

Revised 6/2022

Orland High School

101 Shasta Street (Physical Address)
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Orland California 95963
(530) 865-1210, Fax (530) 865-1215

School Policies and Procedures



“Home of the Trojans”

Revised 6/2022

Dear Parents/ Guardians and Orland High School Students:

Greetings and welcome to the 2021-2022 school year. On behalf of the Board of Education, administration, faculty and staff, we welcome you. The Blue Book is for you. It will provide you with the policies and procedures that are of the utmost importance at Orland High School.

Students... What a pleasure to have you here! You decide whether you will have success or failure, it is up to you. Decide now to be happy, to do your assignments, to be an active learner, to get involved and to make this a positive experience in your life. Sure we work hard and many of the things you will learn will be challenging, but together we can do it! You are your greatest strength and you are responsible for your learning. Learn to ask for help if you don't understand something.

Parents... please set aside some time to discuss the school rules in the Blue Book with your child. Even if your child has attended our school before, it's always a good idea to get refreshed on the expectations set for our students.

Our faculty has worked hard in preparing to make this an exceptional school year. The upcoming year is filled with great promise. If we all work together, we are confident that all students will receive the quality of education that they so richly deserve. We are honored to be here and hope that we can assist in providing the best education possible for all students.

Our doors are always open, so please come and visit at any time. Together we can truly make a difference!

Best wishes for a successful school year.

Educationally Yours,

Orland High School Administration

RESPONSIBILITIES OF STUDENTS

A positive learning environment is free from unnecessary disruptions and distractions. 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 | 6. Respectful towards all OHS staff |
| 2. Punctual | 7. Courteous to other students |
| 3. Attending classes | 8. Verbally polite |
| 4. Neat and clean | 9. Honest |
| 5. Careful with school property | 10. Knowledgeable of rules |

The pages that follow offer a sample of Orland High School's basic rules, policies, and procedures relating to the expected conduct of students at Orland High School. School Board policy is available for review at the district office as well as on the district website at www.orlandusd.net. Students who violate school rules will be subject to appropriate disciplinary measures. Failure to know or understand school rules does not excuse a student who violates the rules.

School-Wide Rules

The four fundamental expectations at Orland High School:

Accountable

Respectful

Motivated

You Matter

Together, we are the TROJAN ARMY!

Why do we have School-wide Rules?

Having a few simple, positively stated rules facilitates the teaching of behavioral expectations across school settings because students will be learning through the same language. By focusing on 4 simple rules it is easier for students to remember. It is also important for staff because instruction focusing on a few simple rules will improve teaching and consistency across staff through the use of a common language.

Positively stated rules are important, research has shown that recognizing students for following the rules is even more important than catching them breaking the rules. By stating rules positively, the hope is that staff will be more likely to use the rules to catch students engaging in the appropriate behavior.

By selecting only a few rules it is important that the rules are broad enough to talk about all potential problem behaviors. With the rules selected, OHS staff believes that we can then teach all specific behavioral expectations across all school settings.

The **Behavioral Expectations Grid** (see the following pages) uses the school-wide rules to identify specific behavioral expectations across all school settings.

All staff and students in the school are expected to know the School-wide Rules. Schools will be evaluated twice per year (Fall & Spring) to see if staff and students know the school-wide rules. The goal is that 90 % of

staff and students know the school-wide rules. To be most effective, regular teaching using the school-wide rules should become part of the school culture.

School Rules Posters

School Rules Posters will be disseminated and should be posted in every room in the school. This will help to prompt staff and students to pay attention to the school rules. School Rules Posters should be big enough to read and highly visible throughout all settings in the school.

Teaching School-wide Rules, Behavioral Expectations, & Routines

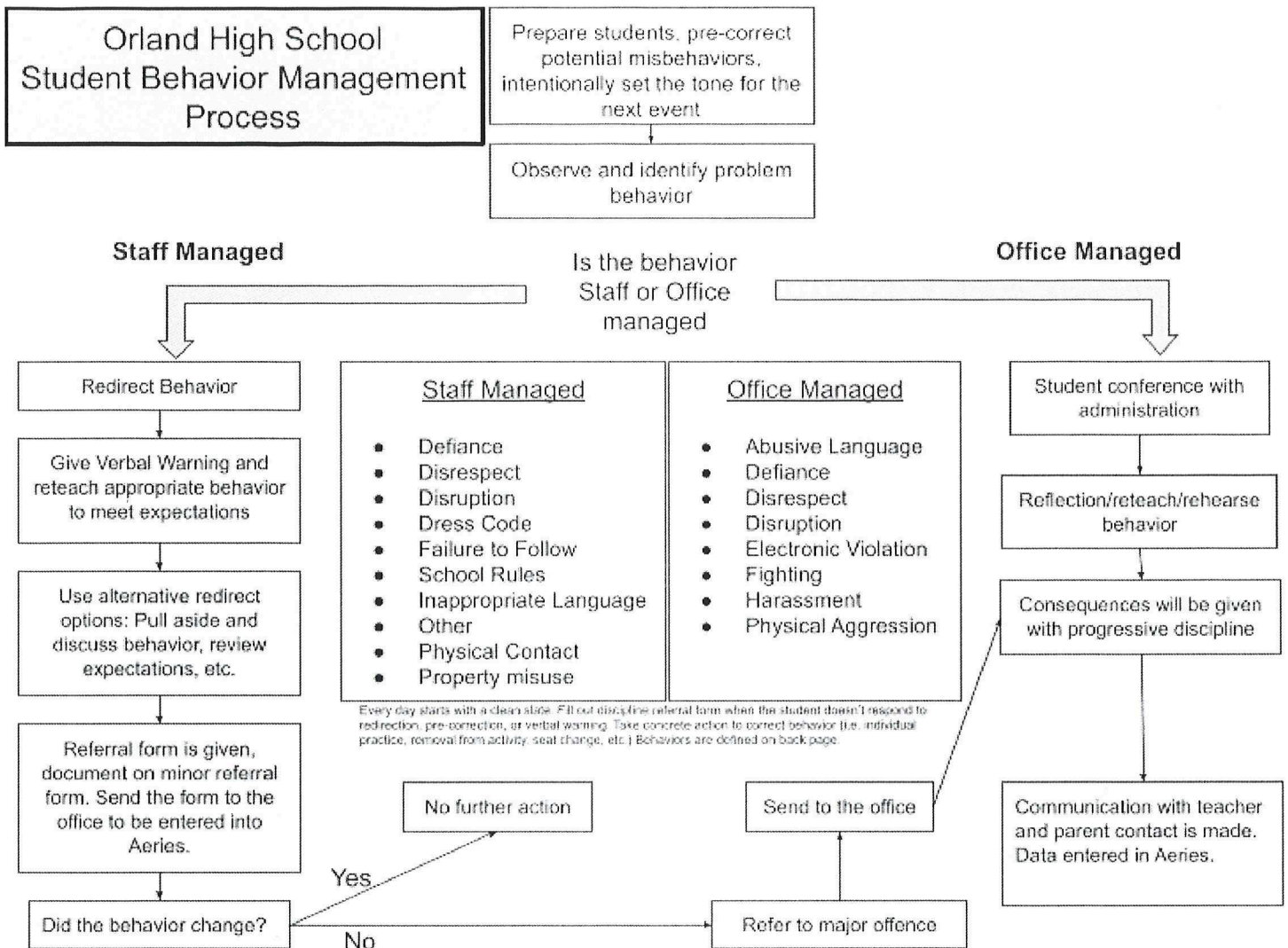
During the first week of school, we will focus on teaching the school-wide rules, behavioral expectations, and routines to all students across all settings in the school. OHS staff is organizing a memorable and positive first week of school in which everyone learns the rules, expectations and routines throughout the entire school. To truly start the year off right we will need participation and support from the entire staff.

Why teach the Rules, Expectations, and Routines during the first week of school?

A couple of the primary reasons to teach behavioral expectations and routines across settings is that so all students are informed of the expectations at OHS and that staff enforce them consistently.

What are Routines?

Routines are the procedures and processes that students are expected to follow to keep things running smoothly and prevent problems. Examples of OHS routines include: checking/signing out, entering the cafeteria, the lunch line process, the dismissal process for classes from lunch, process for sharpening your pencil in class, etc. Routines will be taught and reinforced during the beginning of the year so that everyone in the school is following the same set of procedures.



Orland High School
Expectations Matrix
SCHOOL RULES

AREA/SETTING	A	R	M	Y
Cafeteria	-Clean up after yourself!	-Practice good manners -Use appropriate language -Respect cafeteria staff!	-Wait patiently and orderly in line	-Eat healthy foods
Rally/Gym/Athletic Event	-Sit in designated area -"Rally with your class"	-Be positive	-Spirited noise -Participate!	-Have fun -Let us hear you cheer! Build Memories
Hallways	-Trojans will carry a pass during class time -Trojans will keep the campus clean -Be on time	-Trojans will be considerate when moving between class -Travel during class time will be prompt and direct -Students will honor the electronics policy	-Trojans will take pride in their campus	-Trojans are friendly to their peers and staff -Be prepared
Bathroom	-Ready, aim, fire -Good personal hygiene -Trojans clean up after themselves -Have a pass during class	-Acknowledge privacy -Care for your school & community property -Report problems to authority	-Use their time wisely -Self & peer monitoring (conserve paper & water) -Use the closest bathroom	-Trojans deserve clean bathrooms -Trojans deserve adequate instructions time
Library	-Arrive with teacher permission & note -Return to class with a signed note -Always sign in -Treat books, technology and equipment with care	-Speak in a quiet tone -Food and drink free zone	-Make your visit a productive one -Be diligent, focused & positive -Use your time wisely	-Ask for help when you need it -Staff will always be happy to find answers for you -Materials and resources are here for your success
Office	-Always have a pass during class -Always notify office personnel the purpose for being there -Sign in and out when leaving campus	-Be patient and wait your turn unless it's an emergency	-Complete tasks as expected	-Your questions are important to us, and we will find an answer for you

PE Areas & Locker Room	-Responsible for locking up valuables! -Help keep facility clean -Be prepared to participate	-Care for others-Treat people as you want to be treated -Use school appropriate language	-Get Better	-Lifelong fitness
Extracurricular Activities	-Permission slip activity release signed and turned in on time -Follow the plan-schedule -Maintain academic standards	-Applaud/cheer/support you teams and leaders -Be respectful when entering and exiting an event -Wear appropriate clothing to events	-Be on time and attentive -Give your best effort -Be an academic athlete	-Treat officials/coaches/teammates /students the way you want to be treated
Classroom	-Be prepared -Power off all electronic devices -Complete and turn in required work	-Use professional language -Be on task -Food and drink free zone	-Be an active participant in learning -Knowledge equals success -Bell to bell learning	-Lifelong learning -Your Knowledge -Your Future -Your Success

EXTRACURRICULAR ACTIVITY & ATHLETIC CODE

Orland High School and the Governing Board recognize that extracurricular activities and athletics enrich the educational and social development and experiences of our students. The district encourages and supports student participation in sports and extracurricular activities as they have been proven to enhance the high school experience and improve grades and overall satisfaction with education.

Any student who desires to execute the *privilege* of participating in Orland High School extracurricular activities must abide by this code as well as all other published rules of the school or district. **This code is in effect for students while on the way to school, at lunch or going home from school. The code is also valid during all hours of school and/or any school related activity (on or off campus or on weekends or summer break during an OHS activity).**

1. Extracurricular programs & activities include but are not limited to: Athletics, FFA, School Clubs, Dances, Fair Activities, School Events, Senior Trip and Field trips (when not required as part of the class grade).
2. Students must maintain a grade point average of 2.0 or better. When a quarter grade and semester grade are different, the semester grade is to be used.
3. Students shall have no more than one F mark on any grade report to be eligible (Quarter or Semester).
4. Students must be on a graduation track to be eligible. A graduation track is defined as being on track to graduate in four years. Students deficient in credits must have a formalized graduation plan approved by the administration to remain eligible. The plan will be created by a school counselor and include a schedule for credit recovery. Administration shall have the final discretion as to the feasibility of the graduation plan. Students who do not meet the terms of their graduation plan will be deemed ineligible

and may be removed from extracurricular activities. Removal from a team/squad/club will be immediate, even if it falls between grading periods.

5. Eligibility or ineligibility begins or ends the Monday following the week grades are posted. Grades are normally posted the Wednesday following the end of the grading period.
6. Students who are ineligible may request "Academic Probation". **Academic Probation may be granted twice during a student's entire high school career.** Academic Probation period may be no longer than the end of the next quarterly grading period, Academic Probation periods cannot be used back to back. To use an Academic Probationary period, the student must have been Academically eligible the previous grading period. Academic Probation requires a formal contract to include signatures from the student, parent, club advisor or athletic director and administration for approval.
7. As a condition to participate in OHS sports and all other extracurricular activities, FFA activities, students and parents give consent to random drug testing as outlined in school board policy.
8. Students that are showing animals in the Glenn County Fair oftentimes have a financial commitment with their animals. All FFA students must meet the provisions of this code. FFA students/parents must understand that if students do not meet all the provisions of this code they will not be allowed the privilege to participate in showing or auctioning animals at the County Fair.
9. Participation in extracurricular activities is a privilege (not a right) for OHS students. Appropriate grades, attendance and behavior are required to participate. Unless there are clear mitigating circumstances (to be determined by the administration) the following violations will lead to a forfeiture of a student's participation in extracurricular activities:
 - a. Suspension (see "Major & Minor" below)
 - b. Student is on the Activities Hold List
 - c. Student behaves in an inappropriate manner: receives referral, kicked out of class, defiance the day or week of the event
 - d. The student is sick during 3 or more classes (a half day) during the day of the event. (With a doctor's note or parent consent, the administration may grant eligibility)
 - e. Unexcused absences the day or week of the event or a pattern of recent tardies or unexcused absences
10. A student can be placed on the Senior student fee's/Activities Hold List for a variety of reasons, including but not limited to: having un-served detentions or multiple Saturday Schools, being a "No-Show" for Saturday School, quitting a sport, failing to turn in: equipment, uniforms, library books, textbooks or not paying fees. When a student is on the Hold List they will be excluded from participating in any extracurricular activity until they can clear their name.
11. Coaches and advisors can bench or take away privileges for members of their team or club based on their own pre-stated policies. These policies must be approved by the Principal, published and shared with participating students and parents at the beginning of the school year or sports season.
12. Students who are suspended for a "minor" suspension (not listed below under "major") forfeit their eligibility to participate in all school related activities during the day(s) of their primary suspension. If

there is no event during their suspension period the student must forfeit the next scheduled game/event after they return from their primary suspension.

Note: A “minor” suspension during football season may result in a ½ game forfeiture. This rule applies to football only as this sport plays approximately ½ the number of games as other sports. The ½ game forfeiture must occur during the first half of play. Administration has final say on the length of game forfeiture.

13. Students who commit the following violations earn a “major” suspension and will forfeit their privileges to all extracurricular activities for up to 9 weeks from the day the suspension starts. This suspension can span over two or more sporting seasons. Major suspensions include: Alcohol and/or controlled substances, violence/fighting, weapons, theft, harassment, hate violence, and vandalism.
14. Students facing 9 week ineligibility due to a major suspension may submit a typed “appeal” letter to the Athletic Director and Assistant Principal requesting a reduced sports or activity suspension. The letter must include an explanation of how the student could have handled the situation differently, how they plan to avoid future suspensions, how they plan to make amends to their victim (if applicable) i.e.: letter of apology to victim. The appeal must also describe what they have learned from the situation. A review committee including the Assistant Principal, Athletic Director (or appropriate advisor) and one OHS teacher will meet to make a confidential recommendation to the Principal. The Principal will then decide the final duration of the suspension. A decision will be rendered and explained to the student within 10 school days once the appeal letter is received. Any further appeal goes to the Superintendent.
15. Students on disciplinary athletic suspensions may not attend games, events or practices if the event falls on the day(s) of the student’s primary school suspension. They may not attend games (home or away) as a spectator. For an athletic game suspension that falls on a date after the primary suspension, students may attend home games, sit on the bench, but not “suit up” for games. Students may not miss any class time or travel with the team.

Note: In some cases, depending on individual circumstances and time frames, the administration may give latitude upon which game/event must be forfeited by the student. The administration may also remove extracurricular privileges from students as a disciplinary consequence.

16. A student who quits or fails to finish the season or is removed from the team for disciplinary reasons shall forfeit any athletic letter, team/squad award, all-league honors, and will not participate in any awards presentation ceremony for that season. The student may also face limitations when attempting to participate in the next sport or activity. Even if the sport or activity is the next school year or the sport does not directly follow the season they quit, the student may face restrictions. It is understood that students may leave a team for medical, family or other valid reasons. Regardless of the reason why a student fails to complete a season or activity, they are required to fill out a “Notification of Intent to Withdraw Form” and submit it to the Head Coach prior to missing any games, events or practices. The student athlete is required to have a face to face meeting with the coach in addition to submitting the form. The form will be evaluated by the Athletic Director/Advisor and school administration and ramifications from the withdrawal (if applicable) will be indicated on the form. A copy of the finished form will be presented back to the student within 15 school days. There will be no penalty if students withdraw or quit a sport before the first scheduled game or match. Students who quit after the first match may be ineligible for future extracurricular activities.

17. Students who choose to engage in bullying, harassment, or threatening behavior on social media shall be suspended from all contests, for a time period to be determined by the administration, based on the severity of the student's conduct. If the end date of the suspension falls after the last scheduled regular season contest, the student will be removed from the team immediately. These rules apply to all students involved in extracurricular and co-curricular activities.

DRESS CODE

Students are expected to come to school in appropriate school clothes, which do not in any way distract from the educational process. All students shall be required to show proper attention to personal cleanliness, 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, dances, prom, graduation, etc.**

GENERAL DRESS CODE RULES

The following apply to all clothing articles: No clothing or jewelry 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. No see-through or bare back clothing, visible undergarments at all times, jewelry or chains which could distract or disrupt the educational process or which could be a safety or health issue, spiked jewelry, leashes, wallet chains, and any article of clothing that is deemed to be too revealing by administration. No gang-related colors, symbols, or paraphernalia may be worn at any time.

Final decision upon the appropriateness of attire lies with the school administration. **School site administration may exercise discretion related to items not specifically listed below.**

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

1. All garments must fit properly.
2. Tops must not reveal excessive cleavage or chest.
3. The stomach/midriff/chest area may not be overly exposed when walking or sitting.
4. Any top that causes a distraction from learning may result in action to remedy the problem.

BOTTOM CLOTHING

1. Should not be excessively torn or frayed.
2. Should fit appropriately.
3. Must be worn above the hips and be able to stay at hip level while walking, even if covered.
4. Pants and shorts must stay pulled up to where underwear are not visible.
5. Pajama pants or other “bedtime” clothing are not to be worn to school.
6. Shorts, skirts and dresses must be of reasonable length and not too tight or short.

SHOES/FOOTWEAR

1. Appropriate and safe shoes must be worn at all times.
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.

DRESS UP DAYS

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

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.

Dress Code Violations:

- 1st: fix and Lunch Detention
- 2nd: fix, phone home and 2 Lunch Detentions or After School Detention
- 3rd: fix, In-School Detention, phone home and 1 week on Hold List
- 4th: fix, parent conference, possible suspension, 2 weeks on Hold List

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 offenses (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.

ACADEMIC DISHONESTY

Orland High School students are expected to uphold the highest standards of academic conduct and personal integrity. The OHS 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. The consequences of cheating and plagiarism at Orland High School are as follows:

First Incident: 1) Zero on exam or assignment; 2) Parent Conference; 3) Referral to Assistant Principal; 4) 1 day suspension (or a WARNING and detention)

Second Incident: 1–2—3 Plus 1–3 days of suspension

Third Incident: 1–2—3 Plus 3–5 days of suspension (In consultation with the teacher, counselor, and administrator, consequences may be modified depending on the circumstances of each incident.)

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 law enforcement referral) 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.

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 OHS 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 for 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 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 law enforcement referral) 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 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.

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 California Education Code 48900 prohibits the intimidation, harassment, hazing or retaliatory behavior against any group or individual student. Students who harass, bully, cyberbully or haze other students as expounded in California Education Code 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 OHS administration at 865-1210.

SEXUAL HARASSMENT POLICY

Federal Law and California Education Codes prohibit schools from discriminating against its students on the basis of sex. Sexual Harassment involves any unwelcome sexual touch or discrimination based on sex.

Any person may report sex discrimination, including sexual harassment, whether they are the victim or not. Reports can be made at any time by phone, email, by mail or in person. Reports can be made up to 6 months from the incident or from the date that a person first has knowledge of the incident.

All investigations of reports of sexual harassment will be taken seriously and completed as confidentially as possible.

The District is required to notify all individuals involved about the complaint and the allegations. All people involved in the allegations will have an equal right to present evidence and to be heard.

The responding person is presumed not responsible for any conduct until a determination is made at the end of the complaint process.

For any report of sexual harassment, the District will offer supportive measures for involved students that are non-discriminatory and non-punitive.

To File a Complaint:

Contact the Principal or Vice Principal, or

Contact the Title IX Coordinator at (530)865-1200 x 1003 or hr@orlandusd.net

BULLYING IN SCHOOL

Bullying will not be tolerated at OHS. When a student knows somebody is being bullied, they shall immediately tell an adult at school and an adult at home. OHS 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. Staff and administration can be reached through email, phone or stopping in, the sooner we know the sooner we can intervene.

SOCIAL MEDIA

Students who choose to engage in bullying, harassment, or threatening behavior on social media may face disciplinary consequences that include but are not limited to; detention, suspension and expulsion.

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.

DETENTION/WORK DETAIL

Students earn Lunch Detention for being tardy to class and can also be assigned Lunch Detention for disciplinary reasons. Students have 5 school-days to serve their Lunch Detention. In most cases, if not served within 5 school-days it is considered "failure to serve". Students who fail to serve Lunch Detention are assigned to Saturday School, but will be assigned In-School Detention (ISD) if the failure to serve Detention or Saturday School continues.

1. Students may be assigned detention or work detail for up to 30 minutes during lunch.
2. Detentions for tardies or failure to verify absences will result in a 30 minute detention.
3. Teachers or classified staff members may issue detentions up to 30 minutes.
4. High school administration may assign detention for more than 30 minutes.
5. Students may receive detention for reasons including, but not limited to;

- a. PE non-suits
 - b. Tardies
 - c. Discipline
 - d. Class cuts
 - e. Overdue library books/materials
6. It is the student's responsibility to notify their parent/guardian of the detention and its due date.
 7. Students have **FIVE** school days to serve each detention from the day it is assigned. If the detention is not served within the 5 school days the student will be subject to Saturday School or further discipline.
 8. It is the student's responsibility to make arrangements for alternate rides home, modify work schedules etc. Work, sports, practice, riding the bus, etc. does not excuse a student from serving detention on time.
 9. The Lunch Detention room and teacher are posted in the daily bulletin.
 10. Students may or may not receive reminder notices regarding their detentions.
 11. Students are responsible for knowing the location of detention. Not knowing where detention is not a valid excuse for not showing up or being late for detention.
 12. Students are responsible for checking the detention list to see their pending detentions and for resolving attendance issues within 3 school days of the mark.
 13. In-School Detention (ISD) will be held throughout the school year, and will be assigned for students who continually fail to serve detentions, Saturday School, or cut classes.

LUNCH DETENTION ROOM RULES

1. Students must arrive at the detention room on time. Students will get their lunch within the first ten minutes of the lunch period.
2. Detention is for a 30 minute time period unless designated by administration for special circumstances. Days are subject to change based on the school calendar and other school related circumstances.
3. Students must arrive with schoolwork or appropriate reading material.
4. **No talking, cell phones or iPods are allowed during detention.** Teachers may assign special seating.
5. If a student's behavior is unacceptable, the student will be kicked out of detention, and the detention must be repeated. If this occurs on the last day the student had to serve, it will be listed as a "failure to serve".
6. All teacher directions must be obeyed. The detention supervisor may assign extra detention.

REFERRALS

For more serious classroom misconduct (including being sent out of class by a teacher due to behavior) a teacher must fill out an electronic disciplinary referral form. Teachers may also use referrals when detention or other means have not proved to be a successful deterrent for lesser offenses. A teacher may suspend a student from their class for up to two class periods when a referral is instituted and hold a parent teacher conference.

TIME OUT ROOM

Any student who is sent out of class for any reason must immediately go to the office. Students may not go to the bathroom, locker or other location before going to the time out room. Students must place their cell phone in the Assistant Principal's office upon arriving to the time out room. Students who fail to go to the time out room may be suspended for willful defiance. **A student may not leave the time out room for any reason unless they have permission from an administrator or office staff member.** Once in the time out room, quiet work is expected. Students who show a pattern of getting kicked out of class may face additional disciplinary consequences. **Students are not permitted to use their iPods, cell phones or other electronic devices in the time out room, students must surrender their electronic devices for the duration of their visit to the time out room. Their electronic device will be returned to them at the conclusion of their visit to the time out room, unless the student has been given a referral for an electronics violation.** Teachers will fill out an

electronic disciplinary referral form and submit it to the Assistant Principal each time a student gets kicked out. The Assistant Principal will follow up with students and assign the appropriate discipline.

ATTENDANCE OF STUDENTS

It is the law that students attend school, and that parents/guardians are legally obligated to send their children to school as provided by state and federal law. The Governing Board believes that regular attendance plays a key role in student achievement. Good habits of attendance will help in future employment. Regular class attendance and participation is necessary to achieve passing grades and receive full credit. Orland High School has an "Open-Campus" during lunch time **only**, where students may leave but must return on time for their next class. The remainder of the time, campus is "Closed". For a student to leave during any time other than lunch, they must go to the office to check-out, which requires permission from the parent/guardian. Students who leave campus without checking out properly will be marked unexcused and disciplined as outlined below for "Failure to Check-Out" or "cutting" and cannot be pardoned by a parent/guardian. One day of Saturday School can recover up to 5 period absences on the same day. If a student cuts 1 period, it will take 4 hours of Saturday School to recover that 1 period of unexcused absence.

A "cut" of class is defined as failure to appear in class without permission to be absent. Students who choose to "cut" class will be disciplined as follows:

Infraction	Consequence
1 st Cut/Failure to Check-Out	<ul style="list-style-type: none"> • 1 hr After School Detention or Saturday School & Parents Notified • Student to sit out next event/ miss all or part of next game
2 nd Cut/Failure to Check-Out	<ul style="list-style-type: none"> • Assigned Saturday School & Parent Conference • 1 week on HOLD LIST
3 rd Cut/Failure to Check-Out	<ul style="list-style-type: none"> • Parent Conference • Removal from Team/Club for remainder of season • 1 month on HOLD LIST • Assigned Saturday School

1. If students clear their absence within 3 school days, the unexcused absence will be changed to excused and the detention will be revoked, students cannot be excused from leaving campus without following proper check-out procedures through the office.

UNEXCUSED ABSENCES, SARB & THE (AIP) ATTENDANCE IMPROVEMENT PROGRAM

SARB- School Attendance Review Board

1. Absences, full day or partial day, will be cleared 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, work detail, Saturday School, placement on the hold list, closed campus and loss of extracurricular activities and placed on a AIP Contract or referred to SARB.
3. If a student is late 30 minutes or more, without a 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.
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.

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 within three (3) school days of the absence. Board policy also states that a parent/guardian may only "excuse" a student for *illness* on ten (10) days during a school year. Each absence for illness beyond ten days (50 class periods) 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. 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 or 50 class periods 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

SENIOR ATTENDANCE REQUIREMENT

All seniors must meet the minimum period threshold of 92% attendance for the current year enrolled to participate in graduation ceremonies. All absences (except school activities) as well as tardies factor into this minimum period attendance percentage. Absences due to school-sponsored trips and/or activities and

pre-approved college placement exams do not factor toward the 92% attendance requirement. Student visits to an accepted college campus must be approved by administration to not factor toward the attendance requirement. The 92% attendance rate for a 180-day school year means that seniors must not miss more than the equivalent of 15 school days which is equal to 75 class periods to be eligible to participate in graduation ceremonies. Two total tardies will count as one period absence, meaning that 10 tardies is the equivalent of one full school day or 5 periods of absence. Warning letters are sent out every 4-8 weeks, or when necessary, notifying students that they've reached the threshold for a warning:

1st Warning- near 20 period absences

2nd Warning-near 40 period absences

3rd Warning- near 60 period absences/ parent conference and signature of parent and student needed

Students who have missed days during the year will be allowed to make up missed days (up to 18 days) during Saturday school. One day of Saturday School can recover up to 5 period absences on the same day. If a student cuts 1 period, it will take 4 hours of Saturday School to recover that 1 period of unexcused absence.

Seniors who are deemed ineligible to participate in graduation ceremonies may appeal the decision in writing. The appeal must be submitted to the Principal. The appeal procedure will be as follows:

1. A panel that includes two teachers, one classified staff member, and one counselor.
2. The Principal (or designee) shall serve as the committee chair and will have the fifth vote.
3. The Assistant Principal (or designee) shall present an overview of the case to the committee, but will not be a voting member.
4. One of the two teachers shall be one appointed by the student appealing his/her privilege to participate in the graduation ceremony.
5. The committee's decision shall be binding with a majority vote.
6. No further appeals will be accepted after the appeals committee has made its findings.
7. The committee will convene as soon as possible after receipt of an appeal request.

WRITTEN APPEALS FOR SENIOR ATTENDANCE

1. All appeals must be in memorandum format.
2. The memorandum shall state the reason the student was denied participation in graduation ceremonies.
3. The memorandum must contain reasons for mitigating the denial.

There will be several warnings and reminders throughout the year given to students and parents by school staff if they are in danger of reaching the 15-day limit.

TARDIES

Punctuality to all classes is very important. The staff and administration expect students to be responsible and get to class on time. Students will receive a 30 minute detention after their fourth tardy. 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. A warning bell will ring one minute prior to the beginning of each class as a reminder to students.
3. Teachers will mark students tardy in Aeries.

4. The attendance office will run a daily report and issue the student the 30 minute detention after their fourth tardy. Student will be placed on the detention list.
5. Students who receive **16** tardy detentions **over the course of a semester** can lose open campus lunch privilege for the remainder of that semester. Students may be assigned to in-school detention (ISD), be referred to SST (Student Study Team), and possibly transferred to an alternative campus.
6. Students that are more than 30 minutes late to class will be sent to the office and receive an unexcused absence.
7. Students are responsible for checking the detention list and taking care of their detentions within 5 school days.

Orland High School Tardy Policy

Offense 1-4	Teacher Warning or Teacher Detention
Offense 5	Detention. Minor discipline referral. Admin will counsel student, detention assigned, parent call may be made.
Offense 6-9	One extra detention for each tardy
Offense 10	Saturday School
Offense 11-14	One extra detention for each tardy
Offense 15	In-School Detention (ISD)
Offense 16+	Lose open campus lunch privilege for the remainder of the semester. Students may also be assigned another ISD, be referred to SST (Student Study Team), or possibly transferred to an alternative campus.

Orland High School Tardy Policy

WRITTEN APPROVAL TO LEAVE CAMPUS DURING THE SCHOOL DAY

1. Students must always “check out” with the attendance clerk prior to leaving campus. This is only valid when leaving campus at any time other than lunch. **Students will be issued a re-admit slip and the “Permission to leave campus” box must be checked along with an authorized signature.**
1. If a student is sick and stays home after lunch, parents must call to excuse the absence within 3 school days, otherwise it is unexcused.
2. Students may not leave campus during breaks or at passing periods.
3. Students who leave campus without checking out will face disciplinary measures (see p. 18-19).
4. Orland High School is responsible during school hours for any student attending our school. That means, even if you are 18, you cannot ‘check yourself out’ of school or just leave.

ACTIVITY RELEASE (Instructionally Related Activities-IRA)

All students must have an activity release form signed off by their parents, teachers and Assistant Principal before missing any classes for an OHS related activity or field trip. Students do not need this form when missing class for athletic contests. Students are expected to attend all classes prior to the departure for the IRA, and if an IRA finishes before the end of the school day, **students are expected to immediately return to their**

remaining classes until the conclusion of the school day, or face discipline. Teachers will deny the request to miss school if students have an F grade in their class. Poor attendance, poor grades, missing work, misbehavior, or other circumstances may result in a teacher or administrator denying a student the privilege to miss class for an activity or field trip. Activity release forms are available in the front office. They **MUST** be completed and given to administration 5 days in advance, students may not be allowed to attend the IRA for late submission of the AR. Students who attend IRA without a completed AR and administration's permission are subject to discipline.

GRADING

A significant part of a student's grade will depend on regular attendance and class participation. Some work cannot be "made-up". Students who have medical or other issues that prevent regular attendance are encouraged to seek acceptance into the Independent Study program as regular classroom teachers normally will not be asked to continuously prepare and grade late or missed assignments. Grades "A-D" earn credit, an "F" grade earns no credit. Students can also receive citizenship marks on their report cards.

TUTORING

Tutoring is available to all students through the Tutor Me Center, TMC, located in the Career Center on campus 2 days per week. OHS will be working in partnership with Butte Junior College Academic Coaching tutors that will offer strategies for students to address their academic challenges. Students from Butte College, OHS peer tutors as well as OHS teachers and staff will be available to assist students. Students will have access to Chromebooks and technology to complete class assignments. To encourage and motivate students, the TMC will offer incentives such as daily snacks, comfortable seating, and a positive learning environment.

Academic tutoring is beneficial for students of any age and grade level; by concentrating on meeting students where they are developmentally, identifying barriers to academic success, goal setting and teaching effective skills and strategies to overcome these roadblocks, students who have academic support achieve better grades, greater independence and higher self confidence.

TMC hours are:

Tuesdays: 3:15-4:30 pm

Thursdays: 3:15-4:30 pm

SENIOR ACADEMIC REQUIREMENT

A student may not be allowed to participate in the graduation ceremonies should he/she receive more than two semester F's during their senior year (semester F's). If he/she receives more than two semester F's their senior year he/she will be subject to the following two criteria to determine whether he or she will be allowed to participate in the graduation ceremonies, but will still receive a diploma providing he/she has completed the remaining graduation requirements.

1. No less than a 2.0 their senior year—students may participate in the graduation ceremony.
2. If lower than a 2.0 their senior year—students' cumulative GPA for grades 9-12 is a 2.0 or higher—they may participate in the graduation ceremony.

There will be warning letters sent out to students and parents at the end of the 1st quarter and 3rd quarter if the student is failing one or more classes. We also strongly encourage parents to check the parent portal daily.

OTHER ISSUES REGARDING GRADES

1. Advance Placement: Because of the extra work involved, the evaluation system shall be weighted to reflect the more rigorous nature of these courses. Grade points will be one point higher for GPA.
2. Repeated Classes: pending room in the class and permission from a counselor, a student may repeat a course in order to raise her/his grade. The student shall receive credit only for taking the course once. Both grades received will be entered on the student's transcript.
3. Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall communicate with the parent/guardian. This is usually done on school progress reports; however some teachers may call home or send an extra note. Parents are encouraged to call and/or email teachers regularly if they desire extra communication between themselves and teachers. Please stop by the OHS office for a list of teacher phone numbers and email addresses or visit our website at www.orlandusd.net.

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.

CLASSROOM PERFORMANCE AND HOMEWORK

At the high school level, students are encouraged to take responsibility for planning, completing class assignments, and seeking help if needed. Parents are encouraged to make regular calls, check the Parent Portal, send emails or request parent teacher conferences if their students are doing poorly in class. Classroom teachers often give individualized attention to struggling students. However, it is important to remember that each teacher has 120-180 students on their caseload. The primary method teachers use to communicate academic progress is through *progress reports*, which are mailed out between each formal grading period. Parents are also encouraged to call a student's counselor to request additional individualized attention. Teacher email addresses and phone # extensions are available in the main office and on the school's web page at www.orlandusd.net.

PARENT PORTAL

The Parent Portal through AERIES (website or app) 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.

HALL PASSES

Visible hall passes are required whenever classes are in session and a student is out of class for a restroom or water break. Students must have a **yellow hall pass** filled out from the teacher for any other reason, e.g., library, going to other classes, counselor, and errands for a teacher etc. Students appearing in the office without a hall pass, or found on campus without a pass will be sent back to class to get one. The use of cell phones and iPods are not permitted when students are out of class during instructional time.

USE OF ORLAND HIGH SCHOOL RESOURCES & OTHER IMPORTANT INFORMATION

COMPUTERS

All Orland High School students are given an Orland Unified School District Google account and Chromebook. 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 "Snap Chat" etc.
No personal Email such as but not limited to hotmail, yahoo etc. except under direct supervision of a teacher for a specific class project.
3. No visiting chat rooms.
4. No attempting to view, send or save pornographic or other inappropriate content.
5. No using another student's account or letting others use your account.
6. No "Proxy Servers" or attempting to bypass blocked Web Pages.
7. 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.

MEDIA CENTER/LIBRARY

The media center and library is a place of study and research for students. Students must respect the right of others to have a quiet place to work. The media center is open from 7:30 a.m. to 3:30 p.m. each school day. It will be closed 30 minutes prior to the student lunch period each day. Students who fail to follow media center rules will be asked to leave, and may face further disciplinary action.

1. Students must have a written pass to enter & must sign in/out at the front desk.
2. Books etc. should be checked out prior to the ten-minute bell.
3. No food/drinks or chewing gum allowed.
4. No loud talking. Please conduct all business quietly.
5. No more than four people at each table & two people at each computer.
6. You must take a Media Center Hall pass & sign out for bathroom etc. trips.
7. No "hanging out" in the hallway next to the library.
8. No students are allowed out of the back library doors. These doors are for emergency exit only.
9. Only media center staff are allowed behind the checkout desk.
10. Photocopier use is by permission only; personal copies must be pre-approved.
11. You must get permission from the librarian prior to using computers, copier, printers etc.
12. No downloading or installing of any software on the computers.

CAREER CENTER

The Career Center is a place for students to work on their portfolio, find out about Community Connection volunteer opportunities, learn about and complete college applications, financial aid and scholarships as well as

work on their senior presentations. The computers may also be used by students for school projects and research. Students must respect the right of others to have a quiet place to work. The Career Center is open from 8:00 a.m. to 3:30 p.m. each school day (closed during lunch). Students who fail to follow Career Center rules will be asked to leave and may face further disciplinary action.

1. Students must have a written pass from a staff member to enter & must sign in/out at the front desk.
2. No food/drinks or chewing gum allowed.
3. No loud talking. Please conduct all business quietly.
4. Students must take a Career Center hall pass & sign out for bathroom trips, etc.
5. No students are allowed out of the back doors (emergency exits only).
6. Only Career Center staff is allowed behind the staff computer/desk area.
7. Students must get permission from the Career Center staff prior to using computers and printers. Only school papers/assignments may be printed, and please do not over-print and waste paper.
8. All rules regarding use of OHS computers listed in this handbook and on the Student Acceptable Use Agreement apply to the computers in the Career Center.
9. No entering or exiting adjacent classrooms #2 & #3 etc. unless with a teacher.

STUDENT PARKING LOT PRIVILEGE & RESPONSIBILITIES

Using the student parking lot is a privilege and it will be revoked if students violate the following rules, laws, and/or common-sense safety precautions in the parking lot. Students must be supervised while on school premises, for this reason students are not allowed to loiter or stay inside cars while parked in the lot during instructional time. Trips to cars must be quick, for pick up or drop off only. The pick up/drop off privilege will be revoked if loitering in cars or the lot becomes excessive or supervision becomes difficult.

1. Students are allowed to bring vehicles on campus; however, proper identification will be needed, including a valid driver's license and proof of insurance.
2. Students may not park in spaces marked for handicapped parking, or the lined spaces next to them.
3. Students may only park in designated parking spots.
4. The legal speed in California parking lots is 5 MPH.
5. Many accidents occur in parking lots. Students must drive safely at all times while on or near campus.
6. Students may not park in spaces marked for faculty or other staff.
7. Student drivers must give all pedestrians the right-of-way.
8. Student drivers must exit properly.
9. Student drivers must not spin tires when exiting or driving near campus.
10. Student cars that are illegally parked/ left overnight may be towed.
11. Students park at their own risk and must lock their cars.
12. The school district is not responsible for theft or damage in the lot.
13. Students may not play loud or vulgar music in the school parking lot.
14. Students and parents are encouraged to ensure that vehicles and truck beds are free of items that can be unintentionally brought to school such as residual hunting/ camping equipment, live or discharged ammunition, cans etc. Many items constitute a danger to other students.
15. The driver of the car is legally responsible for the contents of the vehicle.
16. Drug dogs may periodically be used in the parking lot to ensure drugs/firearms/explosives and other dangerous objects or materials are not on campus.
17. Students driving on a provisional license cannot carry other passengers in their cars. OPD has requested that school personnel call them if provisional license holders are seen carrying passengers.

18. By parking in the parking lot, students are submitting to a search of their vehicle, with reasonable cause. (Vehicle Code Section 21113).

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 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.

OFF CAMPUS LUNCH PRIVILEGE

Orland High School is an open campus during lunch time only. This means that students may eat on or off campus. If students misbehave in any way while off campus during lunch, this privilege may be revoked. Students who return late or have unexcused absences after lunch may have their open campus privilege revoked. Students who demonstrate an inability to act responsibly when unsupervised, or violate other school rules, either on or off campus may have the privilege revoked.

Common examples that lead to temporary or permanent loss of open campus privilege include but are not limited to: after lunch tardies/cuts, poor attendance (before or after lunch), excessive speed or reckless driving, littering while off campus or being placed on the Hold List. Students may also lose off campus lunch privileges for poor grades.

LOCKERS

Athletic and PE lockers are school property and are loaned to a student for storage of PE uniform, clothing and belongings and athletic necessities. Students are responsible for the privacy of their locker combination. **Students are not to share it with anybody!** Students are also responsible for everything found in their locker and it must remain locked at all times. Because the locker is the property of the school, it is subject to search and seizure.

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 referral to law enforcement. (Ed Code 48900k, Penal Code 148.4).

PLEDGE OF ALLEGIANCE

Orland High School 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.

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 OHS 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 OHS 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. OHS 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.

SENIOR 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 "Senior Hold List". For unpaid fees, the district may withhold privileges or documentation 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). A student can be placed on the Activities Hold List for a variety of reasons, including but not limited to: having un-served detentions, quitting a sport, failing to turn in: equipment, uniforms, library books, textbooks or not paying fees. When a student is on the Hold List they will be excluded from participating in and attending extracurricular activities (athletics, field trips, graduation, dances, etc.) until they can clear their name.

ELECTRONIC DEVICES

Cell phones, iPods, watch phones, handheld games or other electronic devices are not allowed to be used or turned on during class time. Currently, these devices will be allowed ONLY before and after school, during break, passing periods, and lunch. Due to school distraction and the risk of theft, OHS strongly recommends that students not bring any electronic devices to school. **Students are expected to power off cell phones and iPods 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. Earphones 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/from the bathroom or other hall trips during class time. This is considered instructional time and devices being used are subject to confiscation. Using the "vibrate" feature is not acceptable, it can also cause a class disruption. Using electronic devices such as iPods or cell phones to check the time, date or for use as a calculator is not an acceptable excuse for having them on our out. 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 to leave, and then make the call in the office.

Unauthorized Electronic Device use during class time will result in the following consequences:

- 1st offense – Device confiscated and may be picked up in office after school by the student.
- 2nd offense – Lunch Detention, device confiscated and must be picked up by a parent/guardian.
- 3rd offense – 1 day suspension, loss of open campus lunch privilege for 10 school days, device confiscated and must be picked up by a parent/guardian

*Note- Phones may be used in class, at the teacher's discretion, for educational purposes only. Continuous infractions may result in involuntary transfer to an alternative site.

Due to state test security, students will be asked by their teacher to power off their cell phones/electronic devices and place them in their backpacks or teachers have the right to collect cell phones/electronic devices and will return them to the student at the end of the testing period. Any violation of this policy will 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. Classes such as science, woodshop, auto shop and welding require a special safety test. Students who cannot pass the safety test will not be permitted to participate in the lab.

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). OHS 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.

INSURANCE

The school district does not carry medical or hospital insurance for injuries received at or near the school or its activities, nor for damage or loss of personal property. This means parents are responsible for the medical bills if your child gets hurt during any school activities. For students involved in sports or after-school activities, California law requires that a student has insurance. If your family does not have insurance, you can purchase

student accident insurance through Myers-Stevens & Toohney & Co. Inc. at 800-827-4695. You can also pick up enrollment forms for this insurance at Orland High School or the district office. Additional low cost health insurance may be available through the California Healthy Families website at www.healthyfamilies.ca.gov.

CHANGING CLASS SCHEDULES

Counselors are available to discuss student class schedules. Once school has begun, changes will be made only for compelling reasons.

Changes in a student's class schedule after the first week of school are rare and require counseling and administrative approval as well as appropriate documentation.

In order to change a class, a conference between the counselor and student, teacher, and/or parent must occur. A *Course Change Conference Form* is issued to the student following the approval of the counselor, appropriate signatures are gathered, and the completed *Course Change Conference Form* is returned to the counselor. A class change form is issued to the student, signed by teachers and returned to the counseling office. After the first week of each semester changes will be made only in unusual and very special cases.

A grade and credit will be posted to the transcript for any class changed after the first eighteen instructional hours. Changes during the spring semester follow steps 2-4 in the curriculum handbook and will be made only for students to meet graduation requirements or by teacher recommendation.

DAILY BULLETIN

The daily bulletin is read during the first few minutes of the first morning period, **teachers are to maintain a quiet classroom so that everyone can hear all announcements**. Students must pay attention to the bulletin when read in class. Information regarding school activities, club meetings, sports, scholarships, schedule changes, etc. are published in the bulletin. All bulletin announcements must be approved by a teacher, advisor, or school administrator prior to getting announced. Bulletin entry forms and copies of the daily bulletin are available in the office if a student did not hear it in class. The bulletin is also available on the school bulletin board outside the main office as well as on the school's web page. Parents may request the bulletin be emailed to them daily in the office.

SKATEBOARDS, SKATES, BICYCLES, SCOOTERS ETC.

Skateboarding, skating and biking are prohibited at all times on campus (including the tennis courts, parking lot, etc.) The only time skating/biking etc. is allowed is for coming to, or leaving campus. Because of the possibility of accidents 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 EVENTS

Spectators at events are expected to maintain high standards of conduct and sportsmanship at all times. Spectators should let the coaches' coach, the players play, and officials officiate the game. Spectators should not try to influence the game by yelling during free throws, booing, using vulgar language/gestures or singling out any one player by name or number. No loud whistling is allowed during games as it may create a distraction to players, coaches and/or referees. Because games, plays etc. are considered "school events", inappropriate behavior can lead to disciplinary measures including detention, suspension etc. Spectators behaving inappropriately while at a game/event will be asked to leave and also face additional disciplinary measures as appropriate. Spectators are expected follow the principles of "Victory With Honor" as outlined on school documents and at the website: <http://www.cifccs.org/sportsmanship/pursuingintro.htm>

SCHOOL DANCES/ACTIVITY REGULATIONS

Students may face random, or “with cause” Breathalyzer alcohol checks going into, during or after a dance or school activity. School personnel and/or police may search a student (including their car) if there is reasonable suspicion the search will turn up illegal items. The student may also come in contact with a drug/alcohol sniffing dog prior to, or inside a voluntary school dance, activity, trip etc.

1. All regular school rules apply during a school dance or activity.
2. No rowdy or disorderly dancing or any dancing deemed inappropriate by dance/activity personnel is permitted.
3. Students cannot leave the dance/activity and return later, enter once, leave once, no re-entry.
4. Students under the influence or in possession of illegal substances will face school discipline and possible legal consequences.
5. Students must be courteous and obey all requests by supervisors & chaperones.
6. Students must sign in as they enter a dance and may be asked to sign out when exiting.
7. Students may forfeit the privilege of attending the dance/activity if:
 - a. They are suspended for any infraction listed in the Extracurricular Activity Code during the week of the dance or activity.
 - b. They have overdue detentions or are on the Hold List.
 - c. They cut any classes the week of the dance or activity.
 - d. They are academically ineligible for extracurricular activities (below 2.0 GPA).

GUEST PASSES FOR SCHOOL/ACTIVITIES

Any person not currently enrolled at Orland High School must have written permission from the administration to visit our campus or attend a dance/activity. All guests/visitors must sign in and out at the office. Guest pass stickers must be worn and be visible at all times.

1. Applications for a guest pass must be returned to the office with all appropriate signatures 3 days prior to the dance.
2. Guests must abide by all rules of the school/community while attending our functions. Potential guests who had disciplinary problems in the past or who pose a threat in any way to other students or the peace of a dance or activity will not be allowed to attend.
3. Only one (1) guest per student is permitted at any one time.
4. Students enrolled in an alternative education campus are not permitted to attend dances without administrative approval.

OUSD ALTERNATIVE EDUCATION PROGRAMS

The District currently has three off-campus programs that may serve students who are not succeeding on the Orland High School main campus or that need a different educational environment to be successful. Students may apply to attend any of these programs voluntarily, or they may be involuntarily transferred as per district policy. Students in any alternative education program must have official school business and a note from their teacher to be on the OHS main campus. They must check in at the office and obtain a guest pass immediately. Students in any alternative education program must have special permission from their teacher and administrative approval prior to admission to any school trip/activity/dance etc. The alternative education programs in the Orland Unified School District include:

1. **North Valley Continuation High School (NVHS):** This alternative school site is a closed campus. Credit recovery is a necessity at NVHS. Students work on improving grades, attendance, behavior issues, graduation requirements and 200 credits are needed for graduation.
2. **Community Day School (CDS):** This program serves a small number of students with one teacher and one aid on a closed campus. The District or Probation Department may refer a student to this campus. 360 daily instructional minutes are required for students enrolled in CDS. Students work on improving grades, attendance, behavior issues, graduation requirements, 265 credits are needed for graduation.
3. **Independent Study (IS):** This program is for students who are unable to attend school regularly due to illness or other issues. Students usually meet with the Independent Study teacher weekly and complete his/her schoolwork at home, 265 credits are needed for graduation.

RETURNING TO OHS MAIN CAMPUS FROM ALTERNATIVE PROGRAMS

Students may request a transfer or be involuntarily transferred from one Alternative Education program to another at any time during the school year. However, if a student from an alternative program requests to return to the Orland High School main campus they must meet certain requirements that include but are not limited to:

1. Approval from OHS Student Study Team.
2. Written request from student or parent.
3. Be on a graduation track and have the appropriate credits.
4. Students must show improved behavior with no major incidents in the past 3 months.
5. Students must have 92% attendance or higher.
6. Students who transfer between campuses may be placed on a "Behavior Contract". If problems in grades, attendance or behavior arise, the student may be involuntarily returned back to an alternative education program.
7. Meet all requirements as stated in their Alternative Education Academic Consult Form.