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**Orland Unified School District**  
**Alternative Education**  
North Valley High School & Community Day School  
**School Handbook**

**School Policies and Procedures**  
**2019-2020**  
**220 Roosevelt Avenue**  
**Orland, California 95963**  
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**Alternative Education Staff**

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**ORLAND USD MISSION STATEMENT**

The Orland Unified School District is dedicated to achieving high standards in curriculum, instruction, performance and personal behavior. It is our goal that each student achieves academic excellence and develops respect for self and others to become contributing members of our culturally diverse society. The responsibility for the development of these qualities in all students is accomplished through a cooperative effort among students, parents, staff and community.

**ORLAND UNIFIED VISION STATEMENT**

**Background:** Orland Unified School District serves nearly 2,300 students with diverse educational needs. Over three-quarters of our students and their families are qualified as socio-economically disadvantaged and nearly 30% of our students are English Learners. As we enter the next generation of statewide assessments and anxiously await the outcomes, our historical data suggests that students continue to struggle to master the state content standards, as measured by the Academic Performance Index (API). Although our students continue to achieve at higher levels than they did over a decade ago, our school sites and our district have been targeted as a system in need; a Program Improvement district.

Our students and their families continue to come to campus with increasingly diverse educational needs. We must *broaden our definition of education* to include essential support and services that engage our families and strengthen our community. By focusing on a wider array of support services rather than just traditional educational services, we will be more equipped to work with all students. Therefore, as an educational community, we must create a *coherent system* of support that connects all services and programs to the established academic expectations for all students.

While focusing on building a coherent system of support that is aligned to the instructional core, we will remain relentless in our pursuit of instructional reform to ensure *quality instruction* for all students. We will build capacity for advancing instruction by investing in our teachers, administrators and staff through ongoing, evidence-based instructional programs, professional development and coaching. Staff will be supported through focused conversations which encourage reflection on professional practices. We will build a *common language* around the technical core of student learning to create an articulated learning experience for students and a

professional learning community for staff. We will ensure that all schools have the resources and supports they need to provide all students with the opportunities to learn.

In order to build and maintain a system that is responsive to the dynamic and changing needs of the Orland community, we must commit ourselves to building and sustaining ***effective and productive teams***. Effective teams are built around open dialogue, discussion and debate on essential ideas that impact the education of our students; a transparent and efficient communication and decision-making loop undergirds a coherent and productive system.

As stakeholders we will adopt and implement a rich ***data literate*** culture. Through the effective implementation of data analysis protocols and a robust system of monitoring and support, OUSD will propel all students on a trajectory of personal, academic and life success.

As stakeholders we will engage in our own professional development so that we can respond to the changing needs of our district. We will become proficient in anticipating challenges and hurdles rather than reacting to barriers faced by teams, sites and the district office. We must hold ourselves ***accountable*** and fulfill our promise to ensure that what we do on a daily basis directly impacts what happens for every student, every day in every way.

Each stakeholder brings a unique perspective, a rich skill-set and a desire to be part of 'system on the move.' Together, our creativity and wealth of experiences strengthens and grounds the important work ahead.

## **OFFICE HOURS AND APPOINTMENTS**

The Alternative Education office hours are **8:00am to 11:30am- Monday through Friday**. If you need to schedule an appointment with a teacher, please contact the teacher directly via email or by phone. If you need to schedule an appointment or meeting with an administrator please contact Mrs. Maria Chavez, School Secretary, at (530) 865-1285.

## **NEW STUDENT INTAKE MEETINGS**

Intake meetings with the student, their parent(s)/guardian(s) and the principal or designee are very important for the student's success. The intake meeting shall take place before or on the day the student enrolls in Alternative Education. Certain circumstances may delay the meeting until after the student enrolls, but **an intake meeting is MANDATORY**. Such meeting will be organized by the Alternative Education Principal or designee. At this meeting the rules, procedures and expectations for student behavior, attendance and academics will be reviewed. Students and their parent/guardian are expected to sign the final page of this document as well as any behavior, attendance, or other contracts. Students that are enrolling or transferring from another school, besides Orland High School will also be reviewed for proper placement. Credits, grades, attendance and behavior will be reviewed prior to placement. Both the high school and alternative

education administrations will review the student's records, and transcripts to determine the proper placement.

## **RETURNING TO YOUR HOME SCHOOL FROM ALTERNATIVE EDUCATION**

If you wish to return to a comprehensive campus you will need to make a request with the site administrator over alternative education. Students must meet all exit requirements mentioned in the students' individual contract during the intake meeting.

### **POSITIVE BEHAVIOR INCENTIVES:**

**Aztec Dollars:** Positive student behavior will be reinforced and rewarded by the awarding of "Aztec Bucks". Students will be able to use their Aztec Bucks to purchase awards from the student store. Other yearly incentives are offered to students in the form of awards from Golden Apple and have, in past years, included such items as a bicycle, tablet, etc..

### **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, dances, prom, graduation, 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, nudity, sex or sexual innuendo are allowed. Fishnet 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.

#### **HATS/HOODS**

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

3. No inappropriate words, pictures, or signs allowed on hats.
4. Bandannas of any color are not permitted.

### **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 "bedtime" clothing are not to be worn to school.
8. No fishnet stockings are permitted, including when on top of other garments.
9. "Leggings," "Jeggings" Yoga, and tight pants must not draw undue attention.

### **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 must be removed during Physical Education classes.
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.

### **STUDENT DISCIPLINE**

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. All efforts will be made to support students in this growth. If student behavior becomes an issue, teachers will use all supports necessary to reach a solution within the classroom. If a behavior is dangerous or persistent, site administration will provide progressive discipline with opportunities for the student to restore their relationship with staff and their peers.

### **ACADEMIC DISHONESTY**

Students are expected to uphold the highest standards of academic conduct and personal integrity. The faculty is committed to helping students avoid unintentional plagiarism and understand the rules of responsible scholarship. The consequences of cheating or plagiarism can be severe. Students will receive an F on their assignment or test and may also face suspension from school and a notation on their permanent record.

### **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, 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.
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.
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)

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

## **DETENTION**

Students may earn detention as a form of consequence for inappropriate behavior. Detention must be made up through an appointment with the teacher who assigned it. Any ongoing failure to serve Detention may result in a full day of "In-School Detention" where the student will be required to stay on campus, either in the Office or at CDS, for the length of the school day. Students may elect to complete Community Service, as determined by Site Administration, in lieu of detention. While students are serving Detention or Community Service, cell phones are not allowed. Students will not talk with others. If a student's behavior is not appropriate during

Detention/Community Service, they will be referred to Site Administration for further progressive discipline.

## **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 NVHS 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**

In order to maintain the safety and security of all students and staff on campus, California law and the Governing Board **strictly prohibit** students from possessing weapons, replicas of weapons (including cap/BB/Air-Soft/squirt guns, imitation weapons), 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 through Aeries Parent Portal, 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 wellbeing 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, artwork, displayed numbers, jewelry, accessories, books,



shoestrings, buttons, belts/buckles or manner of grooming which implies a membership in a gang creates an unsafe environment for 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 contact with Law Enforcement) 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 or program.

## **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.

## **SEXUAL HARRASSMENT AND BULLYING OF STUDENTS**

The Board prohibits discrimination, intimidation or harassment of any student by any employee, student or other person in the District. Prohibited harassment includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the purpose or effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects the student's educational opportunities. School staff and volunteers shall carefully guard against segregation, bias, and stereotyping in the delivery of services, including, but not limited to, instruction, guidance, and supervision.

The Board of Education (Board Policy 5131(a)), believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation. Conduct is considered appropriate when students are diligent in study; careful with school property; and courteous and respectful towards their teachers, other staff, students, and volunteers.

Prohibited student conduct includes but is not limited to:

1. Conduct that endangers students, staff, or others
  2. Conduct that disrupts the orderly classroom or school environment
  3. Harassment of students or staff, such as bullying, including cyberbullying; intimidation; hazing; or initiation activity; ridicule; extortion; or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering.
- BP 5131(b)-

"Cyberbullying" (BP 5131(b))-includes the transmission of communications, posting of harassing messages, direct threats, social cruelty, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation or friendships. Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator and may also request that their name be kept in confidence.

Complaints of bullying or harassment shall be investigated and resolved in accordance with site-level grievance procedures specified in Administrative Regulation 5145.7 - Sexual Harassment. When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying against other students or staff or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and a determination of the impact or potential impact on school activity or school attendance. Students shall be encouraged to save and print any messages sent to them that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. Any student who engages in cyberbullying using district-owned equipment, on school premises or off-campus, in a manner that impacts a school activity or school attendance shall be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting of harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed. The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior. Students who engage in discrimination or harassment in violation of law, board policy, or administrative regulation shall be subject to discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in harassment or prohibited discrimination shall be subject to disciplinary action, up to and including dismissal.

According to Board Policy 51545.3(b)-Any student who feels that he/she has been subjected to discrimination or harassment should immediately contact the principal or any other staff member. Any student or school employee who observes an incident of discrimination or harassment should report the incident to the coordinator or principal, whether or not the victim files a complaint. Upon receiving a complaint of discrimination or harassment, the coordinator shall immediately investigate the complaint in accordance with site-level grievance procedures specified in AR 5145.7 – Sexual Harassment.

### **Enforcement of Standards**

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or administrator for further investigation. Students who violate District or school rules and regulations may be subject to discipline, including but not limited to suspension, expulsion, transfer to alternative programs, or denial of participation in

extracurricular or co-curricular activities in accordance with board policy and administrative regulation. In addition, when the conduct involves bullying, cyberbullying, intimidation, harassment, or other endangerment of a student or employee, the Superintendent or designee shall provide appropriate assistance as necessary for the victim and the offender or make appropriate referrals for such assistance. The Superintendent or designee shall notify local law enforcement as appropriate. 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 Alternative Education administration at 530-865-1285.

## **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, 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.

## **ATTENDANCE OF STUDENTS**

Absences need to be cleared by a telephone call from a parent/guardian the day of each absence or a note brought by the student the following day when he/she returns to school. Students who arrive late due to doctor/dentist/court appointments must bring verification from parent/guardian or the doctor/court. All students coming to school late or leaving early must sign in or out through the attendance office. Students may not leave campus early without parent permission. Students are expected to arrive at school on time and be in their respective classrooms ready to begin work when the tardy bell rings. Students late to school/class without legal excuse are tardy.

Under California Law/Education Code 48260, more than three days of unexcused absences in a school year is defined as truancy. Further, more than three tardies of thirty minutes in a school year is defined as truancy. As a parent, you are liable for the prosecution of your child's truancy pursuant to the Education Code and the Penal Code. In order to make certain that children have the necessary skills for success as an adult, school attendance is necessary and California law requires children to attend school.

Students who are absent/tardy/truant from class/school may have the following consequences:

1. Parent Notification (letter or call home)
2. Parent conference and/or Attendance Contract
3. Referral to SARB

### **UNEXCUSED ABSENCES & SARB**

SARB- School Attendance Review Board

1. Absences, full day or partial day, will be recorded as “unexcused” if not excused by a parent/legal guardian within 3 school days, students cannot be excused from leaving campus without following proper check-out procedures through the office.
2. Students with unexcused absences may face disciplinary consequences including but are not limited to: detention, suspension, and loss of extracurricular activities and receipt of SARB letters, placed on a AIP Contract or referred to SARB.
3. If a student misses 3 or more 30 minute periods without valid parent excuse they are considered “Truant” according to state law and may be referred to SARB.
4. In an effort to help “truant” students improve their attendance, they are entered into the school site 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 a referral to SARB, site based disciplinary consequences will continue.
7. Further unexcused absences once reclassified as a “Habitual Truant” will result in a referral to a SARB Officer and 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. Students will also lose credit for excessive unexcused absences and/or tardies (see next section).
10. All AIP information can be found on the OUSD web page and is available upon request.

### **EXCUSED ABSENCES**

For an absence to be legally “excused” it must fall within board guidelines and the school attendance clerk must be notified by a parent or guardian. Board policy also states that a parent/guardian may only “excuse” a student for *illness* up to ten (10) days during a school year. Each absence for illness beyond ten days will require a doctor’s note in order to be “excused”. After 10 days of parent excused absences, any further absence will be labeled unexcused without a doctor’s note (and considered truancy). Parents/guardians are encouraged to make dental or doctor visits after school hours or when school is not in session. For absences beyond 10 days students may be referred to the Attendance Improvement Program for procedural steps related to truancy.

Extended student absence may be excused, with prior approval of the Principal, for the following reasons:

1. Appearance in court
2. Funeral of immediate family member
3. Religious holiday or retreat
4. Employment interview or conference
5. Written request from parent for justifiable personal reasons

### **TARDIES**

Punctuality to all classes is very important. The staff and administration expect students to be responsible and get to class on time. Tardies may be excused by parents or guardians only for serious and compelling reasons. These will be determined by the attendance secretary and or administration.

1. Students will be marked tardy if they are not in class by the time the tardy bell rings.
2. Teachers will mark students tardy in Aeries.
3. Students that are more than 5 minutes late to class will be sent to the office and receive an unexcused absence.

### **MAKEUP WORK**

Per board policy, students who miss school work shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time.

### **AERIES PARENT PORTAL**

The Parent Portal through AERIES is a way students and or parents may access their school records over the internet. This web based program allows a secure and confidential way for parents to log in and access student attendance, discipline, grades and other pertinent information. This is a great tool for both students and parents to review grades, check on missing assignments and overall student progress. Parents can also monitor student attendance and behavior through this system. Parents who wish to use this feature can inquire in the office and will be given a school identification code that can be used to check their student's records via the internet.

### **COMPUTERS & ELECTRONIC DEVICES**

All students are given a computer account with file storage space on the school's server. It is expected that all student computer use will be for educational purposes ONLY. All students and parents/guardians are required to read and sign the Student Acceptable Use Agreement that outlines the conditions under which a student may access the Internet and use school computers.

1. No downloading games, screensavers, or other unapproved applications.

2. No accessing social networking sites, such as but not limited to “Instagram” and “Facebook” etc.
3. No personal Email, such as, but not limited to, Hotmail, Yahoo etc., except under direct supervision of a teacher for a specific class project.
4. No visiting chat rooms.
5. No attempting to view, send or save pornographic or other inappropriate content.
6. No using another student’s account or letting others use your account.
7. No “Proxy Servers” or attempting to bypass blocked Web Pages.
8. Never share your username/password.

Violations of the contract will result in the loss of Internet privileges as well as other appropriate disciplinary measures. Students that use another student’s account when his or hers has been disabled for disciplinary reasons may face suspension for willful defiance.

### **BUS CONDUCT**

Riding an Orland Unified School District bus is a privilege, and appropriate behavior is mandatory when preparing to ride, riding or exiting the school bus. Distractive, unruly or defiant behavior may result in the p loss of bus privileges. Because one student’s behavior can directly affect the safety of others, the following regulations apply at all times, including school activities and trips. The bus driver is in charge of overall safety on the bus and therefore, his/her decision related to any safety issue is final. Please read the Orland Unified School District School Bus Safety and Your Child handout, available on the OUSD website, for specifics on how students are to conduct themselves when on OUSD busses. Riders who fail to comply with the above are subject to disciplinary action. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the administration, up to the remainder of the school year.

### **GAMBLING**

Any form of gambling or illegal exchange of money is not permitted at school or at school related activities, students will be disciplined accordingly for engaging in any such activity.

### **FALSE ALARM**

Students are not to tamper, pull, or touch the fire alarms. Tampering or destroying fire protection equipment is a misdemeanor and will result in suspension and/or arrest. (Ed Code 48900k, Penal Code 148.4).

### **PLEDGE OF ALLEGIANCE**

Alternative Education students will begin each day by reciting aloud the Pledge of Allegiance to the U.S. flag. Any person not wishing to participate in the recitation of the pledge of allegiance shall be exempt from reciting the pledge of allegiance and need not participate, however, is expected to act appropriately during this time.

## **SPEECH AND EXPRESSION**

Students are prohibited from making any expressions or distributing or posting any materials which are obscene, libelous, slanderous, or which demonstrably incite students to commit unlawful acts on school premises, violate school rules, or substantially disrupt the school's orderly operation. Behavior by a student, in class or out of class, which for any reason materially disrupts classwork or involves substantial disorder or invasion of the rights of others, is not immunized by the constitutional guarantee of free speech. Any student or adult wishing to post flyers or display information at school, (including the school's web page) must first submit the item to NVHS Administration for prior approval.

## **EXCESSIVE PUBLIC DISPLAY OF AFFECTION (PDA)**

Displays of public affection beyond hand holding are unacceptable. Students will be warned, and then further displays will result in parent contact, detention and/or further disciplinary action.

## **LOITERING/TRESPASSING**

Students from one Orland Unified School District campus are not allowed on another campus without a written note from a representative of his/her school. A student must have "reasonable school business" to visit another campus. Trespassing at a school other than one's own is punishable by a suspension, as well as by fine from police. Similarly, any person visiting the Alternative Education Center that is not an enrolled student must have legitimate school business and must immediately check into the office to request a visitor's pass.

## **WORK PERMITS**

All people under eighteen (18) years of age must have a work permit to work and be legally employed. Students may request work permits from the office. Administration may deny the request of a work permit or revoke them from students that have attendance, academic or behavioral issues in school. Students may be required to show weekly progress reports and demonstrate proper attendance in order to maintain a work permit.

## **STUDENT FEES & THE "HOLD LIST"**

If textbooks, library books, sports equipment, shop fees, or other school related fines or charges are not returned or paid for, the student's name will go onto a "Hold List". For unpaid fees, the district may withhold privileges from a student, or refer unpaid fees to police or appropriate agencies. The parent/guardian shall be legally liable to the district for all property loaned to the minor and not returned. (Ed Code 48904).

## **ELECTRONIC DEVICES**

We have been having an increase in the number of problems reported by students, staff and parents in regards to students using and losing cell phones and other electronic devices on campus. While cell phones are permitted on campus, we would prefer that they stay at home. If your student brings a cell phone to school, they may not use them in the classroom unless specifically directed to do so by the teacher. Cell phones may only be used during non-

instructional time (breakfast, lunch and passing periods). Cell phones may not be visible in class. Also, please be aware that if a cell phone rings in class or is used during class time (including the camera feature, texting, internet searching, etc.), it will be confiscated and a parent will need to come to school to retrieve it. This policy is also true of students sending or receiving text messages or pictures on their cell phones during class time as both affect the learning environment of the classroom. Headphones of any kind cannot be worn or be visible in the classroom (unless for instructional programs). The school does not accept responsibility for any lost, stolen or damaged cell phones or electronic devices. We understand that these items are very expensive and easily damaged and/or stolen and it is for this reason, as well as bettering your students' educational experience, that we ask that you not allow your students to bring them to school.

***Due to California test security requirements, students will be asked by their teacher to power off their cell phones/electronic devices and place them in a secure location (backpack, teacher desk, office, etc). Teachers have the right to collect cell phones/electronic devices to ensure security of materials and return them to the student at the end of the testing session. Any violation of this policy could result in an automatic 5 day suspension from school.***

## **SCHOOL SAFETY**

All students should be aware of common safety practices. Students should report any unsafe conditions to their teachers without delay. Students should immediately tell a teacher or other school personnel if they see any suspicious or unidentified persons on campus. Students must follow all safety rules for each class.

### **EMERGENCY DRILLS: FIRE, EARTHQUAKE & LOCKDOWN**

Emergency drills (fire, earthquake, intruder) are rehearsed regularly each semester. Students must be on their best behavior during drills and follow all directions of school personnel. All students are to follow exact teacher or administrative directions or face immediate disciplinary consequences. NOTE: Drills may be both announced and unannounced. Drills may also occur during non-instructional time (during lunch, break or passing periods). The Alternative Education Center is committed to student safety. Conducting drills throughout the school year is essential to our Safe School Plan and helps prepare staff and students for real emergencies. The specifics of drills, evacuation routes and protocol are confidential and will be explained to students at school when necessary and before and after drills or real emergencies.

### **SKATEBOARDS, SKATES, BICYCLES, SCOOTERS ETC.**

Skateboarding, skating and biking are prohibited at all times on campus (including the basketball courts, parking lot, etc.) The only time skating/biking etc. is allowed is for coming to, or leaving campus. Because of the possibility of accident to riders, other students, or damage to property such as parked cars etc., no tricks or practice is allowed on the surrounding sidewalks.



They constitute an injury hazard and an insurance hazard, and the district cannot allow them. The school is not responsible for lost/stolen skateboards etc.

## **SPECTATORS AT PUBLIC SCHOOL EVENTS**

All spectators at school events are expected to maintain high standards of conduct and sportsmanship at all times. Spectators must let coaches coach, the players play and officials officiate the game/match. Spectators shall not try to influence the game by yelling, booing, using vulgar language/gestures or singling out a player by name or number. No loud noises are allowed during games as it may create a distraction to players, coaches and/or officials. Because games, plays, etc. are considered to be school events, any inappropriate behavior at any of these events may lead to disciplinary measures within progressive discipline. Spectators behaving inappropriately while at the event may be asked to leave and also face additional disciplinary measures, as appropriate. This could also include referrals to Law Enforcement. Spectators are expected to follow the principles of "Victory with Honor", as outlined on school documents and at the following website: <http://www.cifccs.org/sportsmanship/pursuingintro.htm> .

## **TUTORING**

Tutoring can be made available for students who are in need of additional academic support. Orland High School has made available tutoring for its students through the Tutor Me Center (TMC), located in the Career Center on campus, twice a week. Orland High is working in partnership with Butte College Academic Coaching Tutors that offer students strategies to address any academic challenges. Butte College Tutors, Peer Tutors and OHS Staff are available to assist students. Students have access to technology to assist in completion of work. The TMC also offers incentives like snacks, comfortable seating and a positive environment to help students. If your student would like attend the TMC at OHS, please contact the site administration to assist in making these arrangements.

## **GRADUATION**

NVHS/CDS students are eligible to participate in graduation ceremonies. The Alternative Education graduation from NVHS will take place on Tuesday, June 2, 2020. Graduation is scheduled for 6 o'clock at the Orland High School career center, but date, time and or location is subject to change. NVHS puts on a distinguished and intimate graduation ceremony for parents, students and faculty. All students meeting the schools and districts academic requirements are encouraged to attend the graduation ceremony.

**Student & Parent Acknowledgement of Rules & Expectations**  
**STUDENT HANDBOOK 2019-2020**

Dear Parent or Guardian:

Please review this document, and then sign below to acknowledge that you have read and been notified of school policies as well as all other listed rules, regulations, and student expectations.

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Student Name (print)/Estudiante: \_\_\_\_\_ Grade/Grado: \_\_\_\_\_

Student Signature/Firma del Estudiante: \_\_\_\_\_

Parent or Guardian Signature/Firma del Padre o Guardian: \_\_\_\_\_

Date Signed/Fecha Firmado: \_\_\_\_\_