Oak Park HIGH SCHOOL

Student Handbook
2014 - 2015

TABLE OF CONTENTS

ALMA MATER	3
THE OAK PARK HIGH SCHOOL STORY	3
OPHS MISSION STATEMENT	3
OAK PARK HIGH SCHOOL PHILOSOPHY	4
OAK PARK HIGH SCHOOL STAFF PHONE NUMBERS	4
OAK PARK HIGH SCHOOL BELL SCHEDULES	5
OAK PARK HIGH SCHOOL BLOCK SCHEDULE	5
OAK PARK HIGH SCHOOL - GLOBAL LEARNING GOALS	6
ACADEMICS AND GUIDANCE	7-12
GPA CALCULATION S	12-13
GRADUATION REQUIREMENTS	14
COLLEGE ENTRANCE REQUIREMENTS	155
ACADEMIC RECOGNITION	155-17
EXTRA /CO-CURRICULAR ACTIVITIES	17-18
STUDENT COUNCIL (ASB)	18-19
ATHLETICS	19-20
GENERAL INFORMATION	20-22
ATTENDANCE	22-24
OFF CAMPUS PASSES	25
DISCIPLINE	25-34
ALTERNATIVE EDUCATION	35-37
WHAT IT MEANS TO BE AN OAK PARK EAGLE	37-38
THE EAGLE CODE	38
CODE OF ETHICS CONTRACT FOR PARTICIPATION IN CO-CURRICULAR ACTIVITIES	39
STUDENT / PARENT ACKNOWLEDGEMENT OF RECEIVERSHIP	40

ALMA MATER

"Proud and Bold"

Proud and bold the Oak Park Eagles,

Spirit soaring high . . . .

Black and gold our colors flowing

Honor never die.

Oak Park, Oak Park, ever loyal,

Trees of strength on green hills lie.

Let our love be everlasting . . . .

Onward, Eagles, fly!

Ilana Kern

Class of 1984

THE OAK PARK HIGH SCHOOL STORY

Trailers on Conifer Street in the school year 1979-80 were the first home of Oak Park High School. In 1981, the present location became the middle school and high school campus, housing approximately 350 students in grades 6 through 10.

In the spring of 1983, Oak Park graduated its first class of seniors, "a great class in all respects," according to Mr. Fred Yamano, an Oak Park staff member from the beginning and currently a retired teacher from Oak Park High School.

Mr. Yamano, who was also the first football coach, remembers playing games at Brookside Elementary in 1980. When the high school moved to its present location, the football team shared its field with cows from across the street. That was in 1981 when Kanan Road stopped at the park and there was only open space beyond.

It was not until the 1988-89 school year that Medea Creek Middle School got its own campus and faculty had to decide whether they were staying at the high school or going to the new school up the hill. Constant growth kept the construction crews busy.

The OPHS campus added the G Building, a new Weight Room and Cardio Lab in the Gym, and refurbished our football stadium in 1995, when school enrollment was approximately 600. Since then, the Oak Park High School campus has added much needed new facilities such as a state of the art library in 2004, a new two story classroom building in 2006, six new relocatable classes in 2010 and a new Turf stadium field, modernized science labs and administration building, imporved landcaping, and an upgraded gym with A/C added in 2011. New sound systems in the Gym, Pavilion, and staduim fields along with a new theater lighing system and sound booth were added in 2012-13.

Now, as we enter the 2013 - 2014 school year, the Oak Park High School population is approximately 1,500 students in grades 9 through 12.

OPHS MISSION STATEMENT

The mission of Oak Park High School is to ensure a quality educational experience which will develop the intellectual, personal, social, and cultural foundations of our students and instill in them a desire to achieve excellence.

OAK PARK HIGH SCHOOL PHILOSOPHY

Oak Park High School offers students the opportunity to experience a quality comprehensive program as well as providing an educational environment in which each student may develop to his or her maximum intellectual, social, emotional and physical potential. Our faculty and staff believe that education is a shared responsibility of parents, students, community organizations, and the schools. As a result, we encourage communication between these groups and actively seek their involvement in the educational process. We are consistently re-evaluating and fine-tuning our programs, policies, and procedures so that we may meet the changing needs and best interests of our students. Oak Park High School is committed to creating an attitude that fosters academic excellence, spirited involvement in school activities, and an understanding and concern for fellow students. Our success in achieving these three goals is a direct result of a dedicated, professionally skilled staff, a highly motivated student body, and a supportive and involved community.

OAK PARK HIGH SCHOOL STAFF PHONE NUMBERS

From 7:00 AM to 3:45 PM call the main number at:
(818) 735-3300
Fax Number: (818) 707-7970
Oak Park High School
899 N. Kanan Rd.
Oak Park, CA 91377

Direct-line phone or call-in voice mail numbers are listed in parentheses below. The main school number is **(818) 735-3300**. To contact staff members by e-mail, use their first initial, followed by their last name and end with **@oakparkusd.org**, all in lower case. For example: **astudent@oakparkusd.org**

Kevin Buchanan ..... Principal (735-3312)

Bryan Martin ..... Assistant Principal (735-3332)

Jason Meskis ..... Assistant Principal (735-3332)

Julie Heeney ..... Counselor (A-Ge) (735-3310)

Debi Fries ..... Counselor (Gi-Ng) (735-3310)

Randy McLelland ..... Counselor (Ni-Z) (735-3310)

Janet Svoboda ..... Counselor (Grade 9) (735-3310)

Toni Paulson ..... Office Manager (735-3312)

Geri Sterling ..... ASB/Athletics Sec. (735-3301)

Sandy Iwanoff ..... ASB Bookeeper/Student Store(735-3342)

Pat Ramirez ..... Registrar-Counseling Secretary (735-3310)

Debbie Rauch ..... Attendance (735-3311)

Jean Gilbert Hawkins ..... College Career Center (735-3315)

Ann Pettit ..... Athletic Director(735-3303)

Heidi Cissell ..... ASB Director (735-3345)

A DETAILED LIST OF ALL STAFF AND VOICE MAIL NUMBERS ARE UNDER THE "STAFF PAGES" LINK ON THE SCHOOL WEBSITE AT: http://www.oakparkusd.org/ophs

OAK PARK HIGH SCHOOL BELL SCHEDULES

0 period daily except Mondays.
Periods 1-6 on alternating Block schedule.
7th period Academic Support Daily.

Regular Schedule (Tuesday – Friday)

Period	Time	Minutes
Period 0	7:20 to 8:20	60
Passing	8:20 to 8:30	10
Block 1 (1/2)	8:30 to 10:05	95
Nutrition	10:05 to 10:15	10
Passing	10:15 to 10:25	10
Block 2 (3/4)	10:25 to 12:05	100
Lunch	12:05 to 12:40	35
Passing	12:40 to 12:50	10
Block 3 (5/6)	12:50 to 2:25	95
Support (7)	2:25 to 3:10	45

Activity Schedule 20 minutes

Period	Time	Minutes
Period 0	7:20 to 8:20	60
Passing	8:20 to 8:30	10
Block 1 (1/2)	8:30 to 10:00	90
Nutrition	10:00 to 10:10	10
Passing	10:10 to 10:20	10
Activity (Block 2)	10:20 to 10:40	20
Block 2 (3/4)	10:40 to12:10	90
Lunch	12:10 to 12:45	35
Passing	12:45 to 12:55	10
Block 3 (5/6)	12:55 to 2:25	90
Support (7)	2:25 to 3:10	45

Monday / Late Start Schedule

Period	Time	Minutes
Meeting	7:30 to 8:20	50
Passing	8:20 to 8:30	10
Block 1 (1/2)	8:30 to 10:05	95
Nutrition	10:05 to 10:15	10
Passing	10:15 to 10:25	10
Block 2 (3/4)	10:25 to 12:05	100
Lunch	12:05 to 12:40	35
Passing	12:40 to 12:50	10
Block 3 (5/6)	12:50 to 2:25	95
Support (7)	2:25 to 3:10	45

Assembly Schedule 45 minutes

Period	Time	Minutes
Period 0	7:20 to 8:20	60
Passing	8:20 to 8:30	10
Block 1 (1/2)	8:30 to 9:50	80
Nutrition	9:50 to 10:00	10
Passing	10:00 to 10:10	10
Block 2 (3/4)	10:10 to 11:35	85
Assembly	11:35 to12:20	45
Lunch	12:20 to 12:55	35
Passing	12:55 to 1:05	10
Block 3 (5/6)	1:05 to 2:25	80
Support (7)	2:25 to 3:10	45

Minimum Day/Final Schedule

Period	Time	Minutes
Period 0	7:30 to 8:20	50
Passing	8:20 to 8:30	10
Block 1	8:30 to 10:10	100
Nutrition	10:10 to 10:20	10
Passing	10:20 to 10:30	10
Block 2	10:30 to 12:10	100

All Periods (0-6)

Period	Time	Minutes
Period 0	7:20 – 8:20	60
Period 1	8:30 – 9:12	42
Period 2	9:22 – 10:04	42
Nutrition	10:04 – 10:14	10
Period 3	10:24 – 11:14	50
Period 4	11:24 – 12:06	42
Lunch	12:06 – 12:41	35
Period 5	12:51 – 1:33	42
Period 6	1:43– 2:25	42
Support (7)	2:25 to 3:10	45

OAK PARK HIGH SCHOOL DAILY BLOCK SCHEDULE

Our block schedule is posted on our web site at: http://www.oakparkusd.org/site/Default.aspx?PageID=1270

OAK PARK HIGH SCHOOL - GLOBAL LEARNING GOALS

The Global Learning Goals for Oak Park High School have been developed with the idea that our primary role as educators is to create a learning environment where students become self-directed learners. In order to attain this goal, students must demonstrate a mastery of academic content, exhibit higher levels of thinking and show the ability to produce high quality work. In addition, students should display the individual and collective personal qualities that contribute to an effective learning community. The mission of Oak Park High School is to take students from where they are, add value to what they already know and build on what they are able to do.

As a result, Oak Park High School will prepare its graduates to be:

Academic Achievers who

- Know (define, memorize, record, name, recognize) the content required to meet the academic standards
- Understand (discuss, relate, clarify, explain) the content required to meet the academic standards
- Demonstrate growth in meeting the academic standards

Critical Thinkers who

- Apply complex problem-solving strategies to meaningful tasks
- Analyze, integrate and evaluate significant concepts within various contexts
- Transfer learned skills to new situations
- Synthesize information from multiple sources to identify complexities and discrepancies

Quality Producers who

- Adhere to high quality standards in their academic and personal pursuits
- Utilize technology to complement their work
- Demonstrate creativity and original thinking
- Display connections between disciplines

Self-Directed Learners who

- Set, pursue and accomplish realistic, yet challenging goals for themselves
- Exhibit self-motivation, self-discipline and self-evaluation
- Develop and apply effective personal learning strategies and work habits
- Overcome obstacles through the effective application of learned skills

School Community Contributors who

- Demonstrate high personal standards of behavior
- Accept individual and group responsibility
- Display honesty and integrity
- Contribute time, energy and talent to improve the quality of life in the school

Program Changes

Schedule changes may ONLY be made during the first two full weeks of the semester for the following reasons:

- Error in schedule
- Wrong class assigned
- No class assigned
- Duplicate class assigned
- Senior student requires a class to meet graduation requirements
- Course prerequisites were not satisfactorily met
- Prior approval, as required, was not obtained
- Student previously did not pass a class
- Balance class sizes (a counselor or administrator may change a student's program to balance class size to ensure an optimum learning environment within a class)
- Class change requests will not be granted for the sole purpose of changing teachers or class periods

Class Withdrawal

Year Long Course

After the three week add drop period students may withdraw from a class up to, but no later than the 6th week of the school year (i.e.one week after the 5 week progress report). However, students are not guaranteed a replacement class this late in the semester and may be assigned to a study hall or no class at all. A "W" will be placed on the student transcript.

A student who withdraws from a class after the 11th week of the school year (i.e. one week after the quarter report card) will receive a "WF" on their transcript.

Semester Course

After the three week add drop period students may withdraw from a class up to, but no later than the 6th week of the semster (i.e.one week after the 5 week progress report). However, students are not guaranteed a replacement class this late in the semester and may be assigned to a study hall or no class at all. A "W" will be placed on the student transcript.

A student who withdraws from a class after the 11th week of the semester (i.e. one week after the quarter report card) will receive a "WF" on their transcript.

Note: A "W" adds no credits or grade points (i.e. it has no impact on the student's GPA. Students may only withdraw from a class if they still retain the minimum number of classes in their schedule (see the *Matriculation/Acceleration* section of our handbook for more details). If these requirements have been met, a withdrawal form would be obtained from the Counseling Office. The form must be approved by the teacher, parent, counselor and an administrator. Students and parents should be aware that withdrawing from a course may affect a student's progress towards graduation. A **WF** adds 5 credits attempted, and 0 grade points to a student's record. This has the same negative impact as an "F". This can adversely impact a student's GPA, CIF and extracurricular eligibility as well as their progress towards graduation, and college admission.

Level Changes

Year Long Course

Students may request a course level change (i.e. AP to CP, Spanish II to Spanish I etc…) up to, but no later than the 11th week of the school year (i.e. one week after the 1st quarter report card). Level changes must be approved by all teachers involved in the change, and are subject to seat availability in the new course(s). It should also be noted that the student's grade in the higher level course will transfer with them to the new (lower level) course.

Semester Course

Students may request a course level change (i.e. Economics AP to CP, etc) up to, but not later than the 11th week of the semester (i.e. one week after the 1st or 3rd quarter report cards). Level changes must be approved by all teachers involved in the change, and are subject to seat availability in the new course(s). It should also be noted that the student's grade in the higher level course will transfer with them to the new (lower level) course.

WF – Withdrawal/Fail

A student who withdraws from a class after the 11th week of the school year (i.e. one week after the quarter report card) will receive a "WF" on their transcript.

Administrative Withdrawals

Students may also be administratively removed from a class for behavioral, attendance or other disciplinary reasons if counseling or other corrective measures have failed to be effective. The removal may be posted as a "W" or "WF" on the student's transcript based on the Administrator's decision.

Repeated Classes

Students should always check with their counselor before repeating a class. If it is deemed necessary for remedial purposes, the Oak Park transcript will still carry the original grade with a notation that the course has been repeated in a subsequent semester (or summer school). The new grade will also be reflected, and used to replace the original when recalculating the G.P.A. It should be noted that if a student has already passed a course with a "D" or better, no new credit towards graduation will be earned when a course is repeated.

Note: Neither the University of California nor the California State University recognizes "D's" or "F's" as passing for admissions purposes Additionally, if a student has already earned a "C" or better in a course, neither the UC nor CSU will accept a higher grade if the class is repeated. Please check with the college/university of your choice to determine their policy regarding repeated courses.

Final Exam Dates (2014 - 2015)

Semester 1
January 16-20 2015 (Zero Period)

January 21 – 23, 2015 (Periods 1-6)

Semester 2
June 10– 12, 2015 (Periods 1-6 grades 9-11)
June 4 and 5, 2015 (Zero Period and seniors only)

- Students will **not** be allowed to take final exams early.
- Students not taking the final exam in a class will be given a grade of "Incomplete" or will earn a "zero" for the final exam.
- Students must bring a note from home to the principal explaining their inability to take a final exam.
- If the Principal approves the absence, students must make up an "Incomplete" within three weeks or it will be changed to a grade of FAIL.

Progress Reports/Report Cards (end of reporting period)

Progress Reports
Weeks 5 and 15 (semester 1), Weeks 25 and 35 (semester 2)

Report Cards
Weeks 10 and 20 (semester 1), Weeks 30 and 40 (semester 2)

Homework

Homework is defined as a school-related assignment given by a teacher, which requires time and effort outside of the regular classroom for successful completion. Assignments should enhance experiences initiated in the classroom, extend knowledge, stimulate new interest, and develop self-direction, initiative, independent thinking, perseverance, and good work habits. It is reasonable for the serious college-bound student to spend an average of 1 1/2 - 2 hours per night on outside work. Honors and A.P. students should expect to spend an average of 2 1/2 - 3 hours per night.

In helping students with homework, **parents should**:

- Show interest in the student's work.
- Encourage the student and offer counsel, but insist that the student do his/her own work.
- Provide a suitable place for study, free from distraction and, if possible, reserved for that student alone.
- Check to see that the homework assignments are completed.
- Assist in balancing school work with other activities.
- Talk with teachers if assignments seem to be causing the student continuing problems.
- Keep in touch with the school program through calls, visits, and participation on school committees.

With respect to homework, **students should**:

- Listen carefully to all directions and explanations about homework.
- Ask questions if the assignment is not clear.
- Keep a record of all assignments in your TimeTracker, including due dates and other specific requirements.
- Have a definite time and place for study, free from interruptions, and stocked with working materials.
- Budget time wisely and maintain a schedule of study time.
- Begin assignments promptly and turn in quality assignments on time.
- Make use of such aids as libraries, a dictionary, maps, general reference materials, and the questioning of people who are authorities or are experienced in various fields, as appropriate.
- Strive for the best results, rather than the minimum which will be acceptable.
- Take the initiative in making up work missed for any reason.
- Study independently unless a group project has been assigned.
- Refrain from copying other students' work. The student should use his/her own words in homework.
- Attend 7th Period Support regularly.

State Seal of Bi-literacy

Per the State of California, students who

1. Have an overall GPA of 2.0
2. Score Proficient or Advanced on their STAR English in 11th grade
3. Complete the 4th year of foreign language at the high school (or pass an Advanced Placement Foreign Language Exam)

Will be eligible for the State Seal of Bi-literacy on their diploma and transcript.

Make-Up Policy

It is the **student's responsibility** to request make-up work. Students will be allowed to make up work and tests following an EXCUSED ABSENCE, BUT **NOT** AN UNEXCUSED ABSENCE OR TRUANCY (CUT). Students that have been suspended may only make up work at the teacher's discretion. Due dates for make-up work and tests will be set by the individual teacher. If the student was aware of the assignment or test, (s)he will be expected to submit the work or take the test as soon as (s)he returns from the absence. Long-term assignments will be due on the assigned day; students must make arrangements to have someone submit work for them in the event of an absence. Students needing to miss school because of a family trip can be placed on short-term independent study if the absence is five days or more in duration.

Summer School

In accordance with the Oak Park Unified School District's educational objectives and fundamental summer school policy, students may be granted credit toward graduation subject to the following limitations:

- Students may retake a failed class at any accredited high school or adult school.
- Students may not take online correspondence courses for remediation credit.
- *Note*: the University of California or the California State University does not recognize "D's" or "F's" as passing. Additionally, if a student has already earned a "C" or better in a course, neither the UC nor CSU will accept a higher grade if the class is repeated. Please speak to your counselor about repeating a class..
- Students may not take elective or core classes for acceleration or first time credit in any setting other than the Friends of Oak Park Schools sponsored Summer program.
- Students may not take online correspondence courses in lieu of elective or core classes for acceleration or first time credit.
- Students may not apply more than a maximum of 15 credits of summer school credit per year towards the OPHS graduation total without administrative/counselor approval.
- Only 10 credits of summer school credit per year may count towards core-required courses for graduation.

Standardized Testing

The Oak Park Unified School District and OPHS are required by law to administer several series of achievement tests as part of the state assessment and school accountability program. The California High School Exit Exam (CAHSEE) is an exam in reading, writing, and math. Passing all sections of the exam is required in order to receive a high school diploma. Math and Language Arts exams are also administered as part of the Statewide SBAC program to assess progress toward the new Common Core standards in those curriculum areas.

Adult Education

Students may take adult education courses to make up credits. Permission **must** be obtained from an administrator and/or counselor **prior** to registering for classes. Students may not apply more than one adult education course per semester, or a total of 10 credits for the school year, towards the OPHS graduation requirements total.

Note: Most adult education courses are for High School credit only since they do not meet college preparatory criteria for UC, CSU, or Private School admission. Students should discuss their plans with a counselor in order to ensure that they will stay on track for college entrance.

Maximum Credit

Normally, a student may enroll in a maximum of **80 credits** per school year through a combination of Oak Park High School classes, adult school classes and/or college courses. With demonstrated need and administrative/counselor approval, a student may petition to enroll in more than 80 credits during the school year. Typically, additional credit might be earned through classes in work experience, ROP, distance learning or correspondence programs. See your counselor for details.

College Courses for High School Credit

Under special circumstances, students may also take courses at accredited colleges or universities for high school credit. Students **must** obtain administrator and/or counselor approval **prior** to registering for college courses. For a college course to be used in lieu of a high school core class, it **must** be equivalent to the OPHS curriculum and address the essential standards of the high school course. An official college transcript, showing the completed coursework, must be provided to the OPHS registrar in order for the college course to apply to the OPHS transcript. Students may not apply more than one college course per semester, or a total of 10 credits for the school year, towards the OPHS graduation requirement total. College courses will **not** receive extra grade points when placed on the high school transcript. (See your counselor for further information.)

For properly articulated courses college-to-high school credit will be granted as follows:

- A 5 semester unit college course will be granted 10 high school credits
- A 3 or 4 semester unit college course will be granted 5 high school credits
- A 1.5 or 2 semester unit college course will be granted 2.5 high school credits

- For college courses less than 1.5 units a combination of lesser credits may be used to accrue 1.5 credits

Online Courses for High School Credit

For the purposes of remediation only, student may take courses through an accredited online program. The online schools must have also been approved by the University of California. You can view the list of UC approved providers at the following link on the UC website: https://doorways.ucop.edu/list/app/institutionSearch-flow;jsessionid=4427ED419454F2FD3FB3A56C0EA6B7F2?execution=e1s2 Students must obtain administrator and/or counselor approval prior to registering for any remedial online courses. Students may not take an online course for acceleration or first-time high school credit on the OPHS Transcript.

Matriculation / Acceleration

Most students will elect to maintain the minimum full-time status while enrolled at Oak Park High School (see definitions under Required Number of Classes). This will ensure a smooth path to completing the 240 credits required for graduation. However, there may be some students who wish to accelerate through high school for a variety of reasons. Through a combination of summer school, college or adult education courses and other additional credits these students may come to the middle of their senior year having met all or most of the requirements for graduation. Students that have a desire to do this **must** plan ahead and discuss with their counselor no later than the end of their junior year in order to ensure that they will be able to meet all of the Oak Park High School graduation requirements. Additionally, students and parents must understand that this decision will likely affect eligibility to participate on CIF teams and in other school-related activities that occur during the senior year.

Required Number of Classes

In order to maintain full-time status, meet legal attendance requirements and stay on track for graduation the following are the minimum number of classes required at each grade level:

- Freshmen and Sophomores – must be enrolled in a minimum of six classes on campus
- Juniors –must be enrolled in a minimum of six classes (five must be on the OPHS campus). The sixth class may be an equivalent class, such as ROP or adult school course, but it must be pre-approved by their counselor.
- Seniors – must be enrolled in a minimum of five classes (all must be on the OPHS campus). Seniors that desire dismissal at lunch every day may accomplish this through enrollment in one of our 0 Period classes and by having their parent sign an "off-campus" pass.

Note: Online correspondence courses may not be used to meet the required number of classes for any grade level.

Pass/Fail (credit/no credit)

All courses must be taken for a letter grade.

AP Courses

Students who take an AP level course may be required, by the AP teacher, to take the corresponding AP exam for that course. Additionally, failure to take the exam may result in the AP course label being removed from the student's transcript – to be replaced with the college prep (CP) level course designation. No student will be denied access to the AP exams for financial reasons.

Course Challenges

Students who believe that they have acquired the knowledge and skills to bypass a high school course may challenge the course through the following guidelines. **They must notify their counselor and the teacher of the course that they want to challenge within the first two weeks of the school year.** They will be required to take and pass the same final exam as other Oak Park students take in that course. They must pass the exam with a "B+" or better. Upon successfully completing the aforementioned steps the student will be allowed to enroll in the **next level course** in the high school sequence. The student's transcript will reflect that they "Passed" the course, but no letter grade or credits towards graduation will be granted.

Special Education Advisory Committe (SEAC)

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; and
- educate and inform the public, the administration, the staff, and the Board of Education regarding the laws and best practices pertaining to special education

Regional Occupational Program (ROP)

This program offers special skills and job training classes in a variety of occupational fields. The program is open only to juniors and seniors with most classes offered in the afternoons. In addition to Oak Park High School, classes are held in various locations throughout the county including the facilities located at the Camarillo Airport, Calabasas and Agoura High Schools. A limited number of spaces are available in these classes. It is possible to earn up to 10 credits per semester in some classes and transportation may be provided. Please refer to the ROP Course descriptions under Practical Skills.

GPA CALCULATIONS

GPA Calculation

A student's high school GPA is one of the most misunderstood topics that we encounter. This is because there is no single GPA formula that applies to all students, in all situations. Every high school has the freedom to assign weighted grade points to their GPA's - or not, as they see fit. Furthermore, depending on who (or what institution) is viewing a student's transcript, they all have differing views on how to calculate the GPA, which classes to include in the GPA, and whether to assign weighted grade points. The most important thing to understand is that colleges don't use a high school's GPA calculation for their admissions decisions!

The one thing that all colleges want to see is that students have challenged themselves in high school by taking the most rigorous curriculum they are capable of. This is clearly the best predictor of future success in college. Thus, the primary reasons a student should take Honors or Advanced Placement (AP) courses would be to learn more, to challenge themselves, and to prepare themselves for college - not for artificial grade points that their high school may choose to assign.

For all of the aforementioned reasons, the OPHS faculty believes that weighted grade points on the high school transcript should not be a deciding factor in a student's course selection process. We always encourage students to take the most rigorous courses they are capable of in the subjects where they have both demonstrated ability and passion. Accordingly, effective with the class of 2010 Oak Park High School no longer assigns weighted grades for any courses. The OPHS GPA is calculated on a 4 point scale using the following grade points for all classes:

A= 4 grade points; **B**= 3 grade points; **C**= 2 grade points; D= 1 grade point; **F**= 0 grade point.

Below is an example of how OPHS calculates it's unweighted GPA:

Classes	Grade	Grade Points
English II Honors	A-	4
Biology Honors	B	3
European History AP	C	2
Geometry	B	3
Spanish II	A	4
Physical Education II	A-	4
Total Grade Points		20
Total Grade Points divided by 6 classes = GPA		20/6 = 3.33 OPHS GPA

How do the UC & CSU Systems Calculate The High School GPA?

As referenced above, the UC & CSU systems have their own criteria for calculating a high school GPA. For informational purposes we have provided a brief summary of their criteria, and an example of how it compares to the OPHS GPA.

The GPA for UC & CSU eligibility is the average of grades earned in the required "a-g" subjects completed in grades 10-11. Extra points are awarded for up to 8 semesters of UC-certified honors coursework. In the selection process however, individual UC campuses may use a variety of other GPA's - some capped at 4.0, some uncapped, some with a limit on the number of extra points allowed for UC-certified honors, and some with no limit on honors points.

UC & CSU Honors Policy: The policy of the UC and CSU is that ninth and tenth grade level high school courses that high schools might designate as 'honors' will not meet their honors definition, and therefore will not be granted honors credit. The UC & CSU systems award honors points for a maximum of eight semesters of approved Honors/AP courses when calculating their eligibility GPA. These points are granted for courses taken in 11th and 12th grades, including up to two UC-approved Honors/AP courses completed in the 10th grade. As a result, 9th and 10th grade Honors courses taken by Oak Park students (such as Global Science Honors, English II Honors, and Biology Honors) do not receive honors points in the UC/CSU formula. However, they do grant extra points for European History AP and/or Biology AP when taken in 10th grade.

The "a-g" Subject List: To view the list of UC/CSU approved courses for Oak Park High school go to our web page at the following link: "a-g" Subject List

Below is an example of how UC & CSU will calculate the same student's GPA:

Classes	Grade	Weighted Grade Points for UC/CSU approved Honors & AP courses
*English II Honors	A-	4
*Biology Honors	B	3
European History AP	C	3
Geometry	B	3
Spanish II	A	4
**Physical Education II	A-	N/A
Total Grade Points		17
Total Grade Points divided by 6 classes = GPA		17/5 = 3.40 UC/CSU GPA

*English II Honors & Biology Honors are not UC approved Honors courses.

**Physical Education is required for H.S. graduation but is not a course that the UC or CSU use for the determination of admissions eligibility.

Calculate your own UC/CSU GPA: Click here to perform an online calculation of your UC/CSU GPA Remember that the GPA returned is only as accurate as the information you input. Please read the instructions carefully!

For more information, go to the GPA and Class Rank page on the OPHS web site.

Honors and AP Classes

Honors (H) and advanced placement (AP) courses provide an opportunity for students to pursue a more rigorous course of study. The philosophy of Oak Park High School is to encourage students to extend themselves by taking the most rigorous courses that they can succeed in. More than 50% of our students take one or more honors or advanced placement courses during their high school career. Eligibility for honors and advanced placement courses includes a strong passion for the course content and previous evidence of exemplary work in the subject matter. Prerequisites for all courses are detailed in the course selection guide, located online. Additionally, AP courses, which follow a college-level course of study, prepare students to take an exam sponsored by the College Board in May. Many colleges and universities grant college credit for courses taken in high school if the student passes the exam. **However, it is important to note that individual colleges and universities determine their own policies for granting college credits for AP classes.**

As previously mentioned there is no consistency in terms of how colleges, universities, or scholarship programs will weight advanced coursework when calculating GPA. However, colleges and universities want to see students take the most rigorous curriculum they are capable of because this is the best predictor of future success in college. You should contact your schools of choice to determine their respective honors/AP policies. Check out our web site to see which honors and AP courses are offered at Oak Park High School for the upcoming school year. Low enrollment numbers may impact our ability to offer some of these courses.

GRADUATION REQUIREMENTS

The following are the minimum course requirements that must be satisfied in order to graduate from Oak Park High School. Our local board of education has established a total of 240 credits as the requirement for graduation from the Oak Park Unified School District. Please note that courses can only be used once to meet requirements. For example, a single computer class cannot meet both the practical skills requirement and the computer literacy requirement.

- **COMPUTER LITERACY** - One semester (5 credits). Commonly this requirement is met through completion of the Computer Applications course. Students may fulifil this reqirement by taking a computer based class, such as web design, animation, etc.
- **ENGLISH** - Fours years (40 credits) including English I, II, III and IV / Senior Semester Seminars.
- **HEALTH** - One semester (5 credits) of Health in the 9th grade.
- **HISTORY/SOCIAL SCIENCE** - Three and one half years (35 credits) including: World Geography, World History, U.S. History, Government and Economics.
- **LIFE SKILLS** - One semester (5 credits) of Life Skills in the 12th grade.
- **MATHEMATICS**- Three years (30 credits) including Algebra and Geometry
- **SCIENCE** - Three years (30 credits) including a life science and physical science.
- **PHYSICAL EDUCATION** - Two years (20 credits) of P.E. must include 10 credits of PE 1 (9th grade PE). All or part of remainder of the PE credits may be earned through PE 10-12, Dance, or through a student's athletic participation.
- **PRACTICAL SKILLS** - One semester (5 credits). All courses in the "Practical Skills" and "Computer Education" sections may be used to meet this requirement, in addition to specific general electives. See the OPHS Course Selection Guide for more details.
- **VISUAL/PERFORMING ARTS** - One year (10 credits) in visual arts, instrumental music, drama, or choral music.
- **GENERAL ELECTIVES**- (55 credits): In addition to the requirements above, students must complete 55 credits of electives to meet the graduation credit total. Any courses not used to meet prescribed graduation requirements may be used to meet the general elective requirement, including additional academic courses. This requirement includes Foreign Language, a fourth year of math and a fourth year of science.
- **CALIFORNIA HIGH SCHOOL EXIT EXAM (CAHSEE)** –Students are required to pass a math and language arts test developed by the State of California in order to receive a high school diploma. These tests are administered each year to all sophomore students and to any junior or senior student that has failed to pass the tests in a previous year. Students will have six opportunities during their high school career to pass the CAHSEE.
- **Note:** Students are required to pass all graduation requirements. If a graduation requirement is not completed, students must repeat the class until a passing grade is achieved. Courses may be repeated for a higher grade; however, unit credit will be given only once.

RECOMMENDED HIGH SCHOOL COURSE SEQUENCE @ 60 credits per school year:

9th Grade	Credits
English I	10 Credits
Geography	5 Credits
Foundations of Science	10 Credits
Math	10 Credits
Physical Education	10 Credits
Health	5 Credits
General Electives/VPA/ Technology/Foreign Language	10 Credits
9th grade year-end subtotal:	**60 Credits**

10th Grade	Credits
English II	10 Credits
World History	10 Credits
Biology	10 Credits
Math	10 Credits
Physical Education	10 Credits
General Electives/VPA/ Technology/Foreign Language	10 Credits
10th grade year-end subtotal	**120 Credits**

11th Grade	Credits
English III	10 Credits
U.S. History	10 Credits
Chemistry/Fundamentals of Science	10 Credits
Math	10 Credits
General Electives/VPA/ Technology/Foreign Language	20 Credits
11th grade year-end subtotal	**180 Credits**

12th Grade	Credits
English IV / English Seminars	10 Credits
Government	5 Credits
Economics	5 Credits
Life Skills	5 Credits
General Electives/VPA/ Technology/Foreign Language	35 Credits
12th grade year-end subtotal	**240 Credits**

COLLEGE ENTRANCE REQUIREMENTS

ACADEMIC PREPARATION

A challenging high school course load is one of the primary criteria that college admissions directors use to analyze candidates for college entrance. The degree of difficulty of the course load and the grades earned in those courses determine admission. Students should take college prep courses that go beyond minimum admission standards. It is recommended that students take as many courses as possible in English, history/social science, lab science, mathematics and foreign language. Required and recommended courses for the UC, CSU, private and community college systems are shown below. In addition, parents and students are directed to the extensive resources found in Naviance, a web site which can be accessed through the Oak Park High school web site.

Freshmen will receive their passcodes when they have their individual meeting with the freshmen counselor.

9th Grade	10th Grade	11th Grade	12th Grade
English I	English II CP/H	English III, CP/H/AP	English IV CP/H/AP
Health & Geography	World History or Euro. History AP	US History CP/H/AP	Govt. CP/AP, Econ. CP/AP
Algebra 1A, Algebra 1, or Geometry	Algebra 1B, Geometry, or Algebra II CP/H	Algebra II CP/H, Finite Math, Math Analysis CP/H Calculus (AB) AP	Algebra II, or Finite Math, or Math Analysis, or Statistics CP/AP or Calculus (AB or B/C) AP
Foundations of Science CP or H	Biology CP/H/AP	Chemistry CP/H/AP	Physics CP, Physics AP 1 or 2, or Chem. AP, or Bio. AP, or Environmental. Science AP or Anatomy & Physiology CP
Foreign Language I or elective	Foreign Language I or II	Foreign Language II/III/IV CP/H or CP elective	Foreign Language IV/V AP and/or CP elective

ACADEMIC RECOGNITION

California Scholarship Federation (CSF)

The OPHS California Scholarship Federation chapter is part of a statewide organization, which fosters pride in high standards of scholarship. **Full membership** is open to students in grades 10-12 who meet specific grade standards in academic classes. In addition, students in grade 9 are eligible for **associate membership** based on the same grade criteria. At the beginning of each new semester, the student body is notified of the process for application to CSF. Eligible students must submit an application to the sponsoring advisor requesting membership in the CSF chapter. CSF members have regular meetings throughout the year and plan special activities with an emphasis on service to the community. Graduating seniors who have maintained membership in CSF for a minimum of 4 semesters (including at least one semester in their senior year) are eligible to wear a symbolic gold cord at graduation. **Associate membership** is based on grades earned in the 9th grade. **Full membership** is based on grades earned in grades 10-12. **Life membership** is based on four semesters of full membership including the first semester during the senior year. **One hundred percent membership** is based on five semesters of full membership, and qualifying grades at the 3rd quarter of the 2nd semester of the senior year.

Requirements for membership in CSF include:

- Application each semester is based on previous semester grades
- Only courses taken for the first time during the regular school year are counted
- Student may not have any "D" or "F" grade or take fewer than 20 credits (not including PE)
- Grades in PE are not included in the calculation for membership
- Students must achieve 10 CSF points in order to qualify for membership
- "A's" receive 3 points and "B's" receive 1 point
- "B's" in honors or AP classes receive 2 points

- No more than five courses can be used to qualify
- The first 4 points must come from LIST 1 of courses and the first 7 points must come from LIST 1 and 2 of courses (For more details on which classes meet the CSF requirements you may go to OPHS website.)

Honors at Graduation

Oak Park High School uses a "**Cum Laude with Honors**" recognition program for its most accomplished seniors. For the purpose of calculating the qualifying grade point averages, all classes posted on the OPHS transcript will be included, up to and including the third quarter of the students' senior year.

The categories for distinction under the proposed *"Cum Laude with Honors"* graduation recognition program are as follows:

Summa Cum Laude - meaning "with the highest praise" is the highest recognition awarded at graduation. To graduate summa cum laude, a student must achieve a 3.90 or higher grade point average on a 4.00 scale.

Magna Cum Laude – meaning "with great praise" is the second highest recognition awarded at graduation. To qualify for magna cum laude, a student must achieve a 3.70 – 3.89 grade point average on a 4.00 scale.

Cum Laude – meaning "with praise" is the third recognition awarded at graduation. To qualify for cum laude, a student must achieve a 3.50 – 3.69 grade point average on a 4.00 scale.

"With Honors" Designation:

To honor those students who have excelled in Honors & AP curriculum. The following *Honors* distinctions are added based on the number of (Honors & AP) semesters a student will have completed through the end of their Senior Year:

Honors recognition	# Semesters of Honors/AP courses required for Honors recognition
with *"Highest Honors"*	16+
with *"High Honors"*	11-15.5
with *"Honors"*	6–10.5
with *"Distinction"*	.5 – 5.5

Notes:

Students must have a minimum 3.5 unweighted GPA to qualify for any of these Honors levels.

Honors course semesters will count as .5, and AP semesters will count as 1

Summary:

The net result of the combined "Cum Laude with Honors" recognition will be reflected as follows on the student's diploma seal:

Summa Cum Laude with *(Highest Honors, High Honors, Honors or with Distinction)*
Magna Cum Laude with *(Highest Honors, High Honors, Honors or with Distinction)*
Cum Laude with *(Highest Honors, High Honors, Honors or with Distinction)*

Students who have not taken any AP or Honors courses, but did meet one of the *Cum Laude* GPA benchmarks would still receive the following distinctions on their diploma seal, and be allowed to wear the gold cord around their necks during the graduation ceremony, which all *Cum Laude* honorees receive:

Summa Cum Laude
Magna Cum Laude
Cum Laude

Students who earn the distinction based upon their cummulative GPA including the 4th quarter of their senior year may bring their transcript and diploma to the Registrar after final grades are posted and the requisite Cum Laude seal will be affixed to their diploma.

Amendments:

1) The following amendment was approved by the OPUSD School Board on 5/21/13.

The Honors at Graduation changes were approved by the Board effective with the class of 2010. This became our new "Honors at Graduation" program and replaced the concept of salutatorian and valedictorian. The rationale for this

change was to adopt a form of recognition that is used by most colleges and universities to acknowledge their most successful students. Additionally, we wanted to provide recognition to more of our outstanding seniors than the current valedictorian/salutatorian programs allowed. However, each school year a few students do not qualify for any recognition based on their cumulative GPA as of the 3rd quarter of their senior year (i.e. below a 3.5 unweighted GPA) Additionally, some students do qualify for the program, but perhaps at a lower level based on their cumulative GPA as of the 3rd quarter of their senior year. The proposal is that both categories of these students, upon submission of a written request accompanied by a final transcript, would be able to return after fourth quarter grades are finalized to receive a revised gold seal on their diploma that would reflect their revised Cum Laude status. Gold cords could also be given to those students who have achieved such status after their final grades are in. This is expected to affect 10-15 students each year and give them the recognition. This amendment was retroactive to the class of 2010 when the Governing Board first approved the recognition program.

2) The following amendment was approved by the OPUSD School Board on 1/21/2014

Effective with the class of 2014 the Cum Laude GPA formula on third quarter grades in the Senior year will be changed from carrying a full semester's equivalent to only being weighted as one-sixteenth of the equation

For more information, visit the OPHS website at the following link:
http://www.oakparkusd.org/site/Default.aspx?PageID=1261

Oak Park High School Principal's Honor Roll

The Principal's Honor Roll is a student recognition program based upon a student's semester GPA. Students with outstanding scholastic achievement in a single semester are recognized by having their names placed on an Honor Roll List, which is posted on the noticeboard outside the College and Career Center, this website, and in the PFC Newsletter.

This honor recognizes students in two categories: Principal's Eagle Honor Roll and Principal's Gold Honor

The Principal's Gold Honor Roll recognizes students who

- achieve a term grade point average (GPA) of 3.75 to 4.00

The Principal's Eagle Honor Roll recognizes students who

- achieve a term grade point average (GPA) of 3.50 to 3.74

All classes taken at OPHS during a semester will count toward the TERM GPA for Honor Roll (A=4, B=3, C=2, D=1, F=0). For more information, visit the OPHS website at the following link: http://www.oakparkusd.org/domain/881

EXTRA /CO-CURRICULAR ACTIVITIES

Access to Extra/Co-Curricular Activities

No student shall be denied access to any extra or co-curricular activity for financial reasons. Students and/or parents who are unable or unwilling to pay for an activity (academic or athletic) should speak privately to the student's counselor.

Physical Education

Oak Park Unified School District requires all students to earn 20 credits of Physical Education toward graduation from high school. Furthermore, all 9th grade students are required to enroll in PE and are to take the California State Physical Fitness Test (CPFT). Upon passing the 9th grade PE class and 5 out of 6 of the tests on the Physical Fitness test, students may elect to satisfy the remainder of the PE requirement in a number of ways. Students who fail to meet the CPFT requirement in 9th grade are required to enroll in 10th grade PE. However, there is more flexibility in how students who meet the CPFT requirement may satisfy this second year of physical education. Students who fail to satisfy BOTH of the 9th grade PE requirements, the 9th grade PE class AND the 5 of the 6 Physical Fitness Tests, may not use athletic participation to satisfy the remainder of the 20 credit graduation requirement. Students who fail to pass 5 of 6 tests will be enrolled in Physical Education 2 the following semester. Students who have not passed the CPFT may play sports but will not earn PE credit until they have passed the CPFT.

CALIFORNIA PHYSICAL FITNESS TESTS (CPFT)

All students are required to take the CPFT at Oak Park High School. The six tests include; the mile run, curl-ups (sit-ups), push-ups, body composition, sit and reach (flexibility), and trunk extensor (strength and flexibility). These tests are administered in all PE1 and PE2 classes. Additional testing information can be found at: http://www.cde.ca.gov/ta/tg/pf/

ATHLETIC CREDIT REQUIREMENTS

Student-athletes who fulfill their ninth-grade Physical Education requirement may complete the remainder of their 10 units of physical education through participation in an OPHS interscholastic sports team. Anyone successfully completing a full season of sport will earn (5) units of physical education credit for their participation in each season of sport during grades 10-12 up to a maximum of 10 credits. A full season is the ability to participate physically in over 50% of the practices and games. An athlete who is injured for over 75% of the season will not earn credit.

CIF Athletics

Sophomores who are selected to play on CIF interscholastic athletic teams may substitute their athletic team participation for all or part of their second year physical education requirement. Sophomores may earn credit for one semester of Physical Education II by successfully completing one season of sport. They may earn credit for two semesters of Physical Education II by completing two or three seasons of sport. Students who become ineligible and/or injured for a portion of the season may jeopardize their ability to receive credit. This credit will be recorded automatically on the student's transcript when the Athletic Department verifies completion of the sports season. NO GRADES WILL BE ENTERED; only the credit will be shown. This process allows sophomore athletes to enroll in additional electives in place of Physical Education II.

- Students in the 10th grade may not choose electives in place of Physical Education II unless they have successfully competed in sports during their freshman year. Students who have no record of athletic competition will not be allowed to enroll in other electives until they have made the team they wish to join.
- Students in the 10th grade who are single sport athletes will be required to take a one-semester Physical Education II class when they are out of season. Students normally have the option of requesting Physical Education II-Fall or Physical Education II-Spring.

Dance or Cheer Teams

Sophomores who make the cheerleading squad or dance team may replace the full year Physical Education II requirement if they remain active for the full year.

➔ For further information go to the school website titled "P.E. Requirement."

STUDENT COUNCIL (ASB)

Student Government

Oak Park High School offers a wide range of co-curricular activities. Every student, by virtue of his/her enrollment, is a member of the ASB (Associated Student Body). The ASB officers/Student Council serves as the voice of the students in all major school affairs and acts as the liaison between students and the administration. The Student Council meets as a class with the ASB advisor to organize school activities.

The council consists of the following:

- ASB officers: President, V.P., Secretary, Treasurer, and School Board Representative elected in the spring.
- Class officers: President, V.P., Secretary, Treasurer, and Site Council Representative elected from each grade level in the spring.
- Appointed officers: A variety of positions for each grade level are available every year.

ASB Positions

Check out our web site for an updated list of our ASB and class officers

ASB Activity Cards

Each student enrolled at OPHS is issued a photo I.D. Card in the fall. Replacement cards cost $5.00 each. **ID cards MUST be carried by students at all times while on campus.** The ID card will be required when checking out

textbooks and conducting all financial transactions with the student store. Students may also purchase an ASB Activity sticker both to support ASB activities and athletics and to be entitled to free admission to all home athletic events and discounts on school activities and dances. Students should be an ASB cardholder when participating in the following: ASB & Class Officers, Athletic Teams including Cheer and Dance.

Clubs and Student Organizations

Official student organizations play an important role in the social and educational life of students at Oak Park High School. A school staff member must serve as a sponsor and the club must be organized according to ASB regulations. Membership information is provided to students in the school bulletin.

Scholastic Eligibility

To be eligible for participation in co-curricular activities (e.g. athletics and performing arts), students shall maintain a 2.0 or "C" grade point average (GPA) **with no grade of F (fail)** in all classes taken during the preceding marking period. Eligibility will be checked only at quarter and semester report card times. **Students with 2.0 and one F** may be granted a probation period to participate by petitioning the Eligibility Committee at the time of final clearance for each season. Scholastic probation may be granted to a student only **once in his/her high school career.**

Note: This requirement pertains to all OPUSD students participating in all OPHS activities.

Attendance Requirement

In order to participate in an activity or athletic event, students shall be present in **all** scheduled classes on the date of said event. A tardy of 15 minutes or more shall be considered an absence.

Note: This requirement pertains to all OPUSD students participating in OPHS activities.

ATHLETICS

Check our Athletics website for a list of sports and coaches: http://www.oakparkusd.org/Page/1010

All CIF Southern Section eligibility rules apply to any games, including practice, interscholastic scrimmage, league, tournament, or play-off. To practice for and compete in interscholastic athletics, a student must:

- Be under nineteen (19) years of age before September 1st
- Meet the attendance requirements
- Be eligible scholastically
- Meet the residence and citizenship requirements
- Not participate in any tryout for a professional or collegiate team
- Not compete on outside teams during the season of sport
- Be an amateur
- Get a physical exam from a doctor prior to participation
- Show proof of medical insurance coverage
- Pay a transportation fee
- Abide by the CIF/ OPHS Co-Curricular Code
- Complete the necessary participation forms

Transportation Fee

- Transportation fees will be established by the Principal and the Athletic Department.
- Students must travel to and from OPHS in school-approved vehicles. Students may travel with their parent if there are special circumstances (e.g. funerals, religious events, emergencies, the evening before semester finals and/or AP Exams). A written, signed note from the parent, addressed to an administrator, will be required 48 hours in advance of the event.

Transportation Fee Refund Policy

Transportation refunds will normally not be given to a student who quits or is dismissed from an athletic team unless there are circumstances beyond the student's control. If circumstances are such that a refund is due, the following policies will apply:

- Students will receive a full refund of transportation fees if they discontinue participation before the first athletic contest. Scrimmages do not count as a contest.
- Students will receive a 50% transportation fee refund if they discontinue participation before the first league contest.
- No refund will be given after the first league contest.
- A student ineligible at the beginning of a season must pay the full transportation fee if s/he may be part of a team. If the student remains ineligible at the first grade check, the above rules will apply.

Scholastic Eligibility

To be eligible for participation in co-curricular activities (e.g. athletics and performing arts), students shall maintain a 2.0 or "C" grade point average (GPA) **with no grade of F (fail)** in all classes taken during the preceding marking period. Eligibility will be checked only at quarter and semester report card times. **Students with 2.0 and one F** may be granted a probation period to participate by petitioning the Eligibility Committee at the time of final clearance for each season. Scholastic probation may be granted to a student only **once in his/her high school career.**

Note: This requirement pertains to all OPUSD students participating in all OPHS activities.

Athletic Credit Requirements

Student-athletes who fulfill their 9th grade Physical Education requirement may complete the remainder of their 10 units of physical education through participation in interscholastic sports. Students successfully completing a full season of sport will be eligible to waive (5) units of physical education credit for their participation in each sport in the 10th grade. A full season is the ability to participate physically in over 50% of the practices and games. An athlete who is injured for over 50% of the season will not earn credit.

Attendance Requirement

In order to participate in an activity or athletic event, students shall be present in all scheduled classes on the date of said event. A tardy of 15 minutes or more shall be considered an absence.

Note: This requirement pertains to all OPUSD students participating in all OPHS activities.

GENERAL INFORMATION

Lockers

Lockers will be assigned to students. It shall be assumed that any items placed inside an assigned locker is the property of or under the guardianship of the student to whom the locker is assigned. It is the student's responsibility to ensure that any belongings stored in a locker are secured with a lock. The school will sell locks at the Student Store or the student may bring a lock from home. However, the Adminstration reserves the right to search any locker. Therefore, if the lock placed on the locker is not a school-provided lock, we reserve the right to cut off the lock. Under such circumstances, the student would be required to purchase or bring a new lock.

Non-Discrimination Policy

Oak Park 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. No student will be denied access to extra/co-curricular activities for willingness or ability to pay.

Textbooks

Oak Park High School is responsible to have sufficient and appropriate textbooks for all students. To this end, the school will make textbooks available to students to checkout in a timely manner for their classes. Likewise, students shall be

expected to return their books at the end of their classes (either in January or June) in a timely manner. The returning of books will allow the school to accurately inventory our stock of books and to order new copies when necessary.

If a student loses a book, is unable to return a book in a useable condition, or return it in a timely manner, the school will be forced to order a replacement copy for future students. Once the school is forced to order a replacement book, the student will be required to pay for the cost of said replacement.

Field Trips

When students attend Oak Park High School field trips, parents are always required to sign and have permission forms signed and returned. If a form is not returned, or the parent denies permission for their child to attend, the student is still required to attend school and will be placed into another class for the day. Participation in school-sponsored fields trip is voluntary; students are never required to attend.

Messages - Teachers/Students

If parents need to contact a teacher they may call the main office at 735-3300 and access the school's voice mail system. Voice mail numbers, and in some cases direct lines, for all teachers are listed on p. 4 of this handbook. Teachers will make every effort to return phone calls and e-mails within 24-48 hours. E-mail is the most efficient way to contact teacher, administrators and counselors.

To minimize classroom disruption, messages will NOT be taken or delivered to students except in an emergency. Messages for students related to transportation do not normally constitute an emergency.

Parking and Driving

High school student parking is restricted to juniors and seniors. Permits will be issued on a first-come-first-served basis at the time of school registration. Fees provide funding for parking enforcement and lot supervision at high traffic times. Students who violate parking rules are in danger of losing parking privileges.

To obtain a parking permit, a student must:

- Submit a completed Student Parking Permit form with the appropriate fee.
- Understand that the Oak Park Unified School District and Oak Park High School assume no responsibility for damage or theft to vehicles while parked or driving on campus.
- Abide by the regulations listed on the Student Parking Permit form, the published California Vehicle Code, and display the assigned tag in the front window of the vehicle.
- Agree that all vehicles parking on the Oak Park High School campus may be searched by the school's administrative staff for reasonable cause.

Conditions of parking are outlined on the Student Parking Permit form. Students must realize that parking on campus is a privilege that can be revoked for violating any of the regulations stated on the Parking Permit form. **On school days, students may not park in any areas on campus, except for the student parking lot, during the hours of 7:00 AM - 3:00 PM**. Students must park in clearly marked spaces in the student lot and cannot park in any numbered or reserved spaces on campus. Violators will be subject to disciplinary action, citations by the Sheriff's Department, and towing expenses.

School Safety and Emergency Procedures

The safety and welfare of all students is a priority throughout the school day. Reasonable guidelines regarding campus conduct as well as safety have been established to protect both staff and students. 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. Drills are for the benefit of students and are taken seriously.

Physical Education

Students must be completely and appropriately dressed in order to participate. It is recommended that clothing be marked with name identification. We require that students taking a physical education course be uniformly dressed. Although not mandatory, Oak Park Physical Education t-shirts and shorts will be available for $20.00 during the first week

of school from the student store. Students will also need white socks and tennis shoes. In addition to uniforms, it is strongly recommended that students purchase a lock for their gym locker to secure their belongings.

Animals on Campus

The Governing Board recognizes that animals can be an effective teaching aid. In addition, instruction related to the care and treatment of animals teaches students a sense of responsibility and promotes the humane treatment of living creatures. Animals may be brought to school for educational purposes, subject to rules and precautions specified in administrative regulations related to health, safety, and sanitation. Teachers shall ensure that these rules and precautions are observed so as to protect both the students and animals.

Work Permits

Students under the age of 18 desiring employment must apply for a work permit through the school office. Students must meet all legal conditions for employment of a minor and have the following qualifications:

- have a grade point average of at least 2.0 during the most recent quarter marking period.
- be attending school regularly and on time at least 90% of the time.

ATTENDANCE

It is important that students attend class regularly except in cases of illness or emergency. Excessive absences from class and failure to complete makeup work can result in a grade of "FAIL". According to state law, students are expected to attend school regularly until age 18 unless they:

- Graduate from an accredited high school.
- Pass the California High School Proficiency exam.
- Obtain written parental permission to withdraw, due to full-time employment with continuing education in adult school.

A district calendar of school days and an OPHS calendar of events for the school year are included with the registration packet sent to all students in the summer mailing. It is important that they make a strong commitment to attend regularly. There are certain days during the year where the schedule will be modified to accommodate final exams, teacher in-service, etc. These are clearly marked on the calendars students and parents receive at the beginning of the year. In the case of changes to the calendar, parents will be notified at least two weeks in advance of the change.

School Attendance Policy

Oak Park High School faculty and staff are dedicated to providing a high quality instructional environment where class time and the discussion, demonstrations, and presentations done in the classroom setting are considered highly valuable. If a student is not present to participate fully in the activities of the classroom, he or she cannot expect to gain the knowledge, experience, and understanding needed to assimilate the subject matter. ***Note: It is a student's / parent's responsibility to log on to "Q" regularly in order to be aware of the student's attendance record.***

Please note that a student who accumulates 8 absences in any one class per semester will be required to clear all additional absences with a medical doctor's note or court document. Failure to provide a written excuse by a medical doctor or a court will result in the absence being recorded as UNEXCUSED.

Parents will continue to be notified of all absences on the student's record through the automated telephone message system, which will deliver calls at approximately 5 – 7 p.m. daily. In addition, parents will be sent attendance warning letters, **automatically generated by the computer system**, following the third, fourth, and fifth absence in any class. Please note that good attendance alone will not automatically qualify students for passing grades.

Additional Procedures

- Habitual tardiness, along with poor attendance, is also detrimental to the student's academic performance and disruptive to the classroom environment. Continued or persistent tardy problems will be referred to the assistant principal as disciplinary issues. Prior to that, the teacher may issue detentions, call the student's parents, or otherwise deal with the tardiness issue in keeping with the OPHS concept of progressive discipline.

- If the student arrives 15 minutes late to class, or more, he or she will be sent to the Attendance Office for a readmittance slip before being allowed in class. The time will be logged in the Attendance Office and the student will be marked absent on the teacher's official record.
- Parents will still be required to call the Attendance Office at 735-3311 if an absence occurs. Absences that can be EXCUSED (see definitions below) will entitle the student to obtain makeup work during the 7th period session designated for that purpose.
- Habitual Truants will be reported to the School Attendance Review Board (SARB), which is a countywide process to investigate non-attendance and to enforce the state laws of compulsory school attendance until the age of 18. According to the State Education Code (Sec. 48260-64.5), a truant is defined as a student with three unexcused absences. On the sixth unexcused absence, the student is classified as an habitual truant and is subject to strict penalties as defined by law, including mandatory attendance at a truancy prevention program and suspension or revocation of driving privileges.

The teacher's permanent record/roll book is the legal document that will be used to determine the student's absence record in any class. Teachers will update their records regularly to show the disposition of each absence, according to reports furnished by the attendance office. Parents may call the Attendance Office to verify student's attendance standing.

Attendance Definitions

Excused Absence – illness, medical doctor's appointment, court appearance, religious event; Parent must report the reason to the attendance office within **72 hours** of the absence. Students will be permitted to make-up any work missed due to an excused absence.

Unexcused Absence – An absence reported to the office within 72 hours that is NOT defined as excused. Students will not be permitted to make up work from an unexcused absence. Students who accumulate excessive unexcused absences will be subject to administrative disciplinary action and may receive a grade of "FAIL" due to poor attendance in that class. If a student recieves a grade of "FAIL" due to poor attendance in any class, it will be noted on the student's report card that the failing grade was due to poor attendance. Make-up work will NOT be allowed in the case of unexcused absences.

Examples of unexcused absences include:

- Oversleeping
- Work scheduled during class time
- Non-medical appointments
- Personal reasons (i.e. family vacations)
- Cutting school/truancy
- Leaving class/campus early
- Leaving class/campus without properly checking out through the office
- Leaving campus at lunch without an off-campus pass
- Not returning to school after lunch.
- "Cutting" class in any way

Truancy – an absence not reported by a parent within 72 hours of the absence. Students that have a truancy on their attendance record will be required to make-up the time they missed at Saturday School. Students will not be permitted to make-up work from a truancy.

Truant – Any student with 3 truancies or unexcused absences at any point within the school year.

Habitual Truant – Per Ed. Code Section 48262, a habitual truant is described as any student with 9 truancies or unexcused absences at any point within the school year. The school will report habitual truants to the School Attendance Review Board (SARB) for possible prosecution by the District Attorney for violation of compulsory attendance laws.

Admininstrative Consequences for Unexcused Absences

In addition to a student not being able to make up work from unexcused absences, he/she will also be suject to administrative consequences after the third unexcused absence.

- After a student has accumulated his/her 3rd unexcused absence in any block period course or 4th unexcused absence in any zero period course, a Saturday School will be assigned.

- After a student has accumulated his/her 4th unexcused absences in block periods or 6th unexcused absence in zero period, an additional Saturday School will be assigned and a parent conference will occur.
- After a student has accumulated his/her 5th unexcused absence in block periods or 7th unexcused absence in zero period will result in a two Saturday Schools.
- After a student has accumulated his/her 6th unexcused absence in a block period or 8th unexcused absence in zero period, the student may receive a grade of "FAIL" due to poor attendance.

Tardies

Students at Oak Park High School are expected to arrive to class on time. Any student not in his/her seat when the bell rings will be considered tardy. Students arriving 15 minutes or more late for class will be considered absent for that class period. Excessive tardies, like excessive unexcused absences may result in a student receiving a grade of "FAIL" due to poor attendance. ***Note***: There are **NO** excused tardies. Students are expected to review their attendance in "Q" on a regular basis in order to know how many tardies they have accumulated.

Administrative Consequences for Tardies:

In addition to classroom consequences administered by teachers for tardies one through five, students are subject to adminstrative consequences after the 5th tardy.

- After a student has accumulated his/her 6th tardy in any one course, three hours of discipline will be assigned.
- After a student has accumulated his/her 8th tardy in any one course, a Saturday School will be assigned.
- After a student has accumulated his/her 10th tardy in any one course, two Saturday Schools will be assigned.
- After a student has accumulated his/her 11th tardy in any one course, he/she may receive a grade of "FAIL" due to poor attendance.

Parents will be notified by mail (or email) when a student receives a Saturday School Assignment.

To Avoid Absences

Because there have been changes in the way the State funds short-term independent study, we would like to discourage parents from taking students out of school for vacations or personal business. However, if your family business will occupy 5 days or more, you may request prior permission for your student to be absent through the process of SHORT-TERM INDEPENDENT STUDY. This provision in state law allows the student to be absent without penalty as long as all classwork is completed as agreed by student and teachers. The form for approval of Independent Study must be requested from the Attendance Office and completed IN ADVANCE of the planned absence. The form must be signed by all teachers, a parent, and a school official prior to the absence. A copy of work completed must be filed with the completed form in the Attendance Office no more than five days after a student's return to all classes.

18 Year Old Students

Students who turn 18 during the school year may request a waiver form to call in their own absences and to sign themselves out of school when ill. Waiver forms must be signed by a parent or guardian, in person, at Oak Park High School. This special privilege does not exempt the student from all the policies regarding attendance at OPHS. **Since compulsory education is only required until the age of 18, students who have reached the age of 18 and have excessive absences may forfeit their right to attend our comprehensive high school.**

School Activities

In order to participate in an activity or athletic event, students shall be present in all scheduled classes on the date of said event. A tardy of 15 minutes or more shall be considered an absence.

Note: This requirement pertains to all OPUSD students participating in OPHS activities.

Exclusion

The Board of Trustees may exclude a student whose physical or mental disability is such as to cause his or her attendance to be detrimental to the welfare of others; students who have filthy or vicious habits or contagious or infectious diseases may also be excluded from school. Prior to excluding a child from attendance, the Governing Board shall send a notice to the parent or guardian.

OFF CAMPUS PASSES

Temporary Passes

Parents must call 735-3311, the Attendance Office, to request off-campus passes for doctor's appointments during the school day. However, parents are discouraged from scheduling appointments for their students during school hours.

The off-campus lunch privilege will be extended ONLY to SENIORS. Underclassmen will be expected to remain on campus for lunch and to make appropriate arrangements for doing so. No temporary off-campus lunch passes will be issued to freshmen, sophomores or juniors. A parent who wishes to take his/her student off-campus for lunch must come to the office **in person** to check the student out.

Long-term Passes (LUNCH PASSES):

As a privilege of becoming a senior, **SENIOR STUDENTS** may be issued one-year passes to leave the campus for lunch ONLY. At all other times, as noted above, all students must have appropriate permission to leave campus. **Students may not leave campus at any other time during the day (including nutrition) without checking out through the office.**

Emergency Contact

In case a parent/guardian cannot be reached by telephone, only the person(s) listed on the "Emergency Card" and/or "Q" may be contacted. Please list two local contacts on the Emergency Card, and keep this information up-to-date.

DISCIPLINE

Oak Park High School believes that effective learning cannot take place without a positive program of discipline. This discipline policy is designed to encourage the individual student to develop desirable qualities of self-discipline, shall hold the student responsible for his/her actions, and will protect the student from the individual whose behavior endangers others or who continually disrupts the learning process. Each teacher implements a classroom management plan with progressive steps for handling misbehavior.

The primary purpose of Oak Park High School is to ensure that students develop to their full potential academically, socially, and physically. This development can best take place in an environment which protects student rights. Student responsibility is required to provide the orderly framework within which individual goals can be realized.

California Education Code on Disrcrimination and Harassment (CEC 200 & 201)

200. It is the policy of the State of California to afford all persons in public schools, regardless of their disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, equal rights and opportunities in the educational institutions of the state. The purpose of this chapter is to prohibit acts that are contrary to that policy and to provide remedies therefore.

201. (a) All pupils have the right to participate fully in the educational process, free from discrimination and harassment. (b) California's public schools have an affirmative obligation to combat racism, sexism, and other forms of bias, and a responsibility to provide equal educational opportunity. (c) Harassment on school grounds directed at an individual on the basis of personal characteristics or status creates a hostile environment and jeopardizes equal educational opportunity as guaranteed by the California Constitution and the United States Constitution. (d) There is an urgent need to prevent and respond to acts of hate violence and bias-related incidents that are occurring at an increasing rate in California's public schools. (e) There is an urgent need to teach and inform pupils in the public schools about their rights, as guaranteed by the federal and state constitutions, in order to increase pupils' awareness and understanding of their rights and the rights of others, with the intention of promoting tolerance and sensitivity in public schools and in society as a means of responding to potential harassment and hate violence. (f) It is the intent of the Legislature that each public school undertake educational activities to counter discriminatory incidents on school grounds and, within constitutional bounds, to minimize and eliminate a hostile environment on school grounds that impairs the access of pupils to equal educational opportunity.

Oak Park High School is commmitted to creating a fair, equitable and comfortable environment for all individuals. Any instances of harrassment brought to the administration will be dealt with quickly and fairly.

Bullying

According to the Merriam-Webster Dictionary, ***bullying*** is "to treat abusively; to affect by means of force or coercion; to use browbeating language or behavior." Since all students have the right to attend a school that is safe and conducive to learning, any student found to be bullying another student will receive disciplinary consequences – up to and including expulsion from the Oak Park Unified School District. Also, be aware that, per EdCode section 48900(r), bullying via any electronic means constitutes grounds for suspension or expulsion.

Academic Honesty

A student's long-term success in school, college, and career is based on what (s)he has learned, not on grades. Thus, any assignment, 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 in order to redirect our students' energies toward learning:

1. A student is considered to be 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. ***Note***: All assignments shall be considered to be individual assignments (and not worked on with others) unless specifically stated otherwise by the teacher.
- Securing a copy of a class 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 tests aids and not following test or assignment protocol. ***Note:*** Any use of a cell phone whatsoever during a test may be considered a violation of the academic honesty policy.

The OPHS academic Honesty policy is currently under review and will be posted online when it is updated.

Internet Usage Policy

All students and parents must complete and sign the "Internet Use Agreement" contract before the student is allowed access to the internet on any OPHS computer. Violations of the provisions of this contract will result in sanctions ranging from the loss of user privileges up to and including expulsion from the school district. The library computers fall under all school Internet/Rules and Policies.

Appearance and Dress

Oak Park High School does have a Dress Code and students are expected to dress appropriately, grooming themselves for school in a way that reflects personal pride. Attire should adhere to accepted standards of decency. It should not pose a threat to public or personal safety and should not be disruptive or distracting to classroom activity or other students' behavior. **A poor decision will be grounds for exclusion from class. Teachers will be encouraged to send students who are improperly dressed to the office, where they will be asked to call home for a change of clothes or be given a school T-shirt to wear.** The following should be helpful in making decisions about what is/is not permissible attire for school. Refeated infractions will result in disciplinary consequences.

- Wearing of a color, style, or item of clothing, a particular hair style or jewelry, and symbols of identification associated with gangs, profanity, purposely offensive sayings, pornography, alcohol, cigarettes, or illegal substances are not allowed.
- Students may not wear outfits with tube tops or bare midriffs, with exposed underwear, undershirts, or other forms of undergarments, nor with pants that drop below the waistband of their undergarments. Girls are cautioned that

backless or low-cut tops will not be permitted. Boys may not wear tank tops. Intentionally ripped, shredded or torn clothing may not be worn.

- Any faculty or staff member may require that a student remove his/her hat while inside classrooms or school buildings.
- For reasons of safety, no chains, including wallet-chains, are allowed.
- For reasons of safety, students will not be permitted to attend school in bare feet and must wear sandals or shoes.
- For reasons of safety, students must wear protective glasses while working at or in the vicinity of machinery or power-driven equipment; students must wear clothing deemed appropriate and safe by the shop instructor, and students with long hair must wear hair covering.
- For reasons of safety, students must wear protective gear when deemed appropriate by the science instructor.
- The principal and staff of the school may establish reasonable additional regulations regarding student appearance and attire to be required of students who voluntarily engage in extracurricular or other special activities, including school dances.

Sexual Harassment (Board Policy 5145.13)

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when: (Education Code 212.5)

- Submission to the conduct is explicitly or implicitly made a condition of employment, academic status, or progress.
- Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions.
- The conduct has the purpose or effect of having a negative impact on academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.
- Submission to or rejection of the conduct 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.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

- Leering, sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- Graphic verbal comments about an individual's body, or overly personal conversation.
- Sexual jokes, stories, drawings, pictures or gestures.
- Spreading sexual rumors.
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
- Touching an individual's body or clothes in a sexual way.
- Purposefully limiting a student's access to educational tools.
- Cornering or blocking of normal movements.
- Displaying sexually suggestive objects in the educational environment.
- Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Sexual-Level Complaint Process/Grievance Procedure

Complaints of sexual harassment, or any behavior prohibited by the district's Nondiscrimination/Harassment policy BP 5145.3, shall be handled in accordance with the following procedure:

1. Notice and Receipt of Complaint: Any student who believes he/she has been subjected to sexual harassment or who has witnessed sexual harassment may file a complaint with any school employee. Within 24 hours of receiving a complaint, the school employee shall report it to the district Coordinator for Nondiscrimination/Principal. In addition, any school employee who observes any incident of sexual harassment involving a student shall, within 24 hours, report this observation to the Coordinator/Principal, whether or not the victim files a complaint.

In any case of sexual harassment involving the Coordinator/Principal to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall instead report to the Superintendent or designee.

2. Initiation of Investigation: The Coordinator/Principal shall initiate an impartial investigation of an allegation of sexual harassment within five school days of receiving notice of the harassing behavior, regardless of whether a formal complaint has been filed. The district shall be considered to have "notice" of the need for an investigation upon receipt of information from a student who believes he/she has been subjected to harassment, the student's parent/guardian, an employee who received a complaint from a student, or any employee or student who witnessed the behavior.
If the Coordinator/Principal receives an anonymous complaint or media report about alleged sexual harassment, he/she shall determine whether it is reasonable to pursue an investigation

Alcohol/Tobacco/Drugs

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. The additional consequences for infractions of these regulations for those students participating in extracurricular activities shall also be outlined in the Oak Park High School Code of Ethics Contract for Participation in Co-Curricular Activities.

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 will take immediate disciplinary action against the student. Such immediate action will include, but is not limited to, the following:

- Confiscation of the alcohol, controlled substance, and/or paraphernalia.
- A five (5) day suspension and documentation of drug offense in student's discipline record.
- Notification of local law enforcement authority within one (1) school day of the suspension (Ed code 48902) for possible citation and/or arrest.
- Notification of parent or guardian.
- Assignment to a substance abuse training program of six (6) sessions with their parents over a two-month period.
- Restriction from all extracurricular school activities; including athletics, for one (1) calendar year.
- **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).
- **Immediate** drug/Breathalizer test.

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.

If the student denies the allegation of use, the principal may require that the student take an immediate drug test. If the 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.

- OR -

DISCIPLINE FOR SUBSTANCE ABUSE—OPTIONAL SUPPORT PROGRAM FOR FIRST OFFENSE

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

- Referral to an appropriate community-counseling and support program. The student and family shall complete six (6) sessions within a two (2) month period.
- The student and parent/guardian sign a contract agreeing to counseling and random drug testing conducted at school by an outside agency. Such contract shall include a waiver of invasion of privacy rights;
- 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.
- The record of the first drug offense and any subsequent drug offenses will remain on the student's discipline record.
- 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.
- 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 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.

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.

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:

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

Second Offense:

- Confiscation of tobacco or nicotine product

- Student conference
- Parent/guardian contact
- One (1) to two (2) day suspension or alternative consequence to be determined by principal or designee
- Referral to an appropriate community-counseling and support program

Third Offense:

- Three (3) to five (5) day suspension; student conference and parent/guardian contact
- Disciplinary probation with behavioral contract
- 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.**

Spring Semester Graduating Seniors

Students sign a behavioral contract at the beginning of their senior year. Seniors have access to all of the above-mentioned interventions. In addition, if they break their contract, the following consequences are implemented:

- Exclusion from the activity and referral to the appropriate authority.
- Suspension or expulsion from school.
- Exclusion from school activities for the remainder of the school year. Activities include, but are not limited to: Junior-Senior Prom, Senior Awards Recognition, Senior Activities, and may include Commencement and Grade Nite.

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.

Weapons

The California Education code 49330 defines an injurious object as any device capable of inflicting substantial bodily damage. All students are reminded 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 pocket knives, dirks, daggers, and razors), explosives, or any other dangerous object. Students should also be aware that a recent law has made the possession of an imitation firearm on school campuses a suspendable and expellable offense. The school district will treat the possession of the replica or imitation firearm the same as if it were a real weapon. The use or possesion of a weapon on campus constitutes a serious threat to school and individual safety. As a result, violations of this code will result in a recommendation for expulsion from the district.

Student Conduct on Campus

Oak Park High School is a community of students gathered for the purpose of formal learning, wherein each respects him or herself, others, and the institution. Proper student conduct is important so that all students have the maximum opportunity to learn. Students also need to be aware of what is acceptable male-female behavior on campus. While sexual harassment is a very clear violation of the law, other types of distracting behavior are not as clear. **Overt physical contact and/or excessive displays of affection are not appropriate for a high school campus.** After an initial warning, students who fail to exercise good judgement in this area will be counseled and required to attend a meeting with parents and an administrator. The following school-wide rules are in place to help students meet their responsibilities:

- Students will be responsible for following all established classroom and campus rules. By following the rules, students can be certain that their rights and the rights of others as well as their own safety are honored and protected.
- Students will be respectful toward all faculty and staff members, parent volunteers, and other students. Students will refrain from: fighting and/or provoking others, using profane or obscene language, responding to others in a defiant manner, and disturbing classes.

- Students will be respectful of and responsible for using school equipment and facilities in an appropriate manner. Students will refrain from purposeful destruction or theft of another person's or school property. Students and/or their parents are expected to make restitution for lost books or damaged property.
- Students will be punctual and in attendance at all classes unless excused by a parent or guardian. A phone call made to the school explaining the student's absence is required from the parent or guardian. Parents must make contact with the attendance office before their child can be released during the school day. Students cannot be released to a friend or a neighbor unless they are listed on the emergency card.
- Students will honor school as a place for academic and social learning. Students will refrain from using toys, walkmans, skateboards, skates, bicycles, and other personal play equipment while on campus.
- Students will follow all school rules for behavior when traveling to and from school or while involved in an off-campus school activity such as a field trip, concert, or athletic event, etc.
- Students will follow all school rules for behavior when attending assemblies or evening activities and will exhibit appropriate audience skills.
- Students will stay within the campus' designated boundaries during school hours. Students with the requisite off-campus pass may leave school at lunch time.

Electronic Devices / Cell Phones

Cell-Phones, pagers, walkmen, ipods, and electronic signalling devices should not be used during school hours. If an electronic device disrupts the learning process, the following actions will be taken:

- 1st offense – device will be confiscated for the remainder of the day
- 2nd and any additional offenses will be treated as defiance to authority and will be assigned progressive discipline.

Any emergency calls should be made through the office. Parents can leave messages for students at the counseling office.

Saturday School

Saturday School may be used for the correction of a student's misbehavior. Saturday School shall be constructive in nature, emphasizing the make-up of school work and the counseling of the student in regard to appropriate behavior. It is the responsibility of the student to complete assigned Saturday School to solve the problem, as well as to avoid further consequences.

Loss of Privileges

The loss of privileges may include denying the right of a student to hold class or student body office, the revocation of off-campus passes or parking permits, or the right to participate in class or school activities. In all instances, there will be a rational and significant relationship between the offense and the loss of privilege.

Classroom Suspension

Teachers may suspend a student from their classroom pursuant to Education Code 48910, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the assistant principal and send the pupil to the office for appropriate action. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension. Whenever practicable, a school counselor and/or school administrator shall attend the conference as scheduled.

When a teacher suspends a student from the classroom, only the principal or the principal's designee may send the student home. The pupil shall not be returned to the class from which he or she was suspended during the period of suspension, without the concurrence of the teacher of the class and the principal. A pupil suspended from a class shall not be placed in another regular class during the period of suspension.

Administrative Suspension

The principal of the school, the principal's designee, or the superintendent of schools may suspend a pupil from the school for any reasons enumerated in Section 48900, for no more than five consecutive school days. Suspension, including in-school 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'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.

Campus Conduct - Grounds for Suspension *and Expulsion* (E.C. 48900)

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that one or more of the enumerated acts below have been violated while:

- On any school grounds within the district;
- Going to or coming from school;
- During the lunch period, whether on or off campus;
- During, or while going to or coming from, a school-sponsored activity. (For example-all dances, athletic events(home or away), field trips, overnight activities, bus trips, and etc.)

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.
(E.C. 48900.2) Committed sexual harassment as defined in section 212.5 of the Californa Education Code.
(E.C. 48900.3) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

Recommending Expulsion (E.C. 48915)

Although the Oak Park Unified School District follows a progressive approach to student discipline, the acts enumerated in E.C. 48915 below constitute serious threats to school and individual safety. As a result, they will be dealt with in a swift and appropriate manner as prescribed in the Education Code.

The Education Code requires that the principal or superintendent of schools recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds. The principal or the superintendent of schools **shall** recommend a pupil's expulsion for any of the following acts, unless the principal or superintendent finds, and so reports in writing to the Governing Board, that expulsion is inappropriate due to particular circumstances.

- Causing serious physical injury to another person, except in self-defense

- Possession of any knife or other dangerous object of no reasonable use to the pupil
- Unlawful possession of any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code (except for first offense of less than one ounce of marijuana)
- Robbery or extortion
- Assault or battery upon any school employee

In addition, the principal or superintendent of schools shall recommend the expulsion of a pupil that has committed any of the following acts at school or at a school activity off grounds.

- Possessing, selling or otherwise furnishing a firearm or imitation firearm
- Brandishing a knife at another person
- Unlawfully selling a controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code (HSC)
- Committing or attempting to commit a sexual assault or sexual battery
- Possession of an explosive

Specific Procedures for Disciplinary Action

The following represents a series of recommended guidelines in the disposition of discipline at Oak Park High School. Depending on the circumstances of your behavior and your prior history, or lack thereof, in matters such as these, responses may vary from situation to situation at the administrator's discretion.

The schedule of actions possible when an infraction of regulations occurs is:

1. Conference with student regarding violation and a warning
2. Parent contact and a warning
3. Detention
4. Campus Cleanup
5. Signed behavior contract
6. Parent/teacher/administrator conference
7. Saturday School Program
8. In-School Suspension
9. Suspension
10. Administrative removal from class and a withdrawal/fail (WF) grade
11. Transfer to another specialized program or continuation school
12. Contact with police or other appropriate agency
13. Expulsion from the district

Recommended Disciplinary Action

The following are samples of violations that may occur in the school:	Minimum Action	Maximum Action
Violations Against School Standards		
A. Appearance & Dress	1	8
B. Disruptive Behavior - Actions which are detrimental to the effective operations of the school.	1	13
C. Defiance of Authority - Willful refusal to follow a legal, reasonable direction or order by a staff member.	2	13
D. Continued Willful Disobedience – Repeated refusal to follow rules and regulations set out in this handbook or in a teacher's classroom.	6	13
E. Electronic Signaling Devices – Beepers, cell phones, etc.	2	8
F. Forgery - Falsifying a signature or data on official records, letters, or notes from home.	6	10
G. Gambling - The playing of a game of chance for stakes.	6	13
H. Truancy - Leaving campus or a classroom during school hours without proper clearance.	6	10
I. Offensive Social Behavior – Violations of acceptable social actions.	2	13
J. Misbehavior on Buses - A pupil may be denied transportation on a bus by the principal or designee for continued or severe misbehavior.	1	13
K. Violation of Suspension – Physically present on campus or at a school activity while on suspension.	8	13
L. Vulgarity/Profanity - Language that can be considered obscene or offensive.	6	13

Violations Against Persons	Minimum Action	Maximum Action
A. Assault - Unlawful attempt, coupled with a present ability to commit a violent injury on the person of another.	8	13
B. Battery - Any willful and unlawful use of force or violence upon the person of another.	8	13
C. Assault on a Staff Member - (See "A" above).	13	13
D. Battery on a Staff Member - (See "B" above).	13	13
E. Weapon Possession - including "look-a-like" weapons.	8	12
F. Assault With A Deadly Weapon	12	13
G. Fighting - Mutual combat in which both parties have contributed to the situation by verbal and/or physical action.	7	13
H. Harassment/Sexual Harassment	2	13
I. Hazing/Hate Crimes - Participating in, or conspiring to engage in, or conspiring for others to engage in harassing acts that injure, degrade, or disgrace other individuals.	7	13
J. Interference/Obstruction - Any attempt to prevent a staff member from exercising lawful assigned duties.	8	13
K. Verbal Abuse - Threatening or abusive language directed toward a staff member.	8	13
L. Bullying – Physical or verbal abuse of another student	1	13
Violations Against Property		
A. Extortion - The obtaining of property from another without consent, induced by a wrongful use of force or fear, or under the guise of official right.	8	13
B. Theft - An unlawful taking of property.	7	13
C. Unauthorized Use of School Property	7	13
D. Willful Damage of School Property - Any student who willfully cuts, defaces, or otherwise damages property belonging to the district (real or personal) in any way, is liable for damages.	8	13
E. Damage to Personal Property – See "D" above.	8	13
Violations Against Public Health and Safety		
A. Possession or use of any of the following: Unauthorized Controlled Substances and/or Alcohol	8	13
B. Tobacco – Possession, sale, or use of tobacco, tobacco-related products, or nicotine-related substances.	7	13
C. Selling dangerous drugs or unauthorized controlled substances, including "look-a-likes".	12	13
D. Reckless Driving - Driving on school property or during school time in such a manner as to endanger persons or property.	8	13

Oak View High School

The following guidelines are used by Oak Park High School to determine whether a transfer to the district's Continuation High School (Oak View) would be appropriate:

9th grade – Students in the 9th grade are not normally recommended for Oak View High School except under extreme circumstances (e.g. is repeating 9th grade and is an older freshman student that may be unsuccessful the second time around). Parents may voluntarily transfer their student to Oak View at this point in time if they feel it would provide a better educational opportunity.

10th grade – Students in the 10th grade may be transferred to Oak View if they are at least 16 years of age, or are recommended to attend through an SST with staff and parents, and exhibit one or more of the following:

- 20 or more credits deficient at the start of their sophomore year.
- Have a habitual pattern of absences and/or truancies.
- Lack motivation to maintain a consistent and responsible pattern of completion of schoolwork.
- Fail to respond to other forms of intervention set up by teachers, counselors and administrators.
- Students that are 20 or more credits down by the **middle** of their sophomore year **will be automatically transferred to Oak View.**

11th grade – Students in the 11th grade may be transferred to Oak View if they are at least 16 years of age, are recommended to attend through an SST with staff and parents, and exhibit one or more of the following:

- Students that are 15 or more credits down by the **start** of their junior year will be **automatically transferred to Oak View.**
- Have a habitual pattern of absences and/or truancies.
- Lack motivation to maintain a consistent and responsible pattern of completion of schoolwork.
- Fail to respond to other forms of interventions set up by teachers, counselors and administrators.
- Students that are 15 or more credits deficient by the **middle** of their junior year **will be automatically transferred to Oak View.**

12th grade – Students in 12th grade may be transferred to Oak View if they are recommended through an SST with staff and parents and exhibit one or more of the following:

- Students that are 15 or more credits deficient at the start of their senior year, or at the start of the 2nd semester of their senior year will be automatically transferred to Oak View
- Have a habitual pattern of absences and/or truancies.
- Lack motivation to maintain a consistent and responsible pattern of completion of schoolwork.
- Fail to respond to other forms of intervention set up by teachers, counselors and administrators.

Special Note for Seniors: It should be noted that students placed at Oak View in their senior year will be graduates of **Oak View High School.**

The goal of placing a student at Oak View is to help him/her get back on track for graduation. Thus, underclassmen have an opportunity to enter their senior year on track. As a result, students must be within 5 credits of senior status (175 credits completed) to return to Oak Park High School for their senior year. Students transferring back from Oak View will be expected to attend their entire senior year at Oak Park High School.

OVHS / OPIS Students at Oak Park High School

OPIS students may take only one elective class at OPHS. 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/OPIS and OPHS joint administrative approval. Decisions regarding placement of OVHS/OPIS 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 timeframe to change their schedules.

Policies and Procedures for Home Hospital

California Education Code Section 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 without special intervention after their disability has been addressed through medical intervention. Home/Hospital Instruction is not normally provided to students who may be out 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. School sites must notify parents at the beginning of the school term of the availability of individualized instruction for students with temporary disabilities. In addition, the school site has the obligation to inform a student's parents of this option in the event that the site is aware of a disability affecting the their child's attendance. If a student is admitted to a hospital that is outside of the Oak Park Unified School District for a prolonged period of time (two or more weeks), the district where the hospital is located becomes the district of residence for the purposes of instruction. AR6183(b) covers the regulations for this type of situation. As a general rule, teachers should not travel to homes/hospitals outside the attendance area of the Oak Park Unified School District to deliver home/hospital instruction. Due to liability issues, home/hospital teachers should not deliver instruction to a home/hospital student unless a parent/guardian is physically present in the home. This precaution will protect both the teacher and the district with regards to issues that may arise as a result of the lack of parental supervision during the time of instruction. Referral process when a parent inquires about Home/Hospital (HH) instruction, the following procedure should be followed:

- Step 1: Receipt of Parent Referral
  - Parent requests for Home/Hospital instruction should be immediately provided to the site administrator (in elementary settings) or school counselor (in secondary settings).
  - If the student is expected to be absent for less than 2 weeks, short-term independent study may be more appropriate.
  - If the referral is based on a medical situation and the student is expected to be absent for greater than 2 weeks, proceed to Step 2.
  - If the referral is not based on a medical situation (for example, psychological situations such as anxiety, stress, etc.), consider holding an SST to determine whether the student's needs can be addressed through accommodations on campus.
    - If the non-medical student's needs cannot be addressed on campus, or if an SST meeting can not be held within a reasonable period of time, or if a doctor has already written the request for HH, proceed to Step 2.
  - The administrator/counselor should also consider whether a 504 assessment would be appropriate depending on whether the student may require more permanent accommodations upon returning to school.
- Step 2: Doctor's Paperwork
  - If the student is expected to be absent for greater than 2 weeks, the administrator/counselor will provide the parents with an "Authorization for Release of Information" form with the doctor listed as well as the "Request for Home Hospital Teacher" form for the doctor and parents to complete.
    - The doctor must include a return date on the "Request for Home Hospital Teacher" form. If the return date approaches and the student is not expected to return on time, the doctor can complete a new form extending the time to a later specific date.
  - On the same day as the referral, the administrator/counselor will send the school nurse and the program specialist an email notifying them of the referral.
    - If needed, the school nurse will begin researching the student's medical condition.
    - The program specialist will review the referral to determine whether a potential special education issue exists.
- Step 3: Processing Doctor's Paperwork
  - When the "Request for Home Hospital Teacher" form is returned, immediately send it to the school nurse and the program specialist.
    - Note: The District has 5 business days from the date that the "Request for Home Hospital Teacher" form is returned to make a determination regarding whether HH is appropriate.
    - If an "Authorization for Release of Information" form has been signed and there is need for clarification, the school nurse will contact the doctor.
  - If the "Request for Home Hospital Teacher" form is not returned within 5 days, the administrator/counselor will

contact the parent to determine whether the parents are still requesting HH.

- Step 4: Approval of Home/Hospital Services
  - If the paperwork is complete, the school nurse will forward the paperwork to Human Resources (HR).
- Step 5: Assigning a Home/Hospital Teacher
  - HR will work with the school site to identify a teacher and the student will begin receiving Home Hospital services within 5 business days.
    - Note: The total amount of time between the doctor's paperwork being received and Home Hospital services being implemented may not exceed 10 business days.
- The school site has the immediate responsibility to find a classroom teacher to provide services for the student. If possible, the student's classroom teacher is preferred. In the event that the classroom teacher is not available, the site should open the position to other credentialed staff on site. Following this, notification is made to other schools in the District and, if not successful, the Human Resources Office will review the current Guest Teacher roles to determine if there is a credentialed staff member available for the position. The school site will generate a Personnel Action Request (PAR) including the name of the student being served by the staff member.
- The assigned Home/Hospital teacher is responsible for filling out a "soft time card" that includes the name of the student receiving services. A student is eligible to receive one hour of Home/Hospital Instruction for every day that instruction is offered by the district in the regular education program. The maximum hours that can be offered to a student in any one week is dependent upon the number of school days in that week. For example, a week where school is held for only four days will result in a maximum of four days of home/hospital teaching. These soft time cards should be reviewed by the counseling/administrative staff at each site on a monthly basis and copies made prior to sending them to the Human Resources Office for verification and approval.
- In the event that a Special Education student is considered for Home Hospital placement, all of the above procedures apply and additionally the IEP team must meet to develop an IEP addressing Home Hospital placement. The IEP team must also ensure that proper notification of this action is given to the parent and to the Pupil Services Department.
- Step 6: Returning to School
  - Both Human Resources and the school nurse are responsible for monitoring the end date of a student's HH services.
    - For HH services lasting longer than two weeks, the school nurse will contact the family one week prior to the end date in order to determine whether accommodations, a health care plan, or other supports may be needed upon return to school.
  - The school site (in collaboration with the school nurse) should consider holding a reentry SST meeting or 504 meeting (if applicable) just prior to the student returning from HH in order to discuss accommodations that may be needed for the student once he/she returns to campus.

WHAT IT MEANS TO BE AN OAK PARK EAGLE

Oak Park High School, and the Oak Park Unified School District, have joined with the California Interscholastic Federation (CIF), which governs school athletics, to adopt the "six pillars of character" from the national Character Counts program. At Oak Park High School, we believe these pillars of character are important not only in athletics programs, but also as the basis for student and adult conduct in daily life. Thus, OPHS has created a schoolwide Honor Code which will help all of us keep these concepts at the forefront of our attention. We present the EAGLE CODE as a model for behavior in the context of our everyday interactions and relationships.

Students and adults working together developed the meanings of each of these concepts over the 2001-2002 school year, as they considered what "honor" means to each of us. You will find the complete EAGLE CODE printed on the back cover of this TimeTracker.

The Six Pillars of Character developed by the Character Counts program are as follows:

- RESPECT
- TRUSTWORTHINESS
- RESPONSIBILITY
- FAIRNESS
- CARING
- CITIZENSHIP

It is the duty of Oak Park High School to promote and foster good character among our students by teaching, enforcing, advocating and modeling these concepts. It is our duty to help teach each of you positive life skills that will help you become personally successful and socially responsible. We will all—students and staff--be engaged in living up to these precepts as the school year unfolds.

The **EAGLE CODE**, as it is printed in this handbook, was created through a collaborative process involving input from the general student body and shaping by a special committee of student body officers. The proposed code was then reviewed by the faculty and the Site Council, and alterations were made throughout two cycles before the final draft was brought back to the ASB Executive Board for final approval. Thus, the **EAGLE CODE** is truly representative of concepts that students and teachers agree to live by and aspire to achieve on a daily basis.

THE EAGLE CODE

-Respect-

Treating others and their possessions as you would wish to be treated,

and caring for yourself as well.

-Trustworthiness-

Being someone others can count on to do what is right,

even when no one is looking.

-Responsibility-

Honoring commitments and accepting personal accountability for your actions.

-Fairness-

Treating others as equals and giving others an equal chance to voice their opinions.

-Caring-

Showing compassion, sensitivity, and tolerance toward others

and reaching out to those who need support.

-Citizenship-

Participating in your community, talking through problems to resolve issues,

and encouraging your peers to live up to high standards.

CODE OF ETHICS CONTRACT FOR PARTICIPATION IN CO-CURRICULAR ACTIVITIES

Co-curricular activities are an integral part of the school's total educational program. All school activities, curricular and extra-curricular, in the classroom and on the playing field, must be congruent with the school's stated goals and objectives established for the intellectual, physical, social and moral development of its students.

When Oak Park students participate in co-curricular activities, they represent not only themselves, but also their families and our school and community. **They are expected to display appropriate and acceptable standards of sportsmanship and behavior – on and off the field, in and out of school, including and not limited to, nights and weekends, in or out of the season of sport or activity.** They are further expected to do everything in their power **to not be involved with or present** at functions where any prohibited activities are taking place.

1. Place academic achievement as the highest priority. This includes maintaining a 2.0 GPA with no "F's" in all subjects during the preceding marking period and during the season of sport/activity. Eligibility will be checked at the quarter and semester report card times. Students with 2.0 and one "F" may petition for probation. Scholastic probation may be granted to a student only once in his/her high school career.
2. Attendance – Students must attend all scheduled periods the day of any co-curricular activity in order to participate in that activity, practice, contest or performance. If the activity takes place on a Saturday or holiday, then the student will be required to attend all periods on the preceding school day. Exceptions must be cleared by an administrator. Truancy from any class or classes will result in suspension from the next contest/activity. Students on disciplinary suspension will not be allowed to participate in practices/ games during the period of suspension.
3. No athlete/participant may quit one co-curricular activity and go out during the same season for another.
4. Show respect for teammates, opponents, officials, coaches and all other participants.
5. Respect the integrity and judgment of activity officials.
6. Exhibit fair play, sportsmanship and proper conduct on and off the playing field.
7. Refrain from the use of profanity, vulgarity and other offensive language and gestures.
8. Adhere to the established rules and standards of the activity.
9. Respect all equipment and use it safely and appropriately. Students are financially responsible for all equipment checked out to him/her. All equipment must be returned in a timely manner. A delinquent account will result in a "hold" on transcripts, report cards, yearbooks, and/or diplomas.
10. Know and follow all school rules, and CIF rules and regulations as they pertain to eligibility and sports participation.
11. Win/perform with character, and face challenges with dignity.
12. Athlete/participants must travel to and from contests in transportation provided for and arranged by the school. Any exception to this is rare and must be approved by an administrator at least 48 hours in advance.
13. Refrain from participation in hazing. Hazing is defined as any behavior that is physically, emotionally, or psychologically abusive to an individual, or selected group of individuals, for the purpose of gaining entrance or acceptance into an established group.
14. Refrain from the use of alcohol, tobacco, illegal and non-prescriptive drugs, anabolic steroids or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States or American Medical Association.
15. Refrain from being arrested or cited for any misdemeanor or felony at school or in the community.

I understand that a participant will be immediately suspended from the co-curricular activity if he/she exercises poor judgment and acts in an irresponsible manner as outlined above. This suspension will remain in force until the advisor/coaching staff and administration has had time to conduct an investigation and determine an appropriate consequence. I further understand that since I have been put on notice of these conduct guidelines by the staff that any violation may result in suspension or removal from all-co-curricular activity for up to one calendar year from the date of the incident, in addition to other administrative actions.

With my signature below, I acknowledge that I understand the expectations of Oak Park High school regarding my personal conduct and that this contract is applicable 24 hours a day, seven days a week. **I am expected to display appropriate and acceptable standards of sportsmanship and behavior – on and off the field, in and out of school, including but not limited to, nights and weekends, in or out of the season of sport or activity.** I pledge to live by the contents of this contract.

- - - - - - - - - - - - - - -

Name of Student: _____ Signature of Student:
_____Date:_____
(Please print)

As a parent, I support the efforts of Oak Park High school to encourage and enforce proper standards of conduct for my child. With my signature below, I acknowledge that I understand the expectations of Oak Park High School regarding my son/daughter and pledge to support the contents of this contract.

Name of Parent: _____ Signature of Parent: _____ Date: _____

(Please print)

STUDENT / PARENT ACKNOWLEDGEMENT OF RECEIVERSHIP

The major goal of Oak Park High School is **to help students to use their minds resourcefully and well.** In the long run, we believe that goal is best achieved by promoting good habits in our students. As staff members, our pledge to you is to create and operate a school we are all proud of: a school where everyone is safe, where each of you is stretched intellectually and have the opportunity to engage in exciting learning and cocurricular activities/athletics. We ask you to join us in creating such a school!

The handbook that you have been given contains a wealth of important information about our school's mission, philosophy, academic, attendance, and behavior standards, and general information about the school and its day-to-day operations. We hope that many of your questions will be answered here. Consequently, we urge you to take the time to become familiar with this resource and its contents to assure that you are up to date and informed.

To this end, you have the right of free access to an education. Your school, in addition to providing educational experiences, provides an environment where you, as a student, have the freedom to exercise your own judgment and to make responsible decisions. If you act irresponsibly, however, the rights of others must be protected.

Therefore, rules and regulations have been designed to protect the rights of everyone, to respect the individual and the diversity of students, staff and our community, and to insure that school is conducted in an orderly fashion. They are designed to protect your right to an education. It is important to note:

These policies and regulations apply to any student who is on school property, who is in attendance at school or at any school sponsored activity or whose conduct at any time or any place interferes with or obstructs the missions of the school or operations of the Oak Park Unified School District or the safety or welfare of students or employees.

By signing and dating this page, you are acknowledging both your reading and understanding of the student handbook as well as your responsibility to become aware of the accepted standards of attendance and behavior that you are expected to observe at all times in all places at Oak Park High School and at all school sponsored events. I also acknowledge that with my signature below, I understand the expectations of Oak Park High school regarding my personal conduct and that this contract is applicable 24 hours a day, seven days a week – **on and off the field, in and out of school, including but not limited to, nights and weekends, in or out of the season of sport or activity.** I pledge to live by the contents of this contract.

_____

Student Name (Please Print) Student Signature Date

_____

Parent Name (Please Print) Parent Signature Date