

OAK VIEW HIGH SCHOOL
5701 E. Conifer Street
Oak Park, CA 91377
818 735-3217

*A Model Continuation High School
WASC Accredited*

PARENT/STUDENT HANDBOOK 2013-2014



"Preparing Students for College and Careers"

Welcome to Oak View High School

The 2013-14 school year at Oak View promises to be filled with opportunity and growth. Our committed and supportive staff is continually striving to help students take maximum advantage of every learning opportunity. Oak View High School has established a long tradition of student-centered education for hundreds of students in our community over the past 30 years. It is our goal that this year's students will continue to build on this fine tradition of personal success. Our staff believes that the education of our youth must be a total community effort and we encourage parent participation every step of the way. Feel free to contact the school at any time for information on how you can be involved with your child's education.

2013-2014 STAFF

Principal:	Mr. Stewart McGugan
Counselor:	Mr. Jeremy Rogers
Office Manager:	Ms. Linda Roberts
Teachers:	Ms. Susan Allen
	Ms. Randi Liepman
	Mr. John McManus

OUR MISSION STATEMENT

Oak View High School, in partnership with home, community, business, and higher education offers an alternative educational experience where students are the first priority. Our program is prepared for a successful transition to implement the Common Core Standards. Our students are encouraged to reach their full potential in a safe, personalized and caring instructional environment. Our program provides the skills, knowledge, insight, and character building experiences, which are necessary to make the successful transition from school to productive careers and rewarding lives.

SAFE SCHOOL VISION

At Oak View High School, teachers and staff care about our students' physical and emotional welfare. We create and maintain a positive and caring atmosphere. We are highly visible and available throughout the school day. We communicate and enforce respect for others through clear and positive behavioral expectations. We do not tolerate harassment or bullying behavior. We foster students' respect for self, as we set goals for academic success and as we promote a healthy and drug-free lifestyle. We value learning. We celebrate achievement and reinforce a step in the positive direction. We focus on community service, as these experiences teach tolerance, reinforce values of justice and compassion, and foster a connection to the community. We involve parents and community members in support of our students' progress and success. Oak View High School is a safe place for learning.

ABOUT THE SCHOOL

Oak View High School was established in 1982 as an alternative educational program to assist in dealing with the needs of students who find it difficult to successfully complete graduation requirements at the traditional high school. This program seeks to provide fundamental knowledge and improve social and intellectual habits by individualizing instruction whenever appropriate. There is an emphasis placed on the significance of developing self-worth within each of our students. In addition, the program provides guidance and instructional services to meet the special needs of pupils with behavior or attendance problems. Most students choose to attend Oak View voluntarily, but on very rare occasions an involuntary transfer is made from the comprehensive high school. Often there is a waiting list of students from within the district as well as from neighboring districts. To help better serve our students, the staff is committed to improving our school to career paths as well as integrating technology into all phases of our instructional program.

Our school has 3 teachers, a principal, a part-time counselor and an office manager. Not only has the school been able to mirror much of the program of the traditional high school, but it also has been on the leading edge of incorporating technology into the curriculum and implementing the latest instructional strategies. In addition, the staff has participated in establishing school and district-wide learning results as a means of assessing student learning. It is the dedication and commitment of the staff which makes Oak View successful. There is a strong sense of family and mutual caring combined with high expectations for both students and staff. Because of the clear expectations of each individual and the supportive environment, problems normally associated with an alternative setting have largely been avoided. Non-physical conflict resolution, appropriate behavior and language, a strong work ethic, a unified and knowledgeable staff, close relationships with and among students, a positive and healthy environment, and strong community and district office support have allowed Oak View High School to fulfill its commitment to the youth of our district.

Oak View High School's Mission Statement

Oak View High School, in partnership with home, community, business, and higher education, offers an alternative educational experience where students are the first priority. Our students are encouraged to reach their full potentials in a safe, personalized and caring, instructional environment. Our program provides the skills, knowledge, insight, and character building experiences, which are necessary to make the successful transition from school to productive careers and rewarding lives. We ensure our mission through our Global Learning Goals, and the development of appropriate social skills through caring, compassionate interactions with all stakeholders. We are prepared to transition to the Common Core Standards and prepare students for college and career.

Global Learning Goals: To Prepare Students for College and Career

1. Effective Communicators who:

- A. Read, understand and interpret a variety of works including fiction and nonfiction, as measured by progress on standards-based coursework.
- B. Express ideas clearly through high quality written, oral and multi-media presentations individually and in groups.
- C. Write effectively for self-expression, persuasion, information and research as measured by essays and power point presentations.

2. Self-directed Learners and Individuals who:

- A. Effectively plan and allocate time and resources to complete a project with a long-term deadline.
- B. Access a variety of information resources, evaluate the appropriateness and validity of the information, and synthesize the information into original authorship.
- C. Select appropriate technology and effectively integrate it into a variety of assignments/projects across the curriculum.
- D. Exhibit growth, reflection, and self-evaluation as measured by class rubrics.

3. Creative and Critical Thinkers who:

- A. Organize and process symbols, pictures, graphs, and other information across the content areas.
- B. Reach solutions by selecting and using appropriate problem solving techniques.
- C. Optimize learning, by acquiring and applying knowledge of personal learning style.

4. Healthy and Productive Citizens who:

- A. Participate in activities that improve personal wellness and physical fitness as measured by counseling group enrollment, P.E activities, and electives.
- B. Contribute to community well-being and civic affairs as measured by community service elective credit earned.
- C. Explore and develop a personal academic and career plan in preparation for the future through such experiences as career education and school counseling and measured by knowledge of personal transcript.
- D. Engage in good citizenship actions as measured by such awards as Triple A Award, Step-up In Character Award, and through public recognition.

COMMUNITY SERVICE PROGRAM

Vision:

All students, families and school staff acknowledge the benefits of community service to both students and to our community. Community service teaches tolerance, reinforces values of justice and compassion and fosters a connection to the community.

Service learning is consistent with our commitment to differentiated instruction and constructivist education. Students acquire knowledge and skills, and develop character and citizenship through community service experiences.

Oak View and Independent School students are known for their outstanding service learning participation and for their contribution to the community.

Service that Qualifies:

- Volunteer work with local community organizations
- On campus service opportunities approved on a case-by-case basis.
- Regional and global service projects

Faculty and staff will encourage all students and provide suggestions for community service, including but not limited to:

- The annual Turkey Walk for Needy Families
- The annual W. Valley Sp. Needs Gift Giving Project
- Agoura Hills Library
- Park Oaks Elementary School tutor
- Earth Day and Beach Clean Up
- Local retirement home and hospital volunteers
- The Calabasas Run to support families with catastrophic illness
- YMCA and Simi Park and Recreation
- The Friendship Circle to mentor special needs kids
- My Stuff Bags to supply homeless shelters
- Serving at local shelters and missions
- The Manna Project
- The Lighthouse Shelter
- Big Sunday
- International Gala

The principal and counselor approve service learning activities. We provide resources and contact information for service opportunities. Service hours are documented on the Service Learning Activity Log.

COMMUNITY SERVICE CREDIT: All Oak View High students complete the community service requirement of one credit towards graduation and can earn up to five additional elective credits through community service. Fifteen hours of service equals one school credit and/or earns a certificate of recognition. Seventy-five hours of service learning project activity will earn five credits. A project includes: cited research, a portfolio that chronicles learning, and the service activities associated with the project.

Advertising:

Information about service learning projects may be disseminated through our school newsletter.

SCHOOL POLICIES AND PROCEDURES

CIVILITY POLICY

Members of the Oak Park Unified School District staff will treat parents and other members of the public with respect and expect the same in return. The district is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds. This policy promotes mutual respect, civility and orderly conduct among district employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting district employees as positive role models to the children of this district, as well as the community, the Oak Park Unified School District encourages positive communication and discourages volatile, hostile or aggressive actions. The district seeks public cooperation with this endeavor.

Disruptions

Any individual who disrupts or threatens to disrupt school/office operations; threatens the health or safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; harasses staff with frequent and abusive emails; 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 Superintendent, principal or designee.

If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the district employee will verbally notify the abusing party that his/her participation in the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on district premises, the offending person will be directed to leave promptly.

When an individual is directed to leave under the above circumstances, the Superintendent, principal or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with Californian Education Code 44811 and Penal Codes 415.5 and 626.7 if he/she reenters any district facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending that school. If an individual refuses to leave upon request or returns before the applicable period of time, the Superintendent, principal or designee may notify law enforcement officials.

(cf. 5131.4 Campus Disturbance)

(cf. 9323 Meeting Conduct)

Safety And Security

When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their principal or supervisor and complete an Incident Report. An employee whose person or property is injured or damaged by willful misconduct of a student may ask the district to pursue legal action against the student or the student's parent/guardian.

Documentation

When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions, at the time of occurrence.

Following any violation of the provisions of this policy, the employee will immediately notify his/her supervisor and provide a report of the incident on the attached form.

DONATIONS: Any requests for supplies or donations toward the purchase of supplies, materials, or equipment is completely voluntary under the law in California public schools. Under the law, fees for school field trips may be charged, however, a fee will be waived for any student whose parent requests that it be waived.

NON-DISCRIMINATION POLICY: Oak View High School maintains a consistent policy of non-discrimination relative to culture, race, ethnicity, language, gender, age, sexual orientation, socio-economic background, religion, and learning abilities.

ATTENDANCE: Oak View High School considers attendance to be critical to the success of a student and therefore pursues an active policy of intervention. Student attendance is monitored daily with parents being contacted for each absence. Truancy results in a proactive and progressive program to help students and parents meet their legal obligations in regard to school attendance. If this fails to solve the problem, students will be referred to the district School Attendance Review Team (SART) and/or the county School Attendance Review Board (SARB) for additional sanctions as necessary.

California State law requires parents/guardians to send students between the ages of 6 and 18 to school on a regular basis. In the case of an absence, the parent or guardian must provide a satisfactory explanation to school personnel in the form of a phone call or a note. The only valid reasons for absence from school are: (a) an illness or injury to the child, (b) a quarantine of the home by a county or city health official, (c) a medical or dental appointment that can only be scheduled during school hours, (d) attendance at funeral services for members of the immediate family, (e) court dates. Students may also be granted an excused absence for religious holidays if a written request from the parent/guardian is submitted to the school prior to the day of the absence. **Parents and students should be aware that the school only receives funds from the state for students who are actually in school on any given day. Students who are absent for any reason (including excused categories) will not be funded. While the school does not want to encourage students who are ill to attend classes, parents should make every effort to ensure students are in school at all other times. If you know that your student will be absent for any length of time, please contact the office for procedures on how to do independent study. This will enable the school to receive funding for the time your student is absent from classes.**

If a student is absent, a parent **should make every effort to call the school office prior to 8:15 a.m. on the day of the absence.** If the parent does not contact the school, an attempt will be made to call the parent or guardian to verify the reason for the absence. If no phone contact was made with the office regarding the absence, a note from the parent will also be required. **No contact from the parent will result in the absence being marked a truancy.**

EFFECT OF ABSENCE ON CREDITS/GRADES: If a student's absence is excused under Ed Code 48205, he/she shall be allowed to complete any missed assignment or test that can be reasonably given, as determined by the teacher of that class. The student shall be given full credit for the assignment or test if he/she satisfactorily completes the assignment or test within a reasonable period of time.

A student's grade may be affected by excessive unexcused absences in accordance with Board policy.

18 YEAR OLD STUDENTS: Since compulsory education is only required until the age of 18, students who have reached this age and have excessive absences, lack of progress or behavioral violations may forfeit their right to attend high school.

TARDIES: Arriving to school on time is a student responsibility that must be consistently achieved by all students. There is an understanding that from time to time there may be a legitimate reason for arriving late to either school or an individual class. However, the pattern that all students will need to consistently follow will be one of punctuality. Since classroom tardiness is considered an inconsiderate act that disturbs the classroom teacher and the learning process, it affects more than just the individual student. There is a 5-minute break between classes and a 20-minute nutrition break each morning that allows ample time for students to take care of business. Because we view

excessive tardiness as a serious problem, we have developed the following policy that places the responsibility on the student for his/her punctuality. These policies teach students effective time management and reduce the number of students wandering during class time.

- Tardy students lose ½ hour in class, resulting in possible reduction of school credits.
- Bell work will be given the first 5 minutes of class. Only students in attendance at that time will be allowed to complete it for credit.
- Tardy students may be assigned detention, lunch cleanup or other alternatives.
- Tardy students are expected to enter class and quietly sit down.
- Parents will be notified when their student has approximately 5 tardies via email or letter notification.
- A parent meeting with the teacher and principal will be scheduled after approximately 8 tardies.
- Students will be dropped from their class on their 11th Tardy in one quarter. They will receive just the credit and grade they have earned to date. If they are working, NO work experience credit can be earned for that quarter. If they are not working, no work permit will be issued.

CREDITS: Students earn credits towards graduation in each class by actively participating in the learning process each day. Credits are granted based on the number of productive hours that a student completes during the quarter. Every 15 hours of productive time = 1 credit in a class and 75 hours of productive time equates to a 5-credit class. It is common for a motivated student to earn additional hours and accordingly additional credit in class. A student who has completed all assigned work may be assigned homework for extra credit. However, it is also a fact that some students, due to excessive absences, tardies, or not being on task, will receive less than the 75 hours needed for the full 5 credits. As a result, variable credits will be assigned for students not completing the required 75 productive hours. **If a student loses hours because of behavior, tardy or unexcused absence, he/she may not be allowed to make up missed work.**

Credit System:

15 Hours.....	One Credit
30 Hours.....	Two Credits
45 Hours.....	Three Credits
60 Hours.....	Four Credits
75 Hours.....	Five Credits
Quarter.....	15 Credits Assigned
Semester.....	30 Credits Assigned

ENROLLMENT IN CLASSES AT OAK PARK HIGH SCHOOL: OVHS students may take one core course-if it is not offered at OVHS. OVHS students may be considered for one elective class, on a case-by-case basis. Exceptions will be made only with OVHS/OPHS JOINT APPROVAL. Decisions regarding placement of OVHS into elective classes will be made on a space-available basis. A list of openings in elective classes will be generated by OPHS and given to OVHS/OPIS administration as soon as possible. Although OPHS will expect to have some openings in some electives before the official start of school, actual openings will not be known until the end of the second week of school as OPHS students have this time frame to change their schedules. Administrators will approve all elective classes for OVHS students at OPHS.

OVHS STUDENT EXTRA-CURRICULAR PARTICIPATION POLICY AT OPHS:

1. OVHS students are welcome as spectators at all extra-curricular OPHS sporting and special events open to the general public.
2. OVHS students are welcome to attend the College Fair and College Knowledge Nights sponsored by Calabasas, Agoura and Oak Park high schools.

3. OVHS students are welcome to purchase tickets and attend OPHS school dances and ASB sponsored school-wide events if tickets are available.
4. OVHS students may attend the OPHS Senior Retreats if space is available.
5. OVHS Seniors may attend the Senior College Advisement information session held in the Pavilion by OPHS counselors in the fall. OVHS students have access to the college and career center.
6. OVHS students may attend the parent-sponsored OPHS Grad Nite event following graduation.
7. OVHS students may **not** participate in the OPHS planned senior activities during "Senior Week" (Career Info Session, Beach Day, Senior Picnic etc).

RETURNING TO OPHS: Students seeking re enrollment in Oak Park High School will be considered at an SST meeting. During the semester prior to the requested transfer, Oak View and Oak Park High staff, parents and the student will meet to discuss progress, or lack thereof, in attendance, credits, grades and behavior.

STUDENT ASSESSMENT: Students are regularly evaluated in all classes at Oak View. Student progress may be assessed by conventional examinations or by the completion of certain benchmark products that lead to a final project for the course. Typically, a combination of these and other assessment tools are used. All results are recorded in teacher grade books and made available to the student so that students are continually aware of progress and grades in each class. Student progress is shared with parents/guardians through a written progress report as well as interim phone calls or emails as required.

SUPPORT SERVICES: The Special Education Advisory Committee (SEAC) provides a forum in which staff, administration, and parents of Oak Park Unified School District (OPUSD) can discuss issues and recommend action regarding special education programs and services in OPUSD in order to:

- advise the OPUSD Board of Education regarding the present status and areas of needed improvement in special education
- Investigate, address and propose recommendations for urgent issues that have arisen
- Educate and inform the public, the administration, the staff, and the Board of Education regarding the laws and best practices pertaining to special education.

The Oak Park Unified School District provides the additional support services of a psychologist, speech and language specialist, nurse, SST (Student Study Team), and an ESL coordinator to OVHS students. Teachers are encouraged to notify the principal of any serious change in behavior so that proper referrals may be made.

STUDENT STUDY TEAM (SST): When a student is struggling in the general education program at Oak View, a meeting can be held to implement interventions and strategies before considering further options or services. This Student Study Team (SST) meeting includes the parent, student and school staff.

HOME HOSPITAL: California Education Code §48206.3 requires that Home/Hospital instruction be available to students with temporary disabilities that make attendance in regular day classes or alternative education programs impossible or inadvisable. A temporary disability is defined as "a physical, mental, or emotional disability incurred while a student is enrolled in regular day classes or an alternative education program, after which the student can reasonably be expected to return to regular day classes or an alternative education program without special intervention." Home/Hospital students can normally be expected to return to their regular classes after their disability has been addressed through medical intervention. If a student is determined to require Home/Hospital instruction, he/she will receive one clock hour of individualized instruction for each day that instruction is offered by the district in the regular education program. The maximum number of hours that can be offered to a student in one week is dependent upon the number of school days in that week. Home/Hospital Instruction is typically not necessary for students who may be absent for between one and two weeks. Instruction for these students can be handled at the site level through either short-term independent study or regular classroom teacher support with assignments and flexible timelines.

DIRECTED STUDY: Students who may have a need for a short-term directed study situation may request a Directed Study Agreement from the school. It is specifically set up to provide an on-going instructional program for students who are required to be away from school due to extended illness, emergency vacation, and/or other extenuating circumstances. By developing an individual contract, the student is able to keep pace academically while the school is able to count this time as instructional time for attendance and funding purposes.

- Directed Study Agreements can be proposed by parents, student or school staff.
- Agreements should be requested at least 2 or 3 days in advance of the absence.
- All Agreements must be signed and dated by the student, parent, and teacher prior to leaving for the absence. A copy of the contract will be retained in the office during the time away from school.
- Clear and specific assignments shall be given to the student, which will substitute for at least a minimum day's worth of work for each day absent from school.
- The Agreement and all accompanying assignments must be turned into the teacher(s) by the Directed Study Agreement date. The Principal or Designee must approve all Agreements.

Students who fail to turn in the work as specified in the Agreement will receive unexcused absences for the days missed and no credit for the assigned work.

REPORT CARDS AND PROGRESS REPORTS: Students receive report cards 4 times a year, at the end of each Quarter. These grades are posted to their transcripts. In addition, each quarter students will receive a 5 week progress report. Quarter grade report cards can be viewed on-line.

VIEWING STUDENT GRADES ON-LINE: Student report cards, as well as transcript and demographic information, can be viewed on-line at the school web site, www.oakparkusd.org. Select "Student Connect" and enter your student's ID number and password. If you need your student's information, contact the Main Office.

ACCESS TO CAMPUS: Oak View High School is a closed campus. This means that students may not leave campus for any reason without the consent of the parent and the administration. *If a student has permission from a parent to leave for a medical appointment or some other legitimate reason, s/he must first check out through the office prior to leaving campus.* Students who are 18 years of age must also follow the office checkout procedures prior to leaving campus. Permission to leave for 18 year olds will only be granted for emergency reasons or for valid medical reasons. Parents will be contacted unless a signed consent form for notes has been previously filed with the office. The parking lot is off limits for loitering during the school day. Students may access their cars during the break to pick up books, snacks, etc., but only after clearing it with the principal or the principal's designee. All visitors, including parents, must check in with the office prior to visiting any classrooms. This policy is designed to protect the students and to avoid disrupting classes. **Students are also reminded that California State law prohibits them from being on other school campuses without securing permission from the school administrator. Failure to abide by this policy may result in suspension from school.**

The Community Park adjacent to our campus is off limits before school. Students arriving early to school are directed to wait in the school quad.

RESTROOM PASSES: Students are given a limited number of passes to use the restroom each quarter. When a student uses all bathroom passes, the next pass will include loss of half hour credit. Please monitor and limit your water/beverage drinks to a reasonable amount. Medical conditions are taken into consideration.

SENIOR OFF CAMPUS LUNCH AGREEMENT: Oak View High acknowledges and reinforces good grades and good behavior. We believe it is important to recognize and reward our outstanding students. *Neither the school district nor any officer or employee shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section (E.C. 44808.5)*

The following criteria and conditions may apply:

- Senior status(180 credits) or Junior status with 180+ credits
- 3.0 minimum GPA
- Student drivers follow all laws, including those regarding transporting other students
- Student may leave 5 minutes early from period 2/3 but MUST return to campus on time.
- You may not finish your lunch in class.
- No food may be brought back for other students.
- Students who do not follow these rules will have this privilege suspended.

INTERDISTRICT TRANSFER STUDENTS: Oak View High School accepts students from other school districts, adhering to OPUSD policies regarding interdistrict students.

POSSESSION/USE OF CELL PHONES AND OTHER MOBILE COMMUNICATION DEVICES:

Adhering to OVHS rules below, students may possess or use on campus personal electronic signaling devices, including cellular/digital telephones and I pods, provided that such devices do not disrupt the education program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests. If the device has the capability to capture digital images and/or take photographs of any kind the student shall be prohibited from using this capability. Guidelines for electronic devices:

- Cell phones **MUST be turned off during class time.** If we hear it we will confiscate it.
- I pods are not allowed on campus without specific staff permission
- Devices must not disrupt the educational program or school activity.
- Students may not utilize capability to capture digital images and/or take photos of any kind at any time.
- The District assumes no responsibility for the protection, loss, or damage to any electronic signaling device.

If disruption occurs or the student uses any mobile communications device for improper activities, the employee may direct the student to turn off the device and/or shall confiscate it. If a school employee finds it necessary to confiscate a device, he/she may either return it at the end of the class period or school day or activity, or keep it until the principal or designee has consulted with the student's parent/guardian. **Parents may be required to pick up the phones from school and/or detentions may be assigned.**

In accordance with the Board's policy and administrative regulation on search and seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures.

APPEARANCE AND DRESS: According to the California Administrative Code, Title 5, Section 302, "a pupil who goes to school without proper attention having been given to personal cleanliness or neatness of dress, may be sent home to be properly prepared for the school room." Therefore, the school reserves the right to set standards regarding attire that may be inappropriate for school. Attire should adhere to accepted standards of decency and should not pose a threat to public or personal safety. In addition, it should not be disruptive or distracting to the educational process. **A poor decision will be grounds for exclusion from class. Teachers will be encouraged to send students who are improperly dressed to the office. Students may be sent home for the day. Credits and grades will be affected.** The following should be helpful in making decisions about what is/is not permissible attire for school.

- No clothing that is sexually suggestive or revealing. No tube tops, bare midriffs, or exposed underwear.
- No sagging pants that drop below the waistband of their undergarments. No tank tops for boys.
- Clothing that has references to alcohol or drugs are not appropriate.
- Articles of clothing or jewelry (including wallet chains) that pose a threat to the safety of others shall not be worn on campus or at school activities.
- No articles of clothing related to a group or gang who has the potential to provoke others to violence shall be worn on campus or at school activities. School officials will consult with law enforcement to inform our school regarding changing patterns of gang related attire.
- As required by state law, safe and suitable footwear must be worn at all times while on campus. No bare feet. No house slippers.

PEER RELATIONSHIPS: The school depends largely on the good judgment of our students when it comes to peer relationships. Students need to be aware that harassment, threats or intimidation of any kind will not be tolerated. The California Education Code is very clear on consequences for these types of offenses and quick action will be taken to prosecute to the full extent of the law. **The Education Code calls for either suspension or expulsion of any student who creates an intimidating, hostile, or offensive environment at school.**

BULLYING: Conduct that disrupts the orderly classroom or school environment includes harassment of students or staff, *such as bullying, including "cyberbullying," intimidation, hazing or initiation activity, ridicule, extortion, or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering.* **"Cyberbullying" includes the transmission of communications, posting of harassing messages, direct threats, social cruelty, or other harmful texts, sounds or images on the internet, social networking sites, or other digital technologies, using a telephone, computer, or any wireless communication device.** Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation or friendships.

SEARCH AND SEIZURE: School officials may search individual students, *his/her* property or district property under *his/her* control, when there is a reasonable suspicion that the search will uncover evidence that *he/she* is violating the law, Board policy, administrative regulation, or other rules of the district or the school. **Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.**

Any search of a student, *his/her* property, or district property under *his/her* control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation. All student lockers and desks are the property of the district.

SKATEBOARDS, SKATES, ROLLER BLADES: As the school and school district are responsible for the student going to and from school, the following policies will be enforced regarding bicycles, skateboards, and skates to and from school:

- All students riding a bicycle must wear a certified helmet. Although it is the parents' responsibility to ensure this, the school will inform parents of students who fail to comply with this state law.
- Students may not skate, skateboard, in-line skate or ride bicycles on the campus at any time. This includes after school, weekends, and vacations.
- Students must store bikes, skates, and skateboards in designated areas upon arriving on campus.
- Students must exercise caution when riding any of the above on sidewalks and streets within the community.

MOTOR VEHICLES: Students must obtain a parking permit to drive their cars to school. All student drivers must park on campus. The fee for the parking permit is \$20. Parents and friends dropping off or picking up students must exercise caution and courtesy when driving in school parking lots. Students and parents should enter the parking lot via the driveway on Conifer Street and park (head in) in designated parking places only. The California Vehicle Code will be enforced and the privilege of parking on campus will be revoked if violations occur.

FOOD SERVICE: Oak View High School provides the opportunity for students to buy food items at nutrition break through District Food Services. In addition, students are encouraged to bring their own food items and that all trash will be placed in the appropriate containers. All aluminum cans and plastic bottles are recycled and students are requested to deposit them in the appropriate containers. The school provides a refrigerator and microwave ovens for student use. We discourage parents from bringing food to the school at lunchtime, as it is disruptive and places an additional burden on office staff. We also strongly discourage parents from bringing fast food lunch. Please arrange to send your child to school with the lunch you provide if he/she will not be purchasing lunch at school. We cannot permit parents to provide lunch for other than their own children **Students are requested to eat in the patio areas of the campus and may not leave campus during the break.** There is an expectation that students will take pride in their campus and not choose to litter the campus.

TELEPHONE USE: School phones are primarily for business use. The school recognizes that situations occur from time to time and will allow the school phone to be used *with the expressed permission of a staff member.*

STUDENT SERVICES: The staff will keep students aware of various services that are available to them during the school year. Information on testing programs including the SAT I, SAT II, ACT, CAT, CAHSEE, GED, and the CHSPE are available through the counseling office. College and career counseling is also available, including access to the Naviance on-line resource through the teachers, the counselor, and the principal. At this time, OVHS students have not accessed the center at Oak Park High. Job opportunities will be placed on the student bulletin board as they are made available to us. In addition, specific programs like Work Experience and ROP will be made available during the course of the year. Students may earn up to 40 credits toward graduation. Counselors can assist students in enrolling in these classes. The county Regional Occupation Program (ROP) program is available to students who are interested in a "hands on" experience that provides training in a variety of occupations. Training facilities are located at Oak Park High, Agoura High, Calabasas High and the Camarillo Airport. If interested, students should inform the principal or the counselor the semester before they wish to begin. Space is limited in most of the classes, which run 2-3 days a week for 3 hours each day.

WORK PERMITS: Students who are working and are under the age of 18 must apply for a work permit through the school in which they attend. The employer, a parent and the student must sign a work permit. The principal will approve work permits for students who have good attendance, satisfactory behavior and good academic progress. *Please note: work permits can be revoked by OVHS for failure to meet the minimum attendance and GPA requirements.*

During the course of the student's enrollment in work experience, the student receives as a minimum the equivalent of one instructional period per week of classroom instruction or counseling by a certificated employee. The instruction or counseling shall be offered in sessions scheduled outside of the regular classroom schedule.

SCHOOL ACTIVITIES: The Oak View High School ASB council actively plans and is responsible for co-curricular activities. In addition to our elected officers (President, Vice President, Secretary, and Treasurer), students may apply to serve on the Council to help plan activities. The council meets as appropriate and students receive up to 2.0 credits for successfully completing the requirements for ASB. Elections are held each semester and students are encouraged to participate in this opportunity to have a voice in decisions affecting the school.

CLEAN TEEN PROGRAM: Our goal at Oak View High School is for all students to be drug free. The Clean Teen Program supports our goal through a voluntary testing program. Parents are essential to the health and well-being of our students and to their school success. We look forward to this home and school partnership, within our effort to create the best learning environment for all students. We will provide detailed program information and procedures in enrollment packets, parent meetings and letters. We will celebrate and acknowledge your child's success. We will reward students with periodic fun and educational activities that are outside of our regular school program. We will include this clean teen success in letters of recommendation for part-time employment. We will also be available for school-based support and referral information, should a parent choose to confide about a negative test result.

FIELD TRIPS: When students attend field trips arranged by Oak View High School, parents are always required to sign and return Parental Permission forms to the school office prior to a student leaving for the trip. If a form is not returned, or the parent denies permission for their child to attend, she/he is still required to come to school and will be provided with alternative classroom activities for the day. It is important to understand that participation in a school-sponsored field trip is voluntary and students are not required to attend.

MEDICATIONS: Students and parents should also be aware that it is illegal to bring prescriptive or over-the-counter medication (including aspirin, Advil, or other pain relieving medication) onto a school campus. Students requiring medication any time during the school day must have a properly signed Medical Release Form on file and have medicine stored and dispensed in the office. Students should also be aware of the dangers of providing prescriptive or over-the-counter drugs to other students.

LOCKERS: A student may request a locker in the main office to keep personal items, books, and supplies. These items should not be left around the school or in the classrooms. *Students are not encouraged to bring large sums of money or valuables* to school. The lockers are the property of the school and are subject to inspection by the school administration when there is reasonable cause.

EMERGENCY PROCEDURES: An emergency plan including evacuation routes is posted in each classroom. Teachers will review emergency procedures with students in each class on a regular basis. Please familiarize yourself with the plan so that you will know what to do in an emergency. In addition, a fire drill will be held once each semester to help staff and students know how to react should an emergency arise. These drills are for your benefit and should be taken seriously. You will react in a true emergency in the same manner that you have practiced and prepared for ahead of time.

Oak View High School

Emergency Procedures Overview

Information for Parents and Guardians

Dear Parents and Guardians,

*In the event of an emergency, parents and guardians will be informed as soon as possible regarding the nature of the event and the plans to handle it. For the safety of all students we ask for your cooperation in minimizing automobile and pedestrian traffic and confusion around the school areas. **Our first priority is to maintain access for emergency vehicles.** Information will be communicated to parents and our community through the emergency broadcasting stations in Ventura, and/or the district/school All Call phone system, or the district/school website at www.oakparkusd.org*

We ask parents to reinforce how important it is for students (including those who have cars) to follow the directives of staff. Please discuss with your children, make a personal/home plan, and listen to emergency officials.

Thank you for your cooperation!

Lou Tabone, Principal

What are the types of emergencies for which Oak View High School develops plans?

The three broad categories of emergencies that the high school prepares for are fire, lockdown and major disaster. Fire emergencies include fires on or near the campus, and explosions. Lockdown preparedness includes responding to a situation where a dangerous intruder is on campus or in the school vicinity; a major chemical spill on campus or in the area; and a bomb threat. A major disaster covers emergencies such as earthquakes, plane crashes, and severe weather.

In the event of a fire on campus, how does the school respond?

The fire alarms will sound. Students and staff will then evacuate the buildings and follow our fire drill plan. Specifically, students will move with their teachers to the designated areas. Teachers will then take roll and either wait for the fire department to arrive and give further direction, or allow students to return to class when the “all clear” signal is sounded. If the students and staff are unable to return to class, parents will be notified by the district’s automated All Call phone system and, if feasible, students will be sent home. Specific information will continue to be communicated through the district’s All Call phone system and through the district and/or Oak View website.

What are the primary emergency broadcasting stations in Ventura?

KVEN (1450 AM) KHAY (100.7 FM) and Jack FM (93.1)

What happens in the event of a lockdown at the school?

Lockdowns occur when we want students, staff, and campus guests to remain sheltered in a safe place. This may occur in a situation involving a weapon, gunfire, severe storm, or hazardous materials. When we need to lockdown our campus a coded message will be broadcast over the loudspeaker to signal staff and students to stay inside, or if outside, to move inside the nearest available room. The initial purpose of a lockdown is to isolate an intruder and remove any potential target from view. Staff will lock doors, close windows and blinds and all will sit on the floor away from windows. Teachers will check their email to receive and send information. In the case of a hazardous materials spill, teachers will seal windows and doors. The “all clear” will come in the form of a school employee going to each room and announcing that the condition has been identified and resolved.

Have provisions been made in the case that students are in lockdown for an extended period of time?

The district has purchased emergency kits that contain provisions for each classroom to meet the basic needs of our students for a limited amount of time.

What would happen if there was a natural disaster or catastrophic event and the students were unable leave campus, or, for safety reasons, were required to remain on campus for an extended period of time?

Students would be moved to a safe location, where teachers would take roll and emergency disaster teams, such as our search and rescue

team, would organize. Oak View and the district office have provisions to accommodate students and staff on campus for several days. These supplies are checked on a regular basis and are kept in large secured bins on the campus. Staff will escort students to the Conifer Street parking lot entrance, and when it becomes feasible, students will be released to parents or guardians at this location. As soon as possible, the nature of the emergency and the plans to handle it will be communicated to parents and our community through the emergency broadcasting stations in Ventura, the district's All Call phone system or the school/ district website.

Are any OVHS teachers or staff trained in emergency management and procedures?

Our staff has been trained on emergency procedures and is well prepared to respond to a life-threatening situation. Staff members have CPR certification and emergency preparedness training. The school's safety committee continues to meet to review and refine our school safety plan. As a staff, we will continue to review and practice safety procedures and preparedness.

Do OVHS students participate in fire or emergency drills so that they become familiar with the school's safety plan and procedures?

Throughout the course of the year, our students and staff participate in three emergency drills: fire, earthquake and lockdown. Following the drill, our staff conducts a full review of the drill and how to improve. Each classroom has a map that outlines basic emergency evacuation routes and assembly areas.

Where would I pick up my child if there was an Evacuation?

Students are escorted to the softball outfield area. If the campus is not safe to return to, then we will escort students to the Conifer entrance to dismiss students to their guardians or to their contacts on the emergency cards. If the softball field is not a safe place to muster the students, then the administration will decide on a different location such as the soccer field or park

DAILY SCHEDULE

Oak View High School utilizes flexible blocks of time in order to best meet the needs of our students. Generally, classes in English, History and the Sciences will be 90-minutes long each day. Five credits may be earned in a 10-week session. Classes in math and certain elective classes will be 45 minutes long and five credits will be earned in a 20-week session. School begins at 8:35 a.m. and ends at 1:40 p.m. for most students, but again there is flexibility depending on the needs of individual students. The last block of time in the day is utilized for both elective and required classes as determined by an individual student's needs. This 6th period may be waived based on student need, behavior or at the request of parent or school. Credits that would have been earned in 6th period would be forfeited.

Period 1	8:35 - 9:20 (Math)
Period 2-3	9:25 - 10:55 (90 minute block)
Break	10:55 - 11:15
Period 4-5	11:20 - 12:50 (90 minute block)
Period 6	12:55 - 1:40 (Electives)

NOTE: Each Thursday is LATE start. The student day begins at 9:35 am. This schedule change allows our staff to meet on a regular basis to review student needs and to plan quality instruction. Thursday's schedule is as follows:

Staff Meeting	7:45 - 9:25
Period 1	9:35 - 10:05
Period 2-3	10:10 – 11:25
Break	11:25 - 11:45
Period 4-5	11:50 – 1:05
Period 6	1:10 - 1:40

On certain days during the school year we will have modified dismissal times to accommodate teacher in-service, final exams, and special school events. Parents will be notified in advance.

GRADUATION REQUIREMENTS

Students must demonstrate mastery of the California Content Standards. Please note that we are transitioning to the Common Core Standards and to the smarter balanced assessment.

OVHS is not A-G course approved, as students qualify for community college, rather than state or university admission. Each student must complete 230 credits, which include credits in the following categories:

English	40 credits
Mathematics	30 credits
Life Science	10 credits
Physical Science	10 credits
Health	5 credits
Geography	5 credits
World History	10 credits
U.S. History	10 credits
U.S. Government	5 credits
Economics	5 credits
Visual & Performing Arts	10 credits
Practical Skills	5 credits
Physical Education	20 credits
Computer Applications	5 credits
Careers	5 credits
Community Service	1 credit
General Electives	54 credits

In addition to completing the above 230 credits, all regular education students must pass the **High School Exit Exam** to receive a High School Diploma. As with regular education students, we continue to administer the CAHSEE after grade 10 to students with disabilities who are on a diploma track, but who have not yet passed the test.

All students at Oak View have an opportunity to complete all graduation requirements by:

- Attending classes on campus
- AND**
- After 1:40 PM:
 - directed study
 - adult school
 - Regional Occupation Program (ROP)
 - community college
 - work experience

The above classes may not be used in place of classes offered during the school year a student attends UNLESS there is a direct scheduling conflict AND the student is a senior.

- **SENIORS, and possibly Juniors**, needing three or fewer courses must maintain the required on-campus enrollment of 180 minutes, which is three class periods. **Even though a student may not need some of these credits, the student is required to attend the minimum of three class periods.** Please Note: It is acceptable and routine, for students to graduate with more than the required 230 credits.

- **A student who completes 10 credits in global science for a total of 30 science credits and be recognized as graduating with a “special emphasis in science”.**
- **Seniors who have completed all courses offered on campus, yet have not completed all requirements, may be considered for approval of a directed study contract to finish coursework at home. Seniors must enroll in a course on campus, if it is offered on campus.**
- A maximum of 10 PE credits can be applied towards General Elective credit. (15 hours = one credit) PE hours are verified on the Class or Activity Verification sheet and must be supervised by an instructor, coach or parent.
- A maximum of 40 credits of Work Experience can be applied toward Graduation Requirements (maximum of 10 credits of work experience per quarter) Students earn one credit of Work Experience for every 20 hours worked, as verified by pay stubs.
- Seniors who finish their senior year without meeting all the graduation requirements may return for an additional school year (5th year) to complete requirements. Such students may then participate in the graduation ceremony of the 5th school year.

Physical Education Requirement

All 9th grade students are required to participate in the annual Physical Fitness Test (PFT).

Students must successfully complete two years (20 credits) of physical education as a requirement for a high school diploma from Oak View High School: one year in ninth grade and one additional year in grades 10-12. Students will complete physical activities in the following areas, when facilities, safety, and budget constraints allow:

- Effects of physical activity on dynamic health
- Mechanics of body movement
- Aquatics
- Gymnastics/Tumbling
- Team Sports
- Rhythm/Dance
- Individual and Dual Sports

ALCOHOL/DRUGS: OAK VIEW HIGH SCHOOL SUBSTANCE ABUSE POLICY

The Oak Park Unified School District recognizes that substance abuse (misuse of tobacco, alcohol, and other drugs) is both a community and a personal problem. When teenagers abuse alcohol, tobacco, and other drugs, every aspect of their lives will eventually be affected. The use of these drugs adversely affects a student's ability to achieve academically, is physically and emotionally harmful, and has serious social and legal consequences.

Chemical dependency is a treatable health problem. Therefore, the school District, in cooperation with community-based agencies, law enforcement, and parents, is committed to a comprehensive substance abuse prevention program. The program includes instruction, intervention, enforcement/discipline, and support to recovering students.

The administration shall adhere to the following regulations relative to student drug involvement on school property or when involved in a school-sponsored activity. These regulations are to be applied continuously to each student throughout his/her tenure with the Oak Park School District, regardless of transfers between schools or to alternative programs.

Drug or Alcohol Use & Possession

It is unlawful for a student to possess, use, or be under the influence of any controlled substance (as defined in Section 11007 of the California Health and Safety Code), an alcoholic beverage, or an intoxicant of any kind on school premises or at a school-sponsored or related event. Possession of paraphernalia used for injecting/smoking/ingesting controlled substances is unlawful.

When the principal or his/her designee determines that there is sufficient evidence that a student has used, sold, or otherwise furnished, or is under the influence of alcohol or any other controlled substance, or is in possession of drug paraphernalia, alcohol, or any other controlled substance in violation of this section at school, while going to or coming from school, during the lunch period whether on or off campus, or during, or while going to or coming from a school-sponsored activity, the principal or designee may take immediate disciplinary action against the student. Such immediate action may include, but is not limited to, the following:

1. Confiscation of alcohol, controlled substance, and/or paraphernalia;
2. A five (5) day suspension and documentation of drug offense in student's discipline record;
3. Notification of local law enforcement authority within one (1) school day of suspension (Ed code 48902) for possible citation and/or arrest;
4. Notification of parent or guardian;
5. Assignment to a substance abuse training program of six (6) sessions with their parents over a two-month period.
6. Restriction from all extracurricular school activities; including athletics, for one (1) calendar year;
7. **Possible recommendation for expulsion** (automatic for sales, arranging to sell, or otherwise furnishing a controlled substance; and also for possession of a controlled substance except less than one ounce of marijuana other than concentrated cannabis).

Nothing in this policy requires that the District engage in progressive discipline for a student who has violated this section for the first time, and the District hereby expressly reserves the right to expel a student at any time for violating this section.

* The student shall be **suspended** for three to five (3 - 5) days if there is evidence that he/she is under the influence of alcohol or a controlled substance. If the student denies the allegation of use, the principal may require that the student, accompanied by his or her parent or guardian if possible, visit a doctor or clinic for a medical drug screening test within twelve (12) hours of the suspension. If

the verified medical drug-screening test results are negative, the principal shall rescind the student's suspension, unless the student was also found to be in possession of a controlled substance or to have furnished or otherwise attempted to furnish a controlled substance.

A second drug/alcohol-related offense at any time during the student's four years of high school will result in a recommendation for expulsion.

Mandatory Suspension and Recommendation for Expulsion for Selling/Furnishing Alcohol, Controlled Substance, or Look-Alike Substance

It is unlawful and grounds for **immediate suspension and expulsion** for a student to offer, arrange, or negotiate to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind; it is also unlawful and grounds for immediate suspension and expulsion for a student to sell, deliver, or otherwise furnish to any person another liquid, substance, or material and represent that liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant of any kind on school premises, while going to or coming from school, during the lunch period whether on or off campus, or during, or while going to or coming from, a school sponsored activity.

OR

DISCIPLINE FOR SUBSTANCE ABUSE—OPTIONAL SUPPORT PROGRAM FOR FIRST OFFENSE

Optional One (1) Year Proactive Intervention Program for First Offense

1. Referral to an appropriate community-counseling and support program;
2. The student and parent/guardian sign a contract agreeing to counseling and random drug testing with an outside agency, at parent expense. Such contract shall include a waiver of invasion of privacy rights, with parent providing the school with outside agency's written drug test report;
3. Restriction from all extracurricular activities, including athletics, will be rescinded when the student has provided the principal or designee with a 'clear' drug test from an acceptable outside agency. Such testing shall include collection of the specimen in a non-observed manner and shall test only for drugs, not physical conditions such as diabetes or pregnancy.
4. The record of the first drug offense and any subsequent drug offenses will remain on the student's discipline record.
5. If a student tests positive, showing continued use of drugs, the incident will be treated as a second offense and the student will be recommended for expulsion.
6. Notification of law enforcement within one (1) school day of the suspension for possible citation and/or arrest. (Education Code 48902)

***This optional program is not available for a first offense of selling or furnishing alcohol or other controlled substances.**

Second Offense

A student **shall be recommended for expulsion** if the principal or designee determines that the student, while on school grounds or during an activity off school grounds related to school attendance has unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

USE OF DRUG –DETECTION DOGS

In an effort to keep the schools free of drugs, the district may use specially trained nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy. The dogs may sniff the air around lockers, desks, or vehicles on district property or at district-sponsored events, but ***shall not sniff within the close proximity of students or other persons and may not sniff any personal items on those persons without their consent.***

Oak Park Unified School District Substance Abuse Contract

☐ Suspension

_____ and his/her family have decided that the appropriate consequence for violation of the District's Substance Abuse policy is a five-day suspension. Moreover, the student understands that he/she will not be permitted to attend or to participate in any extra-curricular activities for the duration of one year. If the student is found to be in violation of substance abuse rules again during this period, the student will be subject to expulsion. The student and his/her family understand that they are choosing this instead of a counseling / drug testing program. Also, please understand that a suspension is recorded in the student's permanent record and may affect university eligibility.

☐ Counseling and Random Drug Testing

_____ and his/her family have decided that the appropriate consequence for violation of the District's Substance Abuse policy is to participate in a random drug testing program and counseling. The student and his/her family agree to have the student tested randomly each month within twenty-four hours of the School's request. Moreover, the family will have the drug-testing lab fax the results of the test to the school within 72-hours. The family (student and parents) will also participate in a school-approved counseling program for at least six sessions within a two-month period. If after one year the family has fulfilled this counseling commitment (and provides supporting documentation to the School) and there is no further positive test indicating an illegal substance, then the student will exit this one year probation and there will be no disciplinary action recorded in the permanent record. If, however, the student/parents do not attend the school-sanctioned counseling program, the student will remain in this probationary period until the family has attended at least ten sessions. If at any point during the probationary period the student tests positive for an illegal substance, the school will recommend immediate expulsion from the Oak Park Unified School District.

I understand that I have made a choice as to the consequence for violation of Oak Park Unified's substance abuse policy.

Parent's Name	Student's	Name
Parent's Signature / Date	Student's	Signature / Date

USE OR POSSESSION OF TOBACCO OR TOBACCO SUBSTANCES

Use of tobacco by a student on school premises or at a school-sponsored or school-related event is a violation of board policy and California law. Students are not permitted to smoke, chew, inhale, or possess tobacco or nicotine products on school property, at school-sponsored or school-related events, or while otherwise under the supervision of a District employee.

Smoking before or after school on the sidewalks, streets, and parks adjacent to school may also result in suspension.

When any staff member, administrator or principal's designee determines that a student **IS USING or is IN POSSESSION OF A TOBACCO OR NICOTINE PRODUCT** on school property or at a school-sponsored or school-related activity, or while otherwise under the supervision of a District employee, the following **minimum** procedures shall be instituted:

First Offense:

1. Confiscation of tobacco or nicotine product
2. Student conference
3. Parent/guardian contact
4. Suspension or alternative consequence to be determined by principal or designee
5. Possible referral to an appropriate community-counseling and support program

Second Offense:

1. Confiscation of tobacco or nicotine product
2. Student conference
3. Parent/guardian contact
4. One (1) to two (2) day suspension or alternative consequence to be determined by principal or designee
5. Referral to an appropriate community-counseling and support program

Third Offense:

1. Three (3) to five (5) day suspension; student conference and parent/guardian contact
2. Disciplinary probation with behavioral contract
3. Referral to an appropriate community-counseling and support program

The purpose of the referral to a community counseling and support program is early intervention and prevention of further use. Upon a first time infraction of the substance abuse policy, a student may be assigned to this type of program. This program is coordinated by an Assistant Principal and meets with a community drug counselor for group counseling and prevention education. **Parents/guardians are required to attend these group meetings with their students.**

SCHOOL DISCIPLINE

Students are expected to conduct themselves in an appropriate manner at all times. While the staff is caring and wants the best for students, students will be held accountable for behavior that is disruptive or disrespectful. Please read and review in depth the section in this handbook regarding "Student Discipline Guidelines". You are responsible for knowing them and being aware that they will be consistently enforced. Although the Oak Park Unified School District follows a progressive approach to student discipline, the acts enumerated in California Education Code 48915 ("possessing, selling or otherwise furnishing a firearm; brandishing a knife at another person; unlawfully selling a controlled substance listed in section 11053 of the Health and Safety Code; committing or attempting to commit a sexual assault; and possession of explosives") are dealt with in a swift and appropriate manner as prescribed in the California Education Code. This approach makes the removal of potentially dangerous students from the classroom a top priority.

DETENTION: A detention may be assigned for behavior offenses, or as an alternative to suspension. The detention period is 15 minutes after school.

TEACHER SUSPENSION: Teachers may suspend a student from their classroom pursuant to Education Code 48910, for the day of the incident and the day following. The teacher shall report the suspension to the principal for appropriate action. As soon as possible, the teacher shall ask the parent of the pupil to attend a parent-teacher conference regarding the suspension. Three classroom or school suspensions for incidences in the same class during the same quarter may result in the student being dropped from that class for the remainder of the quarter. Only credits and grade earned to date will be awarded.

ADMINISTRATIVE SUSPENSION: The principal of the school, or the principal's designee, or the superintendent of schools may suspend a pupil from school for any reasons enumerated in Education Code Section 48900, for no more than five consecutive days. Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision a, b, c, d, or e of Section 48900, or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process. The total number of days for which a pupil may be suspended from school shall not exceed 20 school days in any school year, unless for purposes of adjustment, the pupil enrolls in or is transferred to another regular school, an opportunity school or class, or a continuation education school or class, in which case the total number of suspension days shall not exceed 30 in any school year. The governing board of the school district may suspend a pupil enrolled in a continuation school or class for a period not longer than the remainder of the semester if any of the acts enumerated in Section 48900 occurred. The suspension shall meet the requirements of Section 48915.

ACADEMIC HONESTY: Oak View High School believes that effective learning cannot take place without a positive program that promotes personal integrity. Additionally, the internet is a powerful learning tool, but students must understand what constitutes plagiarism. A student's long-term success in school, college, and career is based on what (s)he has learned, not on grades. Such success is also based on students taking research and creating something original with it. Thus, any assignment, project, test, or quiz that a student turns in is expected to reflect what (s)he has done. Many students have come to believe that their grade, not their learning is the key to success. As a result, cheating, copying, and other forms of academic dishonesty have become widespread. To reduce the likelihood of such behaviors, we have instituted the following policy:

A student is considered in violation of school policy on **Academic Honesty** when (s)he participates in any of the activities included in, but not limited to, the list below:

- Copying another student's answers on a test, quiz, or homework, or supplying them to another student.
- Securing a copy of a course test or quiz beforehand or taking one to pass it on.

- Getting answers or questions from students who took the test or quiz earlier.
- Giving answers or questions to students who will take the test or quiz later.
- Copying homework or any class assignment from any source (including the internet), or allowing another student to copy one's own work.
- Willfully falsifying data and presenting it as one's own research or work.
- Having unauthorized test aids and not following test or assignment protocol.

First Offense

The teacher will:

- Give the student a zero on the particular assignment, quiz or test.
- Hold a private conference with the student to discuss the incident.
- Contact the parent/guardian by phone to explain the incident and the school's Academic policy;
- Submit a referral detailing the incident to the principal.

The principal will then:

- Conference with the student to review the incident and the school's Academic Honesty policy.
- Mail a letter to the parent/guardian, summarizing the incident and the school's Academic Honesty policy, within five school days of the incident.

Second Offense: If a second incident of academic dishonesty occurs in the same school year, the student will be DROP FAILED from the course.. The parent/guardian will be informed of this decision by a certified return-receipt letter mailed home within five school days of the incident.

WEAPONS: The Education Code Section 49330 defines an injurious object as any device capable of inflicting substantial bodily damage. All students need to be aware that **any object, which may be used to inflict harm on another person, will be considered a weapon.** This includes any firearm (including BB and pellet guns), knives (including pocketknives, dirks, daggers, and razors), explosives, or any other dangerous object.

Students should also be aware that a new law has made the possession of an **imitation firearm** a suspendable and expellable offense according to Education Code 48900 (b). The school district will treat the possession of the replica or imitation firearm the same as if it was a real weapon.

SEXUAL HARASSMENT: Sexual Harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by any employee, volunteer, or student in the school district. According to law, behavior of a sexual nature constitutes harassment when: (1) Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress. (2) Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual. (3) The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or work environment. (4) Submission or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs or activities available at or through the school.

Types of conduct which are prohibited throughout the district and which may constitute sexual harassment include: (1) unwelcome sexual flirtations or propositions (2) verbal abuse of a sexual nature (3) graphic verbal comments about an individual's body (4) sexually degrading words used to describe an individual (5) display of sexually suggestive objects or pictures in the educational environment (7) sexual jokes, stories, drawings, pictures, or gestures (8) touching an individual's body or clothes in a sexual way (9) any act of retaliation against an individual who reports a violation of the district's sexual harassment policy.

GROUNDS FOR SUSPENSION (ED CODE 48900):

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or
(2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object, or explosive.
- c) Possessed, used, sold, furnished, or been under the influence of any controlled substance, alcohol or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcohol, intoxicant, or representation of items thereof.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school or private property.
- g) Stole or attempted to steal school or private property.
- h) Possessed or used tobacco, or tobacco products.
- i) Committed an obscene act or engaged in profanity or vulgarity.
- j) Offered, possessed, arranged, or negotiated to sell any drug paraphernalia.
- k) Disrupted school activities or willfully defied valid authority.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the Penal Code.
- r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed toward a pupil or school personnel.
- t) Aided or abetted the infliction or attempted infliction of physical injury.
- u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

(E.C. 48900.5) Pupil's presence causes a danger to persons or property, or threatens to disrupt the instructional process.

(E.C. 48900.7) Pupil has made terrorist threats against school officials or school property, or both.

The following three (3) violations apply to pupils in grades 4 through 12:

(E.C. 48900.2) Committed sexual harassment as defined in section 212.5 of the California Education Code.

(E.C. 48900.3) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

(E.C. 48900.4) Engaged in harassment, threats, or intimidation against school district personnel or pupils.

Expulsion Recommendation – Education Code Section 48915 :

- (a)(1) Causing serious physical injury to another person, except in self defense.
- (a)(2) Possession of any knife, or other dangerous object of no reasonable use to the pupil.
- (a)(3) Unlawful possession of any controlled substance, (except for the first offense of not more than one ounce of marijuana).
- (a)(4) Robbery or extortion.
- (a)(5) Assault or battery upon any school employee.
- (c)(1) Possessing, selling, or otherwise furnishing a firearm.
- (c)(2) Brandishing a knife at another person.
- (c)(3) Unlawfully selling a controlled substance.
- (c)(4) Committing or attempting to commit a sexual assault.
- (c)(5) Possession of an explosive.

STUDENT DISCIPLINE GUIDELINES Based on Board Policies 5131(a), 5131(b)

STUDENT RESPONSIBILITIES

All students are expected to comply with school regulations, to pursue the required course of study and to accept the reasonable authority of the Principal and the school staff. The goal of appropriate discipline is for the student to grow and develop self-control and self-direction.

Each student shall have freedom and encouragement to express his/her individuality in school as long as this conduct does not intrude upon or endanger the freedom of other students to learn or of teachers to instruct. Conduct that violates this basic premise will not be tolerated. It is the intent of the Board of Education to establish a rational position between freedom for each individual and the necessity for sufficient order to permit the operation of the instructional program.

Students en route to or from school or in attendance at school functions are subject to the authority of the school.

SCHOOL STAFF RESPONSIBILITIES

School staff members are expected to exercise a reasonable enforcement of school regulations and are responsible for counseling students regarding potential deficiencies or problems. The staff also has a responsibility, whenever possible, to notify parents of potential academic or social problems before they occur. This may include both school and after school activities which interfere with the student's ability to be successful.

The Principal may implement necessary procedures, rules and regulations to render effective the policies of the Governing Board relating to standards of behavior.

Teachers shall be responsible for the instruction of pupils in rules and regulations of proper conduct, as well as be responsible for proper and adequate control of pupils. The responsibility and the authority of any teacher extends to all pupils of the school district.

Parents shall be expected to cooperate with the school authorities regarding the regular attendance and behavior of their children. Parents shall be held responsible for the willful misbehavior of their children, as indicated by section 1714.1 of the Civil Code and Education Code 48909 and 48200.

The Principal of each school shall take steps to insure that all rules pertaining to the discipline of pupils are communicated to students at the beginning of each school year and to all new transfer students at the time of their enrollment in the school.

SPECIFIC PROCEDURES FOR DISCIPLINARY ACTION

Pursuant to all State laws and Oak Park Unified School District Policies and Procedures, the following steps may be taken to enforce necessary school and related district regulations. The following list of minimum and maximum actions does not imply or require that the school staff in dealing with a violation use a "step-by-step" progression of increasing severity. Disciplinary action is dependent upon the nature of the incident, the situation, the previous behavior record of the student, and other background or related circumstances.

The following interventions can be applied with an infraction of regulations occur:

- 1 Conference with student regarding violation and a warning
- 2 Parent contact and warning
- 3 Detention
- 4 Signed behavior contract
- 5 Parent/teacher/ administrator conference
- 6 Work Adjustment Program or community service
- 7 In-school suspension from specific class or activity
- 8 Suspension
- 9 Removal from class with a withdrawal/fail grade
- 10 Transfer to another specialized program
- 11 Contact with police or other appropriate agency
- 12 Expulsion from the District

The following guidelines will be used in determining consequences for student violations. Please note that the minimum and maximum reference numbers correspond to the above schedule of actions.

	Minimum Action	Maximum Action
I. Violations Against School Standards		
A. DISRUPTIVE BEHAVIOR Actions that are detrimental to the effective operations of the school.	3	12
B. DEFIANCE OF AUTHORITY Willful refusal to follow a legal, reasonable direction/order given by a staff member.	3	12
C. CONTINUED WILLFUL DISOBEDIENCE Repeated refusal to follow school rules and regulations.	8	12
D. FORGERY Falsify signature or data on official records, letters, notes.	2	12
E. LEAVING CAMPUS Leaving campus during school hours without proper clearance from the office.	3	12
F. MISBEHAVIOR ON BUS OR VANS Vehicle drivers and staff members are responsible for the orderly behavior of pupils. Misbehavior may result in the parent having to come to pick up the student.	1	8
G. APPREANCE & DRESS Appropriate school dress is required. See student handbook for additional guidelines.	1	8
H. VIOLATION OF SUSPENSION Physically present on a school campus or at a school activity while on suspension.	8	11
I. PLAGIARISM/CHEATING Unauthorized copying of any assignment for the purpose of cheating.	1	10
J. TECHNOLOGY MISUSE Inappropriate use of any technology on the school campus, or involving another student or staff member	2	12
II. Violations Against Persons		
A. ASSAULT Unlawful attempt, coupled with a present ability, to commit a violent injury on the person of another (PC 240).	7	12
B. BATTERY Any willful and unlawful use of force or violence upon the person of another (PC 242).	7	12
C. ASSAULT OR BATTERY ON A STAFF MEMBER (See A and B above)	10 thru 12	
D. WEAPON POSSESSION The unauthorized possession of any instrument capable of producing death or great bodily harm, including imitation firearms (PC 12020).	10 thru 12	
E. ASSAULT WITH A DEADLY WEAPON Every person who commits an assault upon the person of another with a deadly weapon or instrument or by means of force likely to produce great bodily injury is punishable by law.	10 thru 12	

	Minimum Action	Maximum Action
F. FIGHTING Mutual combat in which both parties have contributed to the situation by verbal and/or physical action.	7	12
G. HATE VIOLENCE/HOSTILE ENVIRONMENT Participating in, or conspiring to engage in, acts of hate or violence. Intentionally engaging in threats or intimidation that creates disorder, invades the rights of others, or creates a hostile educational environment.	8	12
H. INTERFERENCE/OBSTRUCTION Any action taken to attempt to prevent a staff member from exercising lawful assigned duties.	6	12
I. VERBAL ABUSE Threatening language to a staff member.	8	12
J. SEXUAL HARASSMENT Unwelcome sexual advances, requests for sexual favors, or any other verbal, nonverbal, physical, or visual conduct of a sexual nature are prohibited.	2	12
K. TERRORISTIC THREATS Any statement, written or oral, made against a school official which threatens to commit a crime which will result in death, great bodily harm, or property damage.	8	12
L. BULLYING Including CYBERBULLYING	1	12
III. Violations Against Property		
A. EXTORTION The obtaining of property from another with consent induced by wrongful use of force or threat, or under guise of official right (PC 518).	7	12
B. THEFT An unlawful taking of property (PC 518).	7	12
C. UNAUTHORIZED USE OF SCHOOL PROPERTY	7	12
D. WILLFUL DAMAGE OF SCHOOL PROPERTY Any student who willfully cuts, defaces, or otherwise injures in any way property, real or personal, belonging to the school is liable.		
E. DAMAGE TO PERSONAL PROPERTY	7	12
IV. Violations Against Public Decency and Good Morals		
A. GAMBLING The playing of a game of chance for stakes (PC 330).	2	12
B. VULGARITY/PROFANITY Language that is disgusting to the senses; repulsive.	3	10
C. OFFENSIVE SOCIAL BEHAVIOR Activities that are an infraction of acceptable social actions	1	12
V. Violations Against Public Health and Safety		
A. POSSESSION OR USE OF ANY OF THE FOLLOWING:		
Dangerous Drugs	8 thru	12
Unauthorized Controlled Substance(s)	11 thru	12
Alcohol	8	12
Tobacco	8	12
B. SELLING DANGEROUS DRUGS OR UNAUTHORIZED CONTROLLED SUBSTANCES (including look-alike drugs)	11 thru	12