



**2017 – 2018
STUDENT HANDBOOK**

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Director of Student Activities

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Principal's Message

Hello Wolfpack Community and welcome to the 2017-2018 school year!

Cosumnes Oaks High School continues to grow in size and in opportunity. We have been very strategic in the direction of our growth with the end goal of graduating students who are college, career, and life ready. Our academies and pathways have expanded to include Coding and Robotics; the Business Pathway will offer its Level 1 class this year; the Medical Careers Pathway is building its infrastructure and will be ready to launch in 2018-2019; and the AP Capstone Pathway is also approved for launch in 2018-2019. CTEIG (Career Technical Education Incentive Grant) has provided an opportunity for COHS to upgrade and modernize the following pathways: Robotics and Coding, Video Production, Broadcast Journalism, and Graphic Arts. Modernization is occurring throughout the summer.

In March 2017, COHS was awarded the California Department of Education's Gold Ribbon Award for the freshman transition program, *Get Focused, Stay Focused* (GFSF). In May, State Superintendent Tom Torlakson recognized COHS for its efforts. The success of the GFSF program will continue to guide our implementation of the program for all 9th grade students and we will now begin to embed the tenets of the program in all grade level Advocacy classes. Parents of incoming 9th grade students will have an opportunity to hear about GFSF at the Freshman Parent Orientation on August 4. An application is in the works for this course to offer transferrable college credits for the 9th grade course and additional college credits for the Advocacy modules.

COHS will continue to expand its outreach to our parents and community members. Last year, a survey of parents indicated a strong interest in these three areas: Scholarship, Student Wellness/Recognizing the Signs of Suicide, and Navigating Social Media with their student. Due to the success of the COHS Parent/Guardian Series, we will be offering these sessions and more. Watch for surveys!

Communication—EGUSD will be transitioning to a new Student Information System called Synergy. As a result, School Loop will have been deactivated by the time you receive this newsletter. Synergy will have ParentVUE and StudentVUE features. Information about how to sign up and access new features will be forthcoming in the first weeks of school. In this newsletter, we have included the names and email addresses of key contacts for quick reference as we navigate this transition together.

As a final note, thank you for your partnership as we work together to create a unique and successful experience for students. We are the Wolfpack—as with any family dynamic, its success is grounded in the commitment and perseverance of every member: staff, students, parents/guardians, and school community.

Sincerely,

A handwritten signature in cursive script that reads "Maria Osborne". The signature is written in black ink on a light-colored background.

Maria Osborne, Principal

History of Cosumnes Oaks

Historical Information taken from

History Happened Here: Book I – River, Oaks, Gold By Elizabeth Pinkerton

Cosumnes Oaks High School received its name based on the local geography and history of the region. The Cosumnes River, which is the last untamed river in California, has always played a key role in the region, and the large California oak trees – which can be up to 500 years old – are both symbols of strength, tenacity, and longevity. Together, the river and the oak tree make perfect symbols for the values of our school. Cosumnes Oaks High School is committed to **academic excellence**, which is fluid and dynamic like a river, and **personal character**, which is strong and uncompromising, anchoring our lives like the roots of an old oak tree. Everything we do at Cosumnes Oaks is focused on developing the mind, body, and character of our students so that they can become positive role models and leaders within our community.

The name “Cosumnes” comes from the Miwok word for salmon “kossum.” The suffix “sumne” means tribe or people, and it was the Miwok who first came down from the mountains in the spring to catch salmon in the river and collect acorns from the oak trees.

The earliest account of the river other than the Miwoks is that of Gabriel Moraga, a Spanish explorer who left Mission San Jose with 13 soldiers on September 25, 1808 to search for future mission sites. He found the Cosumnes area unsuitable for settlement because it was prone to flooding and he could find no stone to use for building foundation.

It was John Sutter who first wrote *Cosumnes* as we write it today. He mentioned the *tribas Cosumnes y Cosolumnes* in a letter he wrote in 1844, and it appeared on the maps of the time as *Cosmenes R.* These are just a few of the spellings over the years: *Consumne, Cosumne, Cosumni, Cosmenes, Rio Cosomnes, Mokesumne, Mokesumn* and *McCosumne*.

The pronunciation of Cosumnes is another story. The only correct way to say the name of our river is – *Ka sum neez* – the accent is on the second syllable and there is a long *ee* sound at the end. This is always a surprise to people, including those who pronounce Cosumnes River College so creatively. But the River was there long before the College, and many folks have been saying it wrong all these years.

There are many California oaks on our school property and they are not only beautiful, but they stand as reminders to our faculty, students, and staff that our campus is located in a region rich in history and in an environment that demands our respect. One of our oaks is 340 years old and another is 270 years old! The Miwok Indians were the first people to live by the river and amongst the oaks, and now it is our turn to live in the same region. In the future, let it be said of us that we were good stewards of the land entrusted to us and that the school we founded amongst the oaks not only prepared students well, but was responsive to the needs of the community.

Elk Grove Unified School District Mission Statement

Elk Grove Unified School District
will provide a learning
community that challenges ALL students
to realize their greatest potential.

Elk Grove Unified School District Core Values

1. Outcomes for Students

- Achievement of Core Academic Skills
- Confident, Effective Thinkers and Problem Solvers
- Ethical Participants in Society

2. Commitments About How We Operate as an Organization

- Support Continuous Improvement of Instruction
- Build Strong Relationships
- Finding Solutions

3. High Expectations for Learning for ALL Students and Staff

- Instructional Excellence
- Safe, Peaceful, and Healthy Environment
- Enriched Learning Atmosphere
- Collaboration with Diverse Communities and Families

Board Adopted June 18, 2001

Cosumnes Oaks High School
Mission Statement

The mission of Cosumnes Oaks High School is to produce graduates who excel academically within and across all disciplines, demonstrate personal and civic responsibility, think creatively and critically, and exhibit the collaborative and communicative skills necessary for success in a culturally diverse society.

School-wide Learner Outcomes (SLOs)

Prepared Scholars who...

- demonstrate mastery in all subject areas
- exhibit an ability to make interdisciplinary connections

Accomplished Communicators who...

- demonstrate expertise in written, spoken, and artistic expression
- exhibit literacy in information media and technology

Continuing Learners who...

- display creativity and practice collaboration
- utilize critical thinking and problem solving skills
- make informed decisions to maintain healthy minds and bodies

Knowledgeable Global Citizens who...

- display social and cross-cultural competency
- demonstrate initiative and accountability

ACADEMICS/COUNSELING

ACADEMIC PROGRAM

Graduation Requirements

English:	40 credits
Math:	30 credits
(Must include Algebra/Math 1 and 10 credits of math during senior year)	
Science:	20 credits
(General Science, Biology)	
Math or Science:	10 credits
(Additional year of either math <u>or</u> science)	
Social Science:	35 credits
(Geography, World History, US History, Economics, Government)	
Physical Education:	20 credits
World Language:	10 credits
Visual & Performing Arts:	10 credits
Health:	5 credits
Freshmen Seminar (Class of 2020)	5 credits
Proficiency Tests:	Technology and Speech

220 Credits Total

Shading = school site enrollment requirement

HONORS AND ADVANCED PLACEMENT PROGRAM

Students who are prepared to challenge themselves through accelerated learning are encouraged to enroll in one or more Honors or Advanced Placement courses each school year. The College Board's Advanced Placement program gives students the opportunity to earn college credit while in high school through successful performance on culminating Advanced Placement examinations. A complete listing of Honors and Advanced Placement courses offered at Cosumnes Oaks High School is contained in the course catalogue. Students interested in enrolling in Honors or Advanced Placement courses should see their counselor for additional information.

SPECIALIZED PROGRAMS

Architectural Design and Engineering

The Architectural Design and Engineering Academy is designed to provide students who have a strong desire and motivation in the areas of architecture, engineering and construction with a concentrated and integrated approach to the "Design and Build" philosophy that is used within the building industry today. Students within the Architectural Design and Urban Planning Institute will be able to access courses outside the program to ensure that they meet all the UC/CSU college entrance requirements, while giving students the opportunity to earn college credit in such classes as Computer-Aided Drafting, Building Trades, and Engineering. Students in the Institute have access to career and college guidance and support in their regular academic classes.

Culinary Arts

In August of 2010, the Elk Grove Unified School District completed construction on a Culinary Arts Institute on the Cosumnes Oaks campus. The district received funding from the state to build an 8200 square foot state-of-the-art facility that is simply elegant. The facility houses an instructional kitchen with eight teaching stations, computer lab, and café, as well as a commercial kitchen which will give our students the opportunity to work/learn in a professional setting. The Culinary Arts Institute will use the “Pro Serve” industry certified culinary curriculum, which will allow our junior/senior students the opportunity to work at restaurants prior to graduation. Students within the Culinary Institute will be able to access courses outside the program to ensure that they meet all the UC/CSU college entrance requirements, and the students will have access to career and college guidance and support in their regular classes.

Visual and Performing Arts

The Visual and Performing Arts Institute is designed to provide students who have a strong desire and motivation in the arts with concentrated and focused study in a variety of Arts disciplines. The Visual and Performing Arts (VAPA) Institute provides an atmosphere that fosters interdisciplinary connections found among all areas of artistic expression. Arts Institute students share experiences that recognize and value cultural diversity of artistic expression, and that nurture community within the arts. Arts Institute students also complete coursework outside their major area of interest, engage in community service that supports the Arts, and they maintain high academic standards. Students in the Arts Institute have access to career and college guidance and support in their regular academic classes.

Broadcast Journalism

The Broadcast Journalism Pathway is designed to provide students with the opportunity to develop the technical, communication, and writing skills necessary to produce high quality video productions and live broadcasts. Students enter the program by first taking *Video Production I/II* and are required to ultimately demonstrate their skills and competencies in a final project submitted to the Sacramento Educational Video Awards (SEVA) organization for review and critique. Having completed these two courses, students then move forward to the capstone course, *Broadcast Journalism*, which is housed in the school’s HD television studio. Students in this course produce the Cosumnes Oaks High School daily news show entitled “Wolfpack TV” and are responsible for the school announcements and internal communication on campus. A new course within the pathway, *Ethics in the Media*, is being developed and will become a pathway requirement of all students.

Graphic Design

Graphic Design, also known as communication design, is the practice of combining imagery and typography for the particular purpose of communication. This form of communication can be physical (print design) or virtual (web design, animation, user interface, etc.). This work can happen on any scale, from the design of a single poster to a national signage campaign, or from a company’s logo to the immense content of an international brand.

At Cosumnes Oaks High School, this pathway prepares students for a variety of opportunities in this vast world of design. From learning the basic principles of design in beginning courses, to creating portfolios and mastering skills that they can take with them upon graduation, students receive an in-depth knowledge of the Adobe Creative Suite, and a broad overview of other tricks and tools of the trade. This pathway meets a student’s Art and Computer Tech requirement for graduation.

COMMUNITY SERVICE

At Cosumnes Oaks High School students have opportunities to contribute positively to their school and community. One such opportunity is through the Community Service Program. Throughout their years at Cosumnes Oaks, students are encouraged to complete a minimum number of service hours per year by volunteering for non-profit organizations. Proof of service hours must be submitted to the student's Advocacy teacher before the end of the school year and must be on either Cosumnes Oaks Community Service letterhead or letterhead from the non-profit organization. On the document, it should be noted the number hours, the date, the services the student performed and the signature of a representative of the organization. Completion of the required number of hours will result in a grade of "pass" on the student's transcripts each year it is fulfilled. Hours completed for service at Cosumnes Oaks High School events are limited and may not be used for the total number of hours. Completion of additional hours over the basic level may result in the student being able to wear a special cord at graduation, provided that the student has met the minimum hour requirement of each school year as mentioned above. Complete details will be available on School Loop and the school website. **The Community Service Award program will be discontinued following the graduation of the Class of 2019.**

ACADEMIC SUPPORT

ACADEMIC CODE OF CONDUCT

The staff at Cosumnes Oaks High School expects the highest standards of honesty, integrity and responsibility from all students. To protect everyone's right to a fair and meaningful education, the school has adopted an Academic Code of Conduct. Please refer to discipline section of this handbook to review the Academic Code of Conduct and its consequences.

ADVOCACY

In order to facilitate grade level-specific activities and exposure to college and career planning, each student will be assigned to an Advocacy class with a group of students and a teacher who will remain together from the freshman to the senior year. The Advocacy class will meet periodically in order to achieve the following objectives:

1. Allow students to explore post-secondary college and career options
2. Provide students with the knowledge, learning skills, and resources necessary to track their individual academic progress as motivated, self-directed learners
3. Apprise students of the academic and personal/social services available to them at Cosumnes Oaks High School.
4. Allow students to complete standardized state testing in a grade level specific classroom.

TUTORING

The primary responsibility for academic success lies with the student; however, Cosumnes Oaks High School does offer tutoring programs for students who need extra help. Students may receive tutoring support before and/or after school from their teachers, or they may attend tutoring sessions sponsored by various academic departments. Students are encouraged to talk to their subject area teachers as soon as they feel they need assistance in understanding course work and in completing assignments. These teachers can help them to access the tutoring opportunities available.

COSUMNES OAKS/ELIZABETH PINKERTON LIBRARY

The library is a joint facility that provides a variety of materials for research, class projects, and choice reading for students and staff of COHS and EPMS. Photocopy and computer print services are available for a nominal fee. All school rules, policies, and practices apply in the Library. We strive to maintain a quiet, study environment. It is a place to complete homework, conduct research, prepare projects using computer applications, and read. Students who choose to participate in activities that are disruptive may be asked to leave the library immediately.

Library computer use before school, during lunch, and after school is based on availability. A current school ID card must be presented prior to each use. Students log on using their personal account information. Filtered internet access and Microsoft Office application programs are available. Students must adhere to Elk Grove Unified School District's Acceptable Use for Computers, including submission of Application for Educational Use of the Internet. Misuse or abuse of computer privileges may result in disciplinary action that could include loss of computer privileges, or on-campus or home suspension. Current school picture ID card is required to borrow library materials. Student assumes responsibility for lost or damaged items. Books are checked out for 3 weeks, and must be returned in good condition or renewed at the end of the loan period. No fines are charged for overdue library materials. Students with overdue books or fines may be denied additional items until materials are returned, replaced, or paid. Fines may be assessed for lost or damaged library materials.

CLASS STANDARDS/COURSE SYLLABI

During the first week of each term, students will receive from their teachers an expectations sheet and course syllabus for each subject. Homework policies, grading standards, course requirements, and curriculum content will be outlined in each syllabus.

TERM DATES

Term 1	08/10/2017 - 10/06/2017
Term 2	10/09/2016 - 12/15/2017
Term 3	01/02/2018 - 03/09/2018
Term 4	03/12/2018 - 05/25/2018

COUNSELING

Cosumnes Oaks High School offers a comprehensive counseling program that provides an integrated program of academic guidance, personal/social services, and career/vocational exploration and assessment designed to assist all students with developing and achieving their post secondary goals. Counselors also assist with conflict management, and will supervise peer conflict managers. The counseling program is an integral part of Cosumnes Oaks' total school program. The counseling staff works closely with the staff, faculty, administrators, families and community to provide a supportive, effective and safe environment in which all students can succeed. Students and families are encouraged to contact the Counseling Center at 683-7676 to set up appointments if they wish to meet with a member of the counseling staff or are in need of the services listed below:

<ul style="list-style-type: none"> • Teacher/Parent/Student Conference • College Planning, A-G Requirement information • PSAT, SAT, PLAN, and ACT tests • Honors and AP Info • College Admissions • SAT Preparation Classes • Course Selection and Registration • Academic Assessment Info • Monitoring Graduation Requirements 	<ul style="list-style-type: none"> • Academic Counseling for all students • Student Study teams • Financial Aid & Scholarship Information • Letters of Recommendation • Crisis Intervention and Referral • Personal Counseling with referral to community resources • Substance Abuse Assessment • Conflict Resolution Referral
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EARLY GRADUATION REQUIREMENTS

Students who wish to graduate before the completion of four years must have parental approval and must request permission for early graduation from their counselor and the principal. To be considered for early graduation, a student must be within forty (40) credits of the required two hundred twenty (220) credits at the beginning of his/her last semester. The Early Graduation Request form must be completed and submitted to the principal by May 1st of the school year preceding the school year of the proposed early graduation date.

GRADING POLICY

Grades at Cosumnes Oaks High School are earned and issued on an A-B-C-D-F scale. Daily attendance, completion of class assignments and homework, class participation, performance on examinations and projects, and class conduct may be considered in determining a student’s grade. Questions or concerns regarding grades should be directed to the classroom teacher.

GRADE WEIGHTING

In accordance with policies established by the University of California, students completing honors and advanced placement (AP) courses at the junior and senior levels will receive UC recognized extra grade points within their grade point average (GPA) calculation. The chart below illustrates the grade weighting used at Cosumnes Oaks High School. Freshmen and sophomore students who take courses receive district-recognized extra grade points which are reflected in the cumulative grade point average. Questions may be directed to the Counseling Department.

<u>Regular Courses</u>	<u>AP/Honors Courses</u>
A=4	A=5
B=3	B=4
C=2	C=3
D=1	D=1
F=0	F=0

REPEATING COURSES FOR CREDIT

Students who receive a passing grade for a course with credit and who then want to repeat that course—may only receive credit the second time with the principal’s approval. Principal’s approval will be based on teacher and counselor recommendations. In all other cases, a student may receive credit for a course one time unless otherwise noted in the EGUSD Course Catalog.

HOMEWORK REQUESTS

Nothing can replace the learning and experience that take place in the classroom. Therefore, it is important that students attend class every day. Homework may be requested when a student has an excused absence of three days or more. This request should be made through the Student Services Office at 683-7676. Please allow 24 to 48 hours for teachers to answer such requests. Students and parents may also access homework on the School Loop website.

TEXTBOOKS

Students will be issued textbooks to support the curriculum at Cosumnes Oaks High School. When they receive these books, they are responsible for them; therefore, students are advised to cover the textbooks to protect them from dirt and damage. Most of the textbooks for core academic classes cost \$80 or more. If books are damaged, students will be charged fees determined by the severity of the damage. Examples of fees are listed below; however, fees may be higher based upon the replacement cost of the book.

Writing on a page	\$5
Writing or marks on the edges	\$5
Missing or damaged bar codes	\$5
Broken, bent, or damaged cover	\$10
Water damage (book is still usable)	½ the cost of the book
Water damage (mold)	replacement cost of the book
Lost book	replacement cost of the book

TRANSCRIPT REQUESTS

Juniors and Seniors:

Athletes and their parents-must complete the Unofficial Transcript Release form (available from the Registrar) if you would like COHS to be allowed to release transcripts to representatives of colleges for athletic purposes. COHS must have the signed release form on file in order to respond to requests from recruiters.

Unofficial Transcripts

☐ Sign up with the Registrar

☐ *Use of Unofficial Transcript:* When applying for scholarships, colleges, or other on campus or post secondary uses.

☐ 24 hour turnaround time

Official Transcripts

☐ Request form available from the Registrar

☐ Return completed form to the Student Store or Site Controller with payment

☐ \$2.00 per official transcript

☐ *Use of Official Transcript:* Requested by post secondary schools/organizations.

☐ Official Transcripts are sealed in an envelope and sent directly to colleges or organizations

☐ 48 hour turnaround time

COLLEGE/CAREER PLANNING

University of California/California State University

ADMISSION REQUIREMENTS

Students at Cosumnes Oaks High School will be encouraged to enroll in a course of study that will meet admission requirements for UC or CSU. Current admission requirements for freshmen and upper division transfer students are listed below. These are general guidelines and are also known as a-g subject requirements; for a more detailed description, please refer to http://www.csumentor.edu/planning/high_school/ for **CSU** information or <http://admission.universityofcalifornia.edu/freshman/requirements/index.html> for **UC** information.

1 unit =1 year =10 credits

	<u>CSU/UC</u> <u>2017-2018</u>
U.S. History or U.S. History and government; World History (a)	2 units
English (b)	4 units
Mathematics (Algebra, geometry and intermediate algebra) (c)	3 units
Science with laboratory (d)	2 units
Foreign language/World language (e)	2 units
Visual and performing arts (art, dance, theater, music, etc.) (f)	1 unit
Electives (English, advanced math, social science, history, laboratory science, foreign language, visual and performing arts, and agriculture) (g)	1 unit
Total	15 Units

PRIVATE FOUR YEAR COLLEGES AND OUT OF STATE SCHOOLS

Specific admission requirements for private and out of state colleges and universities vary widely. In general, the course requirements listed above for the University of California will meet the admission requirements of most private colleges and universities across the U.S. (for example, Harvard, Pepperdine, UOP, BYU, etc.). For specific information about individual schools, students are advised to check the college's handbook or catalog in Cosumnes Oaks Career Center or to log on to the website of the specific school.

COMMUNITY COLLEGE INFORMATION

Cosumnes Oaks High School is located in the Los Rios Community College district. The Los Rios campuses serve many Elk Grove Unified School District graduates. To enroll in a community college, students must be eighteen years of age or possess a high school diploma. Community college students may select from career certificate programs with as few as 10 units or as many as 43 units. Many of the certificate programs act as the core of a 60-unit degree program that allows students to gain career skills while pursuing graduation or transfer to a four-year university. In some cases it is possible for high school students to enroll concurrently at a community college. If interested, students are asked to contact their counselor for details.

Co-Curricular Activities

ASB Card

To encourage students' attendance and participation at school events, the Associated Student Body sells an ASB card that will allow students FREE admission to most home athletic events (Playoffs/Foundation games not included), discounts on tickets and bids to other events, discounts on items in the Student Store, and a chance to participate in special attractions and activities during lunches. Students who purchase cards are advised that these cards are not transferable and at no time shall a student lend his/her ASB card to another student. If this situation does occur, the privileges of the ASB card will be revoked. In addition, defaced, lost, or stolen cards may be replaced on an individual basis for a fee. ASB cards will be sold for \$40 through September 30, 2017; the price will increase to \$50 beginning October 1st.

ASSEMBLIES/RALLIES

From time to time, special assemblies are scheduled at Cosumnes Oaks High School. During these assemblies, students are expected to sit in the assigned seats for their class and be attentive and courteous. Students failing to follow the standards of good behavior during an assembly will be removed and disciplinary action will be taken. Students who attend any assembly must remain in the audience for the entire duration of the program. Unauthorized departure from any assembly or rally may result in disciplinary action. Assemblies are typically scheduled in the morning hours of school, and attendance may be mandatory.

Spirit Rallies may also be scheduled following 5th period classes. On these dates, students have the option to attend the rally or leave school. Like assemblies, students that attend the rally will be expected to remain in the audience for the duration of the rally. School staff will not be able to locate a student in the rally for early dismissal. Because of our school's growing population, visitors will no longer be permitted to attend spirit rallies.

Schedules for assemblies and rallies will be made available on the school website and in the main office in the days leading up to the event.

ATHLETICS

Part of the Capital Valley Conference (CVC), Cosumnes Oaks High School offers a comprehensive athletic program. Students have the opportunity to compete in baseball, basketball, cheerleading, cross country, football, golf, soccer, softball, swimming, volleyball, tennis, track & field, and wrestling. For additional information on the Cosumnes Oaks High School Athletic Program, students are asked to contact the school's Director of Athletics, George Smith.

CLUBS

Cosumnes Oaks High School offers a variety of official clubs for all members of the student body. Students are invited to join any that interest them. All that is required to charter a club is student interest, a staff advisor, and a reasonable purpose. For more information on existing clubs or in

chartering a new club on campus, students are encouraged to see Matthew Mason, Director of Activities.

DANCES/PROM/SENIOR BALL

When students attend a school dance, they do so to enjoy a school-sponsored social event. The following guidelines are intended to guarantee that all students can enjoy Cosumnes Oaks High School dances.

1. EGUSD district and Cosumnes Oaks High School rules apply at all functions.
2. Each person attending a dance is expected to behave appropriately at all times. This includes appropriate behavior—and appropriate dancing—on the dance floor. Failure to behave in an appropriate manner may result in removal from the dance and loss of eligibility for dances the rest of the year and/or other disciplinary action as per Ed. Code specific violations.
3. All students in attendance at Cosumnes Oaks High School dances are subject to search and intoxication tests (including breathalyzer test) or intervention by a law enforcement officer.
4. Parents/guardians are responsible for providing transportation at the immediate close of the dance, or in the event that a student is removed from the dance for conduct.
5. Students must enter all dances within 60 minutes of the beginning time of the dance (refer to schedule.) Students may not leave the dance earlier than 30 minutes before the advertised ending time must remain in the dance until the ending time of the dance unless picked up by a parent or a guardian.
6. Student's **school photo ID must be** presented for admittance to the dance. Students without school photo ID will be denied access to the event until school photo ID is obtained
7. Any student with attendance issues for excessive tardies or truancy, having excessive amounts of electronic device or dress code violations, or a suspension within 8 weeks of the event, may be placed on the **NO-ACTIVITY LIST** and denied admission to the dance. This includes guest passes for other school dances as well.
8. Students arriving after the pre-established door closure time will not be admitted.
9. A limited number of guest passes will be issued for some dances. A background check will be completed on each guest request. The school administration reserves the rights to issue and revoke the guest pass at any time. All guest passes must be brought to the administration office, in person, prior to the announced deadline. **Guest pass requests will be given to Cosumnes Oaks students who have an ASB sticker at the time of application. The guest may not have reached the age of 20 years old. Guest passes will not be approved for students attending middle school. Individuals not currently enrolled in a high school will be reviewed and approved on a case by case basis by an administrator. All guests must have photo ID to be presented at the time of entrance into the dance. NO ID - NO ENTRANCE. NO EXCEPTIONS. NO REFUNDS.**
10. **NO** in-and-out privileges will be extended to any student for any reason.

Students will not be allowed to purchase tickets to dances if they are on the “No Activity List”. All tickets are pre-sold. No tickets will be sold at the door. All ticket sales are final—no refunds or exchanges.

ATHLETICS/ACTIVITIES GUIDELINES FOR PRACTICES AND REHEARSALS

In order to maintain a supportive learning environment for academics, the following parameters regarding time commitments for extra/co-curricular activities will be followed by all clubs, organizations, teams, and groups (exceptions to these guidelines must be approved by administration):

- No practice/rehearsals shall extend beyond 9:30 p.m. on any night.
- Non-league games/shows/performances and programs/activities involving students will be limited during the designated “dead week”—the week of final exams.
- Practice sessions will not be longer than 150 minutes (2.5 hours) on school days.
- Practice sessions will not be longer than 180 minutes (3 hours) on non-school days. Teams/programs may schedule multiple practice sessions on non-school days, but these sessions shall not total more than 240 minutes per day.
- Saturday practices are not recommended. Sunday practices/meetings will not be allowed.
- Students who need to attend before/after school tutoring sessions to improve their academic performance will be allowed to do so without penalty from their coach/advisor provided that prior notice is made to the appropriate coach/advisor.

ACADEMIC ELIGIBILITY

All student-athletes who wish to participate in athletics, extra-curricular, and co-curricular activities in the Elk Grove Unified School District must meet the following requirements:

1. Have earned a 2.0 GPA in grading period prior to their participation and for each succeeding grading period during participation. This requirement is waived for initial eligibility of 9th grade students in the fall season only.
2. Meet standards of satisfactory citizenship.
3. Have a satisfactory attendance record as defined by Board Policy.

Exceptions may be made to the above requirements by an academic hardship committee when health, physical, mental disadvantages, or other extenuating and unusual circumstances exist. If an academic hardship committee grants an exception and waives the academic eligibility requirements, the student athlete must be placed on an official EGUSD Hardship Contract and abide by all of its stipulations.

If a student-athlete is ineligible at the beginning, or becomes ineligible during a season of sport because he/she is below a 2.0 GPA, he/she remains ineligible until the Monday after grades of progress or record are published where a complete GPA is computed for all students. For the purpose of clarification, the following terms will be used to determine academic eligibility:

- A. **Grades of Progress:** data processor generated grades assigned to a student but not officially recorded on a transcript.
- B. **Grades of Record:** data processor generated grades assigned to a student and officially recorded on a transcript.

INITIAL ELIGIBILITY

All students who wish to participate in athletics must have earned a minimum 2.0 GPA based on grades of record for the grading period immediately prior to their participation. Credits earned will be a factor in computing GPA's.

CONTINUING ELIGIBILITY

All students who wish to continue to participate in athletics, extra- curricular and co-curricular activities remain eligible if:

1. On any grade of record the student has maintained a minimum 2.0 GPA.
2. On any grade of progress (Progress Report), the student has maintained a minimum 2.0 GPA with no "F's". If a student has a 2.0 GPA with one or more "F's", he/she is ineligible beginning the Monday after grades are published. That student becomes eligible as soon as he/she returns a grade clearance form or the Activities/Athletic Directors receives electronic communication from the teacher signifying that the student is earning a passing grade.
3. If the student does not have a 2.0 GPA on any grade of progress or grade of record report, the student is ineligible beginning the Monday after grades are published. That student becomes eligible only when a GPA of 2.0 or better has been achieved in a subsequent grading period.

SUMMER SCHOOL TO AFFECT ATHLETIC ELIGIBILITY

Students who have demonstrated a satisfactory attendance record of ninety percent actual attendance, and have met standards of satisfactory citizenship in all courses and in the school generally or in its activities during the spring semester, have the option of having summer school course work affect their extracurricular and co curricular eligibility. In selecting summer school course work for this purpose, the student must repeat summer school course work in the same courses in which grades from the preceding grading period caused the ineligibility. In the event the identical courses are not available, the student may substitute other course work with the same or higher level of difficulty. All substitute course work must have the approval of the counselor, appropriate department chairperson, and final approval of the principal before the student enrolls in summer school. Any substitute course work that is not approved, will be averaged with the end of the school year grades to determine the G.P.A.

ATHLETIC ELIGIBILITY

Every student who wants to participate in a sport must complete and have signed by a parent/guardian the following forms:

1. Physical/Medical Insurance
2. Emergency Information
3. Parent Consent, Field Trip Permission, Physical, Injury, Risk, adherence to Codes of Conduct and Acknowledgment of Athletic Handbook
5. Student Alternate Transportation Form
6. Concussion/Head Injury Form
7. Agreement for Team Participation
8. Sudden Cardiac Arrest Acknowledgment Form

Athletes must have a yearly physical from a qualified physician who completes the medical examination report. In order to be accepted for athletics, the physical must be completed **after** May 1 of the school year in which the athlete plans to compete. **Please see the site's Athletic Director for all requirements for participation.**

IDENTIFICATION CARDS

At the beginning of each year, student ID photos are taken at school and students are issued personal ID cards. These ID cards include a bar-code label for library/textbook checkout privileges. Replacement of the ID card and/or bar code due to loss, damage, or tampering will cost the student \$5.00, in addition to

the loss of checkout privileges pending ID card replacement. Furthermore, students who falsify or alter their ID card photograph and/or name are subject to disciplinary consequences as outlined in the school discipline policy. **Students are expected to carry their ID card with them on campus and are expected to present the ID upon request of any staff member. Any student who is not carrying a current Cosumnes Oaks High School ID card when asked by a staff member may receive a disciplinary consequence. Furthermore, students may not refuse or delay the disclosure of their identity to any staff person upon request.** Students who leave campus before the end of the regular school day to participate in authorized school programs will need to obtain and carry an additional ID card. These measures enhance our students' security and help to prevent non-students from disrupting the school.

STUDENT ACTIVITIES OFFICE

The Student Activities room is located adjacent to the student store and MP room, facing the main quad area. Student officers and the Director of Student Activities have offices in the Student Activities Room, HC 6. The planning of all extra and co-curricular activities – except athletics – is coordinated through the Student Activities office.

STUDENT GOVERNMENT

Through Student Council, Student Senate, Activity Council, and Athletic Council, students may express their opinions and assist in the planning of school events. These student organizations promote leadership, initiative, and responsibility. It is the duty of the Student Senators to bring to Student Council's attention suggestions from their classmates and to report to their Advocacy classes the actions of the Senate. Student body officers and class officers are elected each year. Each Advocacy class elects Student Senators.

Requirements for electing student body or class officers are:

1. 2.5 or better GPA at each grading period with no F's. NOTE: ASB president must have at least a 3.0 GPA
2. Good citizenship (no suspensions or unsatisfactory marks)
3. Approval of the Activities Director.

STUDENT STORE

The Student Store, located between the snack bar and the student activities office, is open during lunch. There, student, staff, and parents may purchase a variety of snack foods and beverages.

Profits from the student store are deposited in the school's Associated Student Body general fund and are used to support campus clubs / organizations, assemblies, and campus special events.

YEARBOOKS

Each year students have the opportunity to purchase a school yearbook. Because all yearbooks are preordered and prepaid, **Cosumnes Oaks High School has a no refund policy** regarding the purchase of yearbooks.

GENERAL INFORMATION

AUTOMOBILE SEARCHES

California law, Vehicle Code Section 21113 (a) states the following: Vehicles Subject to Search – By entering this area (school property) the person driving any vehicle is deemed to consent to complete search of the vehicle, all its compartments and contents, by school officials or law enforcement personnel, for any reason whatsoever. This notice applies to all vehicles of any type and is enforced 24 hours a day. Items secured in a vehicle brought to school by you are considered in your possession.

BICYCLES/SKATEBOARDS/SCOOTERS

Bicycles must be parked and locked in the area designated for bicycle storage. Students leaving the school campus on bicycles are advised that they must come to a complete stop at the edge of the campus when entering the city streets. State law requires that students under 18 years of age wear helmets when riding bikes to and from school. Violators may be subject to a \$25 fine or more. Bicycles may not be ridden on the school campus at any time. Cosumnes Oaks High School is not responsible for unlocked bicycles or for bicycles left overnight at the site.

The Elk Grove Unified School District prohibits the use of skateboards, wheelies, roller skates, in-line skates, or similar devices on school property, including parking lots and walkways. **Violators may be prosecuted under SCC 1084 section 9.38.015 and fined up to \$250.00.**

Students who use skateboards or scooters as a means of transportation to and from school must keep the items with them at all times. During class, they are to place the skateboards/scooters under their desks or in an area designated by the teacher for storage. As stated above, students may NOT ride skateboards or scooters on campus at any time. This includes after school hours and on weekends. The school is not responsible for lost, stolen, or damaged items.

BUS TRANSPORTATION

The Elk Grove Unified School District provides limited bus transportation to Cosumnes Oaks High School for a fee to students who meet District transportation criteria. In order to ensure the safety of students being transported, all students must abide by the bus conduct rules established by the Elk Grove Unified School District Transportation Department. Students can be denied transportation if there is any infraction of the rules. For further information regarding bussing and transportation routes and rules, please call the EGUSD Transportation Department at 686-7733. Students who travel to and from Cosumnes Oaks High School using the City of Elk Grove's E-Tran bus system are expected to behave appropriately. Students riding E-Tran buses who engage in inappropriate behavior reported to Cosumnes Oaks High School may be subject to disciplinary consequences.

DISMISSAL

General Expectations:

At the conclusion of each school day, students are expected to leave campus within twenty minutes of the end of the instructional day, unless participating in an official school-sponsored event, activity, or athletic practice/competition.

DRIVING AND PARKING REGULATIONS

The school permits 11th and 12th grade students to drive to and from school, provided they park in stalls designated for student parking. In an effort to protect and safeguard our students at Cosumnes Oaks High School, we require all vehicles to be registered with the administration office and obtain a parking permit. All students in 11th and 12th grade wishing to drive to school must apply for a parking permit.

PARKING PERMITS WILL ONLY BE ISSUED TO 11th AND 12th GRADE STUDENTS with completed packets.

Students in 9th and 10th grade in good standing, may request a permit but must have the approval of an administrator before being issued a permit. **Possession of a student parking permit does not guarantee a parking space.** Students will be charged a \$5 replacement fee on all lost parking permits. Students must display their parking permit when parking at Cosumnes Oaks High School. Students are limited to parking in the student parking lot, indicated by orange or blue-colored parking blocks. **Students will not be permitted to park in the neighboring communities and commercial properties adjacent to the school.**

To obtain a parking permit, students must complete the Vehicle Parking Contract and the Student Vehicle Registration Form. Proof of current DMV registration and a current insurance declarations page is required. Application packets are available and should be submitted to the Administration Office. Parking permits may be picked up after the packet has been received.

Any vehicle without a permit or parking in a space that is in violation of the parking contract will be subject to citation, a possible revocation of the student's parking privileges and further disciplinary action. Students involved in reckless or unsafe driving practices, may lose their privilege to drive on campus. In addition, students that violate driving and/or parking regulations on campus will be placed on the No Activities List.

Under no circumstances should students park off campus or in areas provided for staff and visitors. Students may park in any space with a blue or orange painted parking block. Any student leaving the campus in a vehicle during the school day without permission is in violation of school rules as outlined in the student handbook. In addition, students are **not** allowed to "hang-out" in the parking lot or retrieve items from vehicles during the school day without consent from an administrator. When students arrive to school they are required to leave their cars immediately and proceed to the main campus. At the conclusion of the school day, students are required to get into their cars and immediately leave campus. Failure to abide by these rules may result in revocation of the student's parking privileges and/or disciplinary consequences.

FIRE DRILL/LOCKDOWN INSTRUCTIONS

FIREDRILL INSTRUCTIONS

When the **fire signal** sounds at any time during the school day, students are to do the following:

- a. Evacuate all buildings with their classmates and move quickly to the area designated on the evacuation map. All students should immediately report to their teacher in the area designated for their class. Roll will be taken by the teacher to account for all students.
- b. Remain with their class under their teacher's direction.
- c. Stay at least 50 feet away from all buildings.
- d. When the all-clear signal is given, return to class immediately following the teacher.

LOCK DOWN INSTRUCTIONS

When the **Lock Down** alert is given, students and teachers are to do the following:

1. Remain in the classroom away from doors and windows.
2. Lock classroom doors; close windows and blinds.
3. Reserve classroom phone for emergency use only.
4. If outside, go immediately to the nearest classroom or building.
5. Await further instructions from school officials.

NOTE: During a Lock Down, students will **not** be released to parents/guardians. Parents are asked to stay away from the school and from roads leading to the school to allow access to emergency and law enforcement personnel.

FOOD AND NUTRITION SERVICES

EGUSD participates in the National School Lunch and Breakfast Programs through Food and Nutrition Services. The department is committed to improving the health and academic success of students and offers lunch daily at each school site. Lunches are analyzed to ensure that meals meet the nutritional needs of students and the Dietary Guidelines for Americans (<https://health.gov/dietaryguidelines/>).

The lunch price is \$3.25 at middle and high schools. Middle and high schools offer breakfast for \$2.00. These prices will also be in effect for Intersession, Summer School and Jumpstart Programs, if offered.

Families may qualify for free or reduced price breakfast/lunch. To be eligible for free or reduced price meals you must complete an application each school year. Once the application is processed the family will receive notification by mail regarding their eligibility for that school year.

For additional information about meal applications, eligibility, breakfast/lunch menus and Nutrition Education, please contact Food and Nutrition Services at 686-7735 or refer to the district website.

COSUMNES OAKS WEBSITE & FACEBOOK PAGE

If at any time a student or parent would like additional information about Cosumnes Oaks High School, they are encouraged to visit the Cosumnes Oaks High School website at:

<http://cohs.egusd.net/>

This website provides information about events and activities at Cosumnes Oaks High School. Parent newsletters and a monthly calendar of events are posted and links are provided to Cosumnes Oaks High School's academic departments. In addition, teachers' email addresses and students' e-grades are available by clicking onto the Parent Services link from the main website. This website is new and will be upgraded throughout the 2017-18 school year.

We invite everyone to follow our school's Facebook page at: www.facebook.com/CosumnesOaksHS

PARENT VUE

Parent VUE and Student VUE is a web-based program designed to help parents and students keep track of classes and assignments, communicate with teachers, and participate in the Cosumnes Oaks High School community. It is important to register with Parent VUE and Student VUE in order to access class information and receive daily email updates about school. By participating in this program, students and

parents help the process of communication with the school. Parent VUE and Student VUE is safe and secure – All information is kept private and your email address will never be used in any commercial way. To register for Parent VUE and Student VUE, please visit the Cosumnes Oaks website:

<http://cohs.egusd.net/synergy>

HALL PASSES

Students are not permitted outside of classrooms during class periods unless a school staff member accompanies them or they have a hall pass from an authorized staff member. Hall passes must be written on the approved school hall pass form and must be dated, timed, and signed. Students are not permitted to carry objects as a substitute for authorized hall passes.

General Expectations

Students have five minutes to arrive at any room or office when sent by staff with a pass or verbal directive. Failure to arrive within five minutes may result with an additional consequence and a disciplinary referral for willful defiance. **At the conclusion of each school day, students are expected to leave campus within twenty minutes of the end of the instructional day, unless participating in an official school-sponsored event, activity, or athletic practice/competition.**

ILLNESS AT SCHOOL

If a student becomes ill at school, he/she is to report to the Health Clerk located in the Student Services Office. Students who need to see the Health Clerk must first obtain a pass from their teacher. A student who is ill may leave campus with a parent or guardian only if excused by the Health Clerk or an administrator, and after receiving a "Leave of Grounds" permit.

All health information must be updated annually, and changes in address, parent home and work phone numbers, and emergency contact names and phone numbers should be reported immediately to the attendance office so that the school is able to make immediate contact with a parent or guardian if the student is injured or becomes ill.

INSURANCE

The Elk Grove Unified School District does not carry accident or injury insurance on students. The responsibility for individual coverage lies with the parents or guardians. Low cost insurance is available and is highly recommended. Information regarding insurance is provided to each student at the beginning of each school year.

LOST AND FOUND

Lost and Found inquiries should be directed to the Custodial office, located in the main Multi-Purpose Room complex. Since Cosumnes Oaks High School does not assume responsibility for lost or missing articles on campus, students are asked to keep close track of their belongings and not carry valuables or large sums of money with them at school. **Items from Lost and Found that are not picked up by the last day of school will be donated to charity.**

MEDICATION

No medication (prescription or non-prescription) will be dispensed to students or allowed on the school site without the appropriate form being completed and on file in the Health Clerk's office. Students may obtain the form from the Student Services Office. Students requiring medication at

school shall be identified to the school by the parent/guardian and/or physician. All student medication must be in the original container and will be kept securely locked in the Health office. **Students may not carry any medication (prescription or over-the-counter) with them on campus.**

PHYSICAL EDUCATION LOCKERS

Physical Education lockers are issued as a courtesy to students enrolled in PE Students during the terms they are scheduled for PE. Students wishing to use a locker must have their parent/guardian sign a waiver form before a locker will be assigned. Cosumnes Oaks High School and EGUSD do not assume responsibility for the damage of any items stored in lockers or theft from lockers that have not been closed and secured properly or in instances when students have shared their personal locker combinations with other students. Students are responsible for all the contents of the locker they are assigned (including contraband.) Students should not share lockers!

NO DELIVERIES!—FLOWERS, BALLOONS, CAKES, HOMEMADE FOODS

Flowers, balloons, candy, etc., other than those available at school sponsored events, **may not** be delivered to a student during the school day to acknowledge a special occasion. Students **may not** carry balloons, flowers, etc., on campus during the school day because they are disruptive to the educational process. **If these items are delivered to school, they will be refused by the front office staff. If students bring cakes or home baked goods to school, they will be confiscated.**

The following guidelines will be in place:

1. The office staff **will not accept cash** for delivery to students, nor will the learning environment be interrupted to call your student out of class to accept cash. You are welcome to contact your student during authorized phone usage times to make arrangements.
2. Sports equipment will no longer be accepted in the office. If a student forgets their equipment the parent must make an arrangement to meet the student after school.
3. COHS Office Staff is not permitted to accept personal items, school work, or lunches. In addition, they are not allowed to notify or send passes to your student to pick up deliveries such as homework, books, jackets, bag lunches, etc.

TELEPHONES

The office telephone is a business phone to be used by students for emergencies only, and only with permission from office staff. In addition, students may use personal cell phones before and after school, during passing periods between classes and during their lunch. **Teachers will not send students to use the telephones during class time.**

WITHDRAWALS - TRANSFERS

Any student withdrawing or transferring from Cosumnes Oaks High School must report to the Administration Office for a withdrawal form. A parent/guardian must either accompany the student to the school or notify the Registrar to request the student be withdrawn from school. The withdrawal form must be signed by the librarian and the school Controller before the student returns it to the Registrar for withdrawal. If the student has been involved in sports or other extra -curricular activities, the form must also be approved by the coach or the Athletic Director. If the student has a PE locker all personal belongings must be cleared out and approved by a staff representative (teacher or security). The student must return all textbooks and other school materials and pay all fines/fees prior to withdrawal. The student must turn in their ID card. After being cleared in all areas, the withdrawal form

is returned to the Registrar who will complete the withdrawal process and provide the documentation necessary for enrollment at the new school.

CHANGE OF ADDRESS

Parents/guardians are to notify the Attendance Office immediately of any change of address, telephone number, or guardianship. Proof of residence (Purchase Agreement, Mortgage Statement or Lease) is required on all address changes.

VISITORS/VOLUNTEERS

All visitors/volunteers must sign in at the Attendance Office and wear a visitor/volunteer badge at all times while on campus. All visitors must have prior authorization and notification from a staff member on file in the office. Drop-in visits may not be permitted. When requested to do so by school or security personnel, visitors and volunteers must show identification. Cosumnes Oaks High School does not issue any student visitor passes.

WORK PERMIT REQUIREMENTS

Students under the age of eighteen must obtain a Work Permit at Cosumnes Oaks High School after securing an opportunity for employment. The following procedures will apply:

- Work permit requests and work permits may be picked up in the Student Services Office.
- There will be a two-day processing period for work permit applications (i.e., if your application is turned in before school on Monday, your work permit may be picked up on Wednesday after school).
- **Students in the Elk Grove Unified School District with work permits are required to maintain appropriate attendance and school performance to maintain their work permits.**
- Students who are truant three (3) or more school days (or 18 class periods) within a school year may have their work permit revoked. Employers will be notified of the revocation of the work permit.
- Students with a GPA below 2.0 may have their work permit revoked. Employers will be notified of the revocation of the work permit.
- Students must be clear of any outstanding school fines. Work permits will not be issued to students until all fees are paid.
- If the work permit is revoked, students may apply to have their work permit reinstated if attendance and/or academic performance has improved enough to maintain a “C” average for at least one term and/or less than three (3) unexcused absences for one term.
- Ages, and maximum hours per day and per week for Elk Grove Unified School District students are:

<u>Age</u>	<u>Non-School Days</u>	<u>School Days</u>
14 – 15	8 hours/day - 40/week	3 hours/day - 18/week
16-17	8 hours/day - 48/week	4 hours/day - 20/week

- A day of rest from work is required if the total hours employed per week exceed 30 hours or if more than 6 hours are worked on any one-day during the week.
- A minor’s work must be performed between specified hours:

14 - 15 years: 7 a.m. to 7 p.m.	(Summer 6/1 - Labor Day, 7 a.m. - 9 p.m.)
16 - 17 years: 5 a.m. to 10 p.m.	(12:30 a.m. when no school the next day)

- Students in approved work experience education programs may work on school days to 12:30 a.m. Parental and school permission are required.
- When regulations of enforcement agencies differ, the more restrictive regulation applies.

ATTENDANCE OFFICE

HOURS: 7:30 AM – 3:50 PM (8:30 AM – 3:50 PM - WED.) TELEPHONE #: 683-7670

In order to benefit fully from the Cosumnes Oaks High School academic and extra-curricular program and make progress toward graduation, students must attend school regularly. Since Cosumnes Oaks High School operates on a block schedule, regular attendance and punctuality are critical to school success. Irregular attendance negatively affects class progress and grades. Parents are encouraged to work with Cosumnes Oaks High School in supporting students’ regular and timely attendance. They may call the school’s attendance office during school hours to check on their child’s tardy and absence record.

ATTENDANCE REQUIREMENTS

State law requires that all minors attend school full time. Regular attendance is essential to learning and academic success. Attendance is taken each period and is noted in the teacher’s roll book and in the master attendance system. Seven regular semesters (14 terms) of attendance in grades 9-12 are required to qualify for a diploma. A summer session does not qualify as a regular semester.

Types of Absences:

- A. Excused: Absences due to illness, doctor or dental appointments, and funeral in the immediate family.
- B. Unexcused: Absences due to truancy, flat tires, running out of gas, missing the bus, oversleeping, etc. Absences due to suspension from school will be considered unexcused absences.
- C. Justifiable personal reasons: including but not limited to: an appearance in court , observance of a holiday or ceremony of his or her religion, attendance at religious retreats, for attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization [E.C. 48205] or attendance at employment conference, when student’s absence has been requested in writing prior to by the legal parent/guardian and approved by the principal or a designated representative.

Excused Absence(s) Procedures

All students have five (5) school days to clear their absence(s) with the school’s attendance records, beginning on the day they return to school. Students who do not clear their absence(s) within the five days will be considered truant from school.

- A. If your legal parent/guardian calls the attendance office at 683-7670 each day that you are absent, a written note is not necessary.
- B. If you have a note from your legal parent/guardian, bring it to the Attendance Office before 7:45 a.m., during your lunch and/or after school. The note should be signed by your legal parent/guardian and include your name, identification number, dates(s) of absence(s),

reason for absence(s), and a current telephone number where your legal parent/guardian can be reached.

- C. A medical verification **will be** required on all excessive tardies or absences for illness (15 or more for the school year).

Early Dismissals/“Leave of Grounds”

If you have a medical appointment that requires that you be released from school early, please follow the process listed below:

- A. Have your legal parent/guardian phone the Attendance Office at 683-7670, or bring a note prior to the start of school. Be advised that legal parents/guardians will be called to verify any early dismissal requested by a written note to ensure that a current phone number is listed.
- B. You will be issued a pass for your early dismissal. All parents/students need to sign out in the school office before leaving campus.
- C. If a student receives an early dismissal and returns on the same day. The student must check back in with the attendance office.
- D. Students identified as having an excessive number of early dismissals will be required to clear future requests with the vice principal.
- E. A medical verification may be required upon return to school. A medical verification **will be** required on all excessive leave of grounds (15 or more for the school year).
- F. Students who leave campus without checking out through the office will be marked as a confirmed cut. Attendance will not be cleared for this type of absence after the fact.

TRUANCY

A truancy is any “unexcused absence” or uncleared absence. The consequences for students who are truant are listed below:

CONSEQUENCES FOR TRUANCY:

1st & 2nd Truancy	Parent Notification
3rd Truancy	Referral to Vice Principal/Teacher-in-Charge; Detention issued
4th & 5th Truancy (Repeat Truant)	Referral to Vice Principal/Teacher-in-Charge Multiple Detentions, Placement on No Activity List for up to 8 weeks. Attendance Improvement Letter #1 (1st step in Attendance Improvement Office-formally known as SARB)
6th Truancy (Habitual Truant)	Vice Principal Referral Loss of Work Experience, ROP, Work permit
8th Truancy	Attendance Improvement Letter #2

ATTENDANCE IMPROVEMENT OFFICE-

Students with habitually poor attendance will be referred to the Attendance Improvement Office-AIO (formally known as SARB) through the following process:

1st Attendance Letter

- A letter is sent to parents after the 5th truancy.
- A principal or designee conferences with the student concerning attendance.

2nd Attendance Letter

- The AIO office sends a second letter to parents after the 8th truancy.
- The parent will be sent a PACT Meeting letter.

3rd Attendance Letter

- The AIO office generates a third letter when a student violates his/her attendance contract or when the parent does not schedule and/or attend a conference. This letter is a referral for an AIO court hearing.

Under CA state law, parents/guardians are responsible for the regular attendance of their children.

TARDY POLICY AND CONSEQUENCES

In order for students to be successful and productive, they must develop habits of punctuality. These habits will contribute not only to academic success, but also to career success in later years. Since tardiness is neither responsible nor productive, and since it is disruptive to the educational process, students at Cosumnes Oaks High School will be held accountable for punctuality. Habitual tardiness (three or more in a given class per term) will result in parent notification and administrative disciplinary action. The following policy regarding tardiness has been instituted at Cosumnes Oaks High School.

1. All students are expected **to be in class in their assigned seats** when the bell rings or they will be considered tardy.
2. During first period, students who enter the classroom after the tardy bell are considered tardy. If the student arrives to campus within the first 10 minutes of school without a note, the student reports directly to the classroom. The classroom teacher documents the tardy and assigns consequences according to school policy. After the 10 minute window, students must all report to the attendance office for admittance.
3. During the school day, students who enter the classroom after the tardy bell, with an appropriate pass signed by a school staff member, will be admitted to class without penalty. If attendance has already been taken, the teacher will change attendance in the Student Information System from truant to present.
4. The campus supervisors will conduct occasional "tardy sweeps" of the campus after the tardy bell rings. Students who are out on campus after the bell without an appropriate pass, regardless of their tardy history, will be assigned Friday School by a vice principal. After receiving the Friday School, students will be sent to class.

Tardy Consequences:

Tardy to assigned classes during a nine-week term (per term):	
• First, Second and Third Tardy:	Teacher warns student and enters in Student Information System
• Fourth Tardy	Teacher marks tardy in Student Information System, issues the student a referral. Student is issued detention by administrator and is given the No Activities List warning for 5 th offense.
• Fifth Tardy:	Teacher refers the student to an administrator. The administrator issues detention and notifies the parent and reviews next consequences. Student is placed on the No Activity List for up to 8 weeks.
• Sixth Tardy & beyond	The student action is considered as ongoing truant and detention is issued. Student may be held from class for the entire period. No Activities list may be extended into multiple terms.

NOTE: Students who arrive to class without a pass or readmit after more than half of the class period has elapsed will be considered absent, not tardy. They will be assigned an after school detention to be served within 48 hours and will be responsible for having their parents clear their absence.

Be Proactive...

CONFLICT MANAGEMENT

To co-exist peacefully, students need skills to communicate effectively and to create boundaries for themselves in a responsible manner. Peer conflict management teaches democratic principles and offers a forum through which students can participate in their school community.

Students who are having problems with each other and who choose to discuss these issues should **report to the Student Services Office** and request assistance from a conflict manager. If an agreement is not reached, students may be referred to an administrator for possible disciplinary action. Students sent to conflict management by an administrator in an effort to avoid home suspension will be suspended if there is a violation of the conflict management agreement at a later time.

AVOID DANGEROUS SITUATIONS

As stated previously in this handbook, Cosumnes Oaks High School will not tolerate any student causing serious physical injury to another person, bringing a weapon to school, or selling drugs. Any of these actions will result in the student being recommended for expulsion from the school district. Other serious violations of the school rules such as chronically disrupting classes or defying school authorities can also lead to expulsion.

Students and parents are advised that in order to maintain a safe, violence-free environment, **no student is allowed to hit another child—for any reason. Students who hit other students, even in self-**

defense, may be suspended from school. If a student is hit by another student, he/she should immediately leave the area and seek help from a teacher or other staff member.

To avoid suspension or expulsion, students should:

- Stay away from people who make them angry.
- Ignore or walk away from challenges to fight.
- Practice strategies to calm down.
- Seek help from teachers, campus supervisors, counselors, or administrators.
- Ask for Conflict Management.
- Talk to their parents about any problems they're having at school.

INTERACTION WITH MIDDLE SCHOOL STUDENTS

Cosumnes Oaks High School students are prohibited from entering the Elizabeth Pinkerton Middle School campus without written approval and/or an adult escort for a specific purpose. Students are not to interact inappropriately with middle school students on or about the Cosumnes Oaks High School campus. This includes horseplay, threats, or public displays of affection.

CAMPUS COURTESY

Students are asked to show respect for their peers by:

1. Keeping corridors open to traffic by walking to the right and not blocking hallways by standing in groups.
2. Passing through corridors quietly to be considerate of others in the hallways and classrooms.
3. Discarding trash in the containers provided to keep the school clean.
4. Acknowledging that a quiet, calm atmosphere is essential to learning and that nothing contributes more to this atmosphere as does being quiet: using quiet voices, gently handling books and desks and being silent near classrooms.

CAFETERIA BEHAVIOR

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Free and reduced lunch applications are available from the cafeteria manager and the school office. Students are asked to show respect for cafeteria staff and fellow students by:

1. Depositing all litter in wastebaskets.
2. Leaving the table and floor in a clean condition for others.
3. Respecting that all classrooms and hallways are off limits during lunch, except for students under the supervision of a teacher.
4. Not sitting or standing on tables in the multi-purpose room and outdoor areas.

The throwing of food or other items, or littering anywhere on campus will not be tolerated. Students may receive disciplinary consequences for participating in such behavior, including home suspension.

NO ACTIVITIES LIST

Students that fail to cooperate with staff directives, fail to attend school as assigned, or violate policies contained in this handbook, may be added to the school's "No Activities List." While on the N.A.L., students will not be able to attend student functions outside the school day, including dances, prom, certain field trips, athletic events, etc. Students on the No Activities List will be barred from student

activities for up to 8 weeks. Parents/Guardians will be notified via School Loop if their child has been added to the N.A.L.

CELLULAR PHONES /ELECTRONIC DEVICES

Cosumnes Oaks High School does not investigate the loss or theft of electronic devices. Bring at your own risk.

- Students may possess or use personal electronic signaling devices on school campus provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests
- Electronic signaling devices shall be turned off and kept out of sight during class time or at any other time as directed by a school district employee, except when otherwise permitted by the teacher or administration. No student shall be prevented from using his/her cell phone in case of an emergency (as determined by site personnel), except where that use inhibits the ability of school district employees to effectively communicate instructions for the safety of students.
- Violations of this policy are subject to progressive discipline. If a student's use of an electronic device causes a disruption, the employee may send the student to On Campus Intervention for the remainder of the class period and/or issue a disciplinary referral. A student's right to carry such devices may be revoked for subsequent offenses except where deemed medically necessary. Students may be subject to other disciplinary measures when their use of a device violates other school rules such as cheating.
- No student shall use an electronic signaling device with a camera, video or voice recording function in a way or under circumstances which infringe the privacy rights of other students and staff.
- Students are responsible for the device they bring to school. Cosumnes Oaks High School is not responsible for loss, theft or destruction of any such device brought onto school property.

Students are permitted to use cell phones during lunch and passing periods. Students using an earpiece must leave one ear available for safety communication purposes. Cell phones may not be visible or audible at any time during class, assemblies or rallies; possessing or using an electronic device while classes are in session, regardless of location is a violation of this policy. **Students must have them off and away before entering the door of a classroom or building.** If a student violates these conditions, the student will be sent to the On Campus Intervention room for the remainder of the class period, and may be given a 2nd session of OCI per the discretion of a staff member. The following chart shows the progressive steps when a violation has occurred.

Pursuant to California Education Code Section 51512, the use of any electronic listening or recording device in an educational setting without prior consent of the teacher and/or the principal is prohibited. Any pupil violating this section will be subject to appropriate disciplinary action.

1 st Cell phone/electronic device violation	Entry in Student Information System, student issued OCI
2 nd Cell phone/electronic device violation	Student placed on the “No Activities List” for up to 8 weeks , entry in Student Information System, student issued OCI
3 rd or beyond Cell phone/electronic device violation	Student placed on the “No Activities List” for up to 8 weeks , entry in Student Information System, and student issued OCI. Student may also receive additional disciplinary consequences.

STUDENT CONDUCT

GRAFFITI

Graffiti, tagging, or other marks made on school or private property is strictly prohibited. Cosumnes Oaks High School **will not tolerate** graffiti. Violators are subject to administrative disciplinary action that may include a recommendation for expulsion, as well as possible criminal charges. Parent(s)/guardian(s) and the student will be charged for any costs related to the repair and/or clean up of any damage caused by their child.

INSUBORDINATION/DISRESPECT FOR TEACHERS/STAFF, SUBSTITUTE TEACHERS

If a student is defiant or hostile toward any teacher, administrator or school employee, or if a student refuses to comply with any rule set forth by a teacher, administrator, or support staff member, that student will be subject to immediate disciplinary action, up to and including home suspension.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection are not appropriate to a school setting and are therefore not allowed. Inappropriate displays of affection shall be defined as heavy kissing, petting, prolonged hugging, and/or hugging in a suggestive manner with body touching, rubbing etc. Students violating the display of affection policy may be issued one warning or detention with parent notification. Repeat violations may result in increased disciplinary action.

SCHOOL PROPERTY

It is everyone’s responsibility to help maintain a clean and safe campus. Students are expected to assist the custodial staff in keeping the buildings clean by not throwing papers, sunflower seeds, etc., on the floors and in hallways. Writing or carving on walls, desks and chairs is destructive and is inconsiderate of the many other students who use the facilities. **Students/parents will be charged for all damages or losses that occur to school buildings, books, or equipment**

DRESS CODE/GROOMING GUIDELINES

Parents or guardians have the primary responsibility for appropriate standards of dress and grooming. However, as an educational entity, the Secondary Division of the Elk Grove Unified School District has the responsibility to establish and maintain standards of dress and grooming that support a positive, appropriate, and safe learning and teaching environment.

The purpose of a dress and grooming code is to facilitate education, not to inhibit any person's taste in attire or appearance. Students should be clean and neatly dressed in a manner that will be appropriate to the school setting, not hazardous to the health and safety of the students, and not disruptive or distracting from the educational program of the school. In addition, no articles of clothing, apparel or school materials, including hats, backpacks, and binders, may have pictures, printing, or writing that is crude, vulgar, profane, sexually suggestive, racially, ethnically, or religiously intolerant, that contain images of weapons, tobacco, drugs and/or alcohol, or which the school's administration reasonably predicts will disrupt the learning environment.

Specifically, the students at Cosumnes Oaks are expected to abide by the following dress code:

1. PANTS, SHORTS, SKIRTS:

- No undergarments showing, including athletic shorts worn under pants/shorts.
- No holes, rips or frays higher than mid-thigh.
- No "short shorts" or "short skirts." Shorts should have at least a 3-inch inseam; skirts and dresses must not be shorter than mid-thigh.

2. TOPS, SHIRTS, BLOUSES:

- No bare midriffs or backs: tops must completely cover the skin and overlap the waistband of pants, shorts, or skirts. When arms are raised above the student's head, if the garment does not fall naturally below the midriff area, the student is in violation.
- All tops must have sleeves or straps.
- No "see-through" or fishnet fabrics, unless accompanied by additional layers that meet the aforementioned conditions.

3. FOOTWEAR:

- Shoes must be worn at all times
- No house slippers, or "wheelies" are allowed

4. HAT/HEAD COVERING POLICY:

The Elk Grove Unified School District allows students to wear certain types of hats on campus to protect them from damage caused by exposure to the sun. At Cosumnes Oaks students may not wear head coverings, baseball caps, and visors with writing and/or images that are deemed by school administration to be disruptive to the learning environment.

In addition, the following rules regarding headwear on campus must be observed:

- Masks are not permitted on campus
- Grooming items and headwear such as hair rollers, shower caps, hair rags, etc., are not allowed
- Bandanas may not be red or blue.

Hats, caps, and other headwear may not be worn inside school buildings. Exceptions to this include items worn inside the MP Room, gymnasiums, and athletic facilities.

The school administration may limit or prohibit specific clothing that has been determined by law enforcement or gang experts to be affiliated with an actual gang. In consultation with law enforcement or other gang experts, the school administration may limit clothing or apparel where there is a reasonable basis for identifying such clothing or apparel as gang affiliated. Limitations and prohibitions on gang-related clothing or apparel will be applied equally to all students, and in no instance will a student's clothing or apparel be identified as gang-related based solely on the student's race, national origin or ancestry.

Students failing to comply with the dress code may be asked to call their parents or guardians to bring a change of clothing, may have inappropriate items confiscated, or in the case of repeated violations, may be subject to progressive disciplinary consequences.

1 st Dress code violation	Warning, entry in Student Information System, student will be expected to change
2 nd Dress code violation	Warning, entry in Student Information System, student will be expected to change, student assigned detention
3 rd Dress code violation	Student placed on the "No Activities List" for up to 8 weeks , entry in Student Information System, student assigned detention, student will be expected to change
4 th Dress code violation	Student may receive more serious disciplinary consequences.

STUDENT DISCIPLINE

Good citizenship and respectful behavior is expected of all students at Cosumnes Oaks High School. Cosumnes Oaks High School recognizes that the best discipline is self-imposed and requires that students take responsibility for their actions. When issues of behavior do arise, however, the staff at Cosumnes Oaks High School encourages cooperation between the home and school concerning students' discipline.

The most important purpose of discipline policies and procedures at Cosumnes Oaks High School is to create a safe and comfortable teaching and learning environment. Unfortunately, a few students may fail to follow the school's rules of conduct. The following is a list of consequences that may be utilized:

1. Loss of all privileges for school-related activities for a period of time.
2. School Detention
3. Friday School
4. On Campus Suspension
5. Home suspension for one to five days
6. Expulsion from the Elk Grove Unified School District

Parents will be notified by phone and/or in writing of all cases of serious disciplinary problems or consequences. Parents are encouraged to contact either their student's Advocacy teacher or counselor regarding their child's behavior and/or academic status each term.

"I AM CO" PROGRAM

I AM CO is a program created by our school based on the Positive Behavior Intervention and Support model. PBIS is a proactive approach to establish the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success. One of the foremost advances in school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, locker rooms, and quad". It is a framework that is implemented by explicitly teaching the expected behaviors, acknowledging appropriate behaviors and re-teaching when behavioral errors are made.

COHS Behavior Expectations Matrix

Area	Respectful	Responsible	Engaged	Honor
Non-Instructional Areas (MP Room, Passing Period, Lunch Time, Quad)	Use school-appropriate language at all times	Walk at all times	Be friendly and accepting of others	Don't interrupt the learning environment of others
	Follow directions of all school employees	Throw away trash and recycle	Keep a calm atmosphere	Take care of personal, school, and private property
	Keep noise at an appropriate level	Stay in designated areas	Practice good time management	Report bullying, harassment and intimidation
Events & Activities (Sporting events, ASB activities, Rallies, Assemblies, School Performances, Buses & Transportation)	Follow all directions	Use all equipment properly	Stay focused	Represent our school to the best of your ability with enthusiasm and positivity
	Use appropriate and positive school language at all times	Have ID with you at all times	Practice active listening	Honor your school, property, and peers
	Encourage others	Stay in your seat on buses and during assemblies	Practice good time management	Report bullying, harassment and intimidation
Locker Room & Restrooms	Clean up after yourself	Practice cleanliness	Use facilities for intended purposes only	Report damage, vandalism, and theft
	Keep the facility clean	Take care of personal hygiene	Practice good time management	Conduct yourself admirably
	Use appropriate and school appropriate language	Secure your personal property and belongings	Leave when you are done with personal business	Honor the privacy and the property of others
Emergency Drills & Situations	Remain calm and quiet	Treat every situation as if it were a real emergency	Listen for instructions	Conduct yourself in an orderly and safe manner
	Follow all instructions from school employees and emergency personnel	Report to, and stay in, designated areas	Be proactive about your safety	Help others when you see a need
Instructional Time (Classrooms, WPH, Advocacy, Guest Presenters, Assemblies, Library & Career Center)	Treat people with care	Be prepared and on time	Practice active listening	Practice and maintain academic integrity
	Use academic language	Complete and turn in all assignments on time	Know what the task is and stay on task	Follow classroom rules
	Handle school property with care	Be proactive in using resources to succeed	Engage in positive collaboration with teachers, students and staff	Accept the consequences of your actions

DISCIPLINARY CONSEQUENCES FOR BEHAVIORAL VIOLATIONS OF THE COHS CODE OF CONDUCT

ACADEMIC MISCONDUCT/DISHONESTY

At Cosumnes Oaks High School, the administration and staff strive to instill, to cultivate, and to build excellence in all. We stress personal integrity and good practice in all aspects of academics, learning, and assessment. Students work hard at producing their own work that exhibits their learning. In addition, they need to know the ideas and issues that are related to *academic honesty*. This knowledge will allow them to demonstrate their abilities and understanding through their original ideas and produced work. In order to make great things possible, each student must produce and take ownership for an authentic piece of work. As life-long learners, students will be responsible for their work, whether it is in an educational setting or the work place.

To that end, the staff expects the highest standards of honesty and integrity from all students and promotes the ideals of education, responsibility and self-discipline. To protect all students' right to a fair and meaningful evaluation of their work the **ACADEMIC CODE OF CONDUCT** has been adopted. Student violations can be classified into one of the five categories.

Type I

A student who copies an assignment from another student AND the student who knowingly allowed the assignment to be copied (paper or electronic).

Type II

A student who is found in possession of unauthorized **cheat sheets** (paper or electronic), answer keys or other evidence of premeditated cheating - whether or not the item(s) were actually used by the student. This includes any test information (i.e., topics, answers, and/ or questions).

Type III

A student who plagiarizes someone else's work (intellectual property), or copies any information from an encyclopedia, internet source, magazine, newspaper, Cliffs Notes, or any other published source, etc., and *presents these materials as if they are the student's own ideas*.

Type IV

A student who is caught taking, without permission, another student's or teacher's materials or project. The student will be disciplined under the provisions for theft as specified in the education code. **(EC 48900g/EC48900i) - stealing or attempting to steal school or private property; knowingly received stolen school property or private property.**

Type V

A student who has been found to falsify school records or is apprehended for taking, without permission, school records (including teachers' materials). The student will be disciplined under the provisions for theft as specified in the education code. **(EC48900g/EC48900I/EC 48915) - stealing or attempting to steal school or private property; knowingly received stolen school property or private property.**

- *All violations will be documented into Student Information System as Academic Dishonesty and become part of the student's record.*
- *Staff may review a student's Student Information System record when requested to write letters of recommendation to universities on behalf of seniors. Staff reserves the right to retract letters of recommendation if Academic Code of Conduct is violated after they have been written.*

9th through 11th grade: Further consequences could result in ineligibility for Pride of the Pack, NHS, and Academic Awards based on grades earned during the term of the violation.

12th Graders: Further consequences could result in ineligibility for any academic recognition for the entire school year. This includes Pride of the Pack, NHS, Academy Awards and Cords, Academic Awards, Valedictorian, Salutatorian, Top Ten, Alpha Award, and/ or any additional public recognition by Cosumnes Oaks High School. In addition, students that fail classes during their senior year due to instances of academic dishonesty may jeopardize their graduation or participation in the graduation ceremony.

Action taken for violation	Type I, II, III	Type IV	Type V
<ul style="list-style-type: none"> • Zero for the assignment • Referral to the administration • Parent notification 	1 st Occurrence		
<ul style="list-style-type: none"> • Zero for the assignment • Referral to the administration • Parent notification • Friday school 	2 nd Occurrence		
<ul style="list-style-type: none"> • Zero for the assignment • Referral to the administration • Parent notification • Friday school • No activities list • Letter from principal's office 	3 rd Occurrence	1 st Occurrence	
<ul style="list-style-type: none"> • Zero for the assignment • Referral to the administration • Parent notification • Friday school • No activities List • Suspension 	4 th Occurrence	2 nd Occurrence	
<ul style="list-style-type: none"> • Zero for the assignment • Referral to the administration • Parent notification • Friday school • No activities List • Suspension /Expulsion 	5 th Occurrence	3 rd Occurrence	1 st Occurrence

SCHOOL DETENTION

Detention is a supervised period held for up to one hour directly after school. Detention may be assigned by any Cosumnes Oaks High School staff member. If a student is late or fails to attend assigned detention, that student will be assigned an additional detention. If a student is late or fails to attend detention a second time, or if he/she is removed from detention for disciplinary reasons, the student may be issued a more significant disciplinary consequence, including suspension.

During School Detention/OCS, students are expected to follow these rules:

- | | |
|--|---|
| *No talking. | *No Disruption of class; i.e., inappropriate questions. |
| *Stay on-task. | *No bathroom breaks. |
| *Take out work and/or reading materials. | *One warning for violation of rules (possible seat change). |
| *Keep head up and sit forward. | *Be respectful to staff and other students |

NOTE: Students may not participate in any extra-curricular activities while assigned to detention or on campus suspension.

FRIDAY SCHOOL

Friday School is assigned to students who have been caught up in a tardy sweep, or accumulated excessive unexcused absences, truancies (class cuts), tardies, or other disciplinary problems. An academic atmosphere is maintained under the close supervision of a campus supervisor. Friday School hours are from 3:30 p.m. to 4:30 p.m. Students are required to bring enough homework to last for one hour.

Administrators may assign students to Friday School. Parents will be notified by email, telephone, or letter prior to the assigned Friday School. Failing to appear, arriving late, or violating Friday School rules may result in the student being assigned a more significant disciplinary consequence, including suspension. As a practice, students are afforded only 1 rescheduled Friday School per school year before consequences are levied.

ON CAMPUS INTERVENTION

On Campus Intervention (OCI) is a supervised study hall for students assigned to it due to disciplinary infractions. Teachers may assign OCI for the period the student is enrolled in their class for up to two class days. Other discipline options may be used for students that are assigned multiple periods of OCI.

Students who are assigned to OCI must arrive within 5 minutes from the time sent. Should a student miss OCI due to a verified appointment (medical, dental, etc.) he/she will make up the OCI upon return to school. A student's failure to attend or complete OCI for any other reason may result in home suspension. Questions regarding OCI may be directed to the student's Vice Principal.

SUSPENSION

If a student's behavior is a threat to the safety, health or emotional well-being of others, and previous methods of prevention and intervention have not been successful, that student may be suspended in accordance with state law and district policy. Suspension may be imposed upon a first offense if the Superintendent, principal or designee determines the student violated Education Code 48900(a)-(e) or if the student's presence causes a danger to persons. [E.C. 48900.5]

Reasons for Suspension*

State law allows for the suspension of a student if a student commits or engages in any of the acts listed below, where such conduct or acts relate to school activities or attendance, such as, but not limited to when such acts or conduct take place: while on school grounds, going to or from school, during lunch period (on or off campus), during, or while going to or from, a school-sponsored activity, or for certain conduct which occurs after school hours and off District property, but which is reasonably likely to cause or causes a substantial disruption of a school activity or attendance:

- **Assault/Battery [E.C. 48900(a)]**

Causing, attempting to cause, or threatening to cause physical injury to another person. Exceptions may be made in a situation where witnesses and evidence support a case of self-defense.

- **Weapons [E.C. 48900(b)]**

Possessing, selling or otherwise providing any weapon--including firearms, knives, explosives, or other dangerous object.

- **Alcohol/Intoxicants/Controlled Substances [E.C. 48900(c)]**

Unlawfully possessing, using, selling or otherwise providing alcohol, intoxicants or controlled substance, including prescribed medications. Also applies to being under the influence of alcohol, intoxicants or controlled substances.

- **Substance in Lieu of Alcohol/Intoxicants/Controlled Substances [E.C. 48900(d)]**

Delivering, providing or selling items which are claimed to be alcohol, intoxicants or controlled substances but were not such items.

- **Robbery or Extortion [E.C. 48900(e)]**

Committing or attempting to commit robbery or extortion. Extortion occurs when threats are made with the intent to obtain money or something of value.

- **Property Damage** [E.C. 48900(f)]**

Causing or attempting to cause damage to school property or private property.

- **Property Theft** [E.C. 48900(g)]**

Stealing or attempting to steal school or private property.

- **Tobacco or Nicotine Products [E.C. 48900(h)]**

Possessing, providing or using tobacco, or any item containing tobacco or nicotine products, including but not limited to cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.

- **Obscenity [E.C. 48900(i)]**

Committing an obscene act or engaging in regular profanity, swearing or vulgarity.

- **Drug Paraphernalia [E.C. 48900(j)]**

Unlawfully possessing, offering, arranging for, or negotiating to sell any drug items.

- **Disruption or Defiance [E.C. 48900(k)(1)]**

Disrupting school activities or otherwise refusing to follow the valid authority of school personnel, including supervisors, teachers, school officials or other school staff performing their duties.

“Disruption of school activities” is defined as follows: when a student’s conduct, presence or actions disrupts or threatens to disrupt normal district or school operations, threatens the health or safety of anyone on district or school property, or causes or threatens to cause damage to district property or to any property on school grounds.

Examples of disruption of school activities under Education Code 48900(k)(1), as defined above, which may subject a student to discipline, include but are not limited to:

- Classroom behavior that impedes a teacher’s ability to teach and other students’ ability to learn, such as a student talking loudly or making other distracting noises or gestures while a teacher is speaking to and instructing the class and when students are expected to be silent and attentive; or
- The intentional activation of the fire alarm causing the temporary evacuation of the school and/or causing emergency personnel to respond.

“Willful defiance of valid authority” is defined as follows: when a student defies the valid authority of a district or school official or district or school staff in a manner that has an impact on the effective or safe functioning of district or school operations, such as continuing to remain at the scene of a fight or to instigate a disturbance after being told to stop the subject behavior; repeated disobedience to or defiance of school personnel when other interventions have not been successful in modifying the misbehavior; or in the proper instance one-time or first-time disobedience to or defiance of school personnel that has an impact on the effective or safe functioning of district or school operations.

Examples of willful defiance of valid authority under Education Code 48900(k)(1), as defined above, which may subject a student to discipline, include but are not limited to:

- Continuing to remain at the scene of a fight or other violent disturbance despite specific directions to leave the area by administrators or other school staff attempting to break up the fight or mitigate the disturbance caused by the fight; or
- Repeated episodes of misbehavior, despite multiple efforts and/or directives by a classroom teacher or other district staff intended to change and correct the student’s misbehavior.

Note: With the exception of classroom suspensions imposed by a teacher under Education Code 48910, no student enrolled in kindergarten through grade three may be suspended for violation of Education Code 48900(k)(1). Additionally, no student enrolled in kindergarten through grade twelve, regardless of age, may be recommended for expulsion for violation of Education Code 48900(k)(1). [E.C. 48900(k)(2)]

• **Receiving Stolen Property** [E.C. 48900(l)]**

Receiving stolen school or personal property.

• **Possessing Imitation Firearm [E.C. 48900(m)]**

Possessing an imitation firearm or simulated firearm that is substantially similar in physical properties to an existing firearm.

• **Sexual Harassment [E.C. 48900(n)]**

Committing or attempting to commit a sexual assault or committing a sexual battery.

• **Threats and Intimidation [E.C. 48900(o)]**

Harassing, intimidating or threatening a student who is a witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.

• **Prescription Drug Soma [E.C. 48900(p)]**

Offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.

• **Hazing [E.C. 48900(q)]**

Engaging in, or attempting to engage in any activities used for initiation or pre-initiation into a student

organization, or student body or related activities, which causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace, resulting in physical or mental harm.

- **Bullying [E.C. 48900(r)]**

Bullying means any severe or pervasive or verbal act or conduct, including communications made in writing or by means of an *electronic act*, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a *reasonable student* in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from services, activities, or privileges provided by a school. [E.C. 48900(r)] Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 that has any of the effects described above on a reasonable student. [E.C. 48900(r)]

- **Aided or Abetted to Inflict Physical Injury [E.C. 48900(t)]**

Aiding or abetting in the infliction or attempted infliction of physical injury to another student. However, the District cannot seek to expel a student for violation of Education Code 48900(t) until juvenile court proceedings are completed and the juvenile has been convicted of being an aider or abettor of a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury.

- **Sexual Harassment (Grades 4-12) [E.C. 48900.2]**

Engaging in prohibited sexual harassment that includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature.

- **Hate Violence (Grades 4-12) [E.C. 48900.3]**

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (E.C. 233; Penal Code 422.55)

- **Other Harassment (Grades 4-12) [E.C. 48900.4]**

Harassing, intimidating, or threatening a student or group of students, or school personnel, with the actual or expected effect of disrupting class work or creating substantial disorder, or creating a hostile educational environment.

- **Terrorist Threats [E.C. 48900.7]**

Making terrorist threats against school officials and/or property, or both.

* The superintendent or principal may use his or her discretion to provide alternatives to suspension or expulsion to address student misconduct. [E.C. 48900(v), 48900.5] [EGUSD AR 5144]

**School property includes, but is not limited to, electronic files. [E.C. 48900(u)]

EXPULSION

Expulsion, as ordered by the Elk Grove Unified School District Board of Education, is the removal of a student from all schools in the district for violating the California Education Code at school or at a school activity off school grounds. The expulsion is for a defined period of time, but an application for re-admission must be considered within a specified time period. State law provides for full due process and rights to appeal any order of expulsion.

A student shall be recommended for expulsion for violation of any of the acts set forth in Education Code 48915(a)(1)(A)-(E), unless the Superintendent, Superintendent's designee, principal or principal's designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

- **Serious Physical Injury [E.C. 48915(a)(1)(A)]**

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

- **Possession of Knife or Dangerous Object [E.C. 48915(a)(1)(B)]**

Possessing a knife or other dangerous object of no reasonable use to the student.

- **Unlawful Possession of a Controlled Substance [E.C. 48915(a)(1)(C)]**

Unlawful possession of any drug except for (1) the first time offense of possession of not more than one ounce of marijuana, or (2) for the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician.

- **Robbery or Extortion [E.C. 48915(a)(1)(D)]**

- **Assault or Battery on a School Employee [E.C. 48915(a)(1)(E)]**

State law requires a school administrator to recommend expulsion if a student commits certain violations of the Education Code. A student shall immediately be recommended for expulsion for violation of any of the acts set forth in Education Code 48915(c)(1)-(5):

- **Possession, Selling or Furnishing a Firearm [E.C. 48915(c)(1)]**

Possessing, selling or otherwise furnishing a firearm (verified by an employee of the school district). However, possession of an imitation firearm, as defined in Education Code 48900(m), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion.

- **Brandishing a Knife [E.C. 48915(c)(2)]**

Brandishing a knife at another person.

- **Selling a Controlled Substance [E.C. 48915(c)(3)]**

Unlawfully selling a controlled substance.

- **Sexual Assault or Battery [E.C. 48915(c)(4)]**

Committing or attempting to commit a sexual assault or committing a sexual battery, as defined in Education Code 48900(n).

- **Possession of an Explosive [E.C. 48915(c)(5)]**

For all other acts and conduct for which a student is subject to discipline under Education Code 48900 through 48900.7 and which are not specifically listed or addressed under Education Code 48915(a) or 48915(c), a student may be recommended for expulsion where other means of correction are not feasible or have repeatedly failed to bring about proper conduct, or where due to the nature of the student's conduct violation, the presence of the student causes a continuing danger to the physical safety of the student or others. [E.C. 48915(b) and (e)]

**REFERENCE CHART:
EDUCATION CODES RELATED TO DISCIPLINE
& REQUIRED OR POTENTIAL DISCIPLINARY CONSEQUENCES**

1. Mandatory Expulsion {E.C. 48915(c)}	Alternative to Suspension	Suspension	Expulsion
(1) Possession, selling, or otherwise furnishing a firearm. However, possession of an imitation firearm, as defined in Education Code 48900(m), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion.		•	•
(2) Brandishing a knife.		•	•
(3) Unlawfully selling a controlled substance.		•	•
(4) Committing or attempting to commit a sexual assault or battery.		•	•
(5) Possession of an explosive.		•	•
2. Mandatory Recommendation for Expulsion {E.C. 48915(a)(1)} Unless the Superintendent, Superintendent's designee, principal or principal's designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct.	Alternative to Suspension	Suspension	Expulsion
(1) Causing serious physical injury to another person except in self-defense.		•	•
(2) Possession of any knife, or other dangerous object of no reasonable use to the		•	•
(3) Unlawful possession of any drug except for (1) the first offense of possession of not more than one ounce of marijuana, or (2) for the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician.		•	•
(4) Robbery or extortion.		•	•
(5) Assault or battery upon a school employee.		•	•
3. Acts of Violence {E.C. 48900(a)}	Alternative to Suspension	Suspension	Expulsion
(1) Caused, attempted to cause, or threatened to cause physical injury to another	•	•	•
(2) Willfully used force or violence upon another person.		•	•

4. Weapons and Dangerous Objects {E.C. 48900(b)}	Alternative to Suspension	Suspension	Expulsion
(1) Possession, sale, or furnishing of weapons (knife, gun, sharp object, club, or an object that could inflict injury) or explosive.		•	•
(2) Explosives, use or possession.		•	•
5. Drugs and Alcohol {E.C. 48900(c)}	Alternative to Suspension	Suspension	Expulsion
(1) Possession, use, sale, or furnishing, or otherwise being under the influence of alcohol, controlled substances, or an intoxicant.		•	•
6. Sale of “Look-Alike” Controlled Substance or and Alcohol {E.C. 48900(d)}	Alternative to Suspension	Suspension	Expulsion
Offering, arranging, or negotiating to sell drugs, alcohol or any intoxicant and then substituting a look-alike substance intended to represent drugs, alcohol, or an intoxicant.		•	•
7. Robbery or Extortion {E.C. 48900(e)}	Alternative to Suspension	Suspension	Expulsion
Committed or attempted to commit robbery or extortion.		•	•
8. Damage to Property {E.C. 48900(f)}	Alternative to Suspension	Suspension	Expulsion
Caused, or attempted to cause damage to school or private property.	•	•	•
9. Theft or Stealing {E.C. 48900(g)}	Alternative to Suspension	Suspension	Expulsion
Stealing, or attempting to steal school or private property.	•	•	•
10. Tobacco {E.C. 48900(h)}	Alternative to Suspension	Suspension	Expulsion
Possessed or used tobacco or nicotine products.	•	•	
11. Profanity, Obscene Acts, Vulgarity {E.C. 48900(i)}	Alternative to Suspension	Suspension	Expulsion
(1) Directed at peers.	•	•	•

(2) Directed at school personnel.	•	•	•
12. Drug Paraphernalia {E.C. 48900(j)}	Alternative to Suspension	Suspension	Expulsion
Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.		•	•
13. Willful Defiance or Disruption of School Activities {E.C.- 48900(k)(1)} Note: With the exception of classroom suspensions imposed by a teacher under Education Code 48910, no student enrolled in kindergarten through grade three may be suspended for violation of Education Code 48900(k)(1). Additionally, no student enrolled in kindergarten through grade twelve, regardless of age, may be recommended for expulsion for violation of Education Code 48900(k)(1). [E.C. 48900(k)(2)]	Alternative to Suspension	Suspension	Expulsion
(1) Disrupting school activities.	•	•	
(2) Refusing to follow the valid authority of school personnel, including supervisors, teachers, school officials or other school staff performing their duties.	•	•	
(3) Failure to follow school rules.	•	•	
(4) Failure to follow directive or instruction of staff or teachers.	•	•	
(5) Failure to follow conduct code for school bus passengers.	•	•	
14. Possession of Stolen Property {E.C. 48900(l)}	Alternative to Suspension	Suspension	Expulsion
Knowingly received stolen school property or private property.	•	•	•
15. Imitation Firearm {E.C. 48900(m)}	Alternative to Suspension	Suspension	Expulsion
Possession of an imitation firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude the replica is a firearm.		•	•
16. Sexual Assault or Sexual Battery {E.C. 48900(n)}	Alternative to Suspension	Suspension	Expulsion
Committed or attempted to commit a sexual assault or battery.		•	•
17. Harassment of a Student Witness {E.C. 48900(o)}	Alternative to Suspension	Suspension	Expulsion
Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding for the purpose of intimidation or retaliation.	•	•	•

18. Prescription Drug Soma {E.C. 48900(p)}	Alternative to Suspension	Suspension	Expulsion
Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.	•	•	•
19. Hazing {E.C. 48900(q)}	Alternative to Suspension	Suspension	Expulsion
Engaged or attempted to engage in hazing.	•	•	•
20. Bullying and Bullying by Electronic Act {E.C. 48900(r)}	Alternative to Suspension	Suspension	Expulsion
Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil.	•	•	•
21. Aided or Abetted to Inflict Physical Injury {E.C. 48900(t)}	Alternative to Suspension	Suspension	Expulsion
Aided or abetted in the infliction or attempted infliction of physical injury to another student.	•	•	•
22. Sexual Harassment {E.C. 48900.2}	Alternative to Suspension	Suspension	Expulsion
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. Applies to grades 4-12.	•	•	•
23. Acts of Hate Violence {E.C. 48900.3}	Alternative to Suspension	Suspension	Expulsion
Students in grades 4-12 may be suspended or recommended for expulsion for causing, threatening, or attempting to cause, or participating in an act of hate violence defined as willfully interfering with or threatening another person's person or property rights because of race, ethnicity, national origin, religion, disability, or sexual orientation. Speech that threatens violence, when the perpetrator has the apparent ability to carry out the threat, may be considered an act of hate violence.	•	•	•
24. Other Harassment {E.C. 48900.4}	Alternative to Suspension	Suspension	Expulsion
Students in grades 4-12 may be suspended or recommended for expulsion for intentionally engaging in harassment, threats, or intimidation against a student or group of students when the harassment is severe and pervasive and disrupts classes or creates disorder or an intimidating or hostile educational environment.	•	•	•

25. Terrorist Threats {E.C. 48900.7}	Alternative to Suspension	Suspension	Expulsion
Making terrorist threats against school officials and/or property.	•	•	•
26a. Attendance – Truant {E.C. 48260}	Alternative to Suspension	Suspension	Expulsion
Absent from school without a valid excuse.	•		
26b. Attendance – Repeat Truant {E.C. 48261}	Alternative to Suspension	Suspension	Expulsion
Absent from school more than one day without a valid excuse.	•		
26c. Attendance – Habitual Truant {E.C. 48262}	Alternative to Suspension	Suspension	Expulsion
Any student truant three or more times per school year. Students who are habitually truant may be referred to the School Attendance Review Board.	•		

Prohibition on Possession and Use of Tobacco and Nicotine Products

District policy and the Education Code prohibit the possession, use, manufacture, distribution, or dispensing of tobacco and nicotine products at school or during school related activities. The District defines “tobacco and nicotine products” as a lighted or unlighted cigarette, cigar, pipe or other smoking product or material, smokeless tobacco in any form, and electronic cigarettes. “Electronic cigarettes” are defined as battery-operated or other electronic products designed to deliver nicotine, flavor, and other chemicals by turning the substance into a vapor that is inhaled by the user, including, but not limited to electronic vaping devices, personal vaporizers, digital vapor devices, electronic nicotine delivery systems, and hookah pens.

Students determined to have used or to be in possession of tobacco or nicotine products at school or school related activities may be subject to discipline under District policy, Education Code 48900(h), and/or other applicable laws. Students determined to have used or to be in possession of products at school or school related activities that can be used to consume and/or use tobacco or nicotine products, including but not limited to “electronic cigarettes” as defined above, but which do not contain tobacco, nicotine, or any other controlled substance, may be subject to discipline under District policy, Education Code 48900(k)(1), and/or other applicable laws. [E.C. 48901]

PROHIBITION OF DISCRIMINATION, HARASSMENT, INTIMIDATION AND BULLYING, AND RELATED COMPLAINT PROCEDURES

District programs and activities shall be free from discrimination, including harassment, intimidation and bullying based on a student’s actual or perceived disability, gender, gender identity, gender expression, nationality, race, ethnicity, color, ancestry, religion, sexual orientation, age, marital or parental status, or association with a person or group with one or more of these actual or perceived characteristics. The district has a policy of nondiscrimination in accordance with federal law and Title IX, and also prohibits sexual harassment of or by any student or by anyone in or from the district. More detailed information

regarding the district's prohibition of discrimination, harassment, intimidation, and bullying or the prohibition against sexual harassment is contained in the district's Parent & Student Handbook and is also available on the district's website.

Parents, students and staff should immediately report incidents of alleged discrimination, harassment, intimidation and bullying or sexual harassment to the Principal or designee. Students, parents, guardians or any other individuals having questions or concerns or who may wish to file a complaint are urged to first contact the Principal or designee, but if your concerns are not resolved, you may also contact the Associate Superintendent for Human Resources, at (916) 686-7795, for matters involving a potential complaint or concern regarding a district employee. You may contact the Associate Superintendent for Pre-K-6 Education, at (916) 686-7704 regarding a potential complaint or concern related to a PreK-6 student (or students); and you may contact the Associate Superintendent for Secondary Education, at (916) 686-7706, regarding a potential complaint or concern related to a student (or students) in grades 7-12. No one shall be retaliated against for reporting any incident of alleged discrimination or harassment, and complainants' identities will be kept confidential to the extent practical in the course of investigating the incidents of alleged discrimination, harassment, intimidation and bullying or sexual harassment.

Pursuant to California Education Code 221.5, a pupil shall be permitted to participate in sex-segregated school programs and activities, including athletic teams and competitions, and use facilities consistent with his or her gender identity, irrespective of the gender listed on the pupil's records. Questions regarding the foregoing rights shall be directed to your Principal or Vice Principal.

Non-Discrimination and Bullying UNIFORM COMPLAINT PROCEDURES

The Elk Grove Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, complaints alleging violation of state or federal laws governing educational programs, and complaints alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities.

The district shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school

safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, homeless education, foster youth services, reasonable accommodation for a lactating student on a school campus, assignment of a student to a course without educational content for more than a week in one semester or to a course the student has previously completed, noncompliance with the physical education instructional minutes for students in elementary school, alleged retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy, and noncompliance with the Local Control and Accountability Plan (LCAP).

More detailed information regarding the Uniform Complaint Procedures, including the timeline for resolving complaints and the complaint appeal process, is contained in the district's Parent & Student Handbook. If you have questions regarding the Uniform Complaint Procedures, you can contact the district's Legal Compliance Specialist in Human Resources at (916) 686-7795.

GRADUATION CEREMONY AND ACTIVITIES

Participation in High School Graduation Ceremony

The Governing Board recognizes that each student who receives a high school diploma has met the standards of proficiency established by the district. The specific requirements for receipt of a high school diploma are set forth in Board Policy. The most current policy will be handed out during the first senior parent meeting and posted on the school website.

SCHOOL BOUNDARIES

Due to the Elk Grove Unified School District's rapid growth, school boundaries are frequently changed. No school boundary should be considered permanent. When school boundaries change, some students may have to change schools. For more information, call the District's boundary hotline at 686-7755.

COSUMNES OAKS HIGH SCHOOL

BELL SCHEDULE

2017 – 2018 SCHOOL YEAR

<u>Regular Schedule</u>					
Schedule for Mondays & Fridays					
<u>Early Lunch</u>			<u>Late Lunch</u>		
<u>Period</u>	<u>Begin</u>	<u>End</u>	<u>Period</u>	<u>Begin</u>	<u>End</u>
0	7:05	7:55	0	7:05	7:55
1	8:00	9:38	1	8:00	9:38
2	9:48	11:18	2	9:48	11:18
<u>3/lunch</u>	11:18	11:57	3	11:28	12:58
4	12:03	1:33	<u>4/lunch</u>	12:58	1:33
5	1:43	3:13	5	1:43	3:13

<u>Wednesday Late Start</u>					
<u>Early Lunch</u>			<u>Late Lunch</u>		
<i>Prof. Lrn</i>	7:55	8:55	<i>Prof. Lrn.</i>	7:55	8:55
<u>Period</u>	<u>Begin</u>	<u>End</u>	<u>Period</u>	<u>Begin</u>	<u>End</u>
1	9:00	10:25	1	9:00	10:25
2	10:31	11:48	2	10:31	11:48
3/Lunch	11:48	12:27	3	11:58	1:15
4	12:33	1:50	4/Lunch	1:15	1:50
5	1:56	3:13	5	1:56	3:13

<u>Advocacy/Wolpack Hour –</u>					
Schedule for Tuesdays & Thursdays					
<u>Early Lunch</u>			<u>Late Lunch</u>		
<u>Period</u>	<u>Begin</u>	<u>End</u>	<u>Period</u>	<u>Begin</u>	<u>End</u>
0	7:05	7:55	0	7:05	7:55
1	8:00	9:29	1	8:00	9:29
Adv./WPH	9:35	10:16	Adv./WPH	9:35	10:16
2	10:26	11:46	2	10:26	11:46
3/Lunch	11:46	12:21	3	11:52	1:12
4	12:27	1:47	4/Lunch	1:12	1:47
5	1:53	3:13	5	1:53	3:13

<u>Minimum Day Schedule</u>					
<u>Finals</u>					
October 5, 6; December 14, 15, 2017					
March 8, 9; May 24, 25, 2018					
<i>Day 1</i>			<i>Day 2</i>		
<u>Period</u>	<u>Begin</u>	<u>End</u>	<u>Period</u>	<u>Begin</u>	<u>End</u>
0	7:05	7:55	0	7:05	7:55
1	8:00	10:00	3/4	8:00	10:00
Break	10:00	10:15	Break	10:00	10:15
2	10:21	12:21	5	10:21	12:21
<u>Reverse Minimum Day Schedule</u>					
October 11, 2017 (PSAT)					
<u>Testing</u>	8:00 a.m.		11:30 a.m.		
<u>Period</u>	<u>Begin</u>		<u>End</u>		
“Lunch”	11:30 a.m.		11:54 a.m.		
1	12:00 p.m.		12:45 p.m.		
2	12:51 p.m.		1:33 p.m.		
3/4	1:39 p.m.		2:21 p.m.		
5	2:27 p.m.		3:13 p.m.		
<u>Reverse Minimum Day Schedule</u>					
October 9, 2017 (Term 2 Prep); March 12, 2018 (Term 4 Prep)					
<u>Period</u>	<u>Begin</u>		<u>End</u>		
“Lunch”	11:30 a.m.		11:54 a.m.		
1	12:00 a.m.		12:45 p.m.		
2	12:51 p.m.		1:33 p.m.		
3/4	1:39 p.m.		2:21 p.m.		
5	2:27 p.m.		3:13 p.m.		
<u>Minimum Day Schedule</u>					
May 23, 2017					
<u>Period</u>	<u>Begin</u>		<u>End</u>		
1	8:00		9:03		
2	9:09		10:09		
3/4	10:19		11:19		
5	11:25		12:25		



“For the Strength of the Pack is the Wolf,
And the Strength of the wolf is the Pack”
~ Rudyard Kipling