

Dinuba High School 2018-2019

DINUBA HIGH SCHOOL MISSION STATEMENT Together – Striving towards the **GOAL!**

Schoolwide Learner Outcomes

Graduate with a Plan

Opportunities for All

Academic Excellence

Live with Character

Dinuba High School Alma Mater

Dinuba our loving Alma Mater
Glory we sing now to thee!
May thy sons and daughters, ever faithful
Serve thee with loyalty.
By the fields where nature's voice is sweetest,
Knowledge and truth make free.
Then we'll climb the hills of life's fierce struggle
helped and inspired by thee



Fight Song

Fight, Fight, Fight, Dinuba Fight, Fight, Fight.
March the ball right down the field.
Come on you green and white Dinuba
Fight, Fight, Fight.
We will never yield. Hail, Hail the Emperors.
Hail, Hail to Thee Dinuba.
Dinuba Fight, Fight, Fight to Victory.
Yeah Dinuba, Yeah Dinuba
Rah, Rah, Rah, Rah, Rah, GO!

School Motto: “Begin with the End in Mind!”

DHS 595-7220

- | | |
|-------------------------|--------------------------------|
| Option 00- Operator | Option 5- Registrar |
| Option 0- Español | Option 6- Athletics |
| Option 1- Career Center | Option 7- Library |
| Option 2- Counseling | Option 8- Assistant Principals |
| Option 3- Finances | Option 9- Nurse |
| Option 4- Attendance | |

Dinuba High School Staff Email Directory

All Dinuba High School staff can be contacted via the school website:

http://dhs.dinuba.k12.ca.us/staff_directory

**Access to this email directory promotes open lines of communication between all stakeholders:
Students, Parents, Community and School**

Bell Schedules

Regular Bell Schedule Mon/Wed/Thurs/Fri	
Period 0	6:50-7:47
First Bell	7:47
Period 1	8:00-8:58
Period 2	9:06-10:04
Period 3	10:12-11:10
Period 4	11:18-12:16
Lunch	12:16-12:56
Period 5	1:04-2:02
Period 6	2:10-3:08

Regular Bell Schedule Tuesday (Early Release)	
Period 0	6:50-7:47
First Bell	7:47
Period 1	8:00-8:58
Period 2	9:06-10:04
Period 3	10:12-11:10
Period 4	11:18-12:16
Lunch	12:16-12:56
Period 5	1:04-2:02
Period 6	2:10-3:08
Staff Collaboration	2:20-3:08

Minimum Day Schedule Mon/Wed/Thurs/Fri	
First Bell	7:47
Period 1	8:00-8:36
Period 2	8:44-9:20
Period 3	9:28-10:04
Period 4	10:12-10:48
Period 5	10:56-11:32
Period 6	11:40 - 12:16

Foggy Day Schedule Mon/Wed/Thurs/Fri	
Period 0	7:50-8:47
Period 1	9:00-9:48
Period 2	9:56-10:44
Period 3	10:52-11:40
Period 4	11:48-12:36
Lunch	12:36-1:16
Period 5	1:24-2:12
Period 6	2:20-3:08

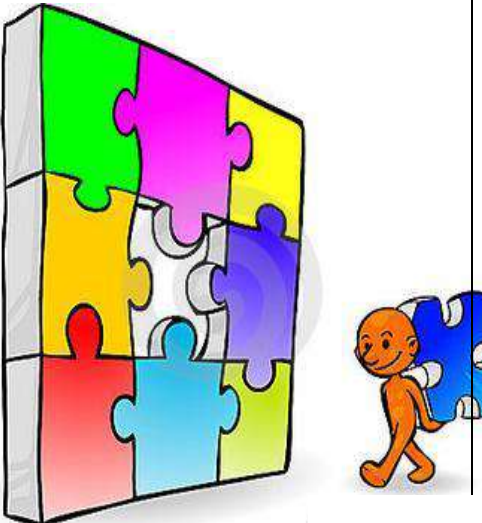


Foggy Day Schedule Tuesday (Early Release)	
Period 0	7:50-8:47
Period 1	9:00-9:40
Period 2	9:48-9:28
Period 3	9:36-10:16
Period 4	10:24-11:04
Lunch	11:04-11:44
Period 5	11:52-1:32
Period 6	1:40-2:20

Foggy Day Minimum Day	
Period 1	9:00-9:26
Period 2	9:34-10:00
Period 3	10:08-10:34
Period 4	10:42-11:08
Period 5	11:16-11:42
Period 6	11:50 - 12:16

DINUBA GRADUATE OUTCOMES

(Schoolwide Learner Outcomes)

Our vision for Dinuba is to end generational poverty through education

<p style="text-align: center;">Collaborative Problem Solvers</p> 	<p style="text-align: center;">Productive Citizens</p> 	<p style="text-align: center;">College, Career, & Life Ready</p> <p>start here...</p>  <p>...go anywhere</p>
<p style="text-align: center;"><i>Develop strong interpersonal and conflict resolution skills.</i></p>	<p style="text-align: center;"><i>Appreciate and respect differences both among people and across cultures.</i></p>	<p style="text-align: center;"><i>Navigate a complex and global world.</i></p>
<p style="text-align: center;"><i>Identify complex, real world problems and analyze for solutions.</i></p>	<p style="text-align: center;"><i>Become ethical, respectful, responsible, trustworthy, and caring citizens.</i></p>	<p style="text-align: center;"><i>Graduate with a plan based on academic experiences and evidence of skills.</i></p>
<p style="text-align: center;"><i>Develop, implement, and communicate new ideas to others.</i></p>	<p style="text-align: center;"><i>Participate in civic life. Know how to stay informed and understand governmental processes.</i></p> <p style="text-align: center;"><i>Manage personal resources (time, money, and health).</i></p>	<p style="text-align: center;"><i>Possess a work ethic to succeed in post-secondary education or training.</i></p>

For all students to be successful in meeting the Schoolwide Learning Objectives the appropriate support systems must be in place. We pledge to continually look for and use those methods and strategies that will ensure success for all students.

DINUBA HIGH SCHOOL CAREER ACADEMIES/LINKED LEARNING

Dinuba High School is proud to announce that we have implemented an approach that makes learning exciting and challenging. It connects strong academics with real-world experiences in a wide range of fields, such as engineering, and health sciences—helping students gain an advantage in high school, college, and career. This approach to education is referred to as Linked Learning.

Linked Learning offers students personally relevant, wholly engaging, and rigorous academic and technical curricula combined with exposure to real-world professions. It helps prepare students to graduate from high school well prepared to enter a two-or four-year college or university, an apprenticeship and formal job training. It also exposes many students in school to previously unimagined college and career opportunities.

MED and Engineering and Construction Manufacturing are the two Linked Learning academies at Dinuba High School embracing the four core learning components: rigorous academics, real-world technical skills, work-based learning and personalized support.

Rigorous Academics

The academic component of Linked Learning includes college preparatory English language arts, mathematics, science, history, and foreign language courses.

Real-World Technical Skills

A challenging technical component of three or more courses that help students gain the knowledge and skills that can give them a head start on a successful career.

Work-Based Learning

A series of work-based learning opportunities that begin with mentoring and job shadowing and evolve into intensive internships, school-based enterprises, or virtual apprenticeships.

Personalized Supports

Support services including counseling and supplemental instruction in reading, writing, and mathematics that help students master the academic and technical learning skills.

Academy Requirements

All students participating in an academy must successfully complete the planned academy courses over the 4 years enrolled at DHS. In addition, students must comply with the requirements stipulated below and failure to do so **will** result in probationary status and/or termination from the academy.

Students must comply with the following:

1. Students will maintain a 95% attendance rate and adhere to the school wide attendance policy.
2. Since an academy is considered a four year college preparatory program, students will strive to maintain a minimum GPA of 3.0. This GPA will ensure more options for college admission and scholarship opportunities after graduation.
3. If a student does not pass an “a-g” course (college admission requirement) with a C or better, he/she will be placed on academic probation for the subsequent semester and be placed on a tutorial contract. A plan will be created with input from student, parent, teacher, and counselor to bring up the deficient grade.
4. During the four years, if a student is no longer able to complete a-g the student will no longer be eligible to participate in the academy. A schedule change will be made at the end of the term if options are available, or at the end of the year.
5. Students will respect his/her peers and teachers at all times. This includes how they speak to each other in person as well as what they say about someone when they are not present.
6. Students will represent Dinuba High School with a positive attitude at events, conferences, and competitions on and off campus.
7. Students will be familiar with and follow the DHS Honesty Policy. They will not plagiarize any class work or homework. Plagiarism includes, but is not limited to, using someone else’s words, ideas, or phrases without stating where those words, ideas, or phrases came from. Examples of plagiarism include, but are not limited to, copying words, phrases, or ideas from a classmate, book, magazine, or Internet source without proper citation. **1st offense:** Major referral to the office, F on work or test and two periods of OCS. Parent will be notified. **2nd offense:** Major referral to the office, F on work or test and suspended on campus for one day, parent contact. **3rd offense:** Major referral to the office, F on work or test and suspended off campus for three days, parent contact. **4th offense:** Major referral to the office, F on the assignment, suspended off campus for 5 days, parent conference and removal from the academy. Honesty Policy offenses are over the four years of high school and don’t start over each year.
8. Our academies provide opportunities to visit colleges and universities and participate in other after school activities, including the senior year internship. Students are required to have a 2.0 current GPA and no F grades to participate in these trips or activities. Some exceptions may apply and will be handled on a case by case basis.
9. To help ensure student success in an academy, parent, counselor and student will collaborate each semester in person, through email or by phone to affirm the things working well and discuss any changes needed. This communication can be initiated by parent, student, or counselor.

ACADEMIC INFORMATION

California Scholarship Federation (CSF)

The local chapter of the California Scholarship Federation (CSF) recognizes high scholastic achievement on the part of the student. Membership is based on grades earned in grades 9-12 each term. The student must apply for membership during the first three weeks of a term. Membership is not possible with letter grades of "D" or "F" or a citizenship grade of "U" meaning unsatisfactory. To be a life-time member and be recognized at graduation, a student must join CSF 4 of the last 6 semesters. One of the six semesters must be during the senior year.

Four-Year University Admission Requirements (minimum a-g requirements)

To be eligible for admission to most four year universities, the following 15 courses must be completed with at least a C grade. In addition, most schools require the SAT or ACT. See your counselor for help with course registration.

a. History/Social Science- 20 credits	e. Language other than English- 20 credits (all in the same language)
b. English- 40 credits	f. Visual or Performing Arts- 10 credits
c. Mathematics- 30 credits	g. College Preparatory Elective- 10 credits (from approved list)
d. Laboratory Science- 20 credits	

Grade Point Averages

Averages are to be calculated on the basis of the following scale: A grade of "A", 4 points; a grade of "B", 3 points; a grade of "C"; 2 points; "D"; 1 point; "F"; 0 points. Grade points awarded to AP and honors classes are weighted and carry an additional grade point when the student receives a grade of "A", "B" or "C". An incomplete grade "I" earns no grade points and is treated like an "F" in calculating G.P.A. If the incomplete grade is not replaced, it becomes an "F" two weeks after the last grading period. Grades for student assistant are recorded as pass "P" or fail "F" only, and sports P.E. as pass only.

Grades and Attendance

There is a direct relationship between grades and attendance. Unexcused absences from class exceeding 15% of the attendance period shall be sufficient reason for a teacher to assign the student a failing grade for the class. In order to earn a term's credit, a student must be enrolled at Dinuba High School, or the school from which he/she transferred, two-thirds of the total number of days of a term. Students who apply for admission after 15 days of the term and who have not been in attendance at another school will be recommended for placement in an alternative program to earn partial credit. If a student remains at DHS he/she will not earn any credit for the term.

The California Education Code and Board Policy require **that before issuing a failing grade at semester**, a teacher hold a parent/teacher conference or notify the parent/guardian in writing of the pending failure.

California Ed. Code 49067 reads:

The governing board of each school district shall prescribe regulations requiring evaluation of each pupil's achievement for each marking period and requiring a conference with, or a written report to, the parent of each pupil whenever it becomes evident to the teacher that the pupil is in danger of failing the course.

The DUSD Board Policy 5121 states:

Additionally, in accordance with Section 49067 of the California Education Code, teachers must provide a written report or hold a conference with the parent/guardian of each student who is in danger of failing a course. Such deficiency notices must be made to a parent/guardian long enough before the end of the grading period so that the student could have adequate time to achieve a passing grade in the course.

Graduation Requirements

260 credits- Class of 2019
250 credits- Class of 2020

240 credits- Class of 2021
230 credits- Class of 2022

English- 40 credits	World History- 10 credits
Math- 30 credits (Math 1- 10 credits/20 credits of other math- 10 taken during grades 11/12)	U.S. History- 10 credits
Physical Science- 10 credits	American Government- 5 credits
Life Science- 10 credits	Economics- 5 credits
3 rd Year of Science or CTE Course- 10 credits	Physical Education- 20 credits
Fine Arts or Foreign Language- 10 credits	Electives (varies by graduation year)

Honor Roll & Principal's List

Honor Roll and Principal's List are computed on report card grades first term and second term. Students who earn a 3.0 (B) grade point average and have satisfactory citizenship are placed on the honor roll. Students earning a 3.5 GPA and have satisfactory citizenship are placed on the Principal's List. A grade of "D" or "F" will disqualify a student.

“MY EMPEROR Report”

All students will receive an “Emperor Report” approximately every three weeks. This comprehensive report will include grades, credit summary, testing summary, attendance, discipline, intervention recommendations and much more information pertinent to each student. This report will serve as a constant reminder for students to be accountable for their individualized learning and personal success. It is the student’s responsibility to share this information with parent(s) and/or guardian(s).

PE Credit Options

Any student who successfully completes a DHS sport may receive 5 additional credits towards PE. A maximum of 60 credits is allowed in P.E. (15 credits per year). Any student who completes a year of NJROTC may also receive 5 PE credits and 5 elective credits. Any student who passes the fitness test in grade 9 can complete two years of band to earn one year of PE credit.

PowerSchool (attendance and grades)

POWERSCHOOL LOG IN DIRECTIONS (Academics and Attendance):

Students are encouraged to maintain good study habits by getting into the routine of checking their academic progress daily by logging onto PowerSchool.

1. Go to the Dinuba High School website: www.dhs.dinuba.k12.ca.us and click on the PowerSchool Parent & Student Access Link or go to the following website: <http://dinuba.powerschool.com/public>
2. Type in your PowerSchool Web ID: __ & Password __
3. Click on the icon that corresponds to what you want to view. If you want to check current grades, click on the “Grades” icon. If you want to check on attendance by period, click on the “Attendance” icon. If you want to email a teacher, click on the teacher’s name (blue color).

Progress Toward Graduation Requirements

At the end of each semester, counselors will review each student’s progress toward completion of the credit and subject requirements to graduate. When a student can no longer earn enough credits to graduate from Dinuba High School, they will be referred to alternative education where they may still be able to complete high school in four years. If a student is behind credit and wants to earn more than the 70 credits earned in a regular school year, they must have an extra credit contract signed. A student, parent or counselor can initiate this conference and enrollment in extra credit beyond the regular school day. A maximum of 80 credits can be earned in a school year.

Report Cards/Progress Reports

Report cards are mailed out at the end of each term. Progress reports are mailed at (approximately) the 9th, 18th, 27th and 36th week of each term and are for parents and students to monitor achievement. More frequent progress reports may be requested by parents from his/her student’s counselor. However, we encourage all students/parents to use PowerSchool frequently to monitor grades and attendance.

Requirements for Academic Letter/Chevron

In order for a student to earn an academic letter, he/she must obtain the following per term:

1. Student must have a GPA of 3.5 or above. Students on IEP’s must have a 3.0 or above.
2. Take at least four academic classes within the term (these classes include all a-g courses with the exception of those courses in the “F” category, List 1 of CSF course list; Speech & Debate, Forensics, Veterinary Science, Mexican American Heritage, World Geography, AVID I/II/III/IV, MED Pathway and Engineering courses)
 - EL Requirement: ELD 3B, 4B, Intermediate ELD 3
3. No D’s or F’s in the term
4. College classes are not averaged into the GPA; however, they do count toward the two academic classes needed for term provided. They are considered a 3-unit transferable class that is equivalent to an academic CORE class offered at DHS.
5. First-term qualification: Letter
6. Any term after student receives a green chevron (3.5 – 3.9) or a white chevron (4.0 and higher)
 - Students on IEP’s: green chevron (3.0 – 3.49) white chevron (3.5 and higher)

Valedictorian Policy

Each year, Dinuba High School will recognize all students in the graduating class with a grade point average (GPA) above a 4.0 as valedictorians. Students recognized as valedictorian will be classified as *cum laude* for a GPA of 4.01-4.199, *magna cum laude* for a GPA of 4.2 – 4.299, and *summa cum laude* for a GPA of 4.3 or above. Students eligible for valedictorian must have attended Dinuba High School for at least four semesters, and one of those four semesters must be the last semester of a student’s senior year. Students must be enrolled at Dinuba High School by the end of the sixth week of a semester for that semester to count towards achieving this award. The grade point average used for determining the valedictorians will be a weighted grade point average, excluding summer school, zero period, 8th period, and pass/fail courses. The number of weighted classes to be used in this calculation will be limited to the number of weighted classes available to that graduating class during their four years of high school.

GUIDANCE & COUNSELING

All students will be encouraged to excel in academics, as it is our belief that every student can succeed with guidance, support and the tools necessary to succeed in academics and life.

Upon entering high school, each student is assigned a counselor to help with all aspects of academic, career, and personal planning. Your counselor will be happy to help you. To let your counselor know you wish to see him/her, fill out a "Request to See Counselor" slip in the Counseling Office located at South Campus. Your counselor will call you in as soon as possible. School counselors are trained to help you with academic planning, career decisions, interpretation of test scores, and personal concerns. Information of a personal nature shared with your counselor is confidential (private) and told to no one else without your permission. Some exceptions to this are that a counselor must report (1) child abuse; (2) child neglect; (3) sexual molestation; (4) planned, attempted or perpetrated criminal activity; or (5) situations involving a clear and present danger to you. Be assured that California law generally requires the counselor to keep certain information confidential, unless one of the legal exceptions applies or you give written permission for the counselor to reveal such information.

Counselor	Caseload- by last name
Mrs. Avila	Caseloads will be determined at the beginning of the school year.
Mrs. Arreola	
Mrs. Sanchez	
Mr. Halstead	
Mr. Shin	

Alcohol & Other Drug Counseling

Dinuba High School believes that it is in the best interest of the community to take steps to promote a drug-free student body. Assistance and support for students at DHS include: concern for others in class, drug/alcohol awareness and recovery programs. If a student is suspended for possession of and/or under the influence of drugs and/or alcohol, he or she will automatically be assigned to Turning Point Drug & Alcohol Counseling. If you suspect that a friend may have a drug and or alcohol problem, please contact your counselor. CONFIDENTIALITY is maintained.

California High School Proficiency Exam (CHSPE)

The California High School Proficiency Examination (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. The test is given in English only.

You may take the CHSPE only if you meet one of the following requirements on the test date:

1. You are at least sixteen years old.
2. You have completed at least one academic year of the tenth grade.
3. You are enrolled in the second semester of tenth grade.

For additional information about the CHSPE and test dates, go to this website: www.cde.ca.gov/statetest/chspe

Class Change Policies

Class changes will **ONLY** be made during the first **TEN** school days of the **first semester** (with the exception of Advanced Placement courses according to the AP Contract). A class may be changed for the following reasons:

- Graduation requirements omitted from schedule
- College requirements omitted from schedule
- Failing grade in a prerequisite course
- Special programs (band, choir, TCOVE, etc.)
- Course needed for career pathway identified on student's individual learning plan
- Extenuating circumstances requiring an administrative decision

College and Career Center

All students are encouraged to take advantage of the services provided by the College and Career Center. The College and Career Center is located in the library at North Campus. Open from 7:30 a.m. to 4:30 p.m., this room provides up-to-date information regarding colleges and careers. Our career technician is prepared to direct students to the proper information source. Other services provided in the College and Career Center are the many noontime presentations by counselors, colleges, vocational schools, and Armed Services. In addition, a computer lab is available for student use.

College Course Policy

Dinuba High School encourages students to challenge themselves academically and consider beginning their college path while in high school. The following are policy statements concerning students enrolling in college courses while in high school.

- Students are eligible to take college courses while in the 11th or 12th grade. Students must be recommended by their counselor and meet the college requirements to enroll. (Reedley College requires a 2.5 cumulative GPA and placement test. COS requires counselor recommendation but no GPA requirement.) Students must complete all the proper paperwork before they will be admitted.
- Students may choose to take a college course and receive high school credit. When the college term is over a student must bring an

official copy of their grades to the registrar if they want the course on their transcript for high school credit. Second semester seniors taking a college course to meet graduation requirements can only do so, if they will receive a final grade before graduation practice.

- All college courses on the transcript will be *excluded* from the high school grade point average.
- Juniors must be enrolled for 4 periods at DHS and can enroll in two periods at college.
- Seniors must be enrolled for 3 periods at DHS and can enroll in three periods at college.
- It is the student's responsibility to take all college applications and enrollment papers to the college admissions office.
- Students attempting to meet CSF requirements should check with their counselor or CSF advisor to see if the course will count towards CSF.

Cyber High/Edgenuity

Cyber High and Edgenuity are online credit recovery programs available to students who are behind on credits. A maximum of 40 credits may be earned through Cyber High. Cyber High credit recovery may be available at no cost to student IF funding is available and IF the student completes the Cyber High course. Failure to complete the Cyber High course will result in a student being issued a debt card. One graduation requirement is that a student must clear all student debts so failure to do so can prevent a student from participating in his/her graduation ceremony. Please see your counselor for further details.

Dual Enrollment Courses

Dinuba High School offers dual enrollment courses to our students. These courses earn high school and college credit through Reedley College and Fresno City College. Each year, we are able to offer additional classes, as indicated in the course catalog and course selection sheets.

ELD Support Classes

Any designated English learner at Dinuba High School who scores below a "3" on the ELPAC test or has a low score on the writing assessment & EDGE Placement Test, will be assigned to a required ELD Intervention class.

Grants and Scholarship Information

This information is made available to students through their counselor.

Individual Counseling & Support

If you or a friend are experiencing problems of a psychological and or emotional nature, please see your counselor. Services may be provided on a referral basis to Dinuba Children's Services. Confidentiality is maintained.

Learning, Guidance, and Student Support Center (LGSSC)

The Learning, Guidance and Student Support Center is designed to address the social-emotional health of students (preschool through twelfth grade) and families by providing appropriate supports, services, and linkage to community resources. The center, which houses two educational social workers, provides our students and families with tools and skills for school readiness through three components:

- early identification and intervention
- home-focused outreach and case management
- an asset-based approach to education

Naviance (Family Connection)

Dinuba High School counseling team will continue to work with students in the development of their individual academic, college, career and life plan through the use of the online program called Naviance (Family Connection). Parents also have an opportunity to join student and counselor by creating their own account online. By parents having an account, they will be able to enter into the discussion counselors and students are having in the areas of academics, college, career, and life goals.

To log in to Naviance (Family Connection) go to www.succeed.naviance.com/dinuba.

Repeating a Course

A student can repeat a core academic or college admission requirement for credit only if they have earned a D or F as a grade. Subject requirement is given for the higher grade and elective credit is given to the lower grade. Some vocational courses that teach different skills each year may be repeated for credit as well.

Student Assistant/Science Lab Assistant

A student can be a student assistant for a teacher of the office or a science lab assistant for a teacher once during grades 11 or 12. Students must have good attendance demonstrated by the previous year finishing with less than 21 negative marks. Students must be on track to complete a pathway or a-g requirements, have a minimum GPA of 2.5 or greater, and parent permission is required.

High School Enrichment program (Reedley) & the Bridge Program (College of Sequoias)

Students in grades 11 and 12 can enroll in a college course at the community college and earn college credit. Students must have a 2.5 grade point average and take a college placement test. Juniors must be enrolled at DHS for 4 periods and seniors must be enrolled for 3 periods per term to qualify. Students are required to provide proof of enrollment at the community college.

DISCIPLINE

Positive Behavior Interventions and Supports (PBIS)

PBIS is based on the principals of applied behavior analysis and the prevention approach and values of positive behavior support. At Dinuba High School, we implement EMPS (Excellence, Maturity, Perseverance and Safety) in six settings: classroom expectations, hallway, restrooms, parking lot, lunch, technology, social media, and school activities.

E	Excellence
M	Maturity
P	Perseverance
S	Safety

Parent/Student/Teacher & Communication

Understanding that communication about teaching practice, discipline, or class policy is best handled between the parent or student and the teacher directly. Dinuba High School has established the following steps when a question or a concern arises:

1. Students are asked to first approach their teacher. Often this communication can set the record straight and create better understanding.
2. If the student does not gain understanding or still maintains the same concern, the student should have his or her parents contact the teacher.
3. After these steps of communication have been taken, the parent may request that the counselor intervene and mediate any concern.
4. The assistant principals and the principal will address any further concerns after the counselor has attempted to alleviate the situation.

Behavior Referral Intervention (cumulative office visit intervention)

As students are referred to the South Campus office to see a counselor or assistant principal with either a *Classroom Step Form* or *Office Discipline Referral Form*; a series of interventions will be established at each office visit. The interventions provide students the opportunity to correct their behavior and also provide behavioral intervention, inquiry and support services before a student receives an out of school suspension and/or accumulates suspension days that result in alternative education placement and/or expulsion.

1st Office Visit: OCS for the period

2nd Office Visit: OCS for the period

3rd Office Visit: OCS for two consecutive periods from referring class teacher

4th Office Visit: OCS for two consecutive periods from referring class teacher

5th Office Visit: One Day OCS

6th Office Visit: Two Days OCS (*Tier 2 supports*)

7th Office Visit: One Day Out of School Suspension

8th Office Visit: Two Days Out of School Suspension

9th Office Visit: Three Days Out of School Suspension

10th Office Visit: Four Days Out of School Suspension

11th Office Visit: Five Days Out of School Suspension

12th Office Visit: Five Days Out of School Suspension (*Recommendation for Alternative Education Placement*)

Parent contact will be made at each office visit. **Office visit consequence/intervention to supersede all other behavior consequences at administration discretion.** The case manager, district office & school psychologist of any special education student will be notified at each day of out of school suspension. A Manifestation Determination will be completed before a special education student reaches 10 days of suspension. Any student suspended for twenty (20) or more days will be referred for expulsion and/or referred to alternative education.

Emergency Hot Lines			
California Youth Crisis Line	1-800-843-5200	Child Protective Services	1-800-331-1585
RAPE Crisis (Visalia)	732-7371	Suicide Hot Line (Teens)	1-800-852-8336
National Runaway Switchboard	1-800-runaway	Dinuba Police Department	559-591-5911
Turning Point Youth Services	559-627-1385	Dinuba Children's Services	559- 591-6680

Suspension Policy

Whenever possible, verbal notification will be given to parents immediately and in all cases shall be followed by written notification. Students on suspension are excluded from all school activities during the period of suspension (weekends included). **Suspended students are expected to be at home during the hours that school is in session while the suspension is in effect**, unless they are suspended on campus (OCS). Make-up work will be issued by the teacher. Suspended students are excluded from attending and/or participating in extra-curricular activities during the period of suspension. Any student suspended for a fight will automatically be placed on a behavior contract and violation of this contract will result in an involuntary transfer to alternative education.

Suspension days will be issued in accordance with the Dinuba Unified School District Coordinated Discipline Guide and established Dinuba High School policies (see below for offenses that can warrant a suspension).

Reasons that Warrant Suspension

- A(1) Caused, attempted to cause, or threatened to cause physical injury to another person. [E.C. Section 48900(a)(1)]
- A(2) Willfully used force or violence upon the person of another, except in self defense. [E.C. Section 48900(a)(2)]
- B Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or designee. [E.C. Section 48900(b)]
- C Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, as defined in the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind. [E.C. Section 48900(c)]
- D Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or materials as a controlled substance, alcoholic beverage, or intoxicant. [E.C. Section 48900(d)]
- E Committed or attempted to commit robbery or extortion. [E.C. Section 48900(e)]
- F Caused or attempted to cause damage to school property or private property. [E.C. 48900(f)]
- G Stole or attempted to steal school property or private property. [E.C. 48900(g)]
- H Possessed or used tobacco or any products containing tobacco or nicotine products, except as provided in Section 498901 [E.C. Section 48900(h)]
- I Committed an obscene act or engaged in habitual profanity or vulgarity. [E.C. Section 48900(i)]
- J Had unlawful possession of or unlawfully offered, arranged or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code. [E.C. Section 48900(j)]
- K *Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties. [E.C. Section 48900k]
- L Knowingly received stolen school property or private property. [E.C. Section 48900 (l)]
- M Possessed an imitation firearm. [E.C. Section 48900(m)]
- N Committed or attempted to commit a sexual assault or a sexual battery as defined by the Penal Code. [E.C. Section 48900(n)]
- O Harassed, threatened, or intimidated a pupil who is a complaining witness or 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, or both. [E.C. Section 48900.4]
- R Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel. [E.C. Section 48900 R]
- .2 Sexual Harassment. [E.C. Section 48900.2]
- .3 Causing, threatening to cause or participating in an act of hate violence. [E.C. Section 48900.3]
- .7 Terroristic threats against school officials or school property

While a student is suspended, he/she is PROHIBITED from:

- Being on any school campus or property
- Attending any school function

PLEASE BE ADVISED:

Student should not be allowed to leave home during the days of suspension unless accompanied by parent/guardian.

O.C.S. Referral Policy

Because students are sent to O.C.S. for disciplinary reasons and interventions have already taken place with teachers, counselors, and assistant principals; students are to adhere to all the above guidelines in the O.C.S. Room. When disruptions occur in the O.C.S. room, an O.C.S. referral will be submitted to an assistant principal and the following will be the consequences:

CONSEQUENCES FOR RECEIVING AN O.C.S. REFERRAL

1st Disruption – student conference with the assistant principal and student is sent home for the remainder of the day

2nd Disruption – student conference with the assistant principal and suspended at home for 2 days

3rd Disruption – student conference with the assistant principal and suspended at home for 5 days

**4th Disruption – student conference with the assistant principal and recommendation for alternative education
(any student suspended for 15 or more days will be referred for expulsion and/or referred to alternative education)**

On Campus Support (O.C.S.) Guidelines

When students are suspended from Dinuba High School, either by class period or for full-day offenses, the suspension may be served in the "On-Campus Support Center." The O.C.S. is designed to provide a quiet atmosphere where students can be supervised at school during their suspension. Students must work on assignments from their classes and will be expected to maintain all class work while on suspension & follow OCS rules as follows:

- Restroom break - 2 minutes (use O.C.S. hall pass)
- No one out of their seat without permission
- Students will sit in their assigned seats
- No talking without permission
- Food, gum, soda, candy, etc. is not allowed
- Students go to lunch at assigned time according to bell schedule. A five (5) minute time period is allowed for getting food and returning to O.C.S. (use O.C.S. pass).
- Teacher assignments are sent to students to work on while in O.C.S. It is the responsibility of the student to return work to the teacher before or after school. Notes, letters, drawings of a personal nature are unacceptable.
- Students are not to sleep in class. They need to work on assignments or read a book. Assignments will be sent from teachers to student via the attendance office.
- Respect should always be practiced by student at all times. No profanity of any nature will be tolerated.
- Students should be in their assigned seats when the tardy bell rings.
- Students must come prepared to work with their binders, pen/pencil, and books. No permanent markers.
- Students must also complete additional work when O.C.S. teacher deems necessary, such as credit recovery coursework
- Students who are tardy to O.C.S. will receive one lunch detention.

*****failure to adhere to the above O.C.S Guidelines will result in an immediate off-campus suspension***

Honesty Policy

At Dinuba High School, we believe honesty is an important value tied to character. Cheating on tests/homework, lying and/or falsifying information/data is not acceptable at Dinuba High School. Instances of cheating need not be confined to tests and homework. ***Plagiarism*** (using other's ideas and words without clearly acknowledging the source of information such as copying and paraphrasing information from a book, magazine, Internet, or turning in someone else's work as your own) is also considered cheating. Consequences to these actions will result in on-campus suspension. Should these actions continue throughout the year, a student may be recommended for alternative education.

CONSEQUENCES FOR HONESTY POLICY VIOLATIONS

First Offense

1. Major referral to the office
2. Student will receive an F on work or test and assigned two periods of OCS
3. Parent/Guardian will be notified

Second Offense

1. Major referral to the office
2. Student will receive an F on work or test and suspended on campus for one day
3. Assistant principal will contact parents

Third Offense

1. Major referral to the office
2. Student will receive an F on the work or test and suspended off campus for three days
3. Assistant principal will contact parents

Fourth Offense

1. Major referral to the office
2. Student will receive an F on the work or test and suspended off campus for 5 days
3. Assistant principal will conference with student and parents for consideration of recommendation for alternative ed. placement.

Electronic Device Policy

Cell/smart phones, or any music producing devices, as well as ear plugs and over the ear headphones (i.e. Beats) are **NOT ALLOWED to be visible and or worn in classrooms. The school is not responsible for lost or stolen property.** If it is observed that a student is using their electronic device/s without permission during instructional time, the student will be asked to relinquish their electronic device/s **immediately.** While on campus, cell phones are allowed to be out and used during passing time, lunch time and before/after school. **Cell phones are NOT allowed to be visible or used in the CLASSROOM for non-instructional purposes.** Students caught using cell phones and or any electronic device when prohibited will be required to turn over property to staff member. All confiscated items will be turned into the South Campus office. **Parent/Guardian/Emergency Card Contact will be responsible to pick up any confiscated items at the South Campus office.** *Dinuba High School teachers have the discretion to allow the use of electronic devices for instructional purposes only in their classrooms and under their direct supervision and established use policy.*

Consequences for Violating Electronic Device Policy

- 1st Violation/Office Visit-** Item is confiscated and a parent will have to pick up the confiscated item between the hours of 3:30 and 5:00 pm, or the following day.
- 2nd Violation/Office Visit-** Item is confiscated, and a parent is required to pick up the confiscated item between the hours of 3:30 and 5:00 pm, or the following day.
- 3rd Violation/Office Visit-** Item is confiscated, and a parent is required to pick up the confiscated item between the hours of 3:30 and 5:00 pm, or the following day.
- 4th Violation/Office Visit-** Item is confiscated, and a parent meeting with an administrator is required to pick up the confiscated item between the hours of 3:30 and 5:00 pm or the following day.

Refusal to relinquish an electronic device, after a violation will be deemed as defiance and will subject student to further disciplinary actions which include, but may not be limited to, a suspension. **The school assumes no responsibility or liability for loss or damage to electronic devices. This includes all electronic devices found on school grounds and automobiles.**

Consequences for Refusing to Relinquish Requested Electronic Devices

- 1st Violation- referral to assistant principal; student is placed in O.C.S. for one day
- 2nd Violation- referral to assistant principal; student is suspended on-campus for 2 days for defiance
- 3rd Violation- referral to assistant principal; student is suspended off-campus for 3 days for defiance

Classroom Step Policy & Consequences

Dinuba High School teachers are expected to maintain classroom management by establishing clear classroom rules and behavior expectations. Teachers are encouraged to use a *Classroom Step Form* to address **minor** student behavior with the student and parent before sending a student to the office to meet with a counselor or assistant principal for behavioral intervention. The following steps will be followed when a *Classroom Step Form* is used:

- Step 1:** Verbal warning by the teacher & parent contact
- Step 2:** Verbal warning by the teacher, parent contact and assigned lunch detention
- Step 3:** Referral to counselor- student/counselor conference and parent contact
- Step 4:** Referral to counselor- student/parent/teacher/counselor conference
- Step 5:** Referral to assistant principal- student/parent/teacher contact & behavior contract
- Step 6:** Referral to assistant principal- student/parent/teacher conference & student removed from the class and placed in O.C.S room to receive instruction from the O.C.S teacher. Teacher of record will continue to be responsible for providing course work, exams, grades, and attendance.

Please note that the number of student office visits supersedes all other behavior consequences at administration discretion.

Recommendation for Alternative Education Placement

Students with continuous discipline and/or academic issues and/or who demonstrate a danger to themselves and or other students on campus may be recommended for alternative education. This includes students who engage in two or more fights regardless of who starts the fight, students with severe attendance problems, and students, who have been identified as affiliates in a gang and or who fail to comply with a DHS behavioral contract. **Any student with twenty (20) days of suspension may be recommended for expulsion and/or alternative education.** DHS has the right to recommend any involuntary transfer to include the current semester + one more term. Should a student wish to return to DHS, a review process based on the criteria that the student has maintained satisfactory progress and or made progress in the areas of: discipline, academics and attendance will take place at the end of each term.

DRESS CODE (RULES & REGULATIONS)

Students are expected to dress appropriately from the first day of school to the last day. The dress code is designed to keep the school's focus on an academic environment while allowing for the expression of individual styles. Inappropriate dress will not be tolerated and the parent will be requested to bring the proper attire to school. A student will be issued a loaner t-shirt, if any are available.

1. Dress/skirt, as well as **girls and boys** shorts length must be of an appropriate length. Shorts and rompers must have a 4" inseam, or longer. Skirts need to be 4", or longer, above the knee.
2. Boy's shorts **must not** be longer than 2 inches below the knee cap and they must not sag. Shorts must have a 3 inch separation from socks.
3. Wearing solid **RED** or **BLUE** t-shirts, shirts and or blouses is **NOT ALLOWED**. This includes **no multi-layering tops/shirts with RED or BLUE underneath (male and female)**.
4. **EXTREMELY** oversized clothes are not allowed. "Extreme is defined as more than one size larger than a student's waist size". Shirts that hang below outstretched fingers are not allowed.
5. All pants, shorts, or coveralls must be worn at the waist. "WAIST" is defined by human anatomy as around the top of the hips.
6. Female tops/blouses must have straps of at least 3 fingers width, or wider. **Undergarments and midriff must not be showing. Revealing and plunging neck lines are not acceptable. No multi-layering tops to total 3 fingers in width. Each top strap must be at least 3 fingers in width. No off-the-shoulder tops of any kind are allowed.**
7. The school prohibits any clothing, jewelry, accessory, notebook or manner of grooming, which by virtue of its color, arrangement, or other attribute **denotes membership or affiliation with a gang or causes a threat to the overall safety of the student body**. This includes, but is not limited to, spiked bracelets or necklaces, wallet chains and full colored red or blue clothing (**no RED or BLUE necklaces including red/blue cross necklaces**)
8. Words or pictures that are inappropriate for the school environment may not appear on any clothing, jewelry or notebooks. This includes shirts that are worn underneath another shirt or pictures within the student's binder. Example: pictures that promote alcohol and other drug use, racism, violence, sexual innuendoes, pictures of females in bikinis on or in a binder, etc...
9. Sunglasses (unless prescription) may not be worn in the classroom.
10. Caps, headbands, beanies, hair nets, and hoods as well as other headgear (stocking caps, bandanas, and dew rags) **may not be worn on campus or carried in hands**. **ONLY DHS school affiliated hats MAY be worn during after school hours**. California law and board policy allows students to wear a full-brimmed hat with no logo or lettering for sun protection. It is to be worn outdoors only. When it is raining, students will be allowed to wear their **hood**. **New: Beanies may only be worn from November 1-March 1 during cold season and may have no logos and must be of one solid color. Beanies cannot denote membership or affiliation with a gang or cause a threat to the overall safety of the student body by virtue of its color (no red/blue).**
11. Shoes and/or sandals must be worn at all times. Students taking shop/industrial technology classes must also adhere to a separate vocational education dress code.
12. Belts should be of normal length (appropriate waist size) and fully tucked into the belt and pant loops. In no case, shall the belt hang down. Key lanyards are not allowed to hang out of student's pants.
13. Muscle shirts and sleeveless shirts **are not** allowed for male students.
14. Students are not allowed to wear spiked or pointed jewelry of any kind (earrings, necklaces, etc.)
15. For health & safety reasons: **Body piercings** (eyebrows, nose, lip, tongue, cheeks, etc.) are **not** permitted.
16. Students are not allowed to use blankets as outerwear or cold gear.

****Other types of dress that are physically revealing or cause undue attention can be deemed inappropriate at the discretion of school administration**

Consequences for Violating the Dress Code

1st violation-Dress code warning; violation corrected and student sent to next class.

2nd violation-Office Visit and dress code corrected. Student will be placed in OCS until dress code is corrected.

3rd violation-Office Visit and dress code corrected. Student will be placed in OCS until dress code is corrected.

*Additional violations will result in consequences from the Discipline Matrix.

ATTENDANCE POLICY

ABSENCES NEED TO BE CLEARED WITHIN THREE DAYS

It is the responsibility of the student/parent to clear all absences through the attendance office (South Campus). If an absence is not cleared through the attendance office within THREE days of the absence, it shall be recorded as unexcused. Excessive absences will trigger a legal proceeding against the student and the parents before the School Attendance Review Board (SARB). In addition, it will prevent the student from participating in graduation ceremonies.

When a student is absent from school

1. A parent or guardian should phone the school between 7:15 a.m. and 5:00 p.m. at 595-7220. The parent should give the reason and length of absence. It is important to remind your parents to phone each day you are absent. Excused absences may only be obtained by a phone call or a note from the parent or guardian of the absent student. **You can also leave a message on the school voicemail after 5:00 p.m.**
2. The attendance office will be open from 7:15 a.m. to 5:00 p.m.
3. Students who are truant or who cut may not make up work.
4. Absences for illness longer than three (3) days need a doctor's note to clear. The manner in which a student's absence is cleared is of great importance and will determine whether the student is allowed to make up missed class work and/or be disciplined. Therefore, the Attendance Office will be responsible for determining if the cause of absence is excused and will indicate the type of clearance for each absence.

Determination/Reasons

Excused Absence:

Notwithstanding Education Code Section 48200, a pupil shall be excused from school when the absence is:

1. Due to his or her illness
2. Due to quarantine under the direction of a county or city health officer
3. For the purpose of having medical, dental, optometrical, or chiropractic services rendered
4. Attending a funeral service of a member of his or her immediate family. (One day if the service is in California and not more than three days if the service is conducted outside California. Immediate family means mother, father, grandmother, grandfather, brother or sister or any relative living in the immediate household).
5. For the purpose of jury duty in the manner provided by law
6. Due to illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
7. For justifiable personal reasons, including, but not limited to (requested by parent in writing and approved by the principal pursuant to uniform standards established by the governing board):
 - appearance in court
 - observance of holiday or ceremony of his or her religion
 - religious retreats (shall not exceed four hours per semester)
 - attendance at an employment conference
8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
9. For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district. A student with an excused absence shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable time frame, shall be given full credit. The teacher shall determine that the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. Schools may release pupils for confidential medical appointments without parental permission or knowledge, for students in grades 7 through 12 only. All pregnant and parenting students, including those in continuation school or on independent study, have access to a-g qualifying courses.

Unexcused Absence: *(make-up work only permitted for Excused-Verified absences)*

An absence with the knowledge of parents, but not within definition of the State Department of Education for excused absences is considered an "***Excused-Verified Absence***" and must be verified through the attendance office within three days of absence. Students will receive full credit for work that is turned in according to a reasonable make up schedule **Note:** When a student has been absent for a legitimate reason, but the parent/guardian fails to report the absence within the three day period, the absence must still be reported as unexcused verified.

Truancy/Cut Absence: *(make-up work not permitted)*

Student was absent from school without parent knowledge. Penalty is loss of privilege to make up work missed during absence and disciplinary action. Truancy will be documented for SARB purposes and counted as negative attendance.

Negative Attendance Codes

- **Tardies:** TDY, UT, TMT
- **Absences:** UV, UX, UNF, CT, UI, SV, UD

Attendance & Activities

A student must be present each period during the day to participate in any co/extracurricular activities (e.g., games, dances, field trips, band trips, assemblies, etc.) Only a doctor or court absence verified by the attendance office will be acceptable to participate in a school sponsored activity. Any note from a doctor/court must indicate the time of which the visit occurred. The visit must take place during the period of which the student was absent.

Attendance Requirement to Graduate on Stage

In order to participate in the graduation ceremony, a student must maintain a 95% attendance rate each year they are enrolled at Dinuba High School. **For each year of enrollment, a student cannot accumulate more than 53 periods of negative attendance occurrences, (unexcused, unverified absences, cuts, unexcused tardies, tardies, or TMT "tardy more than 30 minutes") per year.** Absences that are excused, court related, or in conjunction with a school activity are not counted as negative attendance occurrences. **Failure to complete less than 54 periods of negative attendance, for each year of enrollment, will result in the loss of privilege to walk in the graduation ceremony your senior year.** It is the responsibility of the student/parent to clear all absences through the attendance office. If an absence is not cleared through the attendance office within THREE days of the absence it must be recorded as **unexcused, tardy or TMT**. Call 595-7220 to clear absences, tardy or TMT.

Driver's License Tests

Students are not excused to take driver's license tests on school time. Late afternoon appointments may be obtained from the Reedley Department of Motor Vehicles by phoning, or making an appointment online.

Excused Departure

A pupil absent from school under Ed Code Section 48205 shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupils absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. Ed. Code 48205. A student shall be excused from school when the absence is:

- Due to illness
- Due to quarantine under the direction of a county or city health officer.
- For the purpose of having medical, dental, vision, or chiropractic services rendered.
- For the purpose of attending funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the services are conducted in California and not more than three days if the service is conducted outside of California.
- For the purpose of jury duty in the manner provided for by law
- For justifiable reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a non-profit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or designated representative pursuant to uniform standards established by the governing board.

**upon written request by parent/guardian and approval of principal or designee

Hall Passes

Students are required to have a pass anytime they are out of class (to the office, restroom, nurse, etc.)

Leaving School

Students who need to leave school during the day **MUST** be signed out, in person, by an authorized adult listed in their emergency contacts. Students, who leave campus at **ANY TIME** during the school day without a Permit to Leave, will receive an UNEXCUSED absence. If a student leaves at lunch, parents must call to verify the same day.

Makeup Work

It is the **student's responsibility** to request makeup work after returning from an excused, unexcused verified and/or 1-2 day home suspension absence. **THIS MUST BE DONE THE FOLLOWING CLASS DAY WITHOUT DELAY TO AVOID PENALTY.** Teachers will allow students a "day for day" timeline to complete assignments after an excused absence so the grade will not be lowered as a result of incomplete work. () will be used in Power Grade to avoid premature grade penalties. Students, who are suspended for 3-5 days are allowed to makeup work during suspension period. Teachers are responsible to gather all homework and send to South Campus office upon receiving Homework Request from South Campus clerk (Homework Request is made on day 1 of suspension) Teachers must be given a 24 hour period to gather homework. **However, it is the responsibility of the parent/guardian & student to pick up all homework in the South Campus office on day 2 of the suspension.** It is the student's responsibility to turn in all completed homework to all teachers upon first day of returning back to school from suspension period. **Failure to turn in homework upon returning from suspension can result in (0) credit.**

SARB (School Attendance Review Board)

If a student's attendance is poor, parents are requested to appear before the School Attendance Review Board (SARB). SARB is specifically charged with finding solutions to unresolved student attendance and discipline problems (tardies, cuts, unexcused absences) by bringing together representatives of Children Services, Probation, Law Enforcement, community representatives and others to serve on the board. SARB will work with the parents in an attempt to understand why students are experiencing attendance and/or behavior problems, and serve as a vehicle to attempt to find a solution to the problem. When solutions are determined, the student and parent(s) will agree to an attendance contract that will be evaluated regularly. Most problems are resolved at this level.

SARB Letter Procedures

SARB Letter #1: 3 days (or 18 periods) of unexcused or unverified absences, cuts or three 30 minute or more tardies (TMT) or any combination thereof.

SARB Letter #2: one additional cut, unexcused or unverified absence totaling 1 day, or one more 30 minute or more tardies (TMT) or any combination thereof.

SARB Letter #3: one more cut, unexcused, or unverified absence, one more 30 minute or more tardies (TMT) or combination thereof

After the third letter is sent out by the school, the school will schedule a SARB hearing for student & parent at the district office. If further attendance problems persist after the SARB hearing contract, other alternatives may be imposed. The other alternatives may consist of a student being placed on probation, transfer to alternative education, or the case being referred to the Court Appointed Review Board (CARB).

Saturday School 8:00-12:00 (95% attendance rate)

To support student attendance, Saturday School is a voluntary program that gives students an opportunity to make up missed periods, prepare for academic tests, and close academic deficits. Saturday School will be held for four hours on the specified dates listed below. Four hours of Saturday School will count toward **SIX negative period** absences. **Students cannot bank time for future absences.** Counselors and assistant principals will monitor attendance and communicate with parents. **Saturday School make-ups will be first applied to unexcused absences then applied to tardies or TMT.**

Saturday School Dates (dates subject to change) - ALL GRADE LEVELS INCLUDED EACH WEEK

Sept. 15, 2018	Dec. 1, 2018	Mar. 2, 2019	April 16, 2019
Oct. 20, 2018	Jan. 12, 2019	Mar, 23, 2019	May 11, 2019
Nov. 17, 2018	Feb. 2, 2019		

Saturday School Expectations

1. Saturday School notices are required for admission.
2. Come with homework, pencil, and all necessary materials to complete assignments. If a student comes without work, they will be sent home.
3. No talking during class time. One warning is given regarding talking and/or not working. On the second incident the student will be sent home.
4. Cell phones and all electronic devices must be off & put away during Saturday School hours.
5. Credit is only given if students are present from 8:00 a.m.–12:00 p.m.
6. Four hours of Saturday School will count towards SIX negative attendance marks.
7. **Students who are being disruptive and not following the rules will be asked to leave and will not receive credit for Saturday School.**

Consequences For Not Showing Up For Saturday School

After the 18th negative attendance mark, student will be placed on Loss of Privileges list & "Ineligibility" status until cleared.

Short-Term Travel Study

Students can request Travel Study for 5 consecutive days under the discretion of DHS administration. Student and parent must meet with the counselor at least 10 days in advance, and must be eligible to qualify for the program. A contract must be signed and the student must meet all the deadlines set forth in the contract. Once the contract is fulfilled and all work is graded, the attendance will be changed. If the student does not fulfill the requirements, attendance will be unexcused.

TARDY POLICY

Academic success is directly correlated to attendance and tardies. Administrators, counselors, campus monitors, classified staff, teachers, students and parents must work together to make sure students are present and on time to each class.

Each person has a role:

Administrators- will support counselors and teachers by assigning and monitoring Saturday School. They will also monitor the hallways during passing periods and keep the traffic moving and be a positive adult presence.

Counselors- will counsel habitually tardy students and make parent contact. They will also monitor the hallways during passing periods and keep the traffic moving and be a positive adult presence. Counselors will also follow up with their students who are habitually tardy.

Campus Monitor/Classified Staff- will patrol the campus, check agendas, help students get to class on time and help wandering students get back to their classes.

Teachers- will provide a positive adult presence and are encouraged to stand at their doors during passing periods to remind students to arrive on time. Teachers will not allow students to stand in the doorway or outside the classroom once they arrive. Teachers will insist students enter the classroom and remind students to arrive on time. Teachers will make every effort to monitor the hallways during passing periods to help keep the traffic moving. Teachers will record attendance daily in their roll books and PowerSchool attendance. Teachers will not allow students out of class without a hall pass. Teachers will make parent contacts when tardiness becomes a problem.

Students- will arrive to each class on time. After the 13th cumulative tardy/unexcused absent/or cut, students will be required to attend Saturday School. Failure to show up to assigned Saturday school will result in further disciplinary action.

Parents- will support their child in arriving to school on time. Parents will communicate with teachers, counselors and administrators and support the discipline process.

Consequences for Not Showing Up for Detention

Step and referral process will be enforced by the classroom teacher.

Schoolwide Attendance Policy Procedures

**additional consequences to be determined by the classroom teacher each term*

**students with 18 or more negative attendance marks must attend Saturday School*

Consequences/interventions for negative attendance (unexcused, unexcused verified, unverified absences, cuts, unexcused tardies, tardy or TMT "tardy more than 30 minutes") to class, cumulative:

1st - 13th Negative Attendance- teacher warning and/or detention- parent notified by teacher.

14th Negative Attendance- student/parent letter and Saturday School will be strongly advised

18st Negative Attendance- parent contact /Saturday School required/are ineligible until they drop below 18 negative attendance marks

32nd Negative Attendance – counselor meeting / attendance contract (parent / student) / phone call home

42nd Negative Attendance – assistant principal/parent /student meeting

54th Negative Attendance – will result in the loss of privilege to walk in the graduation ceremony senior year.

SARB letter procedures are still in effect as they stand

CO-CURRICULAR ETHICS CODE

All students will be encouraged to excel in academics, as it is our belief that every student can succeed with guidance, support and the tools necessary to succeed in academics and life.

The purpose of the Co-Curricular Ethics Code is to set forth the requirements and guidelines for students participating in any co-curricular programs at Dinuba High School. Dinuba High School students who participate on teams, clubs, and organizations represent the school district and the community and are therefore held to higher standards of conduct and appearance.

The statement of rules, infractions, and consequences is designed in this agreement between a participant, their parent(s)/guardian(s), and Dinuba High School for their participation in the Dinuba High School programs. The Co-Curricular Ethics Code takes effect with the first official practice of the sport/activity. The Ethics Code will be in effect on the way to or from school or any school activity and during all school hours or covering the length of the participating activity. In addition, student misbehavior (discipline) will be enforced on the basis of the procedures as stated within the student handbook, district board policies, and state law.

During the time students are on campus or at a school sponsored event or activity, they are to use good judgment in their relationships with other students. *Holding hands is permitted, but the following behavior is unacceptable: prolonged embrace, kissing, lying or sitting together in an inappropriate manner and any other act that is not in good taste.* Failure to adhere to these rules after repeated warnings becomes defiance of authority and may result in consequences such as aren't contact, detention and/or suspension.

After-School Hours Safety Policy

In order to ensure student safety after school, students must be participating in a supervised activity by DHS Staff, school employees &/or coaching staff in order to remain on campus. **There is absolutely no loitering on campus.** Students can remain on campus after school hours for the following supervised activities: *academic tutorials, enrichment classes and all athletic sporting events & practices.* The Discipline Matrix will be followed when there is failure to comply with these rules.

Athletic & Co-Curricular Activities Eligibility

Students must maintain a minimum 2.0 GPA in order to be eligible for any co-curricular activities. Eligibility will be determined every week on Wednesday, starting the 3rd week of each semester. If a student's GPA drops below 2.0 and has 2 or more letter "F" grades, the student becomes ineligible Monday through Saturday of the following week. A student who becomes ineligible will remain ineligible until his/her GPA improves to 2.0 and does not have 2 or more letter "F" grades. Students can only be cleared by the following week's eligibility report, assuming they have met the above requirements including the attendance policy guidelines. Students who are involved in co-curricular activities (all sports, Mock Trial, talent show, etc.) and who receive an 18th negative attendance mark will be automatically placed on the loss of privilege list and must attend the next Saturday School. The student will remain on the loss of privilege list/Ineligibility status until cleared which will result in disciplinary action and loss of participation/playing time and/or loss of privileges.

Athletic Drug Testing

Dinuba Unified School District is conducting a mandatory random drug testing program for student athletes. Its purposes are: (1) to provide for the health and safety of all student athletes and students participating in district sponsored activities; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs and use of controlled substances illegally; (3) to encourage students who use drugs to participate in drug treatment programs; and (4) to discourage drug use campus-wide.

Athletic Grade Monitoring

All student athletes will be monitored and provided targeted academic support throughout the year using weekly eligibility lists so that all student athletes remain eligible to participate in sports programs. **All student athletes who have a "D" or "F in any class or fall below a 2.5 GPA are encouraged to attend an appropriate tutorial as determined by coach or counselor.** Every Wednesday, academic progress reports will be provided to administration, counselors & coaches.

Attendance Requirements for School Activities

A student must attend school the entire day of the game/meet/activity in order to participate in an activity that day. The exceptions are if the student had an approved medical or court appointment, requiring a signed statement from the doctor or court officer regarding the absence, special situations approved by the principal or delegate. If a participant is on a home-suspension, he/she is not eligible to participate in an activity until the day after the suspension is over (including weekends).

Quitting a Sport/Activity

Without a written release from a coach/advisor or being dismissed from the sport/activity will result in the student being ineligible to participate in any other sport/activity for the duration of the term, 28 calendar days, or the next sport, whichever is longer. Any spring sport/activity participant that does not finish the season/term in good standing will be penalized 21 calendar days for their following sport/activity term.

Travel

All participants must travel to and from the activity away from Dinuba in school-provided transportation. The exceptions are:

- an injury or illness to the student, which would require alternate transportation.
- a participant may be released to their parent(s)/guardian(s) for special circumstances only with the approval of a duty administrator, coach, teacher, or advisor.

Any other exceptions must be in writing to the school principal or delegated representative, who will initial the document at least 24 hours in advance, to travel with anyone other than parent/guardian. The information will be given to the coach/advisor and the bus prior to leaving the area.

Dance Policy

All Dinuba High School students must present an ID card when called upon for identification purposes. Attendance at all dances is limited to DHS students, with the exception of Winter Formal, Sadie's, and the Prom. All guests must: 1. attend a comprehensive high school, Dinuba Alternative Ed., or charter school, or 2. be a college student or adult under the age of 21 (California Driver's License must be presented). No guests over the age of 20 years are allowed. Guest passes must be signed by an administrator of the school where the guest student attends and returned to an assistant principal at DHS on or before Wednesday at noon preceding the date of dance and will be initialed for approval. DHS students must be present the ENTIRE school day in order to attend, except when the absence is because of a medical appointment or a school-sponsored activity. Students must have a 2.0 GPA or better, less than 18 negative attendance marks, and no more than one "F" to attend DHS dances. **Students will not be allowed to attend a dance if they have a school debt. Eligibility for dances will be determined on the day of the ticket sale or day of the event (if tickets aren't sold in advance).**

Dancing Behavior and Expectations

Students and guests are required to maintain the same standards set by DUSD that are established for any school-sponsored event or activity. Only "face to face" dancing will be allowed! **Students dancing in an indecent or extreme manner will not be allowed to remain at the dance. The dance dress code will be enforced, excluding pool dances.**

Ineligibility & Loss of Privilege List

1. 18 or more negative attendance marks
2. more than 1 "F"
3. below a 2.0 GPA

*if a student is placed on the "**Loss of Privileges**" list, he or she **may not** participate in any co-curricular activities including, but not limited to the following:

- Dances (including prom and winter formal)
- ASB
- School spectator games & or activities
- Field trips
- School assemblies
- Sports/Athletics
- Cheerleading
- Drama/choir/band
- Talent Show

*students can be removed from the "**Loss of Privileges**" list, by attending a Saturday School. Students involved in sports **will** be allowed to practice, **but WILL NOT be allowed to travel or participate in or be on the field, during games or be dismissed early from class.**

GENERAL SCHOOL INFORMATION AND POLICIES

"At Risk" Student Intervention

The counseling staff will periodically run a school wide comprehensive report of grades, attendance and credits. Any student showing signs of struggling in school will be referred to the intervention most appropriate to their need. In many cases, a parent/student conference will be held with recommendations being given to parent and student.

Changes to Emergency Contact Information

The purpose of having current and accurate emergency contact information is to ensure successful contact is made to parent/guardian in the case of an emergency. *It is the responsibility of the parent and student to inform the school **immediately** of any changes to emergency contact information, which includes: changes to legal parent/guardian status, parent/guardian cell phone numbers, parent/guardian home phone numbers, home address, emergency contact people & phone numbers etc.*

Closed Campus for Lunch-

Dinuba High School will be a closed campus for all freshmen and sophomores during the 2018-19 school year. Junior and senior students who are ineligible due to grades and attendance will not be allowed off campus, regardless of grade level. Students sharing ID cards for lunch are also in violation of the closed campus policy.

Consequences for Violating the Closed Campus Policy

- 1st Violation - student will be suspended on-campus for one day for defiance 48900 (k)
- 2nd Violation - student will be suspended on-campus for one day for defiance 48900 (k)
- 3rd Violation - student will be suspended off-campus for two days for defiance 48900 (k)
- 4th Violation - student will be suspended off-campus for five days for defiance 48900 (k)

Deliveries to Students

Our office staff will not accept or deliver flowers, gifts, or money to students- this includes birthdays or holidays.

Driving Policy

STUDENTS MAY NEITHER DRIVE NOR RIDE WITH OTHER STUDENTS DURING THE SCHOOL DAY EXCEPT LUNCH TIME. Exceptions are by written permission of the assistant principal. Violators of the above provisions are subject to suspension. While students may drive their cars during lunch time, the school does not assume any responsibility. Cars are not to be operated between classes or used as "lockers" for the storage of books, etc. Exceptions are given to students, who have Work Force Preparation, 15% Program, Senior Off and Elementary Aide classes. **Students are not permitted to loiter around or in their vehicles during school hours.**

Consequences for Violating the Driving Policy

- 1st Violation - student will meet with the assistant principal and issued a warning
- 2nd Violation - student will be suspended on-campus for one day for defiance 48900 (k)
- 3rd Violation - student will be suspended off-campus for two days for defiance 48900 (k)
- 4th Violation - student will be suspended off-campus for five days for defiance 48900 (k)

Fitness Center (located in the East Gym)

Open to all DHS students with ID. Hours of availability: Monday, Wednesday, and Thursday 3-6 p.m., Tuesday 2:30-6 p.m. & Friday 3-5 p.m.

Food Services

The cafeteria breakfast and lunch program is provided for all students and operated on a non-profit basis. A well-balanced hot lunch is served daily. ID cards must be presented to receive meals. Food, snacks and drinks will only be available before school and during lunch.

HIV/AIDS Comprehensive Sexual Education

Dinuba High School will be providing both HIV/AIDS instruction and Comprehensive Sexual Education in grade 9. Prior to providing instruction in comprehensive sexual health education or HIV/AIDS prevention education, Education Code (EC) 51938 requires school districts to notify parents of the instruction and to make materials available for parents to review. Districts shall allow parents to withdraw their child from class upon written request, using a passive consent or "opt-out" policy for required HIV/AIDS prevention instruction. Districts shall not adopt an active consent or "opt-in" policy for parental consent for required HIV/AIDS prevention instruction. Districts may use either a passive consent ("opt-out") or active consent ("opt-in") policy for comprehensive sexual health education.

Identification Cards/Agendas (REQUIRED)

All students must carry their school ID at all times during school hours. No student will be admitted to any school activity without their ID card. ID Cards are required by all students to check out textbooks and leave campus for lunch. Cards which are mutilated, damaged, contain evidence of erasure, or have numbers missing, may be determined invalid. You will be charged \$5.00 for EACH replaced card or agenda.

Internet Use Policy/Warning

The use of the Internet or online services at Dinuba Public School sites must be in support of education. Any tampering with security passwords will result in disciplinary consequences. The use of online services is a privilege, not a right. All students and parents must sign the Acceptable Use Policy. Any violation of the Internet Use Policy will result in disciplinary consequences of suspension.

Issues Regarding Theft

Dinuba High School will not investigate the loss or theft of items that are restricted from the campus (i.e. skateboards, iPods, cell phones, etc.) It is the student's responsibility to report a theft to the school resource officer. Bring items at your own risk!

Library

The library hours are Monday through Friday from 7:00 a.m. until 4:00 p.m. (including lunch). Computers are available for student use and all personal print jobs include a charge of \$.10 per page. Students must check out library and textbooks using their student ID. Any bar codes that are defaced or removed from library and textbooks will incur a \$5 charge. Students may check out books for up to two weeks. After two weeks, the book/s can be renewed for an additional two weeks. A fine of \$.10 per day will be charged for all overdue library books. The library will be closed the **first and last weeks of school** for textbook check in. All library materials must be returned before the start of the last week of school. **Students are expected to pay for lost books.** The library will be open during registration for textbook checkout.

Loss of Textbooks

Students are responsible for issued textbooks. If a student loses a book, the librarian will issue a student debt card for the price of the book. Students should protect books issued to them and not loan books to friends. Books that are stolen are the responsibility of the student. Another book should be issued when the book is either paid for or a payment plan is agreed upon. Any damage or removal of bar codes in textbooks will incur a \$5 fine.

Lost and Found

A lost and found department is maintained in the south campus office for the convenience of those who lose or find any article about the campus. Any articles found on or about the school must be turned into the office. Items not claimed by the end of school will be turned over to a charitable organization.

Nurse

The school nurse's office is located at south campus. Each student is expected to have a current emergency procedure card signed by either his/her parent or guardian on file in the nurse's office. Medical excuses from P.E. must be presented to the teacher who will refer to the nurse as necessary. Do not go to the nurse without a pass. **CHECK IN TO CLASS FIRST!** Failure to do so will result in being marked as an unexcused absence.

Parking Policy

Student parking areas are located at North Campus and around the perimeter of school. **During school hours, the South Campus/gym parking lots are to be used by staff members ONLY! They are not drop-off zones. Students are not allowed to leave campus for food or beverages.**

Consequences for Violating the Restricted Parking Policy

- 1st Violation - Student will meet with the assistant principal and issued a warning
- 2nd Violation - Student will be suspended on campus for one day for defiance 48900 (k)
- 3rd Violation - Student will be suspended off campus for two days for defiance 48900 (k)
- 4th Violation - Student will be suspended off campus for five days for defiance 48900 (k)

Vocational Ed. Parking

Prior approval must be obtained from the appropriate instructor prior to leaving a vehicle in the shop area. Driving vehicles between classes is not allowed so vehicles must be delivered before school or at lunch.

Restricted Areas

During the school day, certain areas of campus are off limits. Students should not be in the following restricted areas (unless participating in a school-sponsored activity):

- The football stadium
- The maintenance and transportation areas
- The P.E. playing fields, softball fields and batting cage areas
- The parking lots or around parked cars
- **There is no loitering in the hallways/stairs during lunch in the main building.**
- **Students are to leave campus by 3:30 pm unless assigned a specific purpose unless and under the direct supervision of staff.**
- The DHS Aquatic Center
- East and West Gyms and hallways

School Resource Chaplain Program

Our School Resource Chaplain program is a unique service for public schools. School staff finds that the presence of a chaplain on campus greatly reduces tension, provides an additional adult caring presence, supplies quick response to student and staff needs, and offers many other benefits as chaplains participate with students and staff on school projects and events.

Chaplain Program objectives:

- To provide a valuable service to public schools
- To help create a healthy/wholesome campus environment
- To provide temporary assistance for students until staff counselors are available.
- To be an additional resource for students and staff
- To provide specialized services for families of students and or staff

Skateboard & Bicycle Policy

Riding skateboards and/or bicycles on campus is **strictly prohibited at all times**. Skateboards and bicycles must be stored upon arrival to campus in the skateboard and bicycle rack located near the wrestling room (near the West Gym). Students who fail to adhere to this policy will be subject to disciplinary action.

Student Body Card (ASB)

The student body card is a special student ID card. The price is determined by the student council and entitles the holder to discounts for school activities and free/discounts to local business.

Student Lactation Accommodations

AB 302 (Ch. 690) requires any school with at least one lactating student to provide reasonable accommodations to address needs related to breastfeeding, such as access to a private and secure room (other than a restroom) to express breast milk or breastfeed an infant child, permission to bring onto a school campus any equipment used to express breast milk, access to a power source for that equipment, and access to a place to safely store expressed breast milk. In addition, the student must be given a reasonable amount of time to accommodate the need to express breast milk or breastfeed an infant child and cannot be penalized academically for her use of these accommodations. The bill expresses the Legislature's findings that failure to provide such accommodations would violate state and federal laws prohibiting sex discrimination. Any complaint of noncompliance with the new law may be addressed through UCP. (CSBA Policy News, Dec 2015)

Room 105 in the North Campus Main Building has been designated and designed to meet the requirements under AB 302. Students must notify their counselor and/or teacher to inform them of the need to use this facility and appropriate arrangements will be made to meet their needs. Storage of equipment needed for expressing milk and the storage of expressed milk are available in Room 105 for all students needing this service. Please contact your counselor and/or school nurse for more information.

Telephones

The school's telephones are for business use only. Students will be permitted to use school phones in emergencies only.

Transportation: Bus Riding Procedures

Any student who normally does not ride the bus home and wishes to ride the bus for a day in order to go home with a student, who does ride the bus, must present a note from their parent to the assistant principal indicating the day and the student with whom he/she will ride. This note will be signed by the assistant principal and given back to the student who will in turn present it to the bus driver. **Students who need to ride the late bus because they are staying for one or more afterschool tutorials or enrichment need to get a pass from their tutoring teacher in order to board the bus.**

Consequences for Violating Transportation Bus Rules

Students must obey state transportation rules and cooperate with the bus driver at all times. The school district is not compelled by law to furnish transportation. The privilege of riding the bus may be suspended, denied and or revoked to anyone at any time for a period of time and/or permanently. You have the privilege of riding as long as your behavior warrants it.

Voluntary Drug Testing

Dinuba Unified School District is conducting a mandatory random drug testing program for student athletes. **Additionally, the Board established a voluntary drug testing program open to all students with the consent of the student's parent(s) or guardian(s). The purpose of both of these drug testing programs is not to punish students. Rather, the primary objectives of both of these drug testing programs are to deter illegal drug and controlled substance use and to provide resources in the way of education/counseling to those students using drugs or abusing controlled substances in an effort to help them with their recovery.**

Work Permits

Students who are age 15-18, working part-time (full-time during vacation periods) are required by law to obtain a "Work Permit". Students desiring a work permit must apply in room 109. (North Campus main building). **Students must have proof of part-time employment prior to submitting an application for a work permit.**

