



DIXON HIGH SCHOOL

Student Handbook 2008~2009



Home of the Mighty Rams!

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<http://dhs.dixonusd.org/>

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Dixon High School



Home of the Rams

Dear Students and Parents,

Welcome to the Dixon High School Family! I would like to extend a warm welcome to a new school year. The staff and I are looking forward to working together with parents, students, and community members to provide an exciting and rewarding educational program for each and every student at Dixon High School.

The student handbook you are reading contains very important information about Dixon High School. Please read it and use it as a reference guide when you have questions about anything occurring at our school. The handbook outlines and explains our school policies, expectations, procedures, rules, academic information, and important dates to remember throughout the school year.

We are here to serve you and provide each student with an exceptional learning environment and the best education possible. Our goal is to help students build the skills and abilities to be successful in their postsecondary lives. The more our students participate and put forth effort into school, the more powerful and rewarding their high school experiences will be. I strongly encourage parents to review these policies with their children to help reinforce what we teach and do here at school.

The staff and I look forward to helping students achieve excellence at Dixon High School.

Have a great school year!

Go RAMS!

Ivan Chaidez
Dixon High School
Principal

Dixon High School Mission Statement

"The mission of the Dixon High School community is to educate its students in the many academic and social disciplines. Equally important are the skills that are developed as students mature: responsibility, sensitivity, awareness, and independence in our complex, multi-cultural world."

<http://dhs.dixonusd.org/>

Dixon High School Calendar 2008 - 2009

Event	Date(s)
Teacher Work Days	August 11-12, 2008
First Day of School	August 13, 2008
Labor Day Holiday	September 1, 2008
Back to School Night	September 3, 2008
Fall 1 st Grading Period Ends	September 22, 2008
Make-Up Picture Day	September 24, 2008
Columbus Day Holiday	October 13, 2008
Homecoming Week	Oct. 13-17, 2008
*PSAT for DHS Sponsored Activity Conflict	October 15, 2008
Homecoming Game and Dance	October 17, 2008
PSAT	October 18, 2008
College Fair/Minimum Day	October 24, 2008
Fall 2 nd Grading Period Ends	October 30, 2008
Teacher Work Day - No School	October 31, 2008
Veteran's Day Holiday	November 11, 2008
Thanksgiving Break	November 24-28, 2008
Finals/Minimum Days	December 17-19, 2008
Winter Break	Dec. 22, 2008-Jan. 9, 2009
First Day of Spring Semester	January 12, 2009
Martin Luther King Jr. Holiday	January 19, 2009
Senior Ball	January 24, 2009
Sweethearts' Week	February 9-13, 2009
Sweethearts' Dance	February 13, 2009
Presidents' Day Holiday	February 16, 2009
Spring 1 st Grading Period Ends	February 25, 2009
Career Fair/Minimum Day	March 13, 2009
Spring Break	April 6-10, 2009
Spring 2 nd Grading Period Ends	April 14, 2009
Open House	April 15, 2009
STAR Testing Window	April 15-May 1, 2009
Junior Prom	April - TBD
May Fair/Minimum Day	May 8, 2009
Memorial Day Holiday	May 25, 2009
End of the Year Rally, BBQ, and Dance	May 29, 2009
Finals/Minimum Days	June 1-4, 2009
Senior Picnic	June 4, 2009
Last Day of School	June 4, 2009
Graduation Ceremony	June 6, 2009

*For Band Students and Athletes Only

DIXON HIGH SCHOOL 2008–2009 BELL SCHEDULE

SINGLE WEEK – M-T-TH-F AND DOUBLE WEEK M-T-F

	REGULAR
PERIOD	TIME
0	7:25 – 8:19
1	8:24 – 9:17
2	9:22 – 10:15
3	10:25 – 11:18
4	11:23 – 12:19
LUNCH	12:19 – 1:04
5	1:09 – 2:02
6	2:07 – 3:00

SINGLE WEEK WEDNESDAY

	WEDNESDAY
PERIOD	TIME
0	7:25 – 8:19
1	8:24 – 9:04
2	9:09 – 9:49
3	9:59 – 10:39
4	10:44 – 11:24
LUNCH	11:24 – 12:09
5	12:14 – 12:54
6	12:59 – 1:39
CT	1:45 – 3:15

DOUBLE WEEK

	DOUBLE WEDNESDAY
PERIOD	TIME
CPT	7:30 – 8:50
1	9:00 – 10:30
3	10:40 – 12:10
LUNCH	12:10 – 12:55
5	1:00 – 2:30

	DOUBLE THURSDAY
PERIOD	TIME
0	7:25 – 8:55
2	9:00 – 10:30
4	10:40 – 12:10
LUNCH	12:10 – 12:55
6	1:00 – 2:30

MINIMUM DAY

PERIOD	TIME
0	7:25 – 8:10
1	8:24 – 9:00
2	9:05 – 9:40
3	9:45 – 10:20
4	10:25 – 11:05
5	11:10 – 11:45
6	11:50 – 12:25

Note: DHS has many activities (rallies, assemblies, etc.) that impact the bell schedule. Please refer to the DHS webpage (<http://dhs.dixonusd.org>) for information and updates.

Single/Double Week Schedule - 2008-2009

Week of	Schedule	Schedule Notes	Week of	Schedule	Schedule Notes
Aug 13-15	Single		Jan 12-16	Single	
Aug 18-22	Single		Jan 19-23	Double	Mon - Martin Luther King Jr. Holiday
Aug 25-29	Double		Jan 26-30	Single	
Sep 1-5	Single	Mon - Labor Day Holiday	Feb 2-6	Double	
Sep 8-12	Double		Feb 9-13	Single	
Sep 15-19	Single		Feb 16-20	Double	Mon - Presidents' Day Holiday
Sep 22-26	Double		Feb 23-27	Single	
Sep 29-Oct 3	Single		Mar 2-6	Double	
Oct 6-10	Double		Mar 9-13	Single	Fri- Career Fair/Minimum Day
Oct 13-17	Single	Mon - Columbus Day Holiday	Mar 16-20	Double	
Oct 20-24	Double	Fri - College Fair/ Minimum Day	Mar 23-27	Single	
Oct 27-31	Single	Fri – Teacher Work Day	Mar 30-Apr 3	Double	
Nov 3-7	Double		Apr 6-10		Spring Break
Nov 10-14	Single	Tues - Veterans' Day Holiday	Apr 13-17	Single	
Nov 17-21	Double		Apr 20-24	Double	Star Testing Window Opens – April 21
Nov 24-28		NO SCHOOL-THANKSGIVING HOLIDAY	Apr 27-May 1	Single	
Dec 1-5	Single		May 4-8	Double	Fri - May Fair/ Minimum Day
Dec 8-12	Double		May 11-15	Single	
Dec 15-19	Special	M-T (SGL) Finals W-Th-F (DBL)	May 18-22	Double	Star Testing Window Closes – May 19
Dec 22-Jan 9		NO SCHOOL – WINTER BREAK	May 25-29	Single	Mon - Memorial Day Holiday
			June 1-5	Special	M-T (SGL) Finals W-Th (DBL) Fri-Teacher Work Day

Dixon High School Staff

Administrators

Ivan Chaidez, Principal

Phoebe Girimonte, Dean
Students: A - L

Cindy Moody-Perkins, V.P.
Students: M - Z

Counseling/Support Staff

Lynne deBie, Counselor
Students: A - Ga
AVID Grade Level: 10
Special Ed. Case Manager
Partners: Burke and Holm

Ricardo Rodriguez, Counselor
Students: Ge - M
AVID Grade Level: 9
Special Ed. Case Manager Partner:
Fair

Maria Becerra, Counselor
Students: N - Z
AVID Grade Level: 11
Special Ed. Case Manager Partner:
Winslow

Conchita Guerrero-Lopez
Migrant Education Specialist

Sean McGreevey
School Psychologist

Jeanne Meyers
Speech Therapist

Teachers

Joshua Bennett
Kristen Brand,
Lorrain Brownell
Diane Burke
Wayne Catron
Susan Cordier
Gina Costa Jones
Adrian Coulson
Gayle Cribb
Tom Crumpacker
Erin DeWeese
David Dwyer
Jeff Fair
Rebecca Faulds
Christopher Fioritto
Matt Galindo
Suzanne Galloway
Nick Girimonte
Matt Haines
David Haynam

Deborah Helgeson
Sheila Herd
Laurie Holm
Suzanne Hollowell
Stephen Inouye
Barb Iten
Debbie Jeffreys
Kristin Kellett
Lisa Krebs
Steve Krebs
Mylee Lam
Virginia Lantry
Maggie Larsen
Christine Long
Ligia Martinez
Lisa McClintock
Kim McGreevey
Jed Miller
Brian Noga
Gail Parker

Ahbra Peach
John Ramos
Jenny Ramsey
Chastity Raybuck-Bonilla
Ed Reed
Byron Rodriguez
Marc Rodriguez
Bill Scott
Angela Scheuring
Art Smithson
Nick Stidham
Janette Sundstedt
Mariah Talso
Carlynn Townswick
Shawn Tutt
Katie Walsh
Ken Watkins
Amy West
Scott Winslow
Loyda Youtsey
Kas Zoller

Office/Support Staff

Fred Anderson
Diana Bacinett
Dianne Campbell
Dylena Consiglio
Carrie Deeds

Maria Echeverria
Pat Holland
Norma Holtmeyer
Linda Legg
Brenda Percival

Marcela Pulido
Kathy Smith
Scott Stacey
Maria Torres
Alicia Totty
Conchita Zaragoza

EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRs)

Dixon High School graduates will be:

Self-directed learners who:

- set and reach academic, vocational, and personal goals
- plan and prepare for post-secondary opportunities

Critical thinkers and problem solvers who:

- read and write at or above grade level
- meet or exceed school standards in all curricular areas
- use logical and effective decision-making processes
- identify, assess, analyze, and integrate available resources, technology, and information
- transfer learned skills to new situations

Effective communicators who:

- express ideas clearly, reflectively, and critically, using oral, written, visual, and technological tools and skills
- receive, interpret, and respond appropriately to the messages of others, involving listening skills and conflict resolution

Responsible citizens who:

- demonstrate care and respect for others along with their rights, culture, and property
- know and follow school and community rules, laws, and regulations
- demonstrate habits of personal wellness and safety, time management, and self-discipline
- participate in and make contributions to the community and beyond
- demonstrate care and respect for the environment

Collaborative workers who:

- work effectively in groups in various roles
- develop and manage positive interpersonal relationships within diverse settings
- establish and meet goals in a group setting

ACADEMICS

Graduation Requirements

<u>Course Requirement</u>	<u>Semesters Required</u>	<u>Credits Required</u>
<i>English 9-12</i>	8	40
<i>Math</i>	6	30
All students must pass Algebra		
<i>Science</i>	4	20
1-year life science		
1-year physical science		
<i>Social Science</i>		
World History (10)	2	10
U.S. History (11)	2	10
Civics (12)	1	5
Economics (12)	1	5
<i>Technology/Health (9)</i>	2	10
<i>Physical Education</i>	4	20
Two semesters of sports participation during 10 th and/or 11 th grades may be counted in lieu of 2 nd year of P.E.		

Competency Requirements

Students must also pass the California High School Exit Exam. Students are afforded a minimum of six opportunities to take this test.

Testing

DHS offers an array of testing opportunities for its students. The SAT and ACT tests are major college entrance exams that are accepted by the majority and required by some of the colleges and universities. DHS is not an SAT test site. Students register online or by paper registration and take the exams in Woodland, Davis or Sacramento. The DHS code number for admissions tests is 050755. Students will be asked to supply the school code when taking these exams.

Grading Policy

Students shall be assigned grades on a six-week basis. These grades, in all cases, reflect measurable achievement based on assignments, examinations, classroom participation and other clearly understood learning activities. No grade may be assigned which cannot be illustrated or validated by written records. The following grade marks will be used to report a student's achievement:

A Superior	I Incomplete
B Above Average	P Pass (does not impact GPA)
C Average	NP No Pass (does not impact GPA)
D Below Average	*NM No Mark (student not in class long enough to get a grade)
F Failed	

**For more information on No Mark/No Credit Grades, see "Attendance"*

Grading Periods

Report cards are mailed to students at the end of the sixth, twelfth and eighteenth weeks of school. The report cards received at the sixth and twelfth week marks are formal reports of

student progress. These grades are not permanent and are not part of a student's permanent school record. These grades are used to determine eligibility for extracurricular activities. The semester report card mailed at the eighteenth week or end of the semester carries final credit and are considered permanent grades. These grades become part of a student's official school record (transcript) and are also used to determine eligibility for extracurricular activities.

Academic Honesty

All Dixon High School students are expected to demonstrate academic integrity. Using notes and other items not allowed on assignments or tests, purposely deceiving the instructor, unauthorized collaboration, theft or alteration of materials, and test avoidance are instances of cheating. Work that is copied or stolen from another student or not appropriately taken and cited from a printed or electronic source is plagiarism. Consequences for cheating and/or plagiarizing range from zero points awarded to more severe disciplinary actions.

Eligibility

Any student who has a grade point average less than 2.0 (C average) is not eligible for participation in extra-curricular activities, including sports. Eligibility is based upon report card grades, both six-week and semester. Students remain ineligible for an entire six-week period.

Reading Apprenticeship Framework

The staff at DHS believes that all students can become successful readers. The DHS Literacy Team has been trained in Reading Apprenticeship through the Strategic Literacy Initiative at West Ed, and provides staff-wide training to the DHS faculty. The goals of Reading Apprenticeship include:

- making the teacher's [expert] reading processes and knowledge visible to students;
- helping students gain insight into their own reading processes;
- helping [students] develop a repertoire of problem-solving strategies for overcoming obstacles and deepening comprehension of texts from various academic disciplines;
- making students' reading processes, motivations, strategies, knowledge, and understandings visible to the teacher and to one another; and
- engaging students in more reading—for recreation as well as for subject-area learning and self-challenge"

Note: For more information regarding the Reading Apprenticeship Framework, please visit: http://www.wested.org/cs/sli/print/docs/sli/ra_framework.htm

Academies

DHS offers three career-themed academies for its 11th and 12th grade students. These programs link several core and elective classes and allow students to loop with their teachers over two years while exploring careers and post-secondary plans. The career academies at DHS are:

1. Arts & Design Academy
2. Agriculture & Industrial Trades Academy
3. Public Service Academy

Distinguished Scholars

Distinguished Scholar is a designation that students receive who's overall, four-year GPA is a 4.0 or higher. Distinguished Scholars are disciplined, focused, and academically dedicated individuals who see their education as the foundation for their future. Coursework for Distinguished Scholars includes a breadth of curriculum from electives, core courses, and Honors and AP classes. We encourage all DHS students to strive for this honor.

Dixon High School Curricular Paths

DHS has several paths to help students achieve their post-secondary goals. These are: High School Diploma, Community College/Vocational, California State Universities, University of California, and Highly Competitive Universities. Students take the sequence of classes which fulfill the requirements for their selected path.

Educational Goal	High School Diploma	Community College/Vocational	California State Univ*	Univ of California*	Highly Competitive Universities
9 th Grade	English 9 Math PE Earth Sci or Literacy Health/Technology Elective	English 9 Math PE Earth Sci or Literacy HGD/Tech Elective	English 9 Pre Alg, Algebra 1 or Geometry PE Literacy, Earth Sci or Biology Foreign Lang 1 Health/Technology	English 9 Algebra 1 or Geometry PE Biology Foreign Lang 1 Health/Technology	English 9 Geometry PE Biology Foreign Lang 1 Health/Technology
10 th Grade	English 10 Math PE Biology or Earth Sci World History Elective	English 10 Math PE Biology or Earth Sci World History Elective	English 10 / Honors Algebra, Geometry, Int Alg or Alg2/Trig PE Biology or Chemistry World History Foreign Lang 1 or 2	English 10 / Honors Geometry or Int Alg, or Alg2/Trig PE Chem or Honors Chem World History Foreign Lang 2	English 10 / Honors Alg 2/Trig PE Honors Chem World History Foreign Lang 2
11 th Grade	English 11 Algebra US History FA / FL / Voc Ed Science or Elective Elective	English 11 Algebra US History FA / FL / Voc Ed Science or Elective Elective	English 11 / AP Eng Int Alg or Alg2/Trig US Hist / Hon US Hist Fine Art (FA) Biology or Chemistry 2 nd or 3 rd year LAB SCI Elective or For Lang 2, or 3	English 11 / AP Eng Alg 2/Trig or Pre Calc US Hist / Honors US Hist Fine Art (FA) 2 nd or 3 rd year LAB SCI Elective or For Lang 3	English 11/ AP Eng Pre Calculus US Hist / Honors US Hist Fine Art (FA) 3 rd year LAB SCI For Lang 3
12 th Grade	English 12 Civics/Econ FA / FL / Voc Ed Elective Elective Elective	English 12 Civics/Econ FA / FL / Voc Ed Elective Elective Elective	English 12 / AP Eng Civics/Econ Pre Calc / Statistics Chemistry or Env. Sci. 3 rd or 4 th yr Science Elective or 4 th yr For Lang Elective (college Prep)	English 12 / AP Eng Civics/Econ or AP Govt. Pre Cal or Calculus 3 rd or 4 th year LAB SCI Elective or 4 th yr For Lang Elective (college Prep)	AP English Civics/Econ or AP Govt. Calculus Elective or 4 th yr LAB SCI Elective or 4 th yr For Lang Elective (college Prep)

* For "A-G" approved course list, go to the UC website: <https://pathways.ucop.edu/doorways/list>

COUNSELING CENTER

Each student is assigned a school counselor at DHS. The assigned counselor's name will be on the student's class schedule and is based on the first letter(s) of the student's last name. Please refer to the "Dixon High School Staff" list in the front of this handbook for counselor assignments.

Appointments

The Counseling Center is a very busy spot on campus. Students must make an appointment with the counseling secretary or on the posted sign-up sheet in order to meet with a counselor.

Class Schedules

Class schedules may be picked up at the fall semester orientation, or on the first day of the semester. Class changes will ONLY be completed as follows:

1. During the first two weeks of the semester. Student class schedules will not be changed after this deadline has passed.
2. On the student's own time (i.e. NOT during class), obtain the Course Schedule Change form in the counseling office on or after the first day of school.
3. Acquire teacher and counselor permission to make the schedule change.
4. Attain parental approval for the schedule change.
5. On the student's own time (i.e. NOT during class), submit the completed form to the Counseling Center before the two week deadline.

Note: Students must attend their originally assigned courses until they receive official notification that their schedule has been changed!

Adds/Drops

Students have two weeks to add or drop classes. Classes will not be added or dropped without teacher, counselor, and parental approval during those two weeks. There will be no Adds/Drops after the two-week period.

Transcripts

Students may request in writing a copy of their transcript from the Registrar, Maria Torres or the Counseling Secretary, Brenda Percival. All fines or other financial obligations must be paid by graduating seniors in order for final transcripts to be mailed to colleges or universities.

ATTENDANCE

Regular attendance is important to your success at DHS. Students are required to attend school every day that it is in session. Students are also required to attend 100 percent of all scheduled classes in which they are enrolled, unless otherwise excused.

Absence Verification

Parents/guardians are required to verify their student's absence from school in writing, by telephone, or by personal visit to the attendance office within 48 hours. Absences not verified within 48 hours will become unexcused absences.

Students are required to show official written proof (i.e. doctor's note, jury summons, etc.) to verify all excused absences in excess of ten per semester. All unverified absences over ten will be counted as "unverified" or "unexcused", unless a doctor's note or other official documentation is provided.

Based on Education Code 48205, absences may be excused for the following reasons only:

- ✓ Personal illness
- ✓ Quarantine
- ✓ Medical, dental, or chiropractic appointments
- ✓ Funerals one day for in state, three days for out of state
- ✓ Jury Duty
- ✓ The illness or medical appointment of a child to whom the student is the custodial parent
- ✓ Upon advance written request by the parent/guardian and the approval of the principal or designee for justifiable personal reasons

“Inasmuch as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours” (BP 5113).

Dixon High School Attendance Rubric

	Excellent	Good	Poor	Unacceptable
Absences	0-1 Day per Semester	2-3 Days per Semester	4-5 Days per Semester	6 or More Days per Semester
Tardies	0-1 Tardies per Semester	2-3 Tardies per Semester	4-5 Tardies per Semester	6 or More Tardies per Semester
Calling In	Always calls in the morning of the absence or sooner	Always calls in but may call in late sometimes	Doesn't always call in, or calls in after automated calls have gone out	Doesn't call in

Tardiness

Academic success is directly correlated to attendance and timeliness. Students are expected to arrive to each class on time. Progressive consequences for tardiness include:

- Warnings from teacher
- Parent contact by teacher, counselor, or administrator
- Administrative “lockouts”
- Detention
- On-Campus Suspension (OCS)
- Saturday School
- School Attendance Review Board (SARB) hearing

The tardy policy will be cumulative and administered on a semester basis. All students begin with a clean slate at the beginning of each semester.

Truancies

California Education Code 48260 defines truant pupils as, “any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof....”

Students may be assigned Saturday School for truanancies. After a student's third day of unverified or unexcused absence (or 18 cumulative periods of absence), a first notification of truancy may be mailed to the student's home address. Each truancy that follows may result in disciplinary action up to and including a School Attendance Review Board (SARB) hearing.

School Attendance Review Board (SARB)

SARB was established by the California Legislature in 1975 for the purpose of:

1. Making a better effort to meet the needs of students with attendance or behavior problems in school.
2. Promoting the use of alternatives to the juvenile court system.

"Students who are habitual truants, irregular in school attendance, or habitually insubordinate or disorderly during attendance at school may be referred to, and required to attend, a school attendance review board, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the district's attendance supervisor" (Education Code 48263, 48264.5).

No Mark/No Credit

"Students with excessive unexcused absences shall be given a grade of no mark and not receive credit for the class(es). Ten absences per grading period shall constitute excessive unexcused absences for this purpose" (BP 5121 Grades/Evaluation of Student Achievement; cf. 5113 - Absences and Excuses).

Students who accumulate 10 or more days of unexcused/unverified absences in any class during a semester will receive a NM (no mark/no credit). Students earning a failing mark will receive the failing mark. A student receiving a NM may file an appeal to have credit restored if there are extenuating circumstances that caused him/her to earn this grade. Appeals must include a completed application and written petition submitted by the deadline for the semester during which the NM was earned. The review committee will consist of an administrator, counselor, and several teachers. Students and parents/guardians agree to accept the decision reached by the review committee as final.

SCHOOL ROUTINES

The routines outlined in this section are intended to ensure that day to day student needs are met in a timely, orderly, and efficient manner.

Change of Address/Phone Number

Please report all address/phone number changes to the attendance office as soon as possible. It is important to have current contact information on file for each student. Update forms are available in the attendance office to help keep this information current.

Make-Up Work

"Students shall be given the opportunity to make up school work missed because of an excused absence and shall receive full credit for work that is turned in according to a reasonable make-up schedule" (Education Code 48205; cf. 5113 - Absences and Excuses).

Students with excused absences are given the opportunity to make up their missed assignments. Generally, students receive a *day for day* time frame to turn in missed assignments. For example if absent two days a student has two days upon return to school to make up class assignments. Students missing school for a school related activity/sport should obtain class work prior to their absence. Unexcused, unverified and truant absences are at the discretion of the classroom teacher for make up work. Teachers are not required to give students the opportunity to make up missed assignments for unexcused, unverified, truant and suspension absences.

Homework Requests

When a student plans to be absent, he/she should provide teachers with sufficient notice and request work to complete during the period of nonattendance.

If a student has an unanticipated absence of three or more days, a parent/guardian may request homework by calling or visiting the Counseling Office. To allow teachers adequate time to prepare student work, homework requests will be processed over a period of 48 hours. Please call the Counseling Office to verify that work has been submitted and make a pick-up arrangement.

Prearranged Absence/ Short-Term Independent Study

When students will be away from school for between five and twenty consecutive school days, the parent/guardian can request a Short-Term Independent Study Program. Parents must inform the office at least one week in advance to have their student participate in this program. If the work is completed during the allotted time frame and the Independent Study Contract is fulfilled, the student will receive credit for being in school. The Independent Study Contract must be completed and work returned to the respective teacher on the day of the student's return in order to receive full credit for missed assignments and have the attendance codes entered as verified.

Note: Due to high academic demands and the importance of classroom instruction, it is not advised that students participate in extended vacations that would cause them to miss school.

Visitors

“For purposes of school safety and security, the principal or designee may design a visible means of identification for visitors while on school premises” (BP 1250). Upon arrival, all visitors, including parents/guardians, must sign in at the attendance office and wear a visitor's badge.

“The Governing Board encourages parents/guardians and interested members of the community to visit the schools and view the educational program.

To ensure minimum interruption of the instructional program, the Superintendent or designee shall establish procedures which facilitate visits during regular school days. Visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during non-instructional time” (cf. 1112 - Media Relations; cf. 3515.2 - Disruptions).

Bicycles

Bicycles are to be operated strictly in accordance with city or county ordinances. They should have reflectors, and be locked when parked. The bike rack area is off limits to students during the day for the protection of the bike owners and in accordance with the closed campus policy. Bicycles are not to be ridden on campus at anytime (before, during or after school). All students riding bikes to school must wear protective head gear (helmets) in accordance with the law.

Hall and Bathroom Passes

Students are not permitted outside of classrooms during class periods unless a school staff member accompanies them or they have a hall pass from an authorized staff member. Hall passes must be written on a school hall pass form provided by a teacher or staff member and must include the student's name, date, period, time of departure from class, destination, and teacher signature. Students are not permitted to carry objects as a substitute for authorized hall passes. If a staff member questions a student's purpose for being out of class, it is expected that the student will furnish his/her pass and cooperate with the staff member.

The same policies and procedures remain in effect for bathroom passes. It is expected that students will use their own time (passing periods, lunch, etc.) to use the restroom, and will only request a bathroom pass when it is a necessity.

Note: The first and last ten minutes of class are considered "dead-time" during which teachers will not issue hall or bathroom passes.

Special Occasion Deliveries

Due to the volume of requests and multiple classroom interruptions, flowers, balloons, candy, and other gift items excluding those available at school-sponsored events, may not be delivered to a student during the school day to acknowledge a special occasion. Students may not carry balloons, flowers, etc., on campus during the school day because they are disruptive to the educational process. If these items are delivered to school, they will be kept in the administration office until the end of the school day. Thank you for understanding and recognizing that interruptions disrupt the educational process.

Work Permit Requirements

Students under the age of eighteen must obtain a work permit after securing an opportunity for employment. The following procedures will apply:

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

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

- A day of rest from work is required if the total hours employed per week exceeds 30 hours or if more than 6 hours are worked on any one-day during the week.
- A minor's work must be performed between specified hours:
14 - 15 years: 7 a.m. to 7 p.m. (Summer, 6/1 - Labor Day, 7 a.m. - 9 p.m.)
16 - 17 years: 5 a.m. to 10 p.m. (12:30 a.m. when no school the next day)
- Students in approved work experience education programs may work on school days to 12:30 p.m. Parental and school permission are required.
- When regulations of enforcement agencies differ, the more restrictive regulation applies.

NOTE: Hours of work on school days - No employer shall employ a minor for more than four hours on any day in which said minor is required by law to attend school, except in agricultural and homemaking occupations and approved Work Experience Education programs (Education Code, Section 12774).

SCHOOL POLICIES

DHS has developed the following policies which will establish and maintain an effective environment where students can learn and teachers can teach.

Closed Campus Policy

DHS is a **CLOSED CAMPUS**. A student is considered truant if he/she leaves campus at any time for any reason, and does not check out with the attendance office first. Campus is defined by the green gates surrounding the school. Off limits areas include the parking lots, sports fields, and stadium.

All students must obtain an early-release pass to leave campus from the attendance office before school or before leaving school grounds. Failure to obtain appropriate permission will result in a truancy and assignment to Saturday School. Repeat offenses will result in suspension and/or referral to SARB.

Parents/guardians may not call the school to excuse a student to leave the school grounds unaccompanied for unexcused purposes (change of clothing, lunch, etc.). Parents/guardians must appear in person to check out a student for unexcused purposes. A student leaving campus for excused purposes (doctor's appointment, dentist visit, etc.) may leave campus unaccompanied if he/she has a note providing parental permission. Excused absences are defined under Ed. Code 48205 (see page 14 of this handbook).

Dress Code

REVISED: August 13, 2008

The following guidelines are intended to define appropriate student attire and personal grooming. The purpose is to prevent disruption of the classroom atmosphere and educational process, eliminate disturbances among students, ensure student safety, and encourage appropriate dress for post-secondary life.

“The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process” (cf. [5132](#) - Dress and Grooming; cf. 419.22 - Dress and Grooming).

“Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action” (cf. [5144](#) - Discipline).

Dress Code Prohibited Clothing Illustrations



*Refer to Item #8 below

**Refer to Item #'s 7 and 8 below

Additionally, student clothing should meet all of the following criteria:

1. Student dress shall be safe, neat, and clean in appearance.
2. Pocket chains, collars or bracelets with spikes, clothing with revealing holes and cutouts are all inappropriate for school wear.
3. Clothing may not glorify or advertise drugs, alcohol, tobacco, tobacco products, or sexual behavior.
4. Clothing must be free of violent, vulgar, or obscene words, pictures, or symbols.
5. Footwear must be worn at all times. Footwear must be safe, practical, and not limit student participation in school activities.
6. Clothing, backpacks, make-up, and other adornment may not demonstrate or suggest gang-related symbols or colors.
7. Undergarments/underwear must be covered. This includes bra straps and boxer shorts. Students may not wear white underwear-style (i.e. “wife-beater) tank tops as outerwear.
8. Shirts and blouses must cover the back to the shoulder blade and all of the stomach and cleavage. Shirts and pants/skirts must be touching in both front and back. Inappropriate tops include but are not limited to the following: midriff tops, crop tops, strapless tops, tube tops, halter and over one shoulder tops, and all tops with straps less than two-finger widths wide.

9. All of the buttocks must be covered. Shorts, pants, or skirts should be of an appropriate length. To determine appropriate length stand with arms at side making a fist. The clothing should come to at least the bottom of the fist.
10. Students may not wear sun glasses while inside a classroom or other school building. Before entering, a student must remove his/her sunglasses and leave them off until they exit the classroom or building.
11. Approved head-gear includes baseball caps, bucket caps, and beanies/knitted caps. These may be worn when a student is outside of a classroom and/or during P.E. courses for shade or warmth. Students may not wear any of the approved hats or other head gear (hoods, etc.) inside a classroom or other school building. Before entering, a student must remove his/her hat and it may not go back on until leaving the classroom or building. This policy remains in effect on spirit and “dress-up” days as well.
12. Finally, clothing may not disrupt the educational process.

Students who do not follow the dress code will be referred to the office by staff to change into appropriate school clothing. Inappropriate attire must be given to the Assistant Principal before the student will be allowed to return to class. The student may pick up his/her clothing item at the end of the school day. For repeat offenses and/or refusing to change, progressive consequences ranging from parent pick-up of confiscated item(s) to home suspension for defiance of authority will be imposed (Education Code, 48900K).

Cellular Phones and Electronic Devices

Dixon Unified School District Board Policy states:

“Students may possess or use personal electronic signaling devices including, but not limited to pagers, beepers, and cellular/digital phones, except those devices with the capability to capture digital images and/or take photographs of any kind shall be prohibited. No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student’s health and the use of which are limited to health-related purposes (Education Code 48901.5).

Permitted devices shall:

1. Be turned off during class time and at any other time directed by a district employee.
2. Not disrupt the educational program or school activity.”

Students are permitted to use cell phones and other electronic devices during lunch, passing period, before and after school only. Students will not be allowed to use cell phones and other electronic devices during instructional time. Cell phones and electronic devices can not be visible or audible at any time during instructional time. If a student violates these conditions, the following progressive discipline plan will be followed:

- 1st Offense: Teacher will take electronic device and give the student a warning. Student may claim electronic device from teacher at the end of the period OR the end of the day.*
- 2nd Offense: Teacher will take electronic device and give it to appropriate administrator. Student may claim electronic device from administrator at the end of the day.*
- 3rd Offense: Teacher will take electronic device and give it to appropriate administrator. Parent must come and claim it at school from an administrator.*
- 4th offense: Teacher will take electronic device and give it to appropriate administrator. Administrator will confiscate phone until the end of the semester.*

* A student who continues to violate this policy may be prohibited from possessing a personal electronic signaling device at school or school-related events. Refusal to relinquish an electronic

device to be confiscated by a staff member or administrator may result in home suspension for defiance of authority. Repeat offenses will be considered defiance and additional disciplinary consequences will be administered for each subsequent offense. (Education Code, 48900K)

Additionally, if upon confiscation of an electronic device, the administration has reasonable suspicion to believe that examination of the contents would indicate violation of a school rule or committing a crime, a search may be conducted.

Note: DHS is not responsible for any lost or stolen cell phones, electronic devices, or personal property. Students bring these items at their own risk. Staff will not be held responsible for items that are lost or stolen subsequent to confiscation and reimbursements will not be made. Confiscated items left after the last day of school will be donated to a local charity.

Technology Acceptable Use Agreements

Each year students and parents are required to sign and consent to an acceptable use policy (AUP) agreement to use the DHS computers. Students are not allowed Internet access until both the parent and student have signed this agreement and it has been submitted to their homeroom teacher.

Automobile Searches

California law, Vehicle Code Section 21113 (a) states the following: “Vehicles are subject to search by entering school property, the person driving any vehicle is deemed to consent to a complete search of the vehicle - all its compartments and contents - by school officials or law enforcement personnel for any reason whatsoever. This notice applies to all vehicles of any type and is enforced 24 hours a day.”

Parking and Permit Policies

Students must obtain a parking permit form from the office manager, Maria Echeverria, in the principal’s office. The student must submit the completed form accompanied by proof of license and insurance to Ms. Echeverria. Any vehicle without a permit or parking in a space that is in violation of the parking contract will be subject to citation and a possible revocation of the student’s parking privileges. There is a \$5 charge for a replacement student parking permit.

Under no circumstances should students park in areas provided for staff. Any student leaving the campus in a vehicle during the school day without permission is in violation of school rules as outlined in the student handbook. In addition, students are not allowed to loiter in the parking lot or in their cars at any time at DHS. When students arrive to school they are required to leave their cars immediately and proceed to the main campus. If a student needs to return to their car during the school day, he/she must be accompanied by or obtain written permission from an administrator or campus supervisor. At the conclusion of the school day, students are required to get into their cars and immediately leave campus. Failure to abide by these rules may result in revocation of the student’s parking privileges and/or disciplinary consequences.

Students are expected to drive safely on the way to school, on school grounds, and on the way home from school. A student who is observed violating traffic laws and/or driving unsafely on school grounds will be reported to the administration. The reporting party will submit a Dixon Police Department Violation Form. An administrator will speak with the student driver, assign appropriate school consequences, and inform his/her parents/guardians of the offense. The administrator will submit the Violation Form to the Dixon Police Department and a warning letter

will be sent to the student and his/her family. If the student receives a second Violation Form, his/her parking privileges will be revoked.

School Property

Dixon High School is a beautiful, brand new, state of the art facility. It is everyone's responsibility to help maintain a clean and safe campus that illustrates our shared school pride. Students are expected to assist the custodial staff in keeping the buildings clean by not throwing trash on the floors and in hallways.

If a student litters or otherwise fails to show proper care for school property, he or she will be subject to disciplinary consequences or assigned campus clean-up. "As part of or instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, the superintendent of schools, or the governing board may require a pupil to perform community service on school grounds or, with written permission of the parent or guardian of the pupil, off school grounds, during the pupil's nonschool hours. For the purposes of this section, "community service" may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs" (Education Code 48900.6).

Vandalism

Destruction of school property, graffiti, tagging, or other marks made on school or private property is strictly prohibited. Writing or carving on walls, desks and chairs is destructive and is inconsiderate of the many other students, staff, and community members who use the facilities.

"The Governing Board considers vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damaging or theft of any District-owned real or personal property, including the writing of graffiti" (cf. [3515.4](#) - Recovery for Property Loss or Damage).

Violators are subject to administrative disciplinary action that may include a recommendation for expulsion, as well as possible criminal charges. Parent(s)/guardian(s) and the student will be charged for any costs related to the repair and/or clean up of any damage to school buildings, books, or equipment caused by their child. (Education Code, 48904) "If reparation of damages is not made, the District also may withhold the student's grades, diploma and/or transcripts in accordance with law" (cf. [5125.2](#) - Withholding Grades, Diploma or Transcripts).

DHS staff and students will not tolerate vandalism.

BEHAVIOR GUIDELINES & DISCIPLINE

At DHS, a culture of respect guides the behavior and actions of our school community. DHS students are expected to show respect for staff members, the rights of other students, and for the properties furnished for their use. DHS recognizes that the best discipline is self-discipline and that students must take responsibility for their actions.

Proactive Discipline

The following is a list of rewards that students will enjoy if they exercise self-discipline:

1. Personal and academic success
2. Praise from teachers and administrators
3. Positive communication to parents/guardians from staff

4. Recognition Awards
5. “Proferrals” to their administrator
6. Participation in special campus events

When issues of behavior do arise, however, the staff at DHS encourages cooperation between the home and school concerning students’ discipline.

School policies and rules will be reinforced when students are on campus, in transit to or from DHS, and while attending any school-sponsored event. When students fail to follow the school’s rules of conduct the following disciplinary consequences will be imposed in accordance with the severity of the situation and violation of school rules:

Informal Talk/Warning

An informal talk can occur between a teacher, counselor and or administrator regarding how the student should behave.

Conference

A conference can be held between a student, teacher, counselor, administrator and/or parent to discuss how the student should behave and disciplinary actions that will be taken.

Loss of Privileges

As a consequence for misbehavior, students may lose the privilege to attend or participate in sport events, dances, rallies and assemblies, intra-mural sports, and other school-sponsored activities for a given period of time.

Detention

Detention is a supervised 25-minute period held during lunch or 55-minute period held directly after school, on Tuesdays and Thursdays. If a student fails to attend detention, he/she will be considered in defiance of authority and will be assigned a half-day of Saturday School as a minimum consequence.

Saturday School

Saturday School may be assigned to make up absences when a student is unexcused from a class period or a school day. It may also be assigned in the case of excessive tardies or in lieu of more serious disciplinary action. Students assigned Saturday School will work on academic subjects for classes at DHS. Books for outside reading are acceptable. Students must bring sufficient study materials to occupy their time or they will be asked to leave. Students must work independently and silently. All electronic devices are prohibited and sleeping in not permitted. Food and drink, with the exception of water are not allowed.

Students will also “perform community service on school grounds” (Ed. Code 48900.6.).

“‘Community service’ may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs” (Ed. Code 48900.6.).

Saturday school begins promptly at 8:30. Students arriving at 8:31 or later will not be admitted. Should your student be unable to attend his assigned date please notify the attendance office prior to 8:15 a.m. the morning of the assigned date. Failure to attend Saturday School or misbehavior during Saturday School will result in home suspension.

Period Suspension

Period suspensions may be assigned by an administrator as a disciplinary consequence when suspension is permitted (Education Code 48900).

Teacher-Imposed Suspension

A teacher may suspend any pupil from class for the day of the infraction and the day following. The teacher will contact the parent or guardian in order to set up a parent-teacher conference. (Education Code 48910)

On Campus Suspension (OCS)

OCS, an all-day on-campus suspension, is held during regular school hours. OCS is assigned when students fail to attend detention, Saturday School, or for other offenses outlined in Education Code 48900 where suspension is permitted. Students have the opportunity to work on assignments from their regular classes while in OCS.

Out-of-School Suspension

Out-of-school suspension is the temporary removal of a student from school as a disciplinary consequence (Education Code 48900). A student may be suspended from attending school and school activities for one to five days.

During Out of School Suspension the following expectations should be observed:

1. The student is expected to be under the supervision of a parent during school hours when serving suspension days at home (7:00 - 4:00 pm.). Students shall not appear on or about any school in the district during the period of suspension, unless coming to the office on official business accompanied by the parent/guardian and by prior arrangement with a school administrator.
2. The student is not to attend any school-sponsored event on or off any school campus during suspension. This is extended to include weekend and holiday activities, and would include, but is not limited to, field trips, athletic events, theater events, proms, dances, and band events.
3. Violation of suspension rules may result in a minimum consequence of a warning and a maximum consequence of a referral to the appropriate law enforcement agency.
4. The responsibility of obtaining and doing class work lies with the student. The teacher may require the student to complete any assignments and tests missed during the suspension; however, the teacher is not required to provide homework (Education Code, 48913).

Expulsion

Expulsion is the removal of a student by the Dixon Unified School District Board of Education. Students who are expelled may not attend any public school within the DUSD (Education Code 48900 and 48915).

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

Mandatory Recommendation for Expulsion

A five-day suspension and recommendation for expulsion is mandatory for any student who: (1) possesses, sells, or furnishes a firearm; (2) brandishes a knife; (3) sells or furnishes drugs or other controlled substances; (4) commits or attempts to commit sexual assault/battery; (5) possesses an explosive. (Education Code 48915) In such cases, the offense must be reported to the police department.

Recommendation for Expulsion

An administrator shall also recommend expulsion for the following violations unless the administrator finds that expulsion is inappropriate due to a particular circumstance. (1) Causing serious physical injury to another person, except in self-defense; (2) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil; (3) Possession and/or use of any substance listed in Chapter 2 of Division 10 of the Health and Safety Code...; (4) Robbery or extortion; (5) Assault or battery, or threat of, on a school employee. (Education Code 48915) An administrator may also make a discretionary recommendation for expulsion for other violations of education code.

Reasons for Suspension or Expulsion

Students may be suspended up to five days and/or recommended for expulsion for any of the acts listed below (E.C. 48900, 48915):

- a. Caused, attempted to cause or threatened to cause physical injury to another person
- b. Possessing, furnishing or selling a firearm, knife, explosive or other dangerous object.
- c. Possessing, selling, furnishing, using or being under the influence of any illegal drug, controlled substances, alcoholic beverage or intoxicant.
- d. Offering, arranging, or negotiating to sell any controlled substance, look-alike drug, alcoholic beverage or intoxicant of any kind.
- e. Committing or attempting to commit robbery or extortion.
- f. Causing or attempting to cause damage to school property or to private property.
- g. Stealing or attempting to steal school property or private property.
- h. Possessing or using tobacco or nicotine products.
- i. Committing an obscene act or engaging in habitual profanity or vulgarity.
- j. Possessing, offering. Arranging, or negotiating to sell any drug paraphernalia,
- K. Disrupting school activities or willfully defying the valid authority of school personnel
- l. Knowingly receiving stolen school property of private property.
- m. Possessing an imitation firearm.
- n. Committing or attempting to commit sexual assault or sexual battery.
- o. Harassing, threatening or intimidating a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in, hazing.
- r. Committing sexual harassment
- s. Causing, attempting to cause, threatening to cause, or participating in an act of hate violence.
- t. Intentionally engaging in harassment, threats, or intimidation against a pupil(s).
- u. Making terroristic threats against school officials or school property, or both.

Due Process

All students are entitled to due process in disciplinary matters. Students and parents have a right to appeal disciplinary action taken against a student. A meeting must be requested with the principal/designee prior to any future appeal (Education Code 48914).

Discipline Matrix

The following matrix indicates the type of disciplinary action(s) that may apply to behavior infractions. The corrective measures stated are intended to assist in maintaining consistent student discipline. The site administrators reserve the right to determine whether a specific infraction warrants the corrective action detailed below. Alternate disciplinary action may be imposed for any of the listed infractions if determined appropriate. This list does not include all possible infractions, nor all of the possible corrective actions for such infractions.

DIXON HIGH SCHOOL DISCIPLINE GUIDELINES				
INFRACTION - State Education Code Violation	MINIMUM CONSEQUENCE or 1 st Offense	INTERMEDIATE CONSEQUENCE or 2 nd Offense	INTERMEDIATE CONSEQUENCE or 3 rd Offense	MAXIMUM CONSEQUENCE or 4 th Offense
Alcohol 48900(c)(k)	3-5 Day Suspension*	5 Day Suspension*	5 Day Suspension*; Alternative Place	Expulsion*
Arson 48900(f)(k)	Expulsion*	n/a	n/a	n/a
Assault or Battery 48900(k)(a2) 28915(a)	3-5 Day Suspension*	**	**	Expulsion*
Battery on School Official 48900(a)(k), 48915(a5)	Expulsion*	n/a	n/a	n/a
Cheating/Forgery/ Plagiarism - 48900(k)	Zero Points Awarded	Zero Points Awarded & Saturday School/2 Day Suspension	Zero Points Awarded & 3-5 Day Suspension	Zero Points Awarded & Alternative Placement
Closed Campus Policy Violation 48900(k)	Detention	½ Day Saturday School	Full Day Saturday School	Suspension
Defiance 48900(k)	Informal talk, Parent contact	**	**	Suspension
Destruction and/or Defacement of property - 48900(f)(k)	Restitution/Community Service	**	**	Expulsion*
Dishonesty	Informal talk; Parent contact	**	**	Saturday School
Disruption on School Property or Classroom 48900(k)(p)	Verbal Warning	Warning, Phone home, possible referral	Office Referral	Suspension
Dress Code 48900(k)	Change clothes	Change clothes; Call home	Change clothes; Parent required to pick up clothes	Suspension
Drug - Possession 48900(c)(k)	5 Day Suspension*/Expulsion	Expulsion*	n/a	n/a
Drug - Providing 48900(c)(k), 48915(a3)	Expulsion*	n/a	n/a	n/a
Electronic & Nuisance Devices	Confiscation; Pick up at end of day	Confiscation; Referral to office for documentation	Confiscation; Parent required to pick up item	Confiscation; Item returned at end of semester
Explosive Devices 48900(b)(k)	Suspension*	**	**	Expulsion*
Extortion/Robbery 48900(b)(k), 48915(a4)	Expulsion*	n/a	n/a	n/a
False Fire Alarm 48900(k)	5 Day Suspension*	Alternative Placement	n/a	n/a

Fighting 48900(a1)(k), 28915(a1)	3-5 Day Suspension*	5 Day Suspension*	5 Day Suspension* / Alternative Placement*	Expulsion*
Furnishing False Information 48900(k)	1 Day Suspension	3 Day Suspension	5 Day Suspension	Alternative Placement
Gambling 48900(k)	Saturday School	1 Day Suspension	3 Day Suspension	Alternative Placement
Gang Related Behavior 48900(k)(o)(.2)(.4)	Parent Contact	**	**	Suspension or Expulsion*
Harassment/Hazing as defined in Ed. Codes 48900(k)(.2) (.4) (q)	1-5 Day Suspension	3-5 Day Suspension*	5 Day Suspension*	Alternative Placement*
Obscene Language or Actions 48900(i)(k)	Verbal Warning	Warning and Referral to office for documentation	Referral and Mandatory meeting with counselor	Suspension
Sexual Assault/Battery 489(k)(n), 48915(a4)	Expulsion*	n/a	n/a	n/a
Tardiness 48900(k)	Warning	**	**	Suspension
Terrorist Acts 48900(a)(k)(.3)(.4)(.7)	Expulsion*	n/a	n/a	n/a
Theft 48900(g)(i)(K)	Suspension*	**	**	Alternative Placement*
Tobacco/Lighter 48900(h)(k)	1 Day Suspension	3 Day Suspension	5 Day Suspension	Alternative Placement
Truancy	Detention	Saturday School	Saturday School	SARB referral
Unauthorized Entry To School Facilities 48900(e)(f)(g)(k)	3-5 Day Suspension*	Alternative Placement	n/a	n/a
Unauthorized Use of Technology 48900(k)	Verbal Warning & Potential Suspension of Computer Access	1-2 Days Suspension & Potential Suspension of Computer Access	3-5 Day Suspension & Loss of Computer Access	Suspension/ Expulsion & Loss of Computer Access
Weapons/Items Used as Weapons/Possession 48900(e)(k), 48915(a1)	Expulsion*	n/a	n/a	n/a
Wearing Hat in Class 48900(k)	Confiscation; Pick Up at End of Period	Confiscation; Student Pick Up at End of Day	Confiscation; Student Pick Up at End of Day	Confiscation; Item Returned at End of Semester

*LAW ENFORCEMENT SHALL BE NOTIFIED

**Intermediate consequence to be determined by administrator

STUDENT HEALTH & SAFETY

The DHS staff is concerned about the health, well-being, and safety of all students. We wish to assure that students and parents are aware of health/safety programs and procedures.

Emergency Information

All students must have an emergency card on file in the attendance office. The emergency card must be filled out and signed by the parent/guardian. This will enable the school to contact the parents in the event of an illness, accident or other emergency.

Note: Update forms are available in the attendance office to keep this information current.

Medications at School

In compliance with Education Code Section 49423, no medications will be accepted or administered at school without meeting the following requirements.

1. Physician and parent request forms filled out completely including both physician and parent signatures. No medications will be administered without detailed physician instructions.
2. Medication taken to school must be furnished in its pharmacy labeled bottle or in an original pharmacy labeled injectable medication kit. Non-prescription medication such as aspirin will not be administered at school even at a parent's request. Parents have the right to bring a medication to school and administer if this is necessary. Students are not to keep medication on their person or in lockers. All medications must be turned in to the nurse's office where a designated school employee will administer prescribed medication during school hours only upon written request of both the physician and the parent/guardian of the student.
3. Asthma inhalers may be carried by students (after above requirements are adhered to). However, students must use inhalers responsibly; inhalers contain prescription medicine which should never be used by anyone other than the person for whom it was prescribed.

Tobacco

"The Governing Board recognizes that tobacco use presents health hazards and desires to discourage students' use of tobacco products."

"Students shall not smoke, chew or possess tobacco or nicotine products on school property or during school hours, at school-sponsored events, or while under the supervision of District employees. Students who violate this prohibition shall be subject to disciplinary procedures which may result in suspension from school" (cf. [5144.1](#) - Suspension and Expulsion/Due Process).

Additionally, it is against the law for anyone to smoke or use tobacco products on the grounds of any public school or at any school-sponsored event.

Alcohol & Drugs

"The Governing Board believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board desires to keep district schools free of alcohol and other drugs in order to help prevent violence, promote school safety and create a well-disciplined environment conducive to learning."

"Students possessing, using or selling alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures including suspension or expulsion and/or referral to law enforcement in accordance with law, Board policy and administrative regulation. In addition, such students may be referred to an appropriate counseling program, transferred to an alternative placement, and/or be restricted from extracurricular activities, including athletics" (cf. 5144 - Discipline; cf. 5144.1 - Suspension and Expulsion/Due Process; cf. 6145 - Extracurricular and Cocurricular Activities).

Breath Analyzers

It is the school's responsibility to keep students safe. When there is a minor reason to suspect that a student has been consuming alcohol, the use of a breathalyzer may be ordered. Failure to comply with the order to blow into the device's collection tube is defiance. It is also grounds to assume that the student has consumed an alcoholic beverage. If a student is deemed to be under

the influence of alcohol or drugs, the school will take protective measures and assign appropriate consequences.

Drug-Detection Dogs

Random or all-inclusive police dog sweeps may be used for the purpose of drug detection in unattended lockers, book bags/backpacks, duffels, on-campus automobiles and other property possessed by students.

“Drug-detection dogs shall not be used in rooms occupied by persons except for demonstration purposes, with the handler present. When used for demonstration purposes, the dog shall be separated from the students and not allowed to sniff any individual.

Only the dog's official handler shall determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the student having the use of that item or place, or responsibility for it, shall be called to witness the search. If a dog alerts on a locked vehicle, the student who brought the vehicle onto district property shall be asked to unlock it for inspection” (cf. [5131.6](#) - Alcohol and Other Drugs).

Campus Supervisors

DHS employs three campus supervisors during the academic school year. The campus supervisors aid in the maintenance of a safe and secure environment for our students and assist administrators in enforcing school policies.

Cameras

Camera surveillance assists the school in providing the physical protection to which all students are entitled. Dixon High School employs the use cameras to conduct surveillance of school grounds and footage may be reviewed by administrators in lieu of or in addition to the report of a staff supervisor. Because these films include pictures of student minors, recordings will not be shared with students, parents/guardians, or community members.

Searches

To maintain order and safety in the school, a student's person and possessions may be searched by an administrator or his/her designee if there is reasonable suspicion that the student violated a school rule or broke the law. The administrator may call upon law enforcement to assist in the search. The extent of a search will be reasonably related to the infraction and not excessively intrusive. If a search confirms an infraction, parental notification will be made, however the administrator does not need to obtain permission as this is a routine administrative function.

Administrative Searches

Administrative group searches may be conducted to maintain the efficient and safe operation of the Dixon High School. Random or all-inclusive searches of lockers, cars parked on school grounds, and the persons and possessions of students may be carried out to address a demonstrable safety problem. Such searches will be no more intrusive than is reasonably necessary and applied in a nondiscriminatory fashion.

Fire Drills

Fire drills are held from time to time for safety reasons. An evacuation route is posted in each classroom. Students should familiarize themselves with the routes for leaving the building. Teachers will review the procedures and rules with students.

NOTE: In the event of a lengthy evacuation, the superintendent will use his discretion regarding the release of students to parents/guardians. Parents/guardians are asked to await contact via NTI Connect-ED telephone message and/or local media broadcast before attempting to pick up students.

Lock-Down Drills

Lock-down drills are held to prepare for the event of an intruder on campus, severe weather alert, etc. As with fire drills, students should familiarize themselves with the appropriate procedures which teachers will review in advance.

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

Hazing

Hazing is expressly prohibited. Students involved in incidents of hazing are subject to both school and legal consequences. California Education Code Sections 32050-32051 defines hazing as follows:

“...hazing includes any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any pupil or other person attending any school....in this state. The term hazing does not include customary athletic events or other similar contests or competitions. No student, or other person in attendance at any public.....institution shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution. The violation...is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5000), or imprisonment in the county jail for not more than one year or both.”

Sexual Harassment

The Governing Board of Dixon Unified School District is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation. Board Policy 5145.7 a-e can be accessed through the Dixon Unified School District web page at: www.dixonusd.org

Note: Hard copies of the above report can be obtained from the District Office.

Examples of sexual harassment include, but are not limited to:

1. Physical Sexual Harassment: is physical contact that is unwanted, unwelcome, offensive and/or intimidating. This type of harassment can include, but is not limited to fondling, patting, pinching, or stroking, particularly of the breast, buttocks, or genital areas, actual or attempted kissing, accidental touching, or collisions.
2. Verbal Sexual Harassment: repeated words or comments of a sexual nature that offend reasonable listeners. Some examples are: ongoing sexual remarks about a person's body, clothing, or personal life, frequent sexual teasing, repeated sexual requests or invitations after being told they are unwelcome.

3. Nonverbal Conduct: gestures and actions. This type of harassment can include, but is not limited to leering, ogling, whistling, posting or circulating sexual materials or pictures, licking lips, making lewd hand gestures.

Students are expected to treat their fellow students with dignity and respect at all times on school property and in school programs and activities. The school strongly encourages students to report sexual harassment immediately. Students should report incidents of sexual harassment to the classroom teacher at the time the incident occurs or to the administration if the incident occurs outside of the regular classroom. The school will take prompt and fair action to investigate any report and to stop the sexual harassment from continuing. Parents, students, teachers, and staff can do a great deal to eliminate sexual harassment by behaving in ways which role model and encourage respect for all individuals.

STUDENT ACTIVITIES & SERVICES

Student activities are provided to build school pride and enhance the students' educational experience. The following list outlines the various campus activities in which students may participate and the protocol associated with each.

Dances

The Leadership Class has scheduled several dances. Typically, the Prom and Senior Ball are scheduled off campus. All other dances will be scheduled in the school multi-purpose room, gym, or outside in the quad. Once a student leaves the dance, he/she will not be readmitted.

All students and parents agree to the following terms:

Students will:

1. Apply for a Guest Pass if bringing a companion who does not attend DHS. Guest passes must be submitted no later than one week prior to the scheduled event. Incomplete applications will be rejected.
2. Purchase a dance ticket; No refunds or exchanges will be given.
3. Present their Dixon High School I.D. card or other current photo I.D. and their ticket at the door when they enter.
4. Not be admitted if they have outstanding school debts, a pattern of truancy (18 or more unexcused period absences), or have been assigned suspension(s) [A student who is suspended will not be allowed to attend the next dance].
5. Enter all dances within 60 minutes of the beginning time of the dance.
6. Dance appropriately. Provocative/sexually suggestive dancing will not be tolerated. Students will be issued one warning about inappropriate dancing. A second intervention will result in the student being "benched" for 10 minutes. A third intervention will result in the student being required to leave the dance and may result in exclusion from future dances.
7. Leave valuables at home. DHS will not be held responsible for lost or stolen items.
8. Not return to the dance after departing. A student who has left the dance will not be allowed reentry.
9. Be picked up on time. If a student is not picked up from the dance by the stated end time, he/she will not be allowed to attend the next dance.

Acknowledgement of the student handbook authorizes students to attend dances. If parents/guardians wish to deny their student permission to attend dances, they must notify their child's assistant principal or dean.

Assemblies and Rallies

Assemblies: School gatherings held to facilitate student government functions, recognize student achievements, and honor significant holidays. At these events, students should conduct themselves as audience members at a theater or auditorium.

Rallies: School gatherings held to build school and class spirit, celebrate campus athletics and extracurricular activities, and build camaraderie between the student body and staff. At these events, students may take an active role in the event through cheering and positive participation.

Assemblies and rallies will be arranged through out the school year. When held during class time, students are required to attend. Students are expected to show the proper respect and courtesy fitting the purpose of the assembly or rally. No individual, class, or group may boo, jeer or otherwise denigrate any other party. Individual class spirit should be expressed in positive cheering for that class. No groups may shout obscenities, profanities or offensive cheers. No objects may be thrown from the crowd.

Students will defer to the instructions and corrections of all school staff at assemblies/rallies. Students who misbehave during an assembly or rally will be removed from the event and will receive appropriate disciplinary consequences. Teachers will escort students to the assembly and rally. Failure to return to class will result in the assignment to Saturday School.

Clubs and Organizations

Students of DHS have a wide variety of clubs and organizations to which they may belong. Each student is encouraged to participate in at least one extracurricular activity that reflects his/her interests. Students may join clubs at the school-wide Club Fair held in the fall semester.

Student Guests

Students who wish to host a guest on campus during the school day must complete the "Permission for Visitor to Attend Classes" application. This application can be attained in the attendance office. In order for a visitor to attend class with a current DHS student the completed application must be submitted to an administrator at least one week prior to the planned visit.

Student Identification Cards

Each student will be issued an identification card to be carried at school at all times for purposes of safety, cafeteria meal purchase, checking out books from the library, entrance to dances, computer lab use, and as other means of identification.

Students may obtain replacement identification cards before school, at lunch, or after school from the attendance secretaries. The school will charge students the following fees to replace lost identification cards:

First replacement:	Free
Second replacement:	\$5.00
Third and following replacements:	\$10.00

Lost and Found

All items found should be turned into the attendance office. Lost articles may be picked up before and after school. All items not claimed at the end of each semester will be given to a local charity.

Athletic Events

There is a no re-entry policy for all athletic events. All activities and actions by rooters at athletic events are to be of a positive nature. Good sportsmanship among all spectators is required. Spectators may not jeer or otherwise denigrate any other party. No groups may shout obscenities, profanities or offensive cheers. No objects may be thrown from the crowd.

All athletic events both home and away, are considered school-sponsored activities. Disciplinary Education Code and DHS policies and rules remain in effect for students who attend athletic events. Student spectators will defer to the instructions and corrections of all school staff at athletic competitions. Students who misbehave during athletic competitions will be removed from the event, assigned appropriate disciplinary consequences, and will be disallowed from attending further competitions for that sports season.

Student Government

Student government is an integral part of Dixon High School. Students enrolled in the Leadership class work together to solve school problems and coordinate activities. The Leadership Class meets each school day. Student body and class officers welcome your comments, ideas, and support of school spirit.

Library

All students are eligible for library media privileges. Students must present their student ID card in order to check out books. The card has a barcode which allows students to check out library materials. The Library is open Monday through Friday from 7:30 a.m. to the end of the school day, including break and lunch. On double week Wednesdays, the library will open at 9:00 a.m. No food or drinks are allowed in the library. All school policies including the Technology Acceptable Use Agreement and Dress Code will be enforced by the library media teacher.

Circulation Policies: Students may check out as many as 5 items with the following limits:

1 book per subject when in high demand due to school-wide/class research projects
1 DVD

Loan Periods:

3-week circulation period: BOOKS

1-week circulation period: MAGAZINES and DVDs Reference materials do not circulate

Fine and Fee Schedule:

Overdues;	Fine per day per item: Book/Magazine/DVD	\$.10
Lost or Damaged Material;	Damage Fee Replacement	up to \$5.00 Cost of item plus a \$3.00 processing fee

(Books returns with water/liquid damage require replacement and cannot be mended)

Technology Use:

All computers on campus are to be used for assigned instructional purposes. Please refer to the Technology Acceptable Use Agreement for further details and clarification.

Students may print their school work in black and white free of charge. Color printing charges: \$1/full page, \$.50/half page

Please see the DHS Library Website for more information <http://dhs.dixonusd.org/>

School Fees and Fines

All fees and fines are payable at the time they are incurred. Students will be billed for one or more of the following items: lost library books, lost ID cards, lost or damaged textbooks, willful destruction of school property, etc. Failure to pay fees and or fines may result in the following actions:

- ✓ An incomplete grade in a class that charges a fee.
- ✓ All official documents, including diplomas, may be withheld.

Cafeteria

The DHS cafeteria provides breakfast and lunch items to all students. The cafeteria opens at 7:00 a.m. for breakfast and follows the DHS bell schedule for lunch.

IMPORTANT: DHS students will be required to present their student I.D. card to access the cafeteria and purchase meals. Students may pay for meals with cash or with their I.D. card by depositing funds into their food service account. Deposits may be made in person at the cafeteria before or after school or online at <http://dhs.dixonusd.org/>

The cafeteria participates in the federal lunch programs. Information regarding the free and reduced lunch program is available at the District Office as well as from the cafeteria manager. The cafeteria is managed by Diane Wold and can be reached at 678-4821.

Dixon High School Website

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

<http://dhs.dixonusd.org/>

This website provides information about upcoming events and activities at DHS. Parent newsletters and a monthly calendar of events are posted and links are provided to DHS's academic departments and teachers' email addresses. In addition, information about technology, school policies, the school library, and testing is posted.

School Site Council

The DHS site council meets monthly on the first Tuesday of the month. The site council is made up of administrators, teachers, students and parents. The council serves many support functions. Among them, it advises in such matters as: curriculum improvement, use of facilities, attendance, graduation requirements, staff development planning, and it recommends, develops, and supports the improvements for Dixon High School. Additionally, the school site council helps to develop the Site Plan for Student Achievement (SPSA).

NOTE: If you are interested in serving on this council please contact the school.

ATHLETICS

High school athletics are based on the principles of good sportsmanship and friendly competition. This means that spectators cheer loudly, but never “boo”, respect the decision of the official, and treat all opponents courteously. Our league rules require that winners as well as losers display good sportsmanship. Student athletes should be modest winners and gracious losers.

Dixon High School Sports

DHS is in the Capital Valley Conference. The following sports are offered at DHS:

Fall	Winter	Spring
Cross Country	Girls Basketball	Softball
Girls Golf	Boys Basketball	Baseball
Football	Wrestling	Track
Boys Soccer	Cheerleading	Swimming
Volleyball		Girls Soccer
Cheerleading		Boys Golf
		Tennis

CIF bylaws require that a student must be currently enrolled in at least 20 semester units of work, have passed at least 20 units the prior grading period with a 2.0 grade point average, and maintain a 2.0 throughout the sports season. Students who do not meet these stipulations will not be eligible to play school sports. DHS requires students and their parents to attend an orientation and review of the DHS Athletic Code as well as the Drug and Alcohol Student Use and Abuse Prevention Policy. Attendance at this meeting must occur prior to the first day of student participation in any given sport.

PE Credit Policies for Sports Participation

9 th Graders	10 th and 11 th Graders	12 th Graders
9 th graders are required to take a year of Physical Education 9.	10 th and 11 th graders may apply two semesters of sports participation in lieu of their second year of P.E. (only after having successfully completed one year of P.E. 9 coursework).	12 th graders will not receive P.E. credit for playing sports.

Eligibility

As outlined in “Academics”, any student who has a grade point average less than 2.0 (C average) is not eligible for participation in extra-curricular activities, including sports. Eligibility is based upon report card grades, both six-week and semester. Student athletes with a GPA of less than 2.0 remain ineligible for an entire six-week period and may not participate in athletic practice or games during this time period

Dixon High School
ACKNOWLEDGMENT OF THE 2008 - 2009
STUDENT HANDBOOK

The district's regulations concerning student discipline are available on request at the principal's office in any district school.

The principal of each school shall ensure that every pupil enrolled will be advised of all regulations of the district and of the school related to student discipline at the beginning of each school year, and that transfer students will be advised at the time of their enrollment in the school.

PLEASE PRINT:

Student's Last Name

First Name

Grade

Student's ID #

Home Phone

I have read and understand the DHS 2008-09 Student Handbook which includes school rules and policies.

Student's Signature

Date

Parent's Signature

Date

This acknowledgment must be signed and returned to the student's first period teacher as soon as possible.