

CASTRO VALLEY HIGH SCHOOL

CALIFORNIA DISTINGUISHED SCHOOL
WASC Accredited 2018



2018-2019
Student/Parent Handbook

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Dear Students,

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

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

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

In Trojan Togetherness – Peace!

Blaine C Torpey
Principal

Castro Valley High School Vision Statement

Castro Valley High School believes in an inspired and safe learning community formed by students, families and staff which empowers all learners to be college and career ready through innovative instruction, curricula and technology.

Castro Valley High School Mission Statement

In partnership with the community and CVUSD, Castro Valley High School comprehensively educates students and prepares them for college and career in a learning environment that is safe, nurturing and culturally responsive.

Castro Valley High School Trojans S.T.A.N.D.

Castro Valley High School Trojans S.T.A.N.D together for a set of values that we hold and honor in everything we do.

*S.T.A.N.D: Safety
 Togetherness
 Acceptance
 Never give up
 Diversity*

CVHS cares for one another and makes the safety of all on campus the number one priority. We are unified and connected to each other. With humility and strength, we accept each other and all that we bring to our school. Through grit and determination, we accept all challenges with confidence that we can overcome them and never give up. Our differences are what us strong, rich and vibrant. We seek difference viewpoints and welcome all student voices.

School Wide Student Learning Outcomes
In continuous development with the CVHS community

Academic Outcomes:

Develop practical, problem solving and communication skills necessary to be successful and adaptable in college, career and adult life with intellectual curiosity, high expectations and an understanding of the interrelation of all disciplines.

Social-Emotional Outcomes:

Develop resilience, integrity, empathy and self-advocacy through building collaborative communities and developing personal and institutional relationships.

Civic Responsibility Outcomes:

Through the application of one's skills, talents and the critical analysis of information -- develop personal, professional and global responsibility through social justice, cultural acceptance, accountability and school pride to become a contributing member of our society and community.

BULLYING STATEMENT

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

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

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

There is an expectation all students, staff, parents, and volunteers demonstrate behavior that is respectful and civil and not tolerate bullying. It is essential adults model behaviors as positive examples for student behavior. CVHS expects students, staff and parents to immediately report any incident of bullying to the principal or designee. Students, parents and staff members, who observe or experience any incident of bullying are also encouraged to complete and submit the “Student Harassment” form available on the school’s website. Staff members are expected to immediately intervene when they observe bullying. Each complaint of bullying will be promptly investigated and logged. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner. CVHS expects all students to conduct themselves in a manner that demonstrates the proper regard for the rights and welfare of other students, staff, parents, and community members. All teachers will discuss this policy with their students in an age-appropriate manner and should assure student that they need not endure any form of bullying. Students who bully are in violation of these guidelines and are subject to disciplinary action up to and including expulsion (Education Code 48900(r)).

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

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

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

PUPIL PROGRESS

ATTENDANCE

Aeries Browser Interface (ABI) for attendance

Teachers are now using ABI to take attendance during the first 15 minutes of each period. If you would like to know if your student was absent or tardy to any of their classes, please visit <https://castrovalleyusd.asp.aeries.net/parent>. This link can also be found under the Parents section of our website. Teachers are also using ABI to record student grades. Please visit the link above to see how your student is doing in his/her classes.

To clear absences call (510) 537-5910 press #1 and follow the prompt. You may call 24 hours a day, 7 days a week. Absences called in by 4:00 p.m. will be cleared within 24 hours.

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

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

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

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

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

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

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

During periods of time when both parents are out of town, a phone call should be made to the school. A written note confirming the phone call should be sent to the school designating a person authorized to clear student absences for the time period when the parent(s) will be unavailable. A daytime number should be provided for that person in case of emergencies.

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

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

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

Absences Defined

Excused Absences

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

Unverified Absences/Cuts

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

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

Unexcused Absences

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

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

School directed exclusions are as follows:

- Suspension
- Lack of immunizations
- Improper dress

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

Consequences for Unexcused Absences and Tardiness

Unexcused Absences

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

Truancy

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

In addition to teachers, administrators, or designees being able to issue detention, Friday school, or an equivalent for individual truantries, two additional automated systems that support student attendance are outlined below.

Automated Weekly Truancy System (Tier 2)	Excessive Truancy System (Tier 3)
Weekly truancy process; The attendance office generates detention slips; House office delivers slips and logs detention into discipline file.	The tier 3 system addresses chronic absenteeism and the process will be as follows (this is in addition to the existing, Tier 2, process):
1 Truancy 1 Detention	3 Truancies Letter 1
Missed detentions are escalated to Friday Schools and missed Friday Schools are escalated to suspension.	6 Truancies Letter 2, Fri Sch, SART
	9 Truancies Letter 3, Fri Sch, SARB
	This system is ongoing from the start of the year with no reset parameters.

*Additionally, students with excessive truantries may have access to activities and other extracurriculars severely limited.

Tardiness

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

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

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

- Students will be considered tardy if they are not in their teacher-designated area when the bell

rings.

- Tardiness is handled by teacher class policies unless it becomes excessive.
- Excessive tardiness is handled through the student’s House Office.

Responses related to excessive tardiness include several tiers of intervention. Positive attendance competitions will run throughout the year and focus on rewarding students that are meeting attendance standards. Teachers have the ability to request a detention for individual students when tardies are excessive. Further, there are two systems outlined below that include a consequence schedule for students with excessive tardies.

<p>Automated Weekly Tardy System (Tier 2) Weekly tardy process, attendance office generates detention slips; House office delivers slips and logs detention into discipline file.</p>			<p>Excessive Tardy System (Tier 3) The added process will be as follows (this is in addition to the existing, Tier 2, process):</p>	
Days in week	Tardies	Consequence	9 Tardies	Letter 1 (Formal warning)
5	2 to single class	30 min detention	18 Tardies	Letter 2, Fri Sch, SART
5	4 total tardies	30 min detention	27 Tardies	Letter 3, Fri Sch, SARB
4	2 to single class	30 min detention	Queries will be run every two weeks during each quarter. At the conclusion of each quarter we will reset the counts in the system to “wipe the slate clean”. The final 4 weeks of school will be excluded from this process.	
4	2 total tardies	30 min detention		
<p>Missed detentions are escalated to Friday Schools and missed Friday Schools are escalated to suspension.</p>				

Independent Study Contract

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

- Students must be absent at least five (5) days to qualify for an Independent Study Contract.
- The student must submit the request at least 10 school days prior to leaving to receive approval from their AP.
- Both student and parent agree to submit all completed work at the end of the contract.
- All work must be submitted to their House Office the next school day following the end of the contract absence dates, or the absences will be considered unexcused

Please be aware that Independent Study contracts may not exceed one week in duration unless reviewed and approved by an administrator. Independent Study contracts are available in each House Office. Students and parents must review and sign the contract before presenting to their Assistant Principal (AP)

for approval. Signed contract requests must be given to their AP at least two weeks prior to the date of the first absence on the contract. After gaining approval by the AP the contract must be filled out by all of the student's teachers. Students must submit completed work to their House Office the next school day following the end of the contract absence dates, or the absences will be considered unexcused. A request for an Independent Study contract does not automatically approve the absences.

CVHS GRADUATION REQUIREMENTS

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

* Students must complete a year of Integrated 1.

**Students must receive a “C-“ or better (in some cases “C”) in Integrated 1, Integrated 2, Integrated 3.

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

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

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

GRADUATION CEREMONY

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

The CVHS Graduation is a ticketed event. To be eligible for tickets, students must fulfill all graduation requirements, be present for graduation rehearsal and participate in the ceremony.

Suspension from school during the last few weeks of the school year may jeopardize the ability to participate in graduation particularly for offenses related to violence, harassment, drugs, alcohol or vandalism.

COUNSELING SERVICES

Counseling services available for all students:

- Academic, college and social/emotional counseling
- 1-1 Appointment check-ins
- Crisis counseling, conflict mediation
- 4 year planning and graduation progress monitoring

- Alcohol and drug counseling and referrals
- College Handbook
- Programming and course selection assistance
- Career fair
- Frequent college admission representative visits throughout the fall in the Career Center
- Information on local College Fairs
- SAT Reasoning/SAT Subject/ACT test information
- Student Study Team meetings
- Appropriate referrals to school and community interventions

Additional Services Provided to Each Grade Level:

Freshmen:

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

Sophomore:

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

Junior:

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

Senior:

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

GRADE REPORTING

Progress Reports

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

Weekly progress reports are available in the House Offices for parents to keep close watch on students who are experiencing difficulty. The ABI parent portal is also a way to keep informed of student progress.

Quiet Week

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

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

REPORT CARDS

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

are available on the school website.

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

HOMEWORK

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

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

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

VARIATIONS OF ENROLLMENT

Articulated Class

Students earn college credit while taking specific High School courses that have an articulation agreement with Community Colleges. To earn college credit, the student will need to take the college level final exam and receive a passing grade of B or better and achieve an A or B in CVHS class (most credits are transferable to CSU and UC). Students can earn both High School and college credit for the same class with no college tuition cost.

Concurrent Enrollment Class

Chabot and other Community Colleges provide opportunities for 10th – 12th grade students to enroll in their Colleges, take classes on their campuses, for Degree or Certificates. Students are encouraged to take advanced classes, and cannot take classes already offered at the High School. Please refer to Program planning guide for more information.

Dual Enrollment Class

Dual Enrollment is an opportunity for high school students to take college courses with college level content and earn college AND high school credit simultaneously. Dual Enrollment courses will be offered at Castro 8 Valley Unified Adult School during the 2018-2019 school year. Enrollment guidelines will align with CVHS concurrent requirements. Specific details on college courses being offered will be provided to students and families in the Spring, 2018.

INTERNATIONAL EXCHANGE PROGRAMS

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

TRANSCRIPT

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

ACADEMIC ASSISTANCE

Students in need of academic assistance should first consult their teacher. The Counseling Staff is available to direct students to resources available to available internally and externally. Tutoring is available through direct contact with teachers and our Tutoring Programs.

BEHAVIORAL ASSISTANCE

Castro Valley High School offers services through the Wellness Center. The Wellness Center is a space on campus where a number of services are provided for students such as counseling, mental health resources and support.

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

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

CODE OF CONDUCT

Castro Valley Respect and Civility Policy

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

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

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

ACADEMIC DISHONESTY

We value academic integrity very highly and do not permit any forms of dishonesty or deception that unfairly, improperly or illegally enhance a grade on an individual assignment or a course grade. Cheating represents a violation of mutual trust and respect between teacher and pupil. The following is a list of

behaviors that constitute academic dishonesty. This list may be incomplete due to new forms of cheating, plagiarism and other forms of dishonesty that may arise as technology becomes more advanced. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask a teacher for clarification.

Cheating on Exams

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

Plagiarism in Papers and Assignments

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

Other

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

Penalties for Cheating—See Discipline Matrix for specific consequences.

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

BEHAVIOR

Expectations

- Respect one’s self and others.
- Keep hands, feet and objects to yourself.
- Use appropriate language. No profanity, put-downs, slurs or hate language.

- Dress in a professional and appropriate manner for school (see Dress Code).
- Follow the direction of staff without arguing.
- Respect school property – including lockers, textbooks and all classroom materials. No graffiti on any surface.
- If necessary, identify a plan that support student success.

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

CELL PHONES/ELECTRONIC COMMUNICATION DEVICES

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

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

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

CLASSROOM BEHAVIOR

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

CLOSED CAMPUS

Castro Valley High School is a closed campus. We do this for the safety and security of the students as well as a way of creating a sense of community. Freshmen may not leave campus at any time during the school day without an off-campus pass. Sophomores, juniors, and seniors have an open campus privilege for lunch. They may not leave (e.g. at break, passing periods, assemblies, etc.) without an off-campus pass, which can be obtained from the House Office. Loitering (hanging out) in parking lots, stadium, and fields is not allowed during the school day. Failure to comply will result in disciplinary action, ranging from Friday School to suspension. The campus will close 30 minutes after school ends each day.

DANCES

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

Tickets to formals may only be purchased in advance. Tickets to informal dances can be purchased at the door. **Regardless of purchased admission, you may be denied entrance into dances if you have a continual pattern of unexcused absences or tardies OR have not responded to interventions. Behavioral issues can also hinder your ability to attend a dance or extra-curricular event. Refunds may not be issued.**

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

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

If removed from a dance, student may face consequences related to the infraction, student not able to attend remaining dances that year.

DANCE APPROVED SALES LISTS

Approved sales lists will be generated proximal to the Winter Ball, Junior Prom, and Senior Ball. These lists will be formulated based on students meeting standard on attendance, outstanding materials fees, behavior, and grade point average. Students not on the approved sales lists may have an opportunity to be reinstated through an improvement process determined with their assistant principal.

DANCE DRESS CODE

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

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

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

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

DEGRADING AND INFLAMMATORY STATEMENTS AND BEHAVIOR

Lack of respect demonstrated through the use of symbols traditionally used for the purpose of intimidation, harassment, name-calling, vandalism, intimidation, and force or threat of force will not be tolerated. This may include acts which demean or put down another person because of their perceived ethnicity, national origin, family status, appearance, immigration status, religious beliefs, gender, sexual orientation, age, disability, political affiliation, or any other physical or cultural characteristic. Inflammatory statements and behavior also include acts which encourage others to engage in conduct that is physically or emotionally injurious to another person, is illegal, or disruptive to school. Examples follow:

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

DISRUPTING THE EDUCATION PROCESS

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

DISRUPTIVE INDIVIDUALS MUST LEAVE SCHOOL GROUNDS

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

DRESS CODE

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

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

DRUGS, ALCOHOL, NICOTINE PRODUCTS AND VAPING

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

appropriate resources.

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

GAMBLING

Gambling is not permitted on campus and will result in disciplinary action up to suspension. This includes any activity that represents gambling.

GANGS

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

GRAFFITI

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

LOITERING/OUT OF BOUNDS AREAS/WANDERING

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

PHYSICAL CONTACT

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

PEDESTRIAN SAFETY

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

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

SKATEBOARD, BICYCLE AND SCOOTER SAFETY

Any personal modes of transportation or athletic equipment considered disruptive or harmful to the general population may not be used on the school grounds. However, these items may be brought to school if they provide transportation or are used for an approved activity. Use on school grounds may result in the item's

confiscation for a period of time. Continued disregard for rules pertaining to bicycles, skateboards etc. may result in a loss of privileges and a referral to the Alameda County Sheriff School Resource Office.

Bicycles on campus should be secured to bike racks and not fences. Bike racks are located on campus between the 300 and 400 halls. Bikes or locks that are attached to fencing or other objects are subject to removal and cutting of the lock at owner's expense. Bicycles, skateboards, scooters, and other riding equipment are not allowed to be used on campus.

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

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

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

SPITTING

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

STUDENT DEMONSTRATIONS/PROTESTS

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

STUDENT SEARCHES

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

THEFT

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

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

Lock your lockers. Do not share your combination.

Report all thefts to your House Office.

THREATS AND BULLYING

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

WATER BALLOONS AND WATER GUNS

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

DISCIPLINE MATRIX

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

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

Parents should be contacted concerning any offense that rises above a verbal warning.

Castro Valley High School follows a policy of progressive consequences. This means that consequences increase with repeated infractions, especially of similar offenses. Low-level consequences include warnings, parent contact, and detention. Detentions are assigned in half-hour increments and are served after school on designated days. Students may be assigned one half-hour detention for small infractions, or as many as six half-hour detentions for those of greater significance. Students who fail to attend detentions, or who commit higher-level infractions will be assigned 'Friday School'. Friday School is a more severe consequence. Students assigned Friday school will report at 4 pm to a designated location, usually the CVHS library, and will stay until 6 pm. Friday schools may be rescheduled a maximum of one time if the date is inconvenient, but only at the direct request of a parent or guardian through a phone call or email to the appropriate house secretary prior to the date of the Friday school. Dates cannot be adjusted a second time. Students who fail to attend Friday School will receive a one-day out-of-school suspension in the week following the missed Friday school. Students assigned detention or Friday school are expected to engage in school work or other productive activity. Students who do not have work to do will be assigned work by the detentions supervisors. Students will not be permitted to sleep or use electronics. Students who violate these rules will not receive credit for fulfilling their detention, and will be given further consequences.

The school is responsible for student behavior while students are on campus, near campus, traveling to or from school, participating in a school activity or if there is a clear nexus between off campus activity and school safety.

Students who lose privileges (non-privilege list), may lose the privilege to participate in school sponsored activities such as: dances, assemblies, field trips, athletic events as participant or spectators, club participation, off campus lunch, and school program events.

CATEGORY I: Minor Offences

Excessive minor offences can lead to them being treated as Major Offenses.

	First Offense	Second Offense	Third Offense
Defiance/Insubordination/Non-Compliance. Brief or low-intensity failure to follow directions or talking back to staff.	Warning	Detention	Friday School Behavior Contract 10 Day Non-Privilege
Disrespect. Low-intensity, socially rude or dismissive messages to students or adults.	Warning	Detention	Friday School Behavior Contract 10 Day Non-Privilege
Disruption. Low-intensity but inappropriate disruption	Warning	Detention	Friday School Behavior Contract 10 Day Non-Privilege
Riding any wheeled vehicle on campus. Bikes, skateboards, etc.	Warning Confiscation	Detention Confiscation Parent picks up item	Friday School Item banned from use 10 Day Non-Privilege
Technology Violation. Non-serious but inappropriate use of any technological device.	Warning	Detention Confiscate	Friday School Confiscate Parent pick-up 10 Day Non-Privilege
Academic Dishonesty, Forgery.	Teacher Contacts Parent Referral to counselor/AP No credit	Friday School No credit assignment Possible Quarter F	1 day suspension No credit Possible Qtr/Sem F 10 Day Non-Privilege
Attendance Tardiness or cuts.	Detention	Friday School SART Referral	On Non-Privilege until Friday School is served SARB Referral Suspension
Inappropriate communication. Non-serious but inappropriate written, spoken or non-verbal communication.	Warning	Detention	Friday School 10 Day Non-Privilege
Dress Code. Clothing that is near but not within dress code guidelines.	Warning	Detention Change clothes	Friday School Change clothes Parent pick up item(s)
Physical Contact. Non-serious but inappropriate contact or near-contact.	Warning	Detention	Friday School Behavior Contract 10 Day Non-Privilege

Location. Student is out of bounds, off campus, loitering, trespassing or wandering.	Warning. Subject to search.	Detention. Subject to search.	Friday School. Subject to search. No Wandering List. 10 Day Non-Privilege
Student Identification Student is not in possession of Student ID. Electronic copy on device is approved.	Warning	Detention. Replacement.	Friday School. Replacement. 10 Day Non-Privilege
Unauthorized Parking. Violation of parking policies. If owner of auto cannot be identified, auto will be towed.	Warning.	Detention. No Parking Sticker.	Friday School. Towing of Auto 10 Day Non-Privilege
Other. Engaging in any other minor problem behaviors that do not fall within the above categories.	Warning.	Detention.	Friday School. 10 Day Non-Privilege

CATEGORY II: Major Offenses

Students who are suspended are removed from classroom and school. The duration of suspension will be five days or less. Suspended students may not enter or loiter around school grounds, or participate in any school activities. When an expulsion hearing is pending, a suspension may be extended until the date of the hearing. School administrators may offer a restorative option in lieu of suspension. The point of this offering is to allow students the chance to attempt to make right any harm they have done to the school community, as well as to take steps towards making better choices in the future.

	First Offense	Restorative Option	Second Offense	Third Offense
Abusive, inappropriate or profane communication Serious and inappropriate written, spoken, cyber, or non-verbal communication directed or not towards a student, staff member or adult. 48900i	1-3 day suspension	Restorative Mediation Loss of school privileges for 10-20 days Participation in Youth Court	2-5 day suspension	5 day suspension
Arson Plans or participates in malicious burning of property. 48900t Police notification.	1-4 day suspension	Alternatives to suspension, such as: campus beautification, participation in counseling or drug/alcohol awareness program, written reflection on the value of the rule broken or on the	2-5 day suspension	5 day suspension
Bomb Threat or False Alarm Message or action intended to provoke fear, disruption or chaos on or near campus. Police notification.	1-4 day suspension		2-5 day suspension	5 day suspension

Bullying Any violation of the district's anti-bullying policy delivered by any means. Including intimidation, teasing, taunts, threats and tech-based infractions including cyber-bullying and any form of hazing 48900r, 48900q Potential Police notification.	1-3 day suspension	impact of the violation to the school community, volunteer work for a teacher or staff member, documented community service, etc.)	2-5 day suspension	5 day suspension
Defiance/Insubordination/Non-Compliance. Serious failure to follow directions, talking back to staff, leaves class without permission, or fails to report to the office when directed, compromising safety. 48900k	1-3 day suspension	Brief Intervention for Substance Awareness *Students who do not fulfill agreed-upon	2-5 day suspension	5 day suspension
Disrespect. Intense, socially rude or dismissive messages to students or adults. 48900k	1-3 day suspension	Restorative option by the agreed upon date will have the original days of suspension restored	2-5 day suspension	5 day suspension
Disruption. Intense or grossly inappropriate disruption to class, school or school activity. Including verbal provocation. 48900k	1-3 day suspension		2-5 day suspension	5 day suspension
	First Offense	Restorative Option	Second Offense	Third Offense
Dress Code. Clothing or lack thereof that is significantly outside of dress code guidelines. 48900k	Detention Change clothes	Restorative Mediation Loss of school privileges for 10-20 days	Friday School Change clothes Parent pick up item	1 day suspension
Causing, attempting or threatening to cause harm. Individual or mutual participation in any incident involving harm, physical violence or the threat of physical contact. Includes non-aggressive behavior resulting the harm of another. 48900a1 Police will be contacted if there is serious harm.	1-5 day suspension	Participation in Youth Court Alternatives to suspension, such as: campus beautification, participation in counseling or drug/alcohol awareness program, written reflection on the value of the rule	5 day suspension	Expulsion Recommendation

<p>Theft</p> <p>Possession of, having passed on, or responsible for moving anyone else's property; or signing another's name without permission.</p> <p>48900g, 48900l Police notification.</p>	<p>1-3 day suspension</p> <p>Police Notification</p>	<p>broken or on the impact of the violation to the school community, volunteer work for a teacher or staff member, documented community service, etc.)</p> <p>Brief Intervention for Substance Awareness</p> <p>*Students who do not fulfill agreed-upon Restorative option by the agreed upon date will have the original days of suspension restored</p>	<p>3-5 day suspension</p> <p>Police Notification</p>	<p>5 day suspension</p> <p>Police Notification</p>
<p>Robbery/Extortion</p> <p>Attempted or committed robbery or extortion.</p> <p>48900e Potential Police notification.</p>	<p>1-3 day suspension</p>		<p>3-5 day suspension</p>	<p>Expulsion Recommendation</p>
<p>Gang Affiliation or Display</p> <p>Gesture, dress, speech intended to display affiliation with a gang.</p> <p>Police Notification.</p>	<p>Friday School</p> <p>Confiscate</p>		<p>1-3 day suspension</p> <p>Confiscate</p>	<p>2-5 day suspension</p> <p>Confiscate</p>
<p>Harassment</p> <p>Delivery of disrespectful or hate message in any format, including hate communication, related to race, gender, religion, ethnicity, sexual orientation, disability, physical features, immigration status or any other protected class.</p> <p>48900n, 48900.2, 48900.3, 48900.4 Potential Police Notification</p>	<p>1-3 day suspension</p>		<p>2-5 day suspension</p>	<p>5 day suspension</p>
	<p>First Offense</p>		<p>Restorative Option</p>	<p>Second Offense</p>
<p>Inappropriate Consensual Sexual Contact</p> <p>Inappropriate, consensual, verbal/physical gestures or contact of a sexual nature to another student or adult.</p> <p>48900k</p>	<p>1-3 day suspension</p>	<p>Restorative Mediation</p> <p>Loss of school privileges for 10-20 days</p>	<p>2-5 day suspension</p>	<p>5 day suspension</p>
<p>Lewd Conduct</p> <p>Engaging in, supporting, participating directly or indirectly in lewd or salacious conduct that does not fall under harassment.</p>	<p>Friday School</p>	<p>Participation in Youth Court</p> <p>Alternatives to suspension, such as: campus beautification, participation in counseling or drug/alcohol awareness program, written reflection on the value of the rule</p>	<p>1-3 day suspension</p>	<p>3-5 day suspension</p>
<p>Property Damage or Vandalism</p> <p>Direct or indirect participation in activity that results in destruction or disfigurement of property.</p> <p>48900f Potential Police Notification</p>	<p>1-3 day suspension</p> <p>Youth Court</p> <p>Restitution</p>		<p>2-5 day suspension</p> <p>Restitution</p>	<p>5 day suspension</p> <p>Restitution</p>

Truancy Excessive Tardy or Unexcused Absences.	Friday School SART referral	broken or on the impact of the violation to the school community, volunteer work for a teacher or staff member, documented community service, etc.)	Suspension SARB referral	Suspension Referral to District Attorney's Office
Technology Violation. Serious, inappropriate use of any technological device.	1-3 day suspension		2-5 day suspension	5 day suspension
Drug Paraphernalia Possession or offered, arranged, negotiated to sell 48900j Police Notification.	1-3 day suspension	Brief Intervention for Substance Awareness	3-5 day suspension	Expulsion Recommendation
Drug/Alcohol/Controlled Substance Possession, sold, used, furnished, or under the influence during school or any school activity. 48900c Police Notification.	1-3 day suspension	*Students who do not fulfill agreed-upon Restorative option by the agreed upon date will have the original days of suspension restored	3-5 day suspension	Expulsion Recommendation
Tobacco/Nicotine/Vaping Possessed or used tobacco product. 48900h	Brief Intervention for Substance Awareness TUPE Reference	Restorative Option	Friday School	1 day suspension
	First Offense		Second Offense	Third Offense
Combustibles Possession, use, distribution or sale of objects capable of causing bodily harm (fireworks, matches, lighter, gasoline, lighter fluid, etc.) 48900b	1-3 day suspension	Restorative Mediation Loss of school privileges for 10-20 days	2-5 day suspension	5 day suspension
Gambling Engaging in gambling or gambling activities. It is not necessary for money to be visible.	Friday School	Participation in Youth Court Alternatives to suspension, such as: campus beautification, participation in counseling or drug/alcohol awareness program, written reflection on the value of the rule	1-3 day suspension	2-5 day suspension
No Show Not reporting for teacher/school detention or Friday School. Consequences will escalate accordingly. 48900k	Friday School		On Non-Privilege until Friday School is served 1-2 day suspension	2-3 day suspension

		broken or on the impact of the violation		
Suspended student on school grounds or school activity. 2 nd offense will result in Police notification and a charge of trespassing. 48900k	1 day suspension	to the school community, volunteer work for a teacher or staff member, documented community service, etc.)	2 day suspension	3 day suspension
Multiple Behavioral Referrals 48900k	1 day class or school suspension	Brief Intervention for Substance Awareness	2 day class or school suspension	3 day class or school suspension
Weapon/Dangerous Object Possessed, sold, used, furnished knife, fire explosive, or other dangerous object. 48900b Police Notification	1-3 day suspension	*Students who do not fulfill agreed-upon Restorative option by the agreed upon date will have the original days of suspension restored	3-5 day suspension	Expulsion Recommendation
Imitation Weapon Possession, distribution, sale or use of imitation weapon. 48900m Potential Police Notification	1-4 day suspension		5 day suspension	Expulsion Recommendation
	First Offense	Restorative Option	Second Offense	Third Offense
Terroristic Threats Against school officials, school property or other public institution. 48900.7 Police Notification	5 day suspension Possible recommendation for expulsion	Restorative Mediation Loss of school privileges for 10-20 days	Expulsion Recommendation	Expulsion Recommendation
Witness Intimidation Direct or indirect threat or intimidation of a witness or victim. 48900o	1-3 day suspension	Participation in Youth Court Alternatives to suspension, such as: campus beautification, participation in counseling or drug/alcohol awareness program, written reflection on the value of the rule	3-5 day suspension	Expulsion Recommendation
Trespassing Unauthorized access to any school campus. Potential Police notification.	1 day suspension		2 day suspension	2 day suspension
Use of Motorized Vehicle	1-2 day suspension		2-4 day suspension	3-5 day suspension

Unsafe, inappropriate or illegal use of any motorized vehicle on or near campus or parking lots. Potential Police notification	Loss of Privileges	broken or on the impact of the violation to the school community, volunteer work for a teacher or staff member, documented community service, etc.)	Loss of Privileges	Loss of Privileges
Violation of Internet Use Policy or Data-Base Tampering Any inappropriate use of or violation of internet use policy, or tampering, accessing, not-reporting either directly or indirectly with a school data-base. 48900t	1-3 day suspension Restitution Revocation of Internet use	Brief Intervention for Substance Awareness *Students who do not fulfill agreed-upon Restorative option by the agreed upon date will have the original days of suspension restored	2-5 day suspension Restitution Revocation of Internet use	5 day suspension Restitution Revocation of Internet use

CATEGORY III: Discretionary/Mandatory Recommendations for Expulsion

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

	Discretionary Mandatory Recommendation
Causing serious injury to another person except in self-defense. 48915a1	5 day suspension Police Report Potential Expulsion Recommendation
Possession of a any knife, explosive, or any other dangerous object of no reasonable use to the pupil. 48915a2	5 day suspension Police Report Potential Expulsion Recommendation
Unlawful possession of any controlled substance. 48915a3	5 day suspension Police Report Potential Expulsion Recommendation
Robbery or Extortion	5 day suspension

48915a4	Police Report Potential Expulsion Recommendation
Assault or battery on any school employee. 48915a5	5 day suspension Police Report Potential Expulsion Recommendation

	Mandatory Recommendation
Sale, possession or furnishing a firearm. 48915c1	5 day suspension Police Report Expulsion Recommendation
Brandishing a knife at another person. 48915c2	5 day suspension Police Report Expulsion Recommendation
Selling a controlled substance. 48915c3	5 day suspension Police Report Expulsion Recommendation
Sexual assault or sexual battery. 48915c4	5 day suspension Police Report Expulsion Recommendation
Possession of an explosive. 48915c5	5 day suspension Police Report Expulsion Recommendation

Behavior Contract

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

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

Teacher Assigned Suspension

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

Work Detail

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

GENERAL INFORMATION

ACTIVITY STICKER

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

ANNOUNCEMENTS

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

CALIFORNIA SCHOLARSHIP FEDERATION

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

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

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

To qualify for CSF, students earn points as follows:

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

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

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

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

CAREER CENTER

The College and Career Center is located adjacent to the library. All students are welcome and encouraged to come by to obtain information about colleges, careers, the Regional Occupational Program, scholarship opportunities, part-time jobs and much more. Work permits, information about college entrance testing, as well as skills and interest assessments are available. The center is open daily. Most services are available on a drop in basis, but appointments can be made by calling the Career Center Technician at x 3835.

CLUBS

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

ELEVATORS

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

FEES

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

FINANCE OFFICE

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

FINANCIAL NEED

A student's financial situation should not affect their ability to participate in school events or activities. If a student or family needs support, they should contact their Assistant Principal.

FOOD/NUTRITION POLICIES

Per District Wellness Policy BP/AR 5030 (2/23/17)

Fundraising

District staff will encourage all school-based organizations to use healthy, commercially-prepared food items that meet minimal nutritional value, or preferably non-food items for fundraising. All fundraising activities involving the sale of food during the school day (midnight until 30 minutes after the end of the school day) must comply with all federal and state regulations regarding child nutrition.

Celebrations during the School Day

Celebrations that involve food during the school day should be limited to no more than one party, per class, per month. Celebrations that involve food must occur after the lunch period or after second chance breakfast on shortened days. No more than one food item at celebrations may be outside the UDSA

Nutrition Guidelines. All food items must be commercially prepared and packaged, and State Safety Standards must be followed.

LIBRARY

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

Library books may be checked out for three weeks and renewed as needed. To access the library during class, students must have an official pass from their classroom teacher. Gum is not allowed in the library. We also ask that you respect this work space for all students.

Library Hours

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

Monday, Tuesday, Wednesday, and Thursday
7:30-6:00pm

Friday
7:30-3:30

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

LOST AND FOUND

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

POSTERS

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

SCHOOL SUPPLIES

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

SECURITY CAMERAS

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

STUDENT GOVERNMENT

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

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

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

STUDENT RECOGNITIONS

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

HEALTH AND WELLNESS

ILLNESS/INJURIES

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

MEDICATION AT SCHOOL

Per California Ed Code 49423 and CVUSD BP/AR 5141.21

All medications, including medications available without a prescription, need to have both physician and parent's written permission in order to be dispensed or taken at school. The medication form is available online at www.cv.k12.ca.us. You can enter "medication" into the search box or these forms are also available from your child's school site.

The completed form(s) which need to be turned in to the school office at the beginning of every school year, need to clearly state: the name of the student, name of the medication, method of administration (by mouth, eye drops, etc.), administration time, and the amount to be dispensed. The medication must be brought to your child's school office in a labeled prescription or over the counter container (not a zip lock bag).

If your child's medication is not needed during the school day but you would like a 3-day disaster supply in case of emergency, please follow the above protocol and attach the "3 Day Disaster Supply of Routine Medications" form.

If your child needs to carry an inhaler for asthma, be sure to have your physician complete the Asthma Action Plan (available at www.cv.k12.ca.us). If your child needs to carry an epi-pen for severe allergy, be sure to have your physician complete the Severe Allergy and Anaphylaxis Emergency Care Plan (also available at www.cv.k12.ca.us).

GENERAL POLICIES

CAMPUS HOURS

All gates are locked at 8:20 a.m. and all students and visitors must enter campus through the main office.

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

Day	Time
Monday, Thursday, Friday	6:45 AM - 4:00 PM
Tuesday, Wednesday	6:45 AM - 3:00 PM

* Campus will close for all student at 3:45 PM during Friday home football games

Student Services Hours

	Day	Time
Front Office	Monday - Friday	7:30 - 4:00
Finance Office	Monday - Friday	7:30 - 4:00
Registrar	Monday - Friday	8:00 - 4:30
Library	Monday, Tuesday	7:15 AM - 6:00 PM
	Wednesday, Thursday	7:30 AM - 6:00 PM
	Friday	7:15 AM - 3:30 PM

COMPUTER USE

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

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

EMERGENCY PROCEDURES

Levels of Emergency

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

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

LEVEL II: A moderate to severe emergency, where resources are not adequate and mutual aid

may be required on a regional, or even statewide basis. A Local Emergency will be announced and a State of Emergency may be declared.

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

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

During an emergency, it is critical for students to follow the instructions of Staff Members at all times. Students should not use their electronic devices to communicate with others.

It is also important that families understand that during an emergency, Staff Members need to focus their attention on supporting students and addressing the emergency. As soon as the emergency is addressed, CVHS second priority is to communicate with families. Please wait for official communication before calling the school or coming to the school. We need to use our resources to address the issues at hand.

COMMUNITY AWARENESS

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

Disaster Parent Notification Procedure

- All attempts will be made to post information on the Castro Valley High School website, as to the status of the emergency and where students are located.
- The District will be notified immediately in the event of an emergency and will be in communication with the school site and parents as appropriate.
- The principal, or designee, will be responsible for communication to parents and the District Office.
- Students will be with a teacher and, if circumstances warrant evacuation, students will be evacuated to designated places on campus as practiced during emergency drills.
- At the end of the day, if possible, the principal will send communication home to parents regarding the emergency or lock-down procedures.
- Drills will be held every year.
- Emergency teams will be established with specific duties to accomplish.
- Emergency communication procedures will be reviewed with the staff.

Fire/Earthquake/Secure Campus Drills

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

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

FINES/REPLACEMENT COSTS

Fines for damaged or lost books (including library books), lost physical education equipment, lost sheet music, art supplies, etc. -- must be paid before transcripts are sent to schools, fall schedules are issued, and dance tickets are purchased. Students withdrawing from CVHS must return all textbooks and clear all financial obligations before the transfer to another school will be complete. Every attempt must be made to

care for items issued by the school so that other students will have the benefit of using these items in subsequent semesters.

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

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

GUESTS ON CAMPUS

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

LOCKERS

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

PARKING POLICY

Student parking is for SENIORS ONLY in the Redwood parking lot and it is by assigned number. SENIORS are NOT allowed to park on campus except by permit only.

Students who park in spaces other than the student's assigned parking space will receive progressive school consequences for parking violations include receiving a warning, permit being revoked for repeat parking offenses and/or towing of the vehicle. Students may also receive school consequences at the discretion of the administration.

STUDENT PARKING PERMITS

Seniors may apply for a parking permit during registration for first semester, and the first school week in January 2019 for second semester permits. Due to the limited amount of student parking, a lottery will be conducted based on students that apply during registration. The completed Application for Parking Permit form, along with driver's license, vehicle registration, proof of insurance for each vehicle and **\$50** is required before a permit will be issued. Students may also apply for a Carpooling Permit which is less expensive but has more restrictions. Please refer to the Carpool Parking Policy online.

All vehicles assigned to park in student parking spaces **MUST** have parking permit visible **AT ALL TIMES** or may be subject to consequences. Permits are to be hung on the rear view mirror of vehicle driven to school. If the permit is not able to be hung off the rear view mirror, permit should be placed on the dashboard facing out so permit number is visible.

Permits may be revoked at any time for any violation of the California Vehicle Code while on the CVHS campus, on the way to and from school or school activities, or during the school day. Parking permits may be revoked if a student is in violation of school attendance, behavior, or parking policies. **No refund will be given for a revoked permit.**

PREREQUISITE COURSES

To help ensure a student's success, individual departments have designated some courses as prerequisites and, in some cases; students must earn a minimum grade in the appropriate course prerequisite prior to enrollment. The CVHS faculty feels very strongly that both course and grade prerequisites are legitimate and tangible indicators of a student's ability to perform and learn successfully in some courses. **The prerequisite grade must be met before enrolling in or, in some cases continuing in, a year-long course.**

If a parent requests that a student enroll or continue in a course *without* meeting a published prerequisite, the parent must complete a prerequisite waiver form. Submitting this form to the student's counselor acknowledges that the student and parent are aware of the stated prerequisite and choose to take the course, accepting the challenges and consequences. Parents and students alike need to be aware of rules regarding program changes after a semester has begun. Prerequisite waiver forms can be obtained from the student's counselor. This waiver does not apply to grade level prerequisites and does not guarantee placement in a class.

ADD/DROP POLICY

During the second semester of each school year, students request courses for the following year. The policy outlined below explains the limited number of changes that are still allowable once these initial course requests have been entered. It is vital for students to think carefully about course selection before the end of the second semester; most changes are no longer possible once June arrives!

There are two broad categories of acceptable schedule change requests.

1) Mandatory changes. These include:

- a. Graduation requirement needs (mainly seniors).
- b. Changes determined by IEP, 504, or English-language-learner proficiency.
- c. Programming errors on the part of the school. Be advised: course placements resulting from student failure to select back-up courses do not fall under this category. Choose back-ups during course selection thoughtfully!
- d. Schedule changes needed due to major and unforeseeable personal situations.

Mandatory changes are allowed **as necessary**, with the approval of school administration.

2) Student Proficiency Changes.

- a. In this type of change, teacher and student agree that a class is not at the appropriate skill level for the student. It is important to note that this determination can only be made if the student has shown appropriate effort, seeking out academic supports, attempting to complete homework and classwork, and coming to school regularly.

Proficiency changes are allowed **up to five days after progress reports are mailed** (for quarter 1 in the first semester and for quarter 3 in the second semester). These changes are conditional on course availability.

Changes That Are Not Allowed

Students are not able to change courses because of a change of mind in summer or fall. Similarly, preferences for teachers are not allowed. If your son or daughter has a concern with a teacher, please follow the course change policy, listed below.

If a student must drop a course outside of the allowed situations outlined above, the student will receive an 'F' for the semester.

COURSE CHANGE POLICY

Communication is frequently the key to understanding and resolving problems, disagreements, or misunderstandings that arise due to a student's classroom behavior, a teacher's instructional methodology and grading expectations, or the relationship between a student and teacher. Good communication is often the best way for students and teachers to resolve problems and strengthen problem-solving skills. Changing teachers to resolve disagreements is a very last resort.

Following are steps that students, teachers, or parents must take before consideration is given to a change of teacher:

- Teacher or student/ parent initiates oral communication with each other to explain, discuss and try to resolve the problem.
- If the problem involves inappropriate student behavior (non-suspendable offenses), the teacher takes normal steps to correct the behavior including conference with student, phone calls to parent, and teacher detentions, or other teacher-assigned penalty.
- Teacher or student/ parent ask counselor for assistance in resolving the problem if it has not been resolved thus far. At this point an in-person conference is recommended between the parties involved.
- If the initial problem was behavior, then the student is referred to their Assistant Principal.
- If the problem is still not resolved after these steps, then counselor and/or administrator may decide, in conjunction with the parties involved, that a change of teacher should be made.

POLICY AND PROCEDURE FOR OBTAINING CREDIT FOR OUTSIDE COURSES (Starting with the class of 2022)

A Castro Valley High School diploma will be earned at Castro Valley High School. An outside course is a course offered outside of Castro Valley Unified School District. Students wishing to complete outside coursework must have prior permission on this form and must follow the policy and procedure below.

POLICY

1. Castro Valley High School allows a maximum of twenty (20) credits for courses completed outside of CVUSD to be applied to the CVHS graduation requirements, except for credit earned through a juvenile court school or a CVUSD approved private foreign language school.
2. Outside Courses that are offered at CVHS cannot be applied to graduation requirements except in the case of course remediation or a D or F.
3. Credits earned above the 20 credit maximum may be posted on a CVHS transcript in the comments section. These credits cannot be applied towards graduation.
4. It is the responsibility of the students/parents to ensure an outside class may be used to meet A-G college requirements and to ensure that transcripts from outside courses are sent to colleges. Note: UC/CSU and NCAA systems do not accept all online courses.

PROCEDURE

In order to receive CVHS credit towards graduation, a student must follow the steps below:

1. Meet with counselor to discuss course(s) you wish to take outside of CVHS.
2. Complete Request for Credit form, submit to Counselor and Administrator for approval.
3. Submit approved form to the registrar.
4. Register for outside courses. Note: steps 2 & 3 must be completed before registering for the course or CVHS cannot guarantee that credit will be granted.
5. After completion of the course, request the transcript or other proof of grade and credit be sent to CVHS. Must be submitted within 1 year of submission of Request for Credit form.

POLICY AND PROCEDURE FOR OBTAINING CREDIT FOR OUTSIDE COURSES (Until class of 2021)

Outside Course Credit

No more than 20 credits towards graduation may be earned through alternative methods, except for credit earned through a juvenile court school or private foreign language instruction. In order to receive CVHS credit towards graduation, a student must submit an approved request for credit/concurrent enrollment form to their Counselor and Assistant Principal. Advancement credits earned above the 20 unit maximum may be posted on a CVHS transcript, but these units will not be applied towards graduation. **Parents and students please be advised that the UC/CSU and NCAA systems do not accept all online courses. It is the students'/parents responsibility to discuss this option with their counselor to ensure that a class may be used to meet the A-G requirements.**

PARENT COMPLAINTS

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

TEXTBOOKS/LIBRARY BOOKS

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

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

Potential Replacement Charge:

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

Full Book Replacement Charge

- Mold/water damage
- Obscene language and/or images
- Pages torn out of the book
- Damage beyond repair which renders the text unusable such as animal bites, missing cover, etc.
- Loss of book

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

ATHLETICS AND CO-CURRICULAR POLICIES

Participation in athletics and co-curricular activities is a privilege.

ATHLETICS

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

Once students have been selected to represent CVHS, Home of the Trojans, there are often many questions, which both students and their families may have regarding our Athletic Program. For all questions regarding our Athletics Program, please see the CVHS Athletics Handbook which can be found online (www.castrovalleyhigh.org).

School Information

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

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

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

Academic Eligibility

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

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

In extreme circumstances, athletic probation may be available for students who come up just short of the requirements listed above. Please refer to the Student and Parent Athletic Handbook for specific information.

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

Athletic Eligibility

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

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

Athletic and Visual and Performing Arts Department Rules

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

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

Athletes/Performers must attend practice every day on time. Missing practice may result in losing a position/part or reduced playing/stage time. If an Athlete/Performer cannot attend practice/rehearsal due to an illness or emergency, it is their responsibility to inform the coach/director prior to the next practice or competition. If an Athlete/Performer is injured while participating, they must report the injury to the coach/director immediately. If the Athlete/Performer is forced to "sit out" by a doctor's order, they must have a doctor's dated clearance before returning to practice or play.

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

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

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

Fan Behavior Policies

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