abuse and neglect cases to Child Protective Services. There is no choice. It is the law. This duty to report is also written on the back of the teacher and administrator credentials.

Mandated Reporters:

Professionals who work with or regularly come into contact with children have a crucial role in their protection. Mandated reporters are designated as such because they are in a position to receive information that a child is or may be at risk, and to pass this information on to the agencies that can intervene to protect the child. People who must make a Suspected Child Abuse Report include any child care custodian, health practitioner, employee of a child protective agency, child visitation monitor, firefighter, animal control officer, humane society officer, commercial film and photographic print processor, or clergy member, "who has knowledge of or observes a child, in his or her professional capacity or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse."

Mandated reporters within the Orland Unified School District are defined as any of the following:

1. Teacher
2. Instructional aide
3. Teacher's aide or teachers assistant
4. Classified employee
5. Certified employee
6. Administrator
7. Supervisor of child welfare and attendance
8. Any employee whose duties require direct contact and supervision of children

Reporting Responsibilities:

Any mandated reporter who within the scope of his or her employment observes a child whom he or she suspects has been the victim of child abuse or neglect, shall report the suspected incident to Glenn County Child Protective Services by telephone as immediately. A "Suspected Child Abuse Report Form" SS 8572, shall be prepared and forwarded to Child Protective Services within 36 hours. This form is attached to this document and is available in

the office. A mandated reporter must complete and submit the form even if some of the requested information is not known. (PC Section 11167(a).)

Mandated reporters must:

- Notify a school administrator if there is reasonable suspicion of abuse or neglect resulting in a CPS report.
- Call CPS and make a report with the agency.
- Fax the CPS report and receive confirmation of transmission.
- Mail reporting form to the specified address if there is no confirmation of fax being received.

Child Abuse:

Is the willful infliction of cruel or inhumane corporal punishment or injury resulting in a traumatic physical condition, or: physical abuse inflicted by other than accidental means, or: sexual abuse or sexual exploitation of a child.

Sexual Abuse- including both sexual assault and sexual exploitation. Sexual assault includes sex acts with children, intentional masturbation in the presence of children, and child molestation. (PC 11165.1)

Physical Abuse- Inflicted by other than accidental means on a child (PC 11165.6)

Sexual Exploitation- Including preparing, selling or distributing pornographic materials involving children, performances involving obscene sexual conduct and child prostitution (PC 1116.1)

Child Neglect:

Is the negligent treatment or the maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health and welfare. The term includes both acts and omissions on the part of the responsible person.

Severe Neglect- Negligent failure to protect a child from severe malnutrition or medically diagnosed failure to thrive or intentional failure to provide food, clothing, shelter or medical care.

General Neglect- Negligent failure to provide adequate food, clothing, shelter, medical care or supervision where no physical injury has occurred (PC 11165.2)

Willful Cruelty or Unjustifiable Punishment: Any person willfully causes or permits any child to suffer or inflicts unjustifiable physical pain or mental suffering, or any person having care or custody of child willfully causing or permitting the health of a child to be placed in a

position where the health of a child is endangered. (PC 11165.3) Unlawful corporal punishment or injury is willful inflicted of cruel or inhumane corporal punishment or injury resulting in a traumatic physical condition (PC 11165.4)

Penal Code Section 11164 – 11174.3

This law shall be known as the Child Abuse and Neglect Reporting Act. The intent and purpose of this law is to protect children from abuse and neglect. In any investigation of suspected child abuse or neglect, all persons involved in the investigation shall consider the needs of the child victim and shall do whatever is necessary to prevent psychological harm to the child. A “child” means any person under the age of eighteen years of age.

Where and How to Report

Glenn County Child Protective Services – (530) 934-6520 24 hour number

FAX: (530) 934-6688 Mail: P.O. Box 611 Willows, CA 95988

If there is immediate risk, contact the Orland Police Department (530)865-1616 or 911

Visit this web site <http://www.safestate.org/> for more information.

SECTION 2- Disaster Response Procedures

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SECTION 3- Suspension and Expulsion Policies

Pursuant to *Education Code* Section 48900 et seq.

DISCIPLINE OF STUDENTS

The Governing Board believes that one of the major functions of the public schools is the preparation of youth for responsible citizenship. The district shall foster a learning environment that reinforces the concepts of self-discipline and the acceptance of personal responsibility. Students are expected to progress from being adult-directed to becoming self-directed individuals.

The Board recognizes that not all students will adhere to district rules for appropriate behavior. Support services are available, but students and parents must understand that for continued violation of school rules, or for certain major offences (usually related to violence), inadequate attendance, or failure to progress academically, the student may be transferred involuntarily to an alternative education program such as the Opportunities Class, Community Day School or Independent Study. Corporal punishment shall not be used, but the use of *reasonable* and necessary force by an employee to protect themselves or other students or to prevent damage to district property shall not be considered corporal punishment.

SUSPENSION AND EXPULSION

Students may be subject to suspension and/or expulsion and/or arrest for committing any of the acts listed below (or any other pertinent education codes not listed):

1. **EC 48900 (a1)** Caused, attempted to cause, or threatened to cause physical injury to another person.
2. **EC 48900 (a2)** Willfully used force or violence upon the person of another, except in self-defense.
3. **EC 48900 (b)** Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
4. **EC 48900 (c)** Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
5. **EC 48900 (d)** Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
6. **EC 48900 (e)** Committed or attempted to commit robbery or extortion.

7. **EC 48900 (f)** Caused or attempted to cause damage to school property or private property.
8. **EC 48900 (g)** Stolen or attempted to steal school property or private property.
9. **EC 48900 (h)** Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
10. **EC 48900 (i)** Committed an obscene act or engaged in habitual profanity or vulgarity.
11. **EC 48900 (j)** Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
12. **EC 48900 (k)** Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
13. **EC 48900 (l)** Knowingly received stolen school property or private property.
14. **EC 48900 (m)** Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm.
15. **EC 48900 (n)** 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.
16. **EC 48900 (o)** Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
17. **EC 48900 (p)** Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
18. **EC 48900 (q)** Engaged in, or attempted to engage in, hazing as defined in Section 32050.
19. **EC 48900 (s)** A pupil who aids or abets, the infliction or attempted infliction of physical injury to another person
20. **EC 48900.2** - Committed sexual harassment as defined in Section 212.5.
21. **EC 48900.3** - Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.
22. **EC 48900.4**. - Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that disrupts class work, creates substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.
23. **EC 48900.7**. - Has made terroristic threats against school officials or school property, or both.

A student may be suspended or expelled (and face arrest) for any of the acts listed above (as well as other board policy and/or administrative regulations) if the act is related to school

activity or school attendance occurring at any district school or within any other school district, including but not limited to the following circumstances: (Education Code 48900)

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period, whether on or off school campus.
4. During, going to, or coming from a school activity.

HARASSMENT, DISCRIMINATION, BULLYING

Our school is dedicated to providing all students an environment free from harassment, discrimination, bullying, and hazing. This includes but is not limited to: harassment of any grade level or age of students, ethnic group, religion, gender, color, race, sexual orientation, national origin and physical or mental disability. The Governing Board and education code 48900 prohibits the intimidation, harassment, hazing or retaliatory behavior against any group or individual student. Students who harass, bully, or haze other students shall be subject to appropriate school discipline, up to and including suspension/expulsion, and may be liable for damages in private legal action. Students who intimidate or threaten a witness (a potential felony) face suspension and possible arrest. Any student who feels that she/he is being intimidated, sexually harassed, bullied, hazed or discriminated against in any way must IMMEDIATELY tell a teacher, administrator or any school personnel.

SECTION 4- Procedures for Notifying Teachers of Dangerous Pupils

Pursuant to Education Code Section 49079

- The Administrator will inform all applicable staff and faculty that a student has committed a crime or is a suspect of committing a misdemeanor or an offense where there is a reason to believe that the safety of other school community members is a concern.
- The notification will be made in writing as soon as a school official is made aware of the crime committed by the student.
- When available – an officer from the Orland Police Department may assist the administration with the communication to staff members and to develop a plan if the criminal behavior is repeated on campus or to establish safeguards to prevent harm to others if applicable.

49079. (a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.

(b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.

(c) An officer or employee of a school district who knowingly fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.

Administration notifies staff on the in-service day at the beginning of each school year then by presenting them with written notification which contained the student's name, violation and a description of the violation. Updates are given to staff throughout the year pursuant to the aforementioned statute.

SECTION 5- Sexual Harassment Policy

Pursuant to Education Code Section 212.6(b)

Anyone (students, staff or school visitors) should report sexual harassment to the school Administrator immediately.

The report will remain confidential. There should be no fear in reporting an incident. A school administrator will explain the Orland Unified School District Sexual Harassment Policy and go to work for you.

State of California Education Code Definition

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 work or educational setting, under any of the following conditions: (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress. (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual. (c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment. (d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Sexual Harassment Complaints

District Administrative Regulation 4119.11/4219.11 requires the posting of the District's Investigative Team which deals with the complaints of sexual harassment. The team members are:

District Superintendent, Bob Douglas, 865-1200
Assistant Superintendent, Jeff Scheele 865-1200
Mill Street Principal, Kay Payden, 865-1240
Fairview Principal, Tracy Sailsbery, 865-1235
CK Price Principal, Kelly Haight, 865-1225
Orland High School Principal, Nicole Newman, 865-1210
Alternative Education Director, Jason Bramson, 865-1285

- *This information is posted in the School Office.*

SECTION 6- School wide Dress Codes Prohibiting Gang-Related Apparel

Pursuant to *Education Code* Section 35183, if such a dress code exists

Students are expected to come to school in appropriate school clothes, which do not in any way distract other students from the educational process. All students shall be required to show proper attention to personal cleanliness, hygiene, and modesty while at school. The student's general appearance while at school should not attract undue attention nor cause embarrassment to either the wearer or others. If a pupil's appearance or dress causes any type of disruption or distraction, they may be asked to remedy the problem. California courts support reasonable, clear school regulations governing the appearance of students. (see CAC, Title 5, section 302 for further details). Additionally, the district recognizes the importance of appropriate dress and grooming as a career skill since most jobs require appropriate dress.

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

Students violating the dress code will face appropriate disciplinary measures. Notes will be made on the student's discipline record to track warnings and/or violations. Repeat offenders will be considered to be in *defiance* of school policy and appropriate disciplinary action shall be imposed, up to and including suspension.

DRESS RELATED TO GANG ATTIRE/CLOTHING ETC.

No gang-related colors, symbols, or paraphernalia may be worn. Such items include, but are not limited to, long belts, bandanas and beanie hats. Wallet chains are not permitted to show while on campus. Clothing with specific numbers, symbols, pictures deemed inappropriate by administration are not permitted on campus. Bandanas of any color may not be worn or displayed at any time.

GANG AFFILIATION AND ACTIVITY

The Governing Board finds that street gangs, which initiate or advocate activities, which threaten the safety, and well-being of persons or property are harmful to the educational process. Students participating in any type of gang display or activity are directly creating an unsafe environment to other students who must come to school according to California State law. Throwing signs, using hand signals, gang style clothes (i.e.: smile now cry later), displayed numbers, jewelry, accessories, books, shoestrings, buttons, belts/buckles or manner of grooming which implies a membership in a gang creates a danger to other students and is prohibited on campus. Any incidents involving initiations, hazing, intimidations or gang related activities of such group affiliations would be investigated, and appropriate disciplinary action (including arrest) will be taken. Any student wearing, carrying, writing or displaying gang paraphernalia, numbers, bandannas etc., or making gestures which symbolize gang membership, or causing an incident which affects another student's attendance or school work shall be referred to police for gang documentation. Repeat or first time offences are subject to disciplinary action, up to and including suspension, expulsion, and/or involuntary transfer to an alternative campus.

DRESS CODE

Students are expected to come to school in appropriate school clothes, which do not in any way distract other students from the educational process. All students shall be required to show proper attention to personal cleanliness, hygiene, and modesty while at school. The student's general appearance while at school must not attract undue attention nor cause embarrassment to either the wearer or others. If a pupil's appearance or dress causes any type of disruption or distraction, they may be asked to remedy the problem. California courts

support reasonable, clear school regulations governing the appearance of students, (see CAC, Title 5, section 302 for further details). Additionally, the district recognizes the importance of appropriate dress and grooming as a career skill since most jobs require appropriate dress. **The dress code will be in effect for all school related activities including but not limited to: riding the bus, attendance at sporting events, plays or concerts, field trips, careers with children, etc.**

Students violating the dress code will face appropriate disciplinary measures. Notes will be made on the student's discipline record to track warnings and/or violations. Repeat offenders will be considered to be in defiance of school policy and appropriate disciplinary action shall be imposed, up to and including suspension.

GENERAL DRESS CODE RULES

The following apply to all clothing articles: No clothing that depicts or promotes drugs, alcohol, tobacco, or conveys the inference of drug use or illegal activity is permitted. No clothing decorated with inappropriate words, pictures or slogans are allowed. No clothing with pictures, words or symbols referring to weapons, violence, gangs, sex or sexual innuendo are allowed. Fish net clothing is not permitted, including on top of other garments. Final decision upon the appropriateness of attire lies with the school administration. If the student misses class time to deal with a Dress Code offense, the teacher can use discretion about allowing (or not allowing) the student to make up missed classwork.

TOPS/SHIRTS/JACKETS/COATS/SWEATERS

1. All garments must fit properly. Tops must have two shoulder straps that are part of the top; straps from undergarments are not to show.
2. No half-shirts, half-blouses, tube tops, fishnet shirts, or any type of low-cut blouses are allowed. "Low cut," means no more than three inches (approximate size of a business card) below the collarbone.
3. The stomach/midriff/cleavage area may not be exposed when walking or sitting.
4. Any top that causes a distraction to students or staff may result in action to remedy the problem.

PANTS

1. Pants must not drag on the ground and may not be excessively baggy. The pant leg bottom should not be able to cover the entire shoe.
2. Pants must not be so overly large or overly tight as to draw undue attention.
3. Pants must be worn above the hips and be able to stay at hip level while walking, even if covered.
4. Undergarments must not show due to pants that are too large.
5. Pants must not be excessively frayed, tattered or torn.
6. Pants cannot be pinned, stapled, glued, taped, wired, or in any way affixed to the shoe.
7. Pajama pants or other "bed time" clothing are not to be worn to school.
8. No fish-net stockings are permitted, including when on top of other garments.
9. **"Leggings," "Jeggings" Yoga, and tight pants** are not allowed at school unless they are worn underneath a top/tunic/dress that hits the leg at the fingertip length. **"Leggings," "Jeggings",** Yoga garment may not be worn solely as pants.

SHORTS/SKIRTS/DRESSES

1. Shorts, skirts and dresses with slits may be worn but must be of reasonable length and not too tight or short.
2. Shorts, dresses, and/or pants must not be too tight or loose as to create a distraction (as determined by teacher and/or staff and administration).

SHOES/FOOTWEAR

1. Appropriate and safe shoes must be worn at all times with shoelaces in all holes, tongues in, and all buckles used.
2. Pajama slippers are not to be worn at school.
3. Closed toed shoes must be worn in PE, shop classes and during science labs.

UNDERGARMENTS

No undergarments may be showing at any time. No lingerie (an “undergarment” by definition) or garments that resemble lingerie are allowed.

JEWELRY/ACCESSORIES

1. Make-up, jewelry, and other accessories must not be so excessive as to create a distraction at school.
2. Spikes and chains that may be considered dangerous are not allowed on clothing.
3. Jewelry with inappropriate symbols is not permitted.
4. Jewelry may be asked to be removed during Physical Education activities.
5. Wallet chains are not permitted to show while on campus.

GANG ATTIRE/CLOTHING ETC.

No gang-related colors, symbols, or paraphernalia may be worn. Such items include, but are not limited to, long belts, bandannas and beanie hats. Clothing with specific numbers, symbols, pictures deemed inappropriate by administration are not permitted on campus. Bandannas of any color may not be worn or displayed at any time.

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

SECTION 7- Procedures for Safe Ingress To, and Egress From School

The K-8 Campuses are closed campuses. Shortly after the first bell of the day, the gates are closed and locked. The delivery gate is closed but unlocked for deliveries for drivers to have access to the cafeteria. The gates are unlocked prior to student departure.

Visitors- All visitors must check into the office upon arrival. All students must be signed out during school hours. Only persons listed on the child’s emergency card will be allowed to sign out students. Photo identification will be required to verify identity before releasing the student.

Volunteers – Volunteers must pass a fingerprint screening through the County Office of Education, a TB test, and be cleared through the District Office in order to volunteer in any classroom or attend class field trips.

Important Anyone not properly checked in must return to the office and do so. Any person who refuses to comply with this procedure may be subject to loss of visitation privileges or prosecution under subsections of California Penal Code 626.

SECTION 8- Procedures to ensure a safe and orderly environment

Please refer to the NVHS Student Handbook . The main components related to ensuring for a safe and orderly environment are contained within this section.

Opportunities and Resources for NVHS Students

Students are enrolled or transferred to North Valley (NVHS) for a variety of reasons, including, but not limited to: attendance, discipline, probation, and/or credit deficiencies. When a student is transferred, he/she uses their time acquiring credits that have been missed or are results of a failing grade in a subject. The student has the opportunity to learn in a smaller environment. Students can work on assignments at their desired pace with more individual attention and time from their instructors. Students also have the opportunity to earn additional credits at an accelerated rate.

Students have access to computers for educational purposes, with their own student account and private password. These private accounts provide Internet access, which is filtered and monitored.

Students at NVHS may be given the opportunity to take online courses using the APEX curriculum. Apex is a research based, standards based digital curriculum. The online courses are designed as an educational alternative for the students and are interactive, colorful, fun and challenging.

North Valley students may have the opportunity to earn the privilege to attend dances and social events at the main high school campus. The NVHS and OHS principals must grant permission before students can attend in these particular extracurricular activities. Students are not permitted to participate in Orland High School Athletics.

Students at North Valley have the opportunity to connect with local classes at the Butte Community College center in Orland. Students may also have the opportunity to take classes concurrently through the Adult Education Program through the Glenn County Office of Education. They cannot only get a jump-start on college courses, but can receive credit for past credit deficiencies.

PROCEDURES FOR RETURNING TO OHS

All students returning to Orland High School must be recommended by the NVHS principal and approved by the OHS Student Study Team (SST). A transitional meeting is often required before students can return to the

main campus. The Student Study Team must receive a transfer request from NVHS staff/administration in order to be considered for transfer. Certain requirements must be met in to be eligible for transfer.

1. Attend NVHS/ CDS for approximately nine weeks, or 1 academic quarter (or otherwise notified).
Transfers will occur at quarter or semester breaks.
2. Regular attendance
3. All credits must be caught up to OHS graduation track standards
4. Good Behavior
6. Following all rules regulations
7. Proper citizenship
8. Recommendations from NVHS staff and or administration
9. Approval from the OHS Study Team

RESPONSIBILITIES OF STUDENTS

A positive learning environment is free from unnecessary disruptions and distraction. An educated person understands the need for rules and structure in a democratic society. The Governing Board of the Orland Unified School District believes that student behavior is considered appropriate when students are:

1. Diligent in study
2. Punctual
3. Attending classes
4. Neat and clean
5. Careful with school property
6. Respectful towards teachers
7. Courteous to other students

SEARCH AND SEIZURE

The Governing Board recognizes that incidents may occur which jeopardize the health, safety, and welfare of students and staff and which necessitate the search of students, their belongings, or their lockers. School officials may search individual students and their property when there is a **reasonable suspicion** that the search will uncover evidence that the student is violating the law or the rules of the district. Lockers are school property and can be searched without student permission. Any items found in a locker shall be considered to be the property of the student to whom the locker was assigned. In an effort to keep the schools free of drugs and/or firearms/explosives, the district may use specially trained non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or district policy. During such K9 searches, the dogs do not come in direct contact with students; however the dogs may sniff backpacks, jackets, lockers and vehicles driven by students that are parked in the parking lot or nearby. Parents and students are encouraged to ensure that vehicles and/or truck beds do not contain empty alcoholic beverage containers or left over hunting supplies such as ammunition shells as the dogs may sense these items necessitating a search of the vehicle.

WEAPONS AND DANGEROUS OBJECTS

California law and the Governing Board prohibit students from possessing weapons, replicas of weapons (including cap/BB/Air-Soft/squirt guns), or dangerous instruments of any kind on school campus, school buses, or during any school related activity. If a weapon or dangerous instrument is discovered on campus, it is to be turned in to the office or school personnel immediately. If a student knows that another student is in possession of a weapon or dangerous instrument, they are to inform school personnel immediately.

PRESCRIPTION DRUG POLICY

All prescription drugs brought onto campus must immediately be brought to the office and declared for storage. Parents must fill out a form listing the specifics of the medications to be administered, as well as times etc. All prescription drugs must be kept in the original pill bottles, and must show the student's name, date, and doctor's name etc. It is a potential felony for any student to be in possession of another person's prescription medication. Parents are to inform the school of any ongoing student health concerns on the emergency card, as well as any new information if their student's health condition or health needs change.

GANG AFFILIATION AND ACTIVITY

The Governing Board finds that street gangs, which initiate or advocate activities, which threaten the safety, and well being of persons or property are harmful to the educational process. Students participating in any type of gang display or activity are directly creating an unsafe environment to other students who must come to school according to California State law. Throwing signs, using hand signals, gang style clothing, displayed numbers, jewelry, accessories, books, shoestrings, buttons, belts/buckles or manner of grooming which implies a membership in a gang creates a danger to other students and is prohibited on campus. Any incidents involving initiations, hazing, intimidations or gang related activities of such group affiliations will be investigated, and appropriate disciplinary action (including arrest) will be taken. Any student wearing, carrying, writing or displaying gang paraphernalia, numbers, bandannas etc., or making gestures which symbolize gang membership, or causing an incident which affects another student's attendance or school work shall be referred to police for gang documentation. Repeat or first time offences are subject to disciplinary action, up to and including suspension, expulsion, and/or involuntary transfer to an alternative campus.

POLICE ON SCHOOL CAMPUS

Certain student actions may violate both education codes and or penal codes. When students violate the penal code, school administrators may call the police for appropriate follow up. When police come onto campus to follow up on violation of the penal code, administration will make efforts to inform the parent/guardian in a timely fashion. For more information on police/student interaction, please contact the Orland Police Department.

HARASSMENT, DISCRIMINATION, BULLYING, HAZING

Our school will be free from harassment, discrimination, bullying, and hazing. This includes but is not limited to: harassment of any grade level or age of students, ethnic group, religion, gender, color, race, sexual orientation, national origin and physical or mental disability. The Governing Board and education code 48900 prohibits the intimidation, harassment, hazing or retaliatory behavior against any group or individual student. Students who harass, bully, or haze other students shall be subject to appropriate school discipline, up to and including suspension/expulsion, and may be liable for damages in private legal action. Students who intimidate or threaten a witness (a potential felony) face suspension and possible arrest. Any student who feels that she/he is being intimidated, sexually harassed, bullied, hazed or discriminated against in any way must IMMEDIATELY tell a teacher, administrator or any school personnel. Please contact the NVHS administration at 865-1285.

BULLYING IN SCHOOL

A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students. Bullying will not be tolerated at NVHS. When a student knows somebody is being bullied, they shall immediately tell an adult at school and an adult at home. NVHS students will not bully others, will help students who are bullied and will include students who are being left out. Consequences of bullying may include but are not limited to; detention, suspension and expulsion.

DEFINITION OF BULLYING

Definition of Bullying by Means of an Electronic Act (Cyber Bullying) expanded through amendment of Education Code section 48900, the definition of bullying via an electronic act, (or "cyber bullying") has been expanded to include "burn pages," "credible impersonations," and "false profiles." This new law builds upon existing law related to cyber bullying by acknowledging that use of the internet to bully others has evolved over time and by providing administrators with additional guidelines relating to the suspension and expulsion of offending cyber bullies.

EXAMPLES OF BULLYING

- Cyber-bullying or Physical bullying
- Name-calling or mean teasing, comments about race or color
- Mean comments, or gestures with a sexual meaning
- Rumor-spreading or Social isolation/exclusion
- Taking another's property
- Threats/intimidation/Having clothing removed
- Being pushed, shoved, punched, kicked or hit
- Being denied access to a location
- Gestures made toward him/her
- Had possessions or money taken
- Having general put downs, taunting, teasing directed toward him/her
- Had rumors spread about him/her
- Was isolated, intentionally excluded
- Was threatened/intimidate

Bullying also includes insults directed toward race, gender, ethnic group membership, disability, home language, national origin, religion or sexual orientatio

TOBACCO USE

The use or possession of tobacco at school or at any school related activities is strictly prohibited. This also includes chewing tobacco, snuff, or any form of tobacco. In addition to suspension and/or other appropriate disciplinary consequences, any student found to be using or in possession of tobacco, or tobacco products may be referred to tobacco education classes. These classes may be required as part of the student's suspension. In the interest of public health the [local educational agency governing board] prohibits the use of products containing tobacco or nicotine, including, but not limited to, smokeless tobacco, snuff, chew, and clove cigarettes, on district-owned or leased property, and in district vehicles at all times. This prohibition also applies to electronic nicotine delivery systems, such as electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products any time. This policy applies to all students, staff, visitors, and civic use permit holders. However, this section does not prohibit the use or possession of prescription products, or other FDA-approved cessation aids such as nicotine patches or nicotine gum. Student use or possession of such products must conform to laws governing student use and possession of medications on school property.

All North Valley High School students are required to stay away from Orland High School between 7:00 am and 4:00 pm unless they have asked for and obtained prior permission. Generally this means that if you can be seen and recognized by an adult standing on the OHS campus you are too close. The adjoining public parks are also considered out of bounds to North Valley High School students between 7:00 am and 4:00 pm unless they have asked for and obtained prior permission. The one exception is when students are moving toward school in the morning; students may be close enough to be recognized, but must also be continuously moving toward NVHS rather than being observed loitering or stationary. This rule is strictly enforced to keep NVHS students from being unfairly blamed for offences they have not committed as has happened in the past. Violation of this rule is considered defiance of authority Ed. Code 48900(k) above.

COMPUTERS

ALL North Valley Students have access to computers through a personal account. It is to be used for educational purpose ONLY. Any misconduct may result in cancellation of the student's account and or student discipline.

ELECTRONIC DEVICES

Cell phones, I-pods, hand held games or other electronic devices are not allowed during class time. Currently, these devices will be allowed ONLY before and after school and during the lunch period and at break. Students may be allowed to use electronic devices with the permission of the classroom teacher, instructional aide or principal. Due to school distraction and the risk of theft, NVHS strongly recommends that students not bring any electronic devices to school. **Students are expected to power off cell phones and I Pods before entering every class and keeping them off for the entirety of each class period. All electronic devices are expected to be put away, in backpacks or pockets. Ear phones also must be out of sight and are not to be hanging out of student's shirts or on ears. Students are not to use phones or other electronic devices when going to the bathroom or trips to other classes during class time. This is considered instructional time and devices being used are subject to confiscation.** Using the "vibrate" feature is not acceptable because it can also cause a class disruption. Using devices, I Pods or cell phones to check the time, calendars or for use as a calculator is not an acceptable excuse for having them on. The school is not responsible for the loss or theft of any item brought to school, including items that were confiscated by school personnel. If a student has an emergency that requires a call or text to a parent from their cell phone during class time, they must first get teacher permission, and then make the call in the office or outside so as not to disturb class.

TARDIES

Students are expected to be in their seats ready to learn for each class at the designated times listed on the schedule.

ATTENDANCE

A student's attendance is critical for being successful in school. Students are expected to be at school each day and on time.

North Valley may offer early release, late starts or off campus lunch privileges to students who have earned this privilege. These privilege may only be granted by the principal. Students are required to be at school daily from 8:15-1:45 unless otherwise approved by the principal.

ABSENCES

A student's absence will be excused, if verified within three days after the first absence or verified in advance, for the following reasons:

1. Illness
2. Medical, dental, optometric, or chiropractic appointment
3. Funeral
4. Health quarantine under direction of officer
5. Jury duty

To verify an absence, a student must bring in a note from a parent/guardian or doctor or their parent may call and speak with a teacher or other staff member to excuse an absence. Absences must be excused within 3 days of the student absence or they will be labeled unexcused (see AIP-Attendance Improvement Program below). When excused absences occur, students must get all class work completed in a timely manner. If a student will be leaving during school hours, he/she must gain permission from a school official or provide a note in advance.

A parent/guardian or school official must sign a student in/out upon arriving late or leaving early due to appointment or illness.

THE (AIP) ATTENDANCE IMPROVEMENT PROGRAM

1. Absences, full day or partial day, will be recorded as “unexcused” if not excused by a parent/legal guardian within 3 school days.
2. Students with unexcused absences may face disciplinary consequences including but are not limited to: detention, work detail, Saturday School, suspension, placement on the hold list, closed campus and loss of extracurricular activities.
3. If a student misses 3 or more 30 minute periods without valid parent excuse they are considered “Truant” according to state law.
4. In an effort to help “truant” students improve their attendance, they are entered into the Attendance Intervention Program (AIP).
5. Truant students and their parent/legal guardian conference with administration & sign a school site based AIP contract acknowledging the truancy, and agreeing to cease subsequent unexcused absences.
6. Continued unexcused absences or violations of the school site AIP contract will result in the student being re-classified as a “habitual truant” and site based disciplinary consequences will continue.
7. Further unexcused absences once reclassified as a “Habitual Truant” will result in a referral to a district AIP hearing. Future additional unexcused absences may result in referral of the case to the District Attorney for possible prosecution.
8. PER GLENN COUNTY ORDINANCE (#10.38.020 subsection A of the Glenn County Code) Truant students may be issued a citation and required to appear in Glenn County Superior Court with a parent/guardian to explain the truancy. Recent rulings have resulted in parent/guardian prosecutions, forfeiture of student driver’s license/permit, community service hours for students, and in a few extreme cases students have been sent to juvenile hall.
9. All AIP information can be found on the OUSD web page and is available upon request.

STUDENT/PARENT APPOINTMENTS

The NVHS office will be open most days from 8:00-11:30. Students and parents may request an appointment with a teacher, school secretary or Principal during this time. Appointments may also be scheduled after our regular office hours when needed. We discourage parents from coming in to class during the school day to meet with students or staff. Our staff encourages parent involvement and we hope to assist you with your questions and concerns during office hours. You may contact our school secretary, Maria Chavez, at 865-1285.

GRADING OF STUDENTS

A considerable part of the student’s grades depend on attendance, class participation and work ethic. Grades can be accomplished by completion of tests, homework, class work, accuracy and timeliness. Grades earning credit are A, B, C and D. Failing grades result in no credit.

WORK PERMITS

All students under the age of eighteen (18) years of age must have a work permit to be legally employed. Work permits may not be issued to students who are excessively absent or tardy to school, academically deficient or misbehaving. Work permit forms can be picked up at the office after the principal has approved and signed the permit.

CLASS WORK/HOMEWORK/MAKE-UP WORK

Teachers will require students to do work in class as well as at home. Make-up work can be given to a student before or after an absence. Students must complete work with-in the time required by the teacher.

APEX/Oddyseyware

APEX courses are available to students at NVHS depending on availability. Students can take APEX classes for credit recovery and electives. Students need permission from the Principal to be enrolled in APEX courses to meet Core subject requirements.

Students may be dropped from APEX classes for the following reasons:

1. Violation of the district's acceptable use policy
2. Not making academic progress
3. Not meeting deadlines
4. Inactivity
5. Cheating or plagiarism

APEX is an alternative, well balanced online program that allows students to gain educational credits in core as well as elective courses. Each individual student is issued an account with a list of courses in which they can work at their own pace and level. Each course is either a full year of curriculum or separated into two semesters.

APEX has levels for 9-12 graders, as low as Literacy Advantage for the lower learning levels, to core courses, honors/advanced placement courses and CAHSEE prep assistance. This comprehensive curriculum is standard-based.

After a student logs into an account, he/she can work within specialized units to perform work study sheets and activities. Each section of the units has audio as well as video to attract all learning styles. Throughout the activities, students will answer questions and read passages to understand the material. Then the student will take a test with a certified staff member present.

This program allows a student to complete their work anywhere there is a computer available. APEX is available 24/7 through the internet. This program allows students to gain information in a sufficient, level appropriate and rigorous pace. This will also allow students to complete missed credit and challenge themselves with advanced courses, as well as build skills for below proficient levels. This program may reduce the dropout rate and assist at risk students in succeeding.

SECTION 9- Rules and procedures on school discipline adopted pursuant to Education Code sections 35291 and 35291.5

The following information contained on this page, and the following two is an expert from the 2014-15 student handbook. These are policies and school procedures related to discipline and classroom management.

DISCIPLINE OF STUDENTS

The Governing Board believes that one of the major functions of the public schools is the preparation of youth for responsible citizenship. The district shall foster a learning environment that reinforces the concepts of self-discipline and the acceptance of personal responsibility. Students are expected to progress from being adult-directed to becoming self-directed individuals.

The Board recognizes that not all students will adhere to district rules for appropriate behavior. Support services are available, but students and parents must understand that for continued violation of school rules, or for certain major offences (usually related to violence), inadequate attendance, or failure to progress academically, the student may be transferred involuntarily to an alternative education program such as North Valley Continuation High School, Community Day School or Independent Study. Corporal punishment shall not be used, but the use of *reasonable* and necessary force by an employee to protect themselves or other students, or to prevent damage to district property shall not be considered corporal punishment.

SUSPENSION AND EXPULSION

Students may be subject to suspension and/or expulsion and/or arrest for committing any of the acts listed below (or any other pertinent education codes not listed):

23. **EC 48900 (a1)** Caused, attempted to cause, or threatened to cause physical injury to another person.
24. **EC 48900 (a2)** Willfully used force or violence upon the person of another, except in self-defense.
25. **EC 48900 (b)** Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
26. **EC 48900 (c)** Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, alcoholic beverage, or an intoxicant of any kind.
27. **EC 48900 (d)** Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
28. **EC 48900 (e)** Committed or attempted to commit robbery or extortion.
29. **EC 48900 (f)** Caused or attempted to cause damage to school property or private property.
30. **EC 48900 (g)** Stolen or attempted to steal school property or private property.
31. **EC 48900 (h)** Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
32. **EC 48900 (i)** Committed an obscene act or engaged in habitual profanity or vulgarity.
33. **EC 48900 (j)** Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
34. **EC 48900 (k)** Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
35. **EC 48900 (l)** Knowingly received stolen school property or private property.
36. **EC 48900 (m)** Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm.
37. **EC 48900 (n)** 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.
38. **EC 48900 (o)** Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
39. **EC 48900 (p)** Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
40. **EC 48900 (q)** Engaged in, or attempted to engage in, hazing as defined in Section 32050.
41. **EC 48900 (s)** A pupil who aids or abets, the infliction or attempted infliction of physical injury to another person
42. **EC 48900.2** - Committed sexual harassment as defined in Section 212.5.
43. **EC 48900.3** - Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.
44. **EC 48900.4** - Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that disrupts class work, creates substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.
23. **EC 48900.7** - Has made terroristic threats against school officials or school property, or both.
24. Any applicable new education codes passed by the state of California.

A student may be suspended or expelled (and face arrest) for any of the acts listed above (as well as other board policy and/or administrative regulations) if the act is related to school activity or school attendance occurring at any district school or within any other school district, including but not limited to the following circumstances: (Education Code 48900)

- While on school grounds.
- While going to or returning from school.

- During the lunch period, whether on or off school campus.
- During, going to, or returning from any school related activity.

DETENTION/WORK DETAIL

Students may be assigned detention or work detail for up to one hour per day after school. Detention may also be assigned or served before school, during break or at lunch.

It is the student's responsibility to notify their parent/guardian of the detention and its due date.