

CASTRO VALLEY HIGH SCHOOL

CALIFORNIA DISTINGUISHED SCHOOL

WASC Accredited



2016-2017 Student/Parent Handbook

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Dear Students,

Welcome to Castro Valley High School! We are very pleased that you are joining our school community. We hope you will have many interesting and enjoyable academic and social experiences this year. Our academic program is designed to challenge, motivate and support your growth. We also offer a comprehensive program of student activities and athletics that can help you meet and interact with other students on campus. Whether you are interested in music, drama, athletics, student government, student clubs or community service, we challenge you to participate actively. You will find these opportunities enriching and fulfilling.

Our goal is to provide a comprehensive program in a safe environment that is conducive to making this time in your life exciting, motivating, enjoyable and memorable.

This handbook contains important information for students at Castro Valley High School. Please read it carefully and discuss its contents with your parents, since you and they will be responsible for understanding the information and abiding by the policies stated. All students must sign a statement acknowledging that they have read and understand the contents of the Castro Valley High School Handbook.

The Castro Valley High School Administration and Staff look forward to working with you and your parents/guardians. If you have questions or concerns, please ask the appropriate people. We are here to support and assist you with your education and look forward to meeting each and every one of you!

The Castro Valley High School Staff

The Castro Valley High School Vision

Castro Valley High School is a learning community formed by students, parents/guardians, staff, and the community of Castro Valley.

Personal Responsibility

The Castro Valley High School community will accept responsibility for both academic and personal decisions that it makes. Learning to be self-sufficient will be encouraged and reflection will be emphasized. The curriculum will engage the students and allow them to analyze decisions, approach challenges, and celebrate successes.

Respect

The Castro Valley High School community will strive to achieve respect by creating an environment where the rights of all individuals are acknowledged and accepted.

Safe Learning Environment

The Castro Valley High School community will promote a safe environment in which all can learn and grow. CVHS will be a place where all students and staff are free from harassment and intimidation and where safe behaviors are promoted and practiced.

Equity

The Castro Valley High School community will recognize that students come from different educational experiences and different social contexts, and that we approach our educational practices in different ways. This equity lens will be applied campus-wide when searching for the keys to unlock each student's success. We will maintain transparency in this process and communicate our expectations to students, parents, and the community.

Integrity

In the Castro Valley High School community, all individuals have a personal responsibility to do their best and to be truthful at all times. All members of the CVHS community will model and build on the importance of integrity through daily interactions.

Bullying Prevention

Castro Valley Unified School District (CVUSD) believes that all students have a right to a safe, healthy and nurturing learning environment. The CVUSD community recognizes schools must be physically and emotionally safe for all students in order to promote and support academic achievement, citizenship, student attendance and engagement.

CVUSD will not tolerate behavior that infringes on the safety and emotional wellbeing of any student or adult. The school does not tolerate any acts of bullying, intimidation or harassment of any student through words and actions.

“Bullying”, as legally defined by California education code 48900(r), is any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. These acts can be reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical or sensory disability or impairment; or by any other distinguishing characteristic. An "electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager. A "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

There is an expectation all students, staff, parents, and volunteers demonstrate behavior that is respectful and civil and not tolerate bullying. It is essential adults model behaviors as positive examples for student behavior.

CVUSD expects students, staff and parents to immediately report any incident of bullying to the principal or designee. Students, parents and staff members, who observe or experience any incident of bullying are also encouraged to complete and submit the “Student Harassment” form available on the school’s website. Staff members are expected to immediately intervene when they observe bullying. Each complaint of bullying will be promptly investigated and logged. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

CVUSD expects all students to conduct themselves in a manner that demonstrates the proper regard for the rights and welfare of other students, staff, parents, and community members. All teachers will discuss this policy with their students in an age-appropriate

manner and should assure student that they need not endure any form of bullying.

Students who bully are in violation of these guidelines and are subject to disciplinary action up to and including expulsion (Education Code 48900(r)).

District procedures for preventing and intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and parents will receive a copy of these guidelines prohibiting bullying at the beginning of the school year, and as part of the student handbook
- The school's principal or designee will keep a report of bullying and the results of investigation confidential
- All staff will immediately intervene to an appropriate degree whenever they observe or become aware of a bullying
- Non-staff members who observe or become aware of bullying are strongly encouraged to report the incident in order to support the school's efforts to promote a safe learning environment

This statement applies to every form of bullying, harassment, and/or cyber-bullying/harassment, whether in the classroom, on school premises, when a student is traveling to or from school, or at a school-sponsored event. Bullying or harassment, including cyber-bullying/ harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially material or substantial disruption of the school learning environment for one or more students and/or the orderly day-to-day operations of any school or school program.

CVHS Bell Schedule

9th grade

Monday/ Thursday/ Friday schedule		
per 0	7:05 AM	8:02 AM
per 1	8:08 AM	9:08 AM
Per 2	9:14 AM	10:14 AM
break	10:14 AM	10:24 AM
per 3/announcements	10:30 AM	11:36 AM
per 4	11:42 AM	12:42 PM
lunch (period 5)	12:42 PM	1:17 PM
per 6	1:23 PM	2:23 PM
per 7	2:29 PM	3:29 PM

Tuesday schedule		
per 0	7:05 AM	8:02 AM
per 1	8:08 AM	9:53 AM
break	9:53 AM	10:03 AM
per 3	10:09 AM	11:54 AM
combined lunch	11:54 AM	12:34 PM
per 6	12:40 PM	2:25 PM

Wednesday schedule		
per 0	7:05 AM	8:02 AM
per 2	8:08 AM	9:53 AM
break	9:53 AM	10:03 AM
per 4/5	10:09 AM	11:54 AM
combined lunch	11:54 AM	12:34 PM
per 7	12:40 PM	2:25 PM
collaboration	2:35 PM	3:35 PM

CVHS Bell Schedule

10th - 12th grade

Monday/ Thursday/ Friday schedule		
per 0	7:05 AM	8:02 AM
per 1	8:08 AM	9:08 AM
per 2	9:14 AM	10:14 AM
break	10:14 AM	10:24 AM
per 3/announcements	10:30 AM	11:36 AM
lunch (period 4)	11:36 AM	12:11 PM
per 5	12:17 PM	1:17 PM
per 6	1:23 PM	2:23 PM
per 7	2:29 PM	3:29 PM

Tuesday schedule		
per 0	7:05 AM	8:02 AM
per 1	8:08 AM	9:53 AM
break	9:53 AM	10:03 AM
per 3	10:09 AM	11:54 AM
combined lunch	11:54 AM	12:34 PM
per 6	12:40 PM	2:25 PM

Wednesday schedule		
per 0	7:05 AM	8:02 AM
per 2	8:08 AM	9:53 AM
break	9:53 AM	10:03 AM
per 4/5	10:09 AM	11:54 AM
combined lunch	11:54 AM	12:34 PM
per 7	12:40 PM	2:25 PM
collaboration	2:35 PM	3:35 PM

PUPIL PROGRESS

ATTENDANCE

Aeries Browser Interface (ABI) for attendance

Teachers are now using ABI to take attendance during the first 15 minutes of each period. If you would like to know if your student was absent or tardy to any of their classes, please visit <https://cvportal.cv.k12.ca.us/parentportal/>. This link can also be found under the Parents section of our website.

Teachers are also using ABI to record student grades. Please visit the link above to see how your student is doing in his/her classes.

To clear absences call (510) 537-5910 press #1 and follow the prompt. You may call 24 hours a day, 7 days a week.

Absences called in by 4:00 p.m. will be cleared within 24 hours.

Prompt arrival to class is essential for academic success. Missing class for any reason interferes with student progress, since each class contains instructional information or activities that are essential to the student.

Periodically, conditions exist in which students are not able to attend class. When this happens, the student/parent(s) are responsible for the following:

- **Parents/legal guardians must clear absences within 48 hours of the date of absence or absences will be permanently unexcused and automatically converted to cuts.**

All students leaving campus during the school day for any reason (other than at lunchtime for sophomores, juniors, and seniors) must sign out in their House Office and obtain an off-campus pass with prior authorization from a parent. This also applies to students who leave during lunch if they are not returning by the end of the lunch period. Failure to comply will result in disciplinary action.

Students who become ill at lunch and are unable to return to school to sign-out must have their parent/guardian call the same day to excuse their absence (before 4:00 p.m.). Failure to comply may result in disciplinary action. When extraordinary circumstances prevent a proper clearance of an otherwise excusable absence, the secretary will refer the parent/ guardian to the appropriate administrator.

All medical and dental appointments should be scheduled during non-school hours. When this is not possible, call or send a note with your student. The note must be presented to the student's House Secretary for processing. Failure to do so will result in the student receiving a cut and disciplinary action. If calling to have your student excused during the school day, the student must have prior knowledge of the appointment. If the student is not aware of the appointment, for student safety, the parent/guardian must come to the House Office and show identification. Only then will the Secretary call a student out of class. We cannot call students out of class during break or lunch.

An automatic phone-dialer, working in conjunction with the attendance computer, will make daily calls when absences are not cleared. It is the student's responsibility to inform the parent of their absence(s), inform the parent of the message from the phone dialer if received by the student, and remind the parent of the 48-hour rule for clearing absences.

During periods of time when both parents are out of town, a phone call should be made to the school. A written note confirming the phone call should be sent to the school designating a person authorized to clear

student absences for the time period when the parent(s) will be unavailable. A daytime number should be provided for that person in case of emergencies.

It is the student's responsibility to contact teachers upon their return to school and arrange for make-up work. Some teachers have assignments posted on the school website. For most teachers, email is the recommended way to communicate and request assignments that are not posted on the teacher's web page. (Call the House Office for make-up work for absences longer than three (3) consecutive days).

NOTE: The teacher will decide how and when missed coursework and/or tests may be made up. Please consult their syllabus.

At the end of the student's scheduled day, students are expected to leave hallways promptly. Students who are waiting for rides or not attending class remain subject to all school rules.

Absences Defined

Excused Absences

- Completed pre-approved Independent Study Contracts
- Pre-approved participation in school activities
- Illnesses (Medical verification may be required if student has excessive absences cleared as illness.)
- Verified medical/dental appointments
- Funeral of immediate family member
- Family emergencies – with approval of Administrator.
- Religious holidays – when approved by the Principal or designee upon prior written request.
- Court appearances
- Quarantines
- Religious retreats (four [4] hours per semester maximum) – when approved by the Principal or designee upon prior written request.

Unverified Absences/Cuts

The following absences are considered cuts. They are unexcused by California State law and Castro Valley High School policy. Teachers may refuse to accept make-up work for such absences.

- Uncleared, unverified absences
- Absences remaining uncleared after 48 hours
- Tardies classified as T30 (more than 30 minutes tardy)

Unexcused Absences

The following absences, although authorized by the parent/legal guardian, are unexcused by State Law. Teachers may refuse to accept make-up work for unexcused absences and may result in further consequences under State of California truancy laws.

- Oversleeping
- Car problems, traffic
- Work
- Recreational activities
- Missing the bus
- Carpool problems
- Athletic workouts
- Family vacation without a pre-approved independent study contract

School directed exclusions are as follows:

- Suspension
- Lack of immunizations
- Improper dress

Parents/guardians are **STRONGLY DISCOURAGED** from taking students on off-scheduled vacations, which are disruptive to the educational process.

Consequences for Unexcused Absences and Tardiness

Unexcused Absences

Unexcused absences and tardies that are not authorized by a parent/guardian will be subject to disciplinary action, which may include detention, work detail, Saturday school, or in-school suspension. Administrators or designated support staff may assign these consequences. Additional consequences are possible if a student becomes truant. Students with unexcused absences are not entitled to make up work.

Truancy

Truancy is defined as a pupil who is absent from school without a valid excuse for more than three (3) days or tardy in excess of 30 minutes per day for more than three (3) days. Consequences may include suspension. Leaving class before the bell rings (including the Physical Education locker rooms) will be considered an unexcused absence. Students may not leave class/locker rooms before the bell rings. Students will not be allowed to attend school dances (including Junior Prom and Senior Ball), other social functions, or extra-curricular activities if the student has a continual pattern of unexcused absences or tardies **OR** has not responded to interventions. **Habitually truant students may be referred to a school attendance review board, a probation officer, and/or juvenile court in accordance with school district policy and California law.**

Tardiness

Students who arrive at school less than 10 minutes late must report to their classes immediately to avoid missing assignments and learning activities. Students should enter classes quietly without disturbing on-going activities.

Students arriving 10 minutes or more after class begins must obtain a tardy pass from the House Office and present to teacher when entering classroom.

Missing school will negatively impact a student's performance in class.

- Students will be considered tardy if they are not in their teacher-designated area when the bell rings.
- Tardiness is handled by teacher class policies unless it becomes excessive.
- Excessive tardiness is handled through the student's House Office.

No penalties may be imposed for excused absences. For excessive excused absences a student may be referred to the School Attendance Review Board (SARB).

Independent Study Contract

While students are highly discouraged from missing school for reasons other than illness, family emergencies or special events sometimes necessitate travel out of the area. In order to avoid penalties for missing class for these reasons, students must contract to do work during the period of the absence. Pre-Informed Independent Study Contracts are subject to Administrative approval and must meet strict California State guidelines to qualify as excused absences:

- Students must be absent at least five (5) days to qualify for an Independent Study Contract.

- The student must submit the request at least two weeks prior to leaving to receive approval from their AP.
- Both student and parent agree to submit all completed work at the end of the contract.
- All work must be submitted to their House Office the next school day following the end of the contract absence dates, or the absences will be considered unexcused

Please be aware that Independent Study contracts may not exceed one week in duration unless reviewed and approved by an administrator. Independent Study contracts are available in each House Office. Students and parents must review and sign the contract before presenting to their Assistant Principal (AP) for approval. Signed contract requests must be given to their AP at least two weeks prior to the date of the first absence on the contract. After gaining approval by the AP the contract must be filled out by all of the student's teachers. Students must submit completed work to their House Office the next school day following the end of the contract absence dates, or the absences will be considered unexcused. A request for an Independent Study contract does not automatically approve the absences.

CVHS GRADUATION REQUIREMENTS

	CVHS Units	Years	UC/ CSU Minimum Admission Requirements (Years)
English	40	4	4
Math*	20	2	3**
Science***	20	2	2****
Health	5	½	None required
Social Studies	35	3½	2
Visual & Performing Arts	10	1	1
Career Technical Education	10	1	None required
Physical Education	20	2	None required
World Language	None required		2
Electives	70		1
Total Units	230		

* Students must complete a year of Integrated 1.

**Students must receive a "C-" or better (in some cases "C") in the sequence Integrated 1, Integrated 2, Algebra 2.

***Students must complete one year of physical science and one year of life science.

****Students must receive a "C-" or better (in some cases "C") in 2 lab sciences, one of which must be a life science such as Biology and one of which must be a physical science such as Chemistry or Physics.

Students must receive a "C-" or better (in some cases "C") in A-G Admission Requirements in order to be eligible for a UC/CSU after high school.

No more than 20 credits towards graduation may be earned through alternative methods, except for credit earned through a juvenile court school or private foreign language instruction. In order to receive CVHS credit towards graduation, a student must submit an approved request for credit/concurrent enrollment form to their Counselor and Assistant Principal. Advancement credits earned above the 20 unit maximum may be posted on a CVHS transcript, but these units will not be applied towards graduation.

Parents and students please be advised that the UC/CSU systems does not accept all online courses. It is the students/parents responsibility to discuss this option with their counselor to ensure that a class may be used to meet the a-g requirements.

GRADUATION CEREMONY PARTICIPATION

To participate in the CVHS Graduation Ceremony, students must have completed all requirements to graduate by the last day of instruction, the day of the ceremony. The requirements include completing all required units, math and science requirements. Students with IEPs and 504 Plans may participate in accordance with state and federal guidelines. Students must have completed their final semester at CVHS to participate in graduation.

COUNSELING SERVICES

Counseling services available for all students:

- Academic, college and social/emotional counseling
- 1-1 Appointment check-ins
- Crisis counseling, conflict mediation
- 4 year planning and graduation progress monitoring
- Alcohol and drug counseling and referrals
- College Handbook
- Programming and course selection assistance
- Career fair
- Frequent college admission representative visits throughout the fall in the Career Center
- Information on local College Fairs
- SAT Reasoning/SAT Subject/ACT test information
- Student Study Team meetings
- Appropriate referrals to school and community interventions

Additional Services Provided to Each Grade Level:

Freshmen:

- Emphasis on transitional issues confronting students' entrance to high school
- Link Crew
- Freshman Parent Night (fall)

Sophomore:

- Administering and Interpreting PSAT testing
- College Night for Parents (spring)
- Career exploration and post-secondary planning projects
- ROP field trip

Junior:

- Administering and Interpreting PSAT testing
- College Night for students and parents (spring)
- CAHSEE meetings and intervention

Senior:

- College advisement, letters of recommendation
- Senior Parent Night (fall)
- Financial Aid Meeting for Parents (early spring)

GRADE REPORTING

Progress Reports

Progress Reports are mailed midway through each quarter. Progress Reports may be issued at any time that teachers deem necessary and may be used to communicate that a student is doing very well in a course or needs to improve their performance. A “**D**” or a “**F**” on a Progress Report is an indication that the student is in danger of failing. (Dates reflect when they are due from teachers). Progress Reports are mailed within one week from the date they are due from teachers. These dates are available on the school website.

Weekly progress reports are available in the House Offices for parents to keep close watch on students who

are experiencing difficulty. The ABI parent portal is also a way to keep informed of student progress.

Quiet Week

During the three to five (3-5) days prior to semester final exams lunch time and after-school activities have been restricted to ensure adequate time for students to prepare. There should be no club meetings, field trips.

The main exception to this policy are athletic events scheduled through the North Coast Section.

Report Cards

Report cards are issued approximately every nine weeks, four times each year. At the end of each 9 week quarter teachers will submit their grades. One week later they are mailed to parents. Grade reporting dates are available on the school website.

Students whose health circumstances prevent them from completing class work prior to the end of a grading period may be assigned a grade of Incomplete. Missed work must be made up within two (2) weeks of the student's return. See counselors to answer questions about this policy.

HOMEWORK

The Castro Valley Unified School District Board of Education holds the common belief that homework is an essential component of student learning. This meaningful after-school activity reinforces and support students in their efforts to successfully achieve rigorous academic standards. Homework is an integral part of an effective, well-planned instructional program. It significantly increases individual teacher's efforts to affect student learning, performance, achievement, and also reinforce that learning occurs all the time, not just during school hours. Students can reinforce academic skills taught in school and learn how to conduct research effectively, develop ideas creatively, and become life-long learners. When properly conceptualized and implemented, homework is an important contributor in building responsibility in students and strengthening the involvement of parents, guardians, and other care providers in the educational process.

The Board believes that homework is the responsibility of the student and it is the student's job to develop regular study habits and to do most assignments independently. Homework should reinforce classroom learning objectives and be related to student age, unique needs, and varying abilities.

The Superintendent shall ensure that each school site implements an effective homework plan in accordance with board policy and administration regulations.

OFF-CAMPUS SCHOOLING (CONCURRENT ENROLLMENT)

Students must apply in advance for permission to earn credit in any program at schools or colleges other than CVHS by submitting a Request for Credit form to their counselor. With permission, a student may complete a maximum of twenty (20) units to apply towards graduation. The application for credit is available in the Counseling Office.

INTERNATIONAL EXCHANGE PROGRAMS

Students wishing to participate in International Exchange Programs are required to get permission from their Assistant Principal. It is recommended that students participate in these programs during their Junior year. Participation during their Senior year can jeopardize graduation as we cannot ensure that international programs provide the appropriate classes for completion of the CVHS Graduation requirements.

TRANSCRIPT

The Registrar's Office, located in the 800 wing, maintains all information regarding official school grades and credit records. Students requiring an "Official" (sealed) transcript for colleges, scholarship applications, etc. need to complete a Transcript Request Form with the Registrar. Forms and instructions are also available at CVHS website at <http://castrovalleyhigh.org/>.

ACADEMIC ASSISTANCE

Students in need of academic assistance should first consult their teacher. The Counseling Staff is available to direct students to resources available to available internally and externally. Tutoring is available on an annual basis for subjects ranging from Integrated Math I, Geometry, Biology and Chemistry.

BEHAVIORAL ASSISTANCE

Castro Valley High School offers students Restorative Justice and Youth Court.

Restorative Justice is a program that focuses on building relationships and repairing relationships. The program is useful for building a positive and constructive school community, and addressing all forms of conflict. It can take the form of Community Building Circles, Conflict Mediation Circles and Family Conference Circles. Please contact your Counselor or Assistant Principal to make use of our Restorative Justice Program. Participation is voluntary but for students in danger of being suspended, participation can decrease the number of days of suspension.

For some violations of the Code of Conduct, Castro Valley High School offers Youth Court. Youth Court is a program for secondary students that allows them to process their actions with the support of their peers. It is not part of the criminal justice system but a community based intervention program. Participation can result in constructive consequences that help students build awareness and safer personal practices.

CODE OF CONDUCT

Castro Valley Respect and Civility Policy

Castro Valley High School is dedicated to being a place of mutual respect. It is an expectation that students will follow directions whether given by administrators, teachers, substitutes, classified staff (including campus patrollers) and any adult employed by the Castro Valley Unified School District.

The Code of Conduct presented in this Handbook, CVUSD policy, State and Federal law, and the Education Code along with its enforcement, are designed to help provide an atmosphere conducive to learning. It is expected that students will conduct themselves to assure that everyone feels safe and free from harassment, both physical and emotional.

The Code of Conduct will apply to students while on the school grounds; while going to or from school; during lunch, whether on or off the campus; during or while going to or from any school-sponsored activity; and/or during any other event related to school activities or attendance (EC 48900). Respect and courtesy for persons and property is expected at all times. Where a specific penalty for violating a rule is not listed, the consequences assigned will be in proportion to the severity of the infraction.

ACADEMIC DISHONESTY

We value academic integrity very highly and do not permit any forms of dishonesty or deception that unfairly, improperly or illegally enhance a grade on an individual assignment or a course grade. Cheating represents a violation of mutual trust and respect between teacher and pupil. The following is a list of behaviors that constitute academic dishonesty. This list may be incomplete due to new forms of cheating, plagiarism and other forms of dishonesty that may arise as technology becomes more advanced. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask a teacher for clarification.

Cheating on Exams

1. Copying from others.
2. Having or using notes, formulas or other information in a programmable calculator or other electronic device without explicit teacher permission.
3. Having or using a communication device such as a cell phone, pager, PDA or electronic translator to send or obtain unauthorized information.
4. Taking an exam for another student, or permitting someone else to take a test for you.
5. Asking for or giving improper assistance.
6. Providing or receiving information about all or part of an exam, including answers.
7. Having or using a “cheat sheet” that is not authorized by the teacher.
8. Altering a graded exam and resubmitting it for a better grade.
9. Working together on a take-home exam, unless specifically authorized by the teacher.
10. Gaining or providing unauthorized access to examination materials.

Plagiarism in Papers and Assignments

1. Giving or getting improper assistance on an assignment meant to be individual work.
2. Including in any assignment turned in for credit any materials not based on your own research and writing. This includes: using the services of a commercial term paper company, using the services of another student, and copying part or all of another person’s paper and submitting it as your own.
3. Acting as a provider of paper(s) for a student or students.
4. Submitting substantial portions of the same academic work for credit in more than one course without consulting both teachers.
5. Failing to use quotation marks where appropriate.
6. Failing to properly acknowledge paraphrased materials via textual attribution, footnotes, endnotes, and/or bibliography.
7. Making up data for an experiment.
8. Citing nonexistent sources.

Other

1. Misrepresenting your academic accomplishments, such as by tampering with computer records.
2. Deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or paper.
3. Failing to promptly stop work on an exam when the time allocated has elapsed.
4. Forging a signature.
5. Hoarding or damaging library materials to limit the success of others.

Penalties for Cheating—See Discipline Matrix for specific consequences.

Incidents of cheating will be reported in writing to the counselor/administrator and will be placed in students’ Discipline Files.

BEHAVIOR

Expectations

- Respect one’s self and others

- Keep hands, feet and objects to yourself
- Use appropriate language. No profanity, put-downs, slurs or hate language.
- Dress in a manner appropriate for school (see Dress Code).
- Follow the direction of staff without arguing.
- Respect school property – including lockers, textbooks and all classroom materials. No graffiti on any surface.
- If necessary, identify a plan that support student success.

Students who are in need of behavior support should contact their Counselor and/or Assistant Principal to develop a plan that allows students to be successful in school.

CELL PHONES/ELECTRONIC COMMUNICATION DEVICES

Cell phone usage has been an increasing problem and distraction on the CVHS campus. It is important to develop a school culture of responsible use. Students are **NOT** to use cell phones in the following manner:

- Texting during tests/quizzes/class in general.
- Bully, haze, harass or threaten.
- Taking photos or movies in class, bathrooms or locker room.
- Leaving class for the sole purpose of communicating with their devices.
- Making calls/texting to set up fights, or to harass another student.
- Making calls, texting to arrange and negotiate drug sales, exchanges, etc.
- Tardy to class because of “need” to use the phone.
- Phones going off in class causing disruptions.

In order to minimize unnecessary distractions in our learning environment, students must keep all cell phones and other electronic devices (pagers, walkie-talkies, remote controls, etc.) out of use and out of sight during class, unless given prior expressed permission by a staff member to use them as part of classroom activities. Students must relinquish devices to staff members when asked. Failure to do so promptly and without complaint constitutes defiance and may result in suspension. Lastly, please note that the school assumes no responsibility for the theft of electronic devices. See the Discipline Matrix for specific consequences.

CLASSROOM BEHAVIOR

Teachers have the right to establish their own set of classroom rules. Students will come to class prepared for productive work. Students are expected to be in class on time, to remain seated until dismissed by the teacher, and to secure a pass if it becomes necessary to leave class during the period.

CLOSED CAMPUS

Castro Valley High School is a closed campus for freshmen. We do this for the safety and security of the students as well as a way of creating a sense of community. Freshmen may not leave campus at any time during the school day without an off-campus pass. Sophomores, juniors, and seniors have an open campus privilege for lunch. They may not leave (e.g. at break, passing periods, assemblies, etc.) without an off-campus pass, which can be obtained from the House Office. Loitering (hanging out) in parking lots, stadium, and fields is not allowed during the school day. Failure to comply will result in disciplinary action, ranging from Saturday School to suspension. The campus will close ½ hour after school ends each day.

DANCES

Dances are for Castro Valley High School students and their guests only. Guests are allowed to attend the Winter Ball, Junior Prom and Senior Ball. Guests must be over the age of fourteen and under the age of twenty years old. In order to purchase a ticket to a dance, each student must have a Dance Clearance Pass (for each non-formal dance) or a signed Behavior Contract (for each formal dance).

Tickets to formals may only be purchased in advance. You may purchase a dance Fast Pass at the beginning of the year, which will grant you access to all the non-formal dances at school with entry through a different gate; or you may purchase individual tickets to dances during pre-sales at lunch. **Regardless of purchased admission, you may be denied entrance into dances if you have a continual pattern of unexcused absences or tardies OR have not responded to interventions. Behavioral issues can also hinder your ability to attend a dance or extra-curricular event. Refunds will not be issued. Students will not be allowed to make up cuts or tardies by attending Saturday Schools.**

Castro Valley High School students must present their CVHS Student ID Cards at the door. Students or guests who do not show a current Student ID Card may not be admitted to dances.

- For formal dances, the necessary behavior contracts are available on the Student Activities portion of the Castro Valley High School website. The guest pass portion must be completed, signed by the parent of the CVHS student, parent of the guest, Assistant Principal of the guest's school, and CVHS Assistant Principal.
- Entrance to the dance will close 90 minutes prior to the end of the dance. Exceptions will only be made for students who have made prior arrangements with their administrator or have participated in a school sponsored event which ended after that time.
- Students exiting a dance 60 or more minutes prior to the end of the dance must sign out. Their parents/guardians will be notified of the early departure.
- No in and out privileges. Once a student exits the dance, he/she may not re-enter the dance.
- Students who are under the influence of alcohol or a controlled substance or who create an undue disturbance at a school dance will receive disciplinary penalties, which may include loss of all dance privileges for the remainder of the school year, including the Junior Prom and Senior Ball, referral to drug/alcohol counseling and suspension. A parent/guardian will be contacted.
- Students are expected to maintain acceptable behavior and follow the directions of dance supervisors. All CVHS rules, including dress code rules, are in effect at school-sponsored dances.
- Students who are in eighth grade or lower may not attend CVHS dances.
- Students must leave the venue within 30 minutes of the dance's conclusion.
- Water bottles, drink containers, and backpacks are not allowed at school dances.

DANCE DRESS CODE:

The school dress code will be eased--strapless and haltered tops or gowns will be permitted. However, attire must FULLY cover the body from a reasonable (not plunging) neckline to the hemline. Front torsos between neckline and hemline must not be visible.

If a top or dress has a low cut back, it should not be cut lower than person's natural waistline (where hands normally rest on top of hips).

The length rule in the school dress code will remain the same (skirt slits should also not be higher than the dress code skirt length.) Dance attire needs to be appropriate, as dances are school events.

Students wearing inappropriate clothing will not be allowed into the dance or will be asked to leave.

DEGRADING AND INFLAMMATORY STATEMENTS AND BEHAVIOR

Lack of respect demonstrated through the use of symbols traditionally used for the purpose of intimidation, harassment, name-calling, vandalism, intimidation, and force or threat of force will not be tolerated. This may include acts which demean or put down another person because of their perceived ethnicity, national origin, family status, appearance, immigration status, religious beliefs, gender, sexual orientation, age, disability,

political affiliation, or any other physical or cultural characteristic. Inflammatory statements and behavior also include acts which encourage others to engage in conduct that is physically or emotionally injurious to another person, is illegal, or disruptive to school. Examples follow:

- creating, writing, posting, or circulating demeaning jokes, leaflets, or caricature
- defacing, removing, or destroying posted material
- possessing, distributing, or posting hate literature (define)
- using racial or bigoted insults, taunts, or slurs
- provoking or encouraging student fights by pushing, cheering, taunting, or
- running to a fight

DISRUPTING THE EDUCATION PROCESS

Undue noise, horseplay, arguing, yelling, interrupting, and disturbing other classes, swearing, use of offensive language, name calling and racist language, running, promoting or inciting a conflict, or otherwise creating a situation that disrupts the normal operation of school are unacceptable behaviors. This includes interfering with school staff's attempting to deal with a disruptive situation. The posting, distribution, writing, drawing or displaying (wearing of clothing, stickers, notebooks, etc.) of materials that are deemed hate literature or other offensive materials (including negative implications about any person's race, religion, gender, sexual orientation, or other human rights concerns) are also deemed as interruptions to the educational process. Demonstrating a lack of respect for others, or refusal to follow directions of school personnel (defiance) may result in penalties up to suspension and/or expulsion.

DISRUPTIVE INDIVIDUAL MUST LEAVE SCHOOL GROUNDS

Any individual who disrupts or threatens to disrupt school/office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on school district property will be directed to leave school or school district property promptly by the school's principal or other administrators.

DRESS CODE

The purpose of a dress code is to promote a serious academic atmosphere that supports college/career readiness and assures the physical and emotional safety of every individual. A student's clothing and decoration should not detract from the educational process. While self-expression is important to students, it must be done with respect for others. For safety reasons, students must wear shoes at all times. Clothing (including but not limited to) cannot be worn at school that:

- endorses or promotes, with pictures or words, the use of tobacco, alcohol or drug use, contains vulgar language or slurs, or inappropriate images
- includes offensive symbols used to intimidate or harass or includes hate messages or promotes violence such as guns or weapons
- includes gang symbols, signs and colors
- overtly or inappropriately exposes a student's body

DRUGS AND ALCOHOL

Drugs and alcohol are not permitted on campus at any time. Their use, possession, distribution or handling of them are prohibited. Students should take all measures to protect themselves from exposure to drugs and alcohol. If a student needs assistance with drug and/or alcohol use, they should contact their Counselor or Assistant Principal who can refer them to appropriate resources.

Any student who violates this policy will not only be subject to the disciplinary matrix but may also lose any privileges including but not limited to participation in dances, performances, clubs, events, athletic teams and contests.

GAMBLING

Gambling is not permitted on campus and will result in disciplinary action up to suspension.

GANGS

Any gang activity on campus, during on or off campus school activities, or off campus during the school day will result in disciplinary action and will be reported to the Sheriff. Gang activity includes, but is not limited to: hand signs, gang-affiliated clothing, tagging, and gang-related recruiting, threats, intimidation, confrontations, fights, or planning.

GRAFFITI

Graffiti or tagging is not permitted at CVHS and will result in a referral to the Alameda County Sheriff's Department's School Resource Officer. Very wide markers will be confiscated and not returned. Students/parents will be held financially liable for clean-up/replacement costs. Be advised that the CVHS campus is now equipped with surveillance cameras.

LOITERING/OUT OF BOUNDS AREAS/WANDERING

Students are required to attend their assigned classes during school hours. Students must be in possession of a hall pass when out of class, and must not be wandering. Parking lots, athletic fields, and tennis court areas are off limits at break. Athletic fields are out of bounds at lunch, before, and after school. Locker rooms are off limits when there is no adult supervision. Loitering is not permitted on private property, including or in surrounding neighborhoods during school hours. Other school campuses are out of bounds unless the student has parental permission and permission of that school's authorities. Consequences will range from Saturday School to suspension.

PHYSICAL CONTACT

Physical contact between students should not be harmful, harassing, or embarrassing to the student or adults. Students must refrain from overt demonstrations of affection. Forms of sexual harassment that may cause embarrassment or humiliation, such as "panting" or demonstrating obscene gestures, will not be tolerated.

PEDESTRIAN SAFETY

Please remember, while you have the right of way, motorists may not see you! Here are some recommendations from Safe Kids Worldwide:

- Always look both ways, multiple times. Even in crosswalks and at green lights.
- Walk on sidewalks when possible and cross at corners.
- Put your electronic device down!
- Make eye contact with drivers before crossing.
- Look for drivers turning or backing up

SKATEBOARD, BICYCLE AND SCOOTER SAFETY

Any personal modes of transportation or athletic equipment considered disruptive or harmful to the general population may not be used on the school grounds. However, these items may be brought to school if they provide transportation or are used for an approved activity. Use on school grounds may result in the item's confiscation for a period of time. Continued disregard for rules pertaining to bicycles, skateboards etc. may result in a loss of privileges and a referral to the Alameda County Sheriff School Resource Office.

Bicycles on campus should be secured to bike racks and not fences. Bike racks are located on campus between the 300 and 400 halls. Bikes or locks that are attached to fencing or other objects are subject to

removal and cutting of the lock at owner's expense. Bicycles, skateboards, scooters, and other riding equipment are not allowed to be used on campus.

Also, California law says that anyone under 18 years of age must wear a helmet while riding a bicycle, skateboard, scooter, or other riding equipment.

Please remember, you have the responsibility to travel safely to and from school. Here are some recommendations from the California Highway Patrol:

- Obey the signs/speed limits.
- Never enter the street suddenly.
- Look both ways at all intersections
- The law requires anyone under the age of 18 to wear a helmet.

SPITTING

Saliva and phlegm carry bacteria and possibly diseases. If you must spit, please do so into a tissue and dispose of it properly.

STUDENT DEMONSTRATIONS/PROTESTS

Student demonstrations/protests are permitted only with prior approval from the school principal. Students have a right to demonstrate and/or protest, but it may not interfere with the academic setting and/or previously scheduled events or activities. Students who fail to follow these guidelines are subject to suspension for disruption of school activities.

STUDENT SEARCHES

Administrative staff will carry out student searches when significant suspicion indicates that students are in possession of illegal objects or substances. Any students in the immediate vicinity where an illegal act takes place are subject to search. Except in rare circumstances where safety is an imminent concern, searches will take place in Administrative Offices. An Administrator and at least one other adult staff member will conduct searches. Searches by the SRO (Alameda County Sherriff School Resource Officer) will be done in accordance with School and State Law. Searches will consist of students emptying their pockets, shoes, backpacks, jackets, sweatshirts, purses and temporary confiscation of cellphones. Except in cases of imminent danger, only the SRO conducts pat-downs.

THEFT

Students should protect their possessions by following the suggestions listed below. **REMEMBER:** School staff do not replace or investigate stolen items. CVHS is equipped with security cameras throughout the campus.

Do not bring large sums of money to school. If you plan to purchase something expensive, bring a check, if possible. Do not leave backpacks unattended. Do not leave valuables in backpacks.

Lock your lockers. Do not share your combination.

Report all thefts to your House Office.

THREATS AND BULLYING

Threats are not tolerated at Castro Valley High School as stated in the Bullying Policy on page 6. Bullying is a violation of a person's right to feel physically and emotionally safe. An Assistant Principal will investigate verbal or physical threats or bullying behavior. Students who display threatening or bullying behavior are subject to discipline up to and including suspension and may be subject to referral to law

enforcement.

WATER BALLOONS AND WATER GUNS

Water balloons and water guns are disruptive to the school setting; they can lead to fights and are not permitted on campus. Shooting water guns or throwing water balloons may result in suspension. Possession of either will result in disciplinary action.

The following are suggested guidelines – the Principal/Designee has the right to make final decisions regarding any disciplinary action. Students who violate Category I and II offenses may be eligible to participate in restorative mediations or resolutions. These opportunities will be at the discretion of the Principal/Designee and often involve the voluntary participation of all involved parties. The purpose of utilizing restorative practices is to address the harm created by the incident in a manner that builds understanding, responsibility and accountability.

Students who are suspended from school are not allowed to return to school nor participate in any school-based activity until they have served the entirety of their suspension.

CATEGORY I:

	First Offense	Second Offense	Third Offense
1. Multiple BEHAVIOR Referrals	1 day class or school suspension	2 day class or school suspension	3 day class or school suspension
2. BICYCLES/SKATEBOARDS/SKATES Or scooter riding on Campus	Warning and/or Confiscation of item for rest of day	Detention Parent picks up item	Saturday School or its equivalent Item banned from use
3. Unauthorized use of a CELL PHONE, PAGE ELECTRONIC COMMUNICATION DEVICE	Warning Confiscate Student pick-up at end of day	Detention Confiscate Parent pick-up	1 day suspension Confiscate Parent pick-up
4. CHEATING/PLAGIARISM	Teacher Contacts Parent Referral to counselor/AP No credit on assignment	Saturday School Poss. AP/Parent conf. No credit on assignment Possible quarter F	1 day suspension No credit on Assignment Possible qtr/sem. F
5. CUTTING	Detention or Saturday School or its equivalent	Saturday School or its equivalent	Saturday School or its equivalent
6. FORGERY or Falsification of PARENT notes/phone messages	Saturday School or its equivalent	1 day suspension	2 day suspension
7. DRESS CODE	Change clothes to comply with dress code Parent contact	Detention Change clothes to comply Parent contact	Saturday School Parent pick up item
8. GAMBLING	Saturday School or its equivalent	1 day suspension	2 day suspension
9. Display of GANG -related or affiliated symbols	Warning Confiscate Parent Contact	1-3 day suspension Confiscate	5 day suspension Confiscate
10. NO SHOW for teacher detention, school-wide detention	Saturday School or its equivalent	Saturday School or its equivalent	1 day suspension
11. OFF CAMPUS/OUT of BOUNDS AREA/LOITERING	Warning Subject to search	1 day suspension Subject to search	3 day suspension Subject to search
12. SCUFFLING , Mutual Shoving, Grabbing, Bumping	Saturday School or its equivalent	Saturday School or its equivalent	1 day suspension
13. TOBACCO product possession or use on campus or at a School activity	Confiscate Saturday School	Confiscate 1 day suspension	Confiscate 1-3 suspension
14. UNSAFE BEHAVIOR - Running, Throwing objects, Horseplay, Spitting	Detention	Saturday School or its Equivalent	1 day suspension

15. UNSAFE USE of Motorized Vehicle, Motorized Scooters	Saturday School or its equivalent Police Report	1-2 day suspension loss of privilege Police Report	3-5 day suspension loss of privilege Police Report
16. UNAUTHORIZED ENTRANCE to a school activity (i.e. dances)	Saturday school Loss of Dance Privileges for one dance	1-2 day suspension Loss of Dance Privileges for two dances	3-5 day suspension Loss of Dance privileges for year
17. VAPOR PEN use or possession (non-marijuana)	Confiscate Saturday School	Confiscate 1-3 day suspension	Confiscate 1-3 suspension
18. WANDERING on campus	Warning	Detention Subject to search	Saturday School Subject to search
19. STUDENTS NOT IN POSSESSION OF STUDENT ID during school hours or school activities	Warning	Detention Parent Contact	Saturday School Parent Contact
20. VIOLATION OF PARKING POLICY	Warning Parent Contact	Detention Loss of parking privileges	Saturday School Towing of auto

CATEGORY II:

Students who are suspended are removed from classroom and school. The duration of suspension will be five days or less. Suspensions are considered unexcused absences. Individual teachers may allow students to make up assignments or tests missed while on suspension. Suspended students may not enter or loiter around school grounds, or participate in any school activities. When an expulsion hearing is pending, a suspension may be extended until the date of the hearing.

	First Offense	Second Offense	Third Offense
1. ABUSIVE LANGUAGE DIRECTED toward one's RACE, RELIGION, ETHNICITY, SEXUAL ORIENTATION or GENDER	1-3 day suspension	2-5 day suspension	5 day suspension
2. DEFIANCE to School Official	1-3 day suspension	2-3 day suspension	3-5 day suspension
3. DISRUPTION of Educational Activity	1-2 day suspension	2-3 day suspension	3-5 day suspension
4. DRUG PARAPHERNALIA possession or sale	5 day suspension Police report	5 day suspension Police report	Expulsion Recommendation
	First Offense	Second Offense	Third Offense
5. DRUG/ALCOHOL POSSESSION or Under the Influence	3 day suspension if both parties agree to Youth Court, 3-5 without agreement Police report	3-5 day suspension Police report	5 day suspension Police report Expulsion Recommendation
6. FIGHTING , Mutual Punching, Kicking, Slapping, Shoving	5 day suspension	5 day suspension Expulsion Recommendation	5 day suspension Expulsion Recommendation
7. False FIRE ALARM PULL	1-5 day suspension Police Report	5 day suspension Police Report	5 day suspension Police Report Expulsion Recommendation
8. FIREWORKS/FIRECRACKERS	1-3 day suspension	5 day suspension	5 day suspension Expulsion Recommendation
9. FORGERY or Falsification of SCHOOL Documents (Field Trip Passes, Hall Passes)	1-2 day suspension	2-5 day suspension	5 day suspension
10. HARASSEMENT/INTIMIDATION (Physical, Verbal, or Sexual)	1-3 day suspension	2-5 day suspension	5 day suspension
11. LEWD CONDUCT	1-5 day suspension	2-5 day suspension	5 day suspension

12. NO SHOW to Assistant Principal's Office on a referral	Saturday School	1 day suspension	2-3 day suspension
13. NO SHOW at Saturday School or its equivalent	1 day suspension	2 day suspension	3 day suspension
14. POSSESSION of IMITATION FIREARM	5 day suspension possible Expulsion Recommendation Police Report	5 day suspension Expulsion Recommendation Police Report	5 day suspension Expulsion Recommendation Police Report
15. PROFANITY/ABUSIVE LANGUAGE directed towards District Employee	1-5 day suspension	3-5 day suspension	5 day suspension
16. SUSPENDED Student on SCHOOL GROUNDS or at SCHOOL ACTIVITY	1 day suspension	2 day suspension Police report	5 day suspension Police report
17. TERRORISTIC THREATS against school officials or school property	5 day suspension Possible recommendation expulsion	Expulsion Recommendation	Expulsion Recommendation
18. THEFT/ POSSESSION OF STOLEN PROPERTY	3-5 day suspension Police Report Payment	3-5 day suspension Police Report Payment	5 day suspension Expulsion Recommendation Police Report Payment
19. THREAT or INTIMIDATION of WITNESS	1-5 day suspension	3-5 day suspension	Expulsion Recommendation
20. UNAUTHORIZED VISIT to another School Campus	1 day suspension	1 day suspension	2 day suspension
21. UNSAFE BEHAVIOR RESULTING IN HARM TO ANOTHER PERSON	1-5 day suspension Possible Expulsion	2-5 day suspension Possible Expulsion	5 day suspension Possible Expulsion
22. VANDALISM and GRAFFITI	1-3 day suspension Police report Payment	2-5 day suspension Police report Payment	5 day suspension Police report Payment
23. VERBAL PROVOCATION Instigating a disruption	1-3 day suspension	3-5 day suspension	5 day suspension Expulsion Recommendation
24. VIOLATION OF INTERNET POLICY and DATA-BASE TAMPERING	1-3 day suspension Payment Revocation of Internet use	2-5 day suspension Payment Revocation of Internet use	5 day suspension Payment Revocation of Internet use
25. VIOLATION OF CYBERBULYING POLICY	1-3 day suspension	2-5 day suspension	5 day suspension

CATEGORY III:

Students who are expelled are removed from the immediate supervision and control, or the general supervision, of school personnel. Expelled students will not be allowed the privilege of attending public schools in Castro Valley for up to one calendar year. Expelled students may not enter or loiter around any school grounds, or participate in school activities.

	First Offenses
1. ASSAULT/BATTERY Causing serious injury, sexual assault	5 day suspension Police Report Expulsion Recommendation
2. ASSAULT OR BATTERY ON SCHOOL EMPLOYEE	5 day suspension Police Report Expulsion Recommendation
3. COMMITTING OR ATTEMPTING TO COMMIT SEXUAL ASSAULT	5 day suspension Police Report Expulsion Recommendation
4. ROBBERY/EXTORTION	5 day suspension

	Police Report Expulsion Recommendation
5. SELLING DRUGS	5 day suspension Police Report Expulsion Recommendation
6. WEAPON POSSESSION & EXPLOSIVE DEVICES , knife, gun, mace, pepper spray, stun guns, cherry bombs, m80, BB guns, air soft guns and other dangerous items	5 day suspension Police Report Expulsion Recommendation

Behavior Contract

An Assistant Principal may place a student on a Behavior Contract if he/she has shown a pattern of rule infractions or if the student has had one or more serious rule violations that have resulted in suspension. While under contract, the student will lose certain privileges as outlined in the contract. The contract will also provide constructive interventions and resources for the student and family. The Assistant Principal will establish the duration of the contract. Loss of privilege may include any or all of the following:

- lunch privilege to leave campus (grades 10-12)
- attendance in extra-curricular activities on or off campus, including dances, athletic events, and performing arts events
- parking permit
- work permit
- participation on school athletic teams, student government, or other extra-curricular events
- other privileges as deemed appropriate

Teacher-Imposed Suspension

Students who are suspended from or asked to leave a teacher's class will report to the House Office. Teachers **must** attempt to contact parents/guardians prior to enforcement of a maximum two-day suspension.

Work Detail

Students who are assigned to work detail will pick up litter, sweep, scrub, paint, or otherwise improve the school environment as assigned by an administrator or a designee. Work details may be held before school, at lunch, after school, on weekends, or as part of all-day detention. Students who miss work details will be assigned to all-day detentions.

GENERAL INFORMATION

ACTIVITY STICKER

An activity sticker may be purchased from the Finance Office. The sticker provides students with a discounted entry fee to sporting events, dances, and other fee activities. The money collected from activity stickers supports student activities and athletics. The sticker, which is placed on the Student ID Card, can save a student over \$100.00 during the year in discounted entry fees. Please refer to the club/activity handbook for additional information.

ANNOUNCEMENTS

There are two ways in which students can make announcements. PA Announcements will be read on Monday/Thursday/Friday during the first five minutes of 2nd period. In order for students to have an announcement broadcast they must have a **staff member** email the request to the Activities Director at mkentris@cv.k12.ca.us no later than 7:45am on the day the announcement is to be read. Bulletin announcements can also be made by having a **staff member** send the request to the Main Office. These announcements will be read in class and posted on the CVHS website.

CALIFORNIA SCHOLARSHIP FEDERATION

The California Scholarship Federation (CSF) is a statewide organization that honors students for outstanding academic achievement and encourages them to use their talents to serve the community. The CSF motto is "Scholarship for Service." The local chapter serves CVHS through a tutoring program and other service activities. Students who earn Life Membership* in CSF are recognized at graduation with the Gold Seal of CSF on their diploma and transcript and are eligible for scholarships at some private colleges and universities. In order to become a member:

Students must sign up by the posted deadline for membership in the California Scholarship Federation (CSF) every semester that they qualify. Based on fall grades, 9th graders will be eligible in the spring as Associate Members

Students who qualify for membership in CSF must complete an application and turn it in to the advisor by the announced date. To verify grades, the report card or transcript must be presented at the time of application.

To qualify for CSF, students earn points as follows:

- A -- 3 points (4 points if earned in a school-designated honors course)
- B -- 1 point (2 points if earned in a school-designated honors course)

NOTE: 10 points are required for each semester's membership. Physical Education grades do not count. Seven (7) of the 10 points must be earned in courses listed on the back of the application. (Most academic courses are acceptable.) D's or F's disqualify a student from membership.

Applications are available from the CSF Advisor. CSF dues are \$5.00 per semester, payable to the advisor with the application.

Students earn Life Membership by qualifying and applying for CSF membership during four of the six semesters of their sophomore, junior, and senior years. One semester must be earned during the senior year. Membership earned based on freshman grades does not count toward Life Membership.

CAREER CENTER

The College and Career Center is located adjacent to the library. All students are welcome and encouraged to come by to obtain information about colleges, careers, the Regional Occupational Program, scholarship opportunities, part-time jobs and much more. Work permits, information about college entrance testing, as

well as skills and interest assessments are available. The center is open daily. Most services are available on a drop in basis, but appointments can be made by calling the Career Center Technician at x 3835.

CLUBS

Clubs and organizations at Castro Valley High School are formed to promote understanding, develop leadership, and foster greater knowledge of school functions. Joining a club is an excellent way to meet people, explore new ideas, and provide services to the school and community. Clubs organize fundraisers, take field trips, and provide many exciting and interesting programs throughout the year. Information on all clubs may be obtained in the Student Activities Office. Students interested in forming a club should contact Mr. Kentris at mkentris@cv.k12.ca.us.

ELEVATORS

Students who are injured and need to use the elevator to access the upstairs math, science, or 900 Wing, should go to the Main Office to check out a key.

FEES

We do not charge fees. Any concerns should be addressed to your child's Assistant Principal.

FINANCE OFFICE

The Finance Office is located in the 800 wing (Administration Building) near the main office. The Account Technician facilitates all student purchases (i.e., yearbooks, PE clothes, parking permits, replacement ID cards, Athletic contributions, PSAT, AP Exams, textbook fines, etc.) The Finance Office is open for student business before/after school, during break/lunch, and processes cash/check/credit and debit cards. For your convenience, credit/debit transactions can be made for most sales items through our school Web Store. Please visit our CVHS Website – www.castrovalleyhigh.org and click on the Student Webstore link.

LIBRARY

The library is the CVHS research and reading center of our campus. We are happy to assist you with all of your information needs. In addition to our 10,000+ print volumes, students also have access to Chrome Books, PC Computers and eBooks. A color printer is available for class assignments. The Maker Space includes materials for school projects.

Library books may be checked out for three weeks and renewed as needed. There is a 10 cent per school day late fee for library books that are not returned on their stamped due date.

To access the library during class, students must have an official pass from their classroom teacher. Gum is not allowed in the library. We also ask that you respect this work space for all students.

Library Hours

(subject to change due to staff shortages, classes in session and/or special events)

Monday, Wednesday and Friday
7:30-4:30

Tuesday & Thursday
7:30-4:30

For more detailed information please access the library page at the Castro Valley High School website: <http://www.cvhs.cv.k12.ca.us/STAFF/library/library.html>.

LOST AND FOUND

Lost and found items are typically turned into the House Office. If the lost items are valuable, such as keys, phones, purses, etc., you may locate the item in the Finance Office.

POSTERS

Students must receive approval from the Student Activities Director or a club advisor before posting signs anywhere on campus. Staff contact information must be clearly displayed on all postings. The advisor will review the material to ensure appropriate content and purpose, and sign the poster. See advisors for a list of approved areas for posting. Posters must be removed immediately after the activity is complete. Use BLUE TAPE only. Please refer to the Club President/Advisor Handbook.

SCHOOL SUPPLIES

Students are expected to bring appropriate school supplies to class each day. Items such as pencils, pens, binder, binder paper, graph paper, folders, calculators, erasers, and other consumable materials are not provided by the school and are considered essential tools for class preparedness. Please see your Assistant Principal if you are financial need.

SECURITY CAMERAS

Please be aware that security cameras have been installed throughout the Castro Valley High School campus to help ensure student and staff safety.

STUDENT GOVERNMENT

Associated Student Body (ASB) Executive Cabinet for 15-16 school year:

- ASB President – Jessica Yin
- ASB Vice President - Spencer Dong
- ASB Secretary - Emma Iredale
- ASB Treasurer – Justin Kweon
- School Board Rep – Riley McCullogh

At Castro Valley High School there are two branches of student government - the Senate and the House of Representatives.

The Senate is comprised of the members of the Leadership Workshop class, which includes both elected and appointed members.

House of Representatives

House of Representatives addresses the concerns, needs, and ideas of students through their elected Representatives. Each 3rd period class elects a student to be its member in the House of Representatives. Members of the student body have a direct link to their student government through these delegates.

STUDENT RECOGNITIONS

Each year graduating seniors are recognized at Senior Awards Night. During Senior Awards Night students are recognized by departments for excellence or contribution to a subject matter, by scholarship providers, and for their total cumulative grade point average for all courses completed in grades nine through twelve. Students who have earned a cumulative of 3.50 – 3.74 receive Honors, students with a cumulative grade point average of 3.75 – 3.99 are recognized for High Honors and student s with a cumulative grade point average of 4.00 and above are recognized for Highest Honors.

HEALTH AND WELLNESS

ILLNESS/INJURIES

Students who become ill or injured during the school day must report to the Health Office, which is located in the Main Office building. The Health Services Assistant or Credentialed School Nurse will be available to provide first aid and contact parents. Students with health problems should request permission and a pass from their teacher to visit the Health Office. **Students may not leave campus when ill or injured without first checking out from the health office. For the safety of those who visit the Health Office more than 3 times in a quarter, a referral may be made to their counselor.**

MEDICATION AT SCHOOL

In accordance with California Education Code 49423, students in need of prescribed and over-the-counter medications during the school day must have on file: 1) a written statement from their physician and 2) a written statement from the parent or guardian. Students are allowed to carry Asthma Inhalers and Epi-Pens with the appropriate physician and parent completed forms. Forms can be downloaded from the school district's website, please go to www.cv.k12.ca.us and put in the name of the diagnosis (i.e. asthma, severe allergy, seizure, medication) and the appropriate forms should become available. All completed forms with the prescription or over-the-counter medications must be turned into the Health Office. All medications must be in their original container with your student's name and medication clearly labeled.

All forms for immunization, authorizations and other health related issues are available on the district Castro Valley Unified School District website.

GENERAL POLICIES

CAMPUS HOURS

The campus is open for students at 6:45 a.m. daily. All gates are locked at 8:20 a.m. and all students and visitors must enter campus through the main office.

Due to supervision, students are to leave campus if they are not in a staff-supervised activity, Monday, Thursday, Friday by 4:00 p.m. and Tuesday/Wednesday by 3:00 p.m.

COMPUTER USE

Computer Labs

Computer use is available for students in the library and the College and Career Center. Student must have an official pass from class to work on the computer in these location during class time.

In order to use the Internet students and parents must sign the Internet Use Form. By signing this form, students agree to use the Internet in a responsible, efficient, ethical and legal manner. Abuse of the Internet Use policies may result in the suspension of computer privileges for a period of time, suspension from school and/or legal action due to the results of inappropriate action.

EMERGENCY PROCEDURES

LEVELS OF EMERGENCY

For planning purposes, disasters and emergency situations are divided into three (3) levels. The levels are:

LEVEL I: A minor to moderate incident, where local resources are adequate and available. A Local Emergency may be announced depending on the situation.

LEVEL II: A moderate to severe emergency, where resources are not adequate and mutual aid may be required on a regional, or even State-wide basis. A Local Emergency will be announced and a State of Emergency may be declared.

LEVEL III: A major disaster, where resources in or near the impacted area are overwhelmed and extensive State and/or Federal resources are required. A Local Emergency will be announced, a State of Emergency will be declared and a Presidential Declaration of an Emergency or Major Disaster will be requested.

This Plan focuses on a LEVEL III disaster and a full emergency response by the CVUSD. However, only those sections of the response organization that are required to address the situation at the time will be activated. For example, a LEVEL I disaster occurring at one school may require minimal activation of the Plan, where more serious situations may require additional activation.

COMMUNITY AWARENESS

Each Principal shall include in the September Newsletter information on emergency preparedness with emphasis on student emergency release information, with evacuation procedures and locations

Disaster Parent Notification Procedure

- All attempts will be made to post information on the Castro Valley High School website, as to the status of the emergency and where students are located.
- The District will be notified immediately in the event of an emergency and will be in communication with the school site and parents as appropriate.
- The principal, or designee, will be responsible for communication to parents and the District Office.

- Students will be with a teacher and, if circumstances warrant evacuation, students will be evacuated to designated places on campus as practiced during emergency drills.
- At the end of the day, if possible, the principal will send communication home to parents regarding the emergency or lock-down procedures.
- Drills will be held every year.
- Emergency teams will be established with specific duties to accomplish.
- Emergency communication procedures will be reviewed with the staff.

Fire/Earthquake/Secure Campus Drills

Fire, earthquake, and secure campus drills are required by law and are an important safety precaution. In the event of a fire alarm, students shall exit the building by the prescribed route. Students will adhere to lock-down procedures during a secure campus drill.

In case of an earthquake, the procedure inside the building is to drop to the floor beneath a desk or table facing away from the window and cover the back of your head. If no cover is near, standing in a doorway is the safest place. If the students are outside when an earthquake occurs, they are advised to stay away from the building overhead electric wires, poles, trees, or anything else that might shake loose or fall.

FINES/REPLACEMENT COSTS

Fines for damaged or lost books (including library books), lost physical education equipment, lost sheet music, art supplies, etc. -- must be paid before transcripts are sent to schools, fall schedules are issued, senior cap and gowns are received and dance tickets are purchased. Students withdrawing from CVHS must return all textbooks and clear all financial obligations before the transfer to another school will be complete. Every attempt must be made to care for items issued by the school so that other students will have the benefit of using these items in subsequent semesters.

Replacement ID cards may be obtained by paying \$5 in the finance center. Students will be issued a receipt to take to the main office for a new ID card to be printed.

Students who transfer to and from Redwood Continuation High School must return all materials checked out to them before disenrollment.

GUESTS ON CAMPUS

Due to the importance of maintaining a positive learning environment, students may NOT bring guests to school. Non-students cannot be on campus during school hours, nor one hour before or after school hours, or during school activities. Exceptions: Events that are open to the public or some dances (see Dance Policy for guest pass information). Students being picked up after school by friends must make arrangements for pick up off-campus, as guests may not enter school lots or school grounds.

LOCKERS

Lockers are assigned through the Main Office. Main Office staff handles any problems concerning lockers. Valuable personal property or money should not be stored in lockers. Students are cautioned to bring only necessary items of personal property to school. The school is not responsible for the safety of items stored in the locker. **Students are urged not to share lockers and combinations with other students.** Students must remember that lockers and books are the property of the school and may be searched by school officials whenever deemed appropriate.

PARKING POLICY

Student parking is limited to the Redwood parking lot and the areas surrounding the Center for the Arts that ARE NOT numbered. Student vehicles are NOT ALLOWED to park in staff or visitor designated parking lots at any time, and students are subject to school consequences or towing of vehicle. ANY space marked with a number, “Staff”, or “Visitor” is reserved.

Progressive school consequences for parking violations include receiving a warning, Saturday School, suspension, permit being revoked for repeat parking offenses or towing of the vehicle. Students may also receive school consequences at the discretion of the administration.

STUDENT PARKING PERMITS

The completed Application for Parking Permit form, along with driver's license, vehicle registration, proof of insurance for each vehicle and **\$50** is required before a permit will be issued. Seniors may pay for parking permit during registration. All vehicles allowed to park in student parking spaces **MUST** have parking permit visible **AT ALL TIMES** or may be subject to consequences. Permits are to be hung on the rearview mirror of vehicle driven to school. If the permit is not able to be hung off the rearview mirror, permit should be placed on the dashboard facing out so permit number is visible. Permits may be revoked at any time for any violation of the California Vehicle Code while on the CVHS campus, on the way to and from school or school activities, or during the school day. At the discretion of the Administration, a parking permit may be revoked if a student is in violation of school attendance, behavior, or parking policies. **No refund will be given for a revoked permit.**

COURSE CHANGE POLICY

Communication is frequently the key to understanding and resolving problems, disagreements, or misunderstandings that arise due to a student's classroom behavior, a teacher's instructional methodology and grading expectations, or the relationship between a student and teacher. At times, it is necessary and important for students to work through difficulties with their assigned teacher. Students can strengthen problem-solving skills and learn to assume more responsibility for their progress in school by working through these challenges.

There are many different reasons that come up for students, parents and teachers as to why a course change may be necessary. The three main categories are as follows:

- Scheduling Accommodations – including class level changes and scheduling conflicts.
- Student/Teacher Conflicts
- Parent Complaints

Scheduling Accommodations

If a student is in need of a class change due to a more appropriate class level, the change will be accommodated if the change is to a lower level. If the change is to a higher level, it must have teacher approval. In all cases, the counselor will notify the teachers involved and the parent. Scheduling conflicts will be handled in a similar manner including notification of all parties.

Student Teacher Conflicts

Conflicts do happen between staff and students. When they do, we look to resolve them at the lowest level of escalation. The following steps will be taken to resolve a student/teacher conflicts:

- Teacher, student, or parent initiates communication with all parties to explain, discuss, and try to resolve the problem.
- If not resolved all parties will meet in person in a conference facilitated by the counselor and then the administrator.
- If the problem is still not resolved after these steps, then counselor and administrator will meet to decide what action will be appropriate to resolve the conflict. A change in schedule due to unresolved differences will need approval from the administrator.

When the conflict is a result of inappropriate behavior, the following amendments will be added to the process above:

- If the problem involves inappropriate student behavior (non-suspendable offenses), the teacher takes normal steps to correct the behavior including conference with student, phone calls to parent, and teacher detentions, or other teacher-assigned penalty.
- The student is referred to the Assistant Principal.
- In the case of a student who is removed from a class due to ongoing behavior problems, the student may not have access to the same class.

Parent Complaints

A complaint should be filed when a parent feels that a student has been the victim of staff misconduct. Complaints can be filed formally or informally. An informal complaint should be reported to an Assistant Principal. It will be resolved with a meeting of all parties. A formal complaint against personnel should be filed at the District Office and will result in a formal investigation.

ADD/DROP POLICY

Courses selected during spring programming should be considered final choices. Books and supplies are ordered and teachers are assigned on the basis of student selections. Only changes necessitated by course cancellation, inappropriate placement, or irresolvable conflicts will be considered in most cases. Although we recognize that some programs changes are necessary in the fall because of conflicts and other scheduling issues, in more cases we cannot accommodate changes of mind. Most changes will be limited to the first few weeks of school. Contact your counselor to discuss schedule changes. After completing and turning in forms, students continue to attend their original courses until notified if and when a change in program is approved. If a student drops a course more than five days after the mailing of the first or third Quarter Progress Report, teachers will issue a semester grade of "F." In most instances, it is impossible to drop a course this late into the semester.

TEXTBOOKS

CVHS provides books to all students for courses that require their use and can be checked out in the Book Room which located near the library. Please check the Book Room window for hours of operation. Textbooks are checked out to students on a semester or yearly basis. Books must be returned immediately once a student has completed the course, transfers schools within the district or withdraws from a course or CVHS. A 24/7 book drop is located outside the gate of the library on Santa Maria Avenue.

Textbooks are a costly resource and must be used for several years, so they must be properly safeguarded. Books must be covered and protected from wear and tear. The following fines will assessed for book damage or loss:

\$5 Fines:

- Books abandoned anywhere on campus
- Broken spines
- Bent book corners
- Lost/missing barcode
- Ink/liquid stains
- Pencil marks
- Sticky notes or papers left in books

Full Book Replacement Charge

- Mold/water damage
- Obscene language and/or images
- Pages torn out of the book

- Damage beyond repair which renders the text unusable such as animal bites, missing cover, etc.
- Loss of book

If a book is lost there are replacement options available. Please see library or textbook staff for more information.

ATHLETICS

Participation in athletics is a privilege. Athletics can give students the opportunity to learn leadership skills, foster self-confidence, self-discipline, organizational skills, decision-making skills, and encourage setting goals. We believe a comprehensive athletic program is vital for the educational development of our students.

Once students have been selected to represent CVHS, Home of the Trojans, there are often many questions, which both students and their parents / guardians may have regarding our Athletic Program. We hope this information will be of assistance, and we encourage you to use it as a reference throughout the year. If you have additional questions, feel free to contact the Varsity Coach, Athletic Director, or Assistant Principal in Charge of Athletics. You may also reference the athletic information online at www.castrovalleyhigh.org. Also, refer to Athlete/Parent, Guardian Handbook for any information.

School Information

**Castro Valley High School
19400 Santa Maria Avenue
Castro Valley, California 94546
(510) 537-5910 fax (510) 582-3924**

**Athletic Office (510) 537-5910 ext. 3360 Fax (510) 582-3924
Athletic Director**

**Mascot: Trojan
Colors: Dark Green and Gold
League: West Alameda County Conference
Section: North Coast Section**

<i>Fall Sports</i>	<i>Winter Sports</i>	<i>Spring Sports</i>
Football	Women's Basketball	Badminton
Women's Volleyball	Men's Basketball	Men's Golf
Cross Country	Women's Soccer	Men's Tennis
Women's Tennis	Men's Soccer	Men's Volleyball
Women's Golf	Women's Wrestling	Baseball
Cheer/Dance *	Men's Wrestling	Softball
	Cheer/Dance*	Swimming
		Track
		Cheer/Dance*

*Cheer/Dance Squad participation is a year-long commitment. See Spirit Squad Guidelines.

WHAT TO DO BEFORE TRYOUTS:

It is your responsibility to know when tryouts will be held. All teams hold at least two (2) tryout meetings. Look for flyers, listen to the bulletin, and check the bulletin board outside the Athletic Director's office. At the tryout meetings, varsity coaches will review specific dates, times, locations, and expectations for all athletes. Contact the varsity coach if you have any questions or concerns.

Athletic Clearance

In order for a student to participate in a sport, they must first complete the Athletic Clearance Packet. This packet can be found online and includes the following:

Athletic Clearance Form - contains emergency and proof of insurance information, along with a contract that must be signed by both the student and their parent/guardian, which states that they have read and understand all rules pertaining to our athletic program. Make sure to identify all the sport(s) your student plans to participate in on the top section of the Locator Form. Please check the CVHS website for updates throughout the year.

Physical Form - The State of California Education Code requires a physical examination for each year a student participates in a sport. Physicals are good for one year only from their examination date and must be signed and dated by the physician.

Athletic Rules/Agreements – All Section, League, and Castro Valley High School Athletic Rules and Regulations/Agreements are followed. It is encouraged strongly that you and your student read and understand these rules and regulations. You are encouraged to download and print hard copies from our website.

ATHLETIC AND CO-CURRICULAR POLICIES

Academic Eligibility

In order to be eligible for participation in extra or co-curricular activities, a student shall have earned a minimum 2.0 or “C” grade point average during the preceding grading period with no more than one F and must pass 20 credits of coursework. Students must be in attendance at school the full day to be eligible for a contest and/or co-curricular activity that day unless excused by the Principal or Assistant Principal. Please see the Parent/Student Athletic Handbook or Athletic Director for specific dates related to eligibility throughout the school year.

Academic eligibility is required for participation in all organized sports activities, dance team and cheerleading, tryouts for and participation in musicals and other theatrical productions, elected and appointed student offices and positions, field trips and other school-wide activities. (Outdoor Camp Counselor eligibility: 2.0 or “C” grade point average with no more than one F).

A positive record of citizenship, monitored by the Assistant Principal, is also required for participation in extra- and co-curricular activities.

Athletic Eligibility

Students who reach the age of 19 prior to September 1 are ineligible to compete. Additionally, students are ineligible to compete on a high school team if, during the high school season beginning the first day of practice, they are playing the same sport for an outside team.

After eight (8) semesters of high school, students may not compete on athletic teams.

Athletic Probation

Students who have between a 1.83 and 1.99 GPA may be eligible to apply for a one time athletic probation. Please see the Assistant Principal in charge of Athletics.

Athletic and Visual and Performing Arts Department Rules

Student Athletes and Performers are expected to behave properly in locker rooms, dressing rooms and shower areas. When practice is completed, student Athletes/Performers should shower if necessary, secure their equipment, and proceed home.

Athletes and Performing Artists are responsible for athletic equipment, costumes, uniforms and props checked out to them. Athletes/Performing Artists will be charged for all lost equipment. Notices are given to individuals who have not returned school equipment. Practicing on a new team or show is prohibited until uniform/costume/equipment/script obligations with former teams/shows are met.

Athletes/Performers must attend practice every day on time. Missing practice may result in losing a position/part or reduced playing/stage time. If an Athlete/Performer cannot attend practice/rehearsal due to an illness or emergency, it is their responsibility to inform the coach/director prior to the next practice or competition. If an Athlete/Performer is injured while participating, they must report the injury to the

coach/director immediately. If the Athlete/Performer is forced to “sit out” by a doctor’s order, they must have a doctor’s dated clearance before returning to practice or play.

Student Athletes/Performers may not participate on more than one CVHS sports team and more than one Visual and Performing Arts production per season. All team/show equipment must be returned at the conclusion of the season. No post-season awards (block letters for sports or performing arts, etc.) will be issued to players until equipment is returned.

While traveling on bus trips, conforming to district and school regulations regarding behavior is expected. When traveling to other schools, remaining with the team at all times is required. Athletes may not travel to and from contests on their own. When no transportation is provided, parent carpools will be arranged.

Athletes and Performing Artists are visible representatives of the school and the team/cast. Athletes/Performers are expected to be role models and provide support and leadership to other students and the staff.

Fan Behavior Policies

WACC Athletic League Spectators/Fans/Team Followers

- Understand that in high school athletics the gym/pool/field/ diamond/court is considered another classroom.
- Focus on positive team support and rooter spirit. Refrain from obscene, unsportsmanlike and unacceptable cheers and yells.
- Work closely with the rooting section and take a positive role in controlling unacceptable behavior by that rooting section; model appropriate behavior.
- Understand the role of educational athletics as one part of a comprehensive high school experience.
- Do not use obscenities, racial slurs, personal insults, and other unacceptable comments before, during, and after athletic contests, or disrupt the contest in any way.
- Stay off the field/court/pitch at all times; stay in the designated seating/standing area.
- Refrain from confronting officials, coaches, players, and others before, during, or after an athletic contest.
- Leave all backpacks at home, in lockers, automobile, etc. During athletic contests, no backpack will be allowed in main or auxiliary gym or in the stadium. Students with backpacks will not be allowed entrance.
- No outside food or drink will be allowed in either main or auxiliary gyms.