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**21-STUDENT MANUAL and**

**PARENT/LEGAL GUARDIAN INFORMATION GUIDE**

**2023-2024**

**Policy # AR 5210 - Board Approved July 12, 2023**

**DUNSMUIR JOINT UNION HIGH SCHOOL DISTRICT**

DUNSMUIR HIGH SCHOOL

**STUDENT MANUAL and PARENT/LEGAL**

**GUARDIAN INFORMATION GUIDE**

**2023-2024**

**A Component of the SITE Council/Parent Advisory**

**All information in this manual is correct as of the date of publication. Updates to policies, calendars, staff of other features may be made continually throughout the year and will be made available to parents and students in a timely manner. You may also check our website at** [**www.dunsmuirhigh.k12.ca.us**](http://www.dunsmuirhigh.k12.ca.us) **for additional and updated information.**

**All information in this publication relates to Dunsmuir High School. For additional rules and information directly specific to the Community Day School, please contact the Community Day School at 235-4835.**

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# INTRO THIS MANUAL

The Student Handbook/Parent Manual.

Parents and students are advised to review and retain the information included in the accompanying **Forms Packet** and this manual. Many of your questions are addressed and explained within the pages of both publications.

This year’s manual is revised to include new information as of the adoption date, and to update pertinent information on various topics. Any changes after publication date will be distributed as they go into effect.

The content of this manual is in accordance with the Education Code of the State of California Department of Education. For areas not covered in this handbook, refer to the Education Code. The Education Code is available through the Dunsmuir Joint Union High School District Superintendent's office during regular office hours, between 8:00 a.m. and 4:00 p.m., as well as on the internet at [www.cde.ca.gov](http://www.cde.ca.gov) or [www.siskiyoucoe.net](http://www.siskiyoucoe.net).

Be sure to check out the Dunsmuir Joint Union High School District website for a course catalog and up to date information at:

www.dunsmuirhigh.k12.ca.us

# Mission and Vision

Mission: Dunsmuir High School provides a comprehensive, rigorous and innovative education; empowering students to think critically, obtain and analyze information to synthesize solutions of life’s challenges and complexities.

Vision: Dunsmuir High graduates leave the school inspired to continue learning and motivated to become responsible citizens who contribute positively to society.

# Your School and Campus

## PROGRAMS AND SERVICES OFFERED

ASB

National Honors Society

Site Council

Peer Tutoring

After School Tutoring

Field Trips

Honors Courses

Dual and Concurrent Enrollment College Classes

Credit Recovery Program

Free Breakfast, Second Chance Breakfast (nutrition), and Lunch for all students

Sports and Special Interest Clubs

Robotics \* Music \* Art \* Drama \* Yearbook

World Language Classes

Student Government

Personal Education Plans

College/Career Guidance

Resource Specialist Program

Student Support Program

Community Service Projects

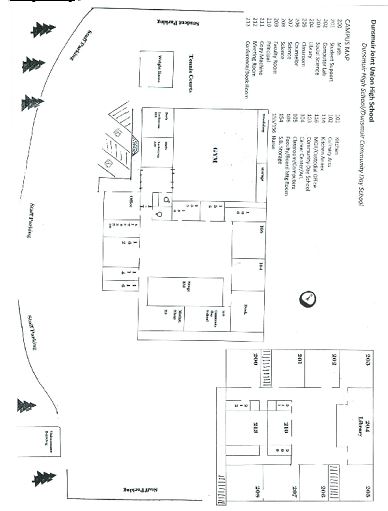
Online Classes and Alternative Programs

Articulation with Colleges

Core Curriculum and much, much more!

Dunsmuir High School is fully accredited through the Western Association of Schools and Colleges (WASC)

## Campus Map



**SCHOOL SONG, MASCOT and COLORS**

**Song:**

GRRR, the fight is on, we're out to win for Dunsmuir High,

GRRR, it won't take long, we've got the spirit do or die,

RAH! RAH! RAH!

Tigers on the trail, we've got a team that we will back,

Alma Mater, Hail!!! Glory for the Orange and Black!!!

**School Mascot:** TIGERS

****

**School Colors**: Orange and Black

## PROHIBITED ON CAMPUS

### Weapons

It is in violation of state law to be in possession of knives, guns, other weapons of facsimiles thereof on campus or at a school event. This is true for your vehicle as well as your person. A weapon in your car or truck will result in the expulsion process being brought against you.

### Electronic Devices

Personal laptops, net-books or tablets, cell phones, musical devices, etc. may be used only for academic purposes and only with the approval/authorization of the teacher.

Teachers have the right to collect Cell Phones/Musical Devices during class to be placed into a collection device. Students must then deposit device/phone into the holder at the beginning of class and may collect the device/phone when class is over. Phones or devices that are visible or heard ringing, vibrating, etc. during class time will be confiscated whether you are in or out of the classroom. In-house retention will be assigned as necessary.

Using a cell phone/musical device is defined as: phone calls, texting, e-mailing, surfing the web, checking the time, calling mom or dad, listening to music, etc. (etc. means everything else).

Violations will result in the following:

1st Violation: Cell Phones/Musical Device confiscation and returned to student at the end of the day. Student will be reminded of the cell phone/musical devise policy. Student is placed into Pre-Placement Behavior Program for one day.

2nd Violation: Cell Phone/Musical Device confiscated and parent/guardian is required to pick up confiscated item at the end of the day. Student is placed into Pre-Placement Behavior Program for two days.

3rd Violation: Cell Phone/Musical Devise confiscated and parent/guardian is required to pick up the item at the end of the day. Student is placed into Pre-Placement Behavior Program for three days.

4th Violation: Cell Phone/Musical Devise confiscated and parent must pick up confiscated item at the end of the. Student will be suspended. Conference scheduled for possible placement in the alternative education program.

**THE BOTTOM LINE: DO NOT USE YOUR PHONE OR MUSIC DEVICE DURING CLASS TIME!**

### 

### Wheels

Inline skates, roller skates, roller blades, skate boards, hover boards, and foot scooters may not be used on the school campus. If they are brought onto campus, they must be stored in a locker or secure place.

### Medications

Students are not allowed to possess any over the counter or prescription medication at school or at any school related activity. If a medical condition requires a student to take medication while at school, he/she must bring the medication, in its original container and label, to the school office, where it will be stored in a locked cabinet until needed.

Possession of a medication while at school will be treated in the same manner as possession of an illegal substance.

Important Notice to Parents –

California Education Code 49414 mandates that school districts provide epinephrine auto-injectors to trained personnel to use to provide emergency medical aid to persons from an anaphylactic reaction.

Anaphylaxis is a rapid, severe allergic response triggered by insect stings, foods, medications, latex materials, exercise, or in rare cases by unknown causes. This is a life-threatening allergic condition, requiring immediate treatment. Administering epinephrine to students during a medical emergency may help to insure the student’s health and safety at school. Therefore, the Dunsmuir Joint Union High School District has adopted a policy for giving life-saving epinephrine to students in need of such treatment.

This policy states that a credentialed, licensed school nurse or trained, unlicensed school staff, under the direct or indirect supervision of the credentialed school nurse (or supervisor of health), may administer epinephrine in the form of an EpiPen during a severe, life-threatening allergic reaction. The EpiPen rapidly delivers a pre-measured, sterile, single dose of epinephrine by direct injection through the skin. If parents/guardians do not wish their child to receive this treatment, they must so indicate in writing.

The training for staff administration of Stock Opioid Antagonist ( NARCAN) For Treatment of Suspected Opioid Overdose in Individuals is also completed on an annual basis for use as necessary.

## 

## DRESS CODE POLICY

We take pride in the appearance of our students. Your dress reflects the quality of the school, of your own conduct and of your school work. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. Guidelines are as follows:

1. No swim trunks, running shorts or similar type shorts may be worn.
2. No apparel may be worn that is:
   1. Low cut sides or neck
   2. T-shirts cut into tank top
   3. Open sided shirts
   4. Strapless or tube top
   5. Exposing the midriff
   6. Backless, halter or one shoulder
   7. Spaghetti strap, swim-type or leotard type tops
   8. See-through, spandex or mesh type that expose undergarments
3. No clothing or footwear that is considered sleepwear.
4. Underclothing may not be exposed
5. No apparel (including brand names) may be worn which have slogans written upon them which refer to sex, drugs, crude language, alcohol or illegal activities.
6. No hats, caps or non-essential head cover may be worn in the school buildings while school is in session.
7. Sagging pants – no undergarments showing!
8. Gang related student attire is prohibited.
   1. Bandanas, gang related colors, names symbols.
   2. Excessive chains, bracelets with spikes, collars, etc.

This is only a partial list. The guidelines may change if the need arises or as determined by administration of the school.

## MOTOR VEHICLES

Students who drive cars or motor bikes to and from school should be aware of and obey the following regulations:

1. Students are expected to drive in a responsible and safe manner on or about school property.
2. Any students driving a vehicle on campus must have a valid driver’s and vehicle license, or have a valid learner’s permit and be with a licensed, adult driver.
3. No vehicles are allowed on other areas of the campus without specific permission from the Principal or Administration.
4. If the student is caught speeding or driving recklessly, the student will be subject to actions provided in the disciplinary policy as well as subject to loss of driving privileges.

The aforementioned students parking areas and non-parking areas will be supervised by school personnel and the local law enforcement. Those students parking illegally will be issued city citation for illegal parking in accordance with the following California Vehicle Codes: Division II 22514, 22519, 22500, 22500.1, 22658. Illegally parked vehicles can be towed away at owner’s expense.

### Speed Limits/Building and Grounds

Vehicle Code, Section 2113(a) states that no person shall drive any vehicle, stop, park, or leave standing any vehicle upon the driveways, paths, parking facilities or the grounds or any public school, except with the permission of, and upon and subject to any condition or regulation which may be imposed by the governing board or officer of the public school. The District shall be responsible to erect or place appropriate signs giving notice of any special conditions or regulation that are imposed***.***

**Parking**

1. Students driving their cars to school may park on campus only in areas designated for student parking during the school day.
2. In designated areas north of the Annex building that are striped and designated as a parking place. If the designated upper area is full, students may use the area east and below the tennis courts.
3. Only faculty and staff will be allowed south of the sign “Faculty and Staff Only”.
4. Green areas are for visitors, blue areas for handicapped persons and red areas constitute a fire zone.
5. The woodshop roadway is an unauthorized area.
6. Students may not use any more area per car than provided for by the markings.
7. Students are NOT to use the faculty or visitor parking areas for any reason during the hours of 7:30 A.M. to 4:00 P.M.
8. At no time are students allowed to use the Handicapped space unless approved by the Superintendent/Principal.
9. The following are especially prohibited parking areas: red zones, walkway by the annex building, the area between the tennis courts/annex building and gym; or otherwise as marked.

## Restroom Maintenance Complaints

As of January 1, 2004, Section 35292.5 was added to the Education Code and contains the following requirements relating to the sufficiency and availability of restroom facilities in all public schools.

Every restroom must be maintained and cleaned regularly, fully operational, and stocked at all times with toilet paper, soap, and paper towels or functional hand dryers, and personal hygiene items.

Schools must keep all restrooms open during school hours when pupils are not in classes, and must keep sufficient number of restrooms open during school hours when pupils are in classes (except as required for pupil safety or as necessary to repair the facility).

Any school district that operates a public school that is in violation of this section, as determined by the State Allocation Board, is ineligible for state deferred maintenance fund matching apportionments.

Complaint forms (SAB 892) concerning restroom facilities at Dunsmuir High School are located in the school office.

E.C. § 35292.5

# Defacing any restroom or its contents will be grounds for discipline.



# Expectations

The mission and vision of Dunsmuir High School is to provide a comprehensive, rigorous and innovative education; empowering students to think critically, obtain and analyze information to synthesize solutions of life’s challenges and complexities. Dunsmuir High graduates leave inspired to continue learning and motivated to become responsible citizens who contribute positively to society.

We expect our students will be prepared for lives of personal, academic, and professional growth and achievement; to think conceptually, solve problems, acquire knowledge and communicate ideas; to work independently and collaboratively; and to internalize positive health and fitness stewardship.

Student Learning Outcomes

The staff at Dunsmuir High School is a cohesive, collaborative and engaged team of individuals who are dedicated to providing students with opportunities to take positive risks and experience success with a network of support to guide them through their experiences.

Dunsmuir High Students are taught to be:

*Academically Excellent*

* Use knowledge to think critically and conceptually
* Demonstrate the ability to effectively solve problems
* Graduate with a maximum of opportunities and options

*Responsible Citizens*

* Make ethical and informed decisions that benefit themselves and the community
* Develop positive practices that promote physical and emotional well-being
* Actively participate in the community in a positive manner
* Work collaboratively to come up with solutions

*Informed Communicators*

* + Listen and research effectively to obtain unbiased evidence and data from multiple sources
  + Decipher meaning, values, attitudes and intentions
  + Effectively communicate ideas with compassion and multiple modalities

DUNSMUIR HIGH SCHOOL

**PAVING THE WAY TO RESPONSIBLE CITIZENSHIP**

TIGER TRAITS OF CHARACTER

**RESPECT RESPONSIBILITY CITIZENSHIP**

* **Demonstrating respectful interactions with others**
* **Demonstrating responsibility for our education, environment and community**
* **Demonstrating exceptional citizenship**

## School Wide Goals

Dunsmuir Joint Union High School District strives to improve year after year at bringing the best possible educational experiences to its students. The Local Control and Accountability Plan focuses our efforts through the application of data collection and comparison each year. The current LCAP is on line at Dunsmuirhigh.k12.ca.us. Please refer to it for the main goals and the proposed actions to implement and achieve the goals.

STUDENT RIGHTS AND RESPONSIBILITIES

In recent years the courts, legislators, and schools have recognized that the student has the same basic rights as any other citizen. This section establishes student rights, privileges and responsibilities.

### Student Rights

* To develop your capacities.
* To benefit from the schools’ educational programs to the limits of your abilities.
* To receive respectful consideration as an individual.
* To expect rules to be reasonable.
* To expect consistent application of the rules to all students.
* To have equitable access to State approved core curriculum and course work.
* To have clear expectations of what is required for passing a course and for graduation.

Student Responsibilities

* Be respectful of and submit to the authority of the teachers and staff as it pertains to this campus, school activities and class assignments.
* Acquaint yourselves and comply with school regulations.
* Pursue the required course of study.
* Begin to shape your future.
* Be diligent in your studies.
* To be diligent, students should:
* Be regular and punctual in attendance;
* Pay attention to the teacher and exhibit good citizenship;
* Work at a level consistent with the student's ability;
* Complete all assigned work on time;
* Demonstrate cooperative spirit and attitude;
* Respect the rights and privileges of, and cooperate with, all members of the community;
* Display proper conduct and obey all school rules while going to and from school, during lunch, and in school vehicles;
* Accept disciplinary measures;
* Refrain from activities which may be dangerous or cause harm to themselves or others; and
* Do not interfere with the rights of others to pursue their education.
* Keep any bags, backpacks, purses, etc. in your locker or on your person at all times. When you are seated they must be next to you.

Parents/Guardians also have responsibilities. Please refer to the parent School Compact below.

School/Family/Student Compact – 2022-23 SY

This Compact is created in the recognition that Schools, families, and students benefit when they all take collective responsibility for quality education. When a partnership exists and each partner fulfills their responsibilities, student learning improves. If you need assistance with any of the areas of commitment, please contact us at 530-235-4835 or [rkellar@dunsmuirhigh.k12.ca.us](mailto:rkellar@dunsmuirhigh.k12.ca.us). We will work with you to achieve the desired results.

The term \*school community\* refers to teachers, students, families, other school staff and community members.

**Please read, and check the appropriate Circles. Return with forms packet.** A copy is provided in the Forms Packet.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Administrative Responsibilities: | Faculty/Staff Responsibilities: | Family Responsibilities: | Student Responsibilities: |
|  |  |  |  |  |
| 1. | Implement with the involvement of staff, families, students and community, the school vision and a quality educational program with high standards that are widely understood and embraced by the school community.\* | Implement with colleagues, families and students the school vision and quality educational program with high standards that are widely understood and embraced by the school community.\* | * Participate with school staff and students in implementing the school vision and quality educational program with high standards that are widely understood and embraced by the school community.\* | * Participate with parents and school staff in implementing the school vision and quality educational program with high standards that are widely understood and embraced by the school community.\* |
|  |  |  |  |  |
| 2. | Provide leadership to ensure appropriate instructional practices, high academic standards, faculty, staff and student support, and the delivery of a quality core curriculum to all students. | Endeavor to motivate students to learn. Provide appropriate instruction that actively involves students, and emphasize the value of education. | * Communicate the value of education and provide home support and monitoring of student academic work and progress in school. | * Produce quality work that meets the high standards of each class and actively seek additional help when necessary. |
|  |  |  |  |  |
| 3. | Promote a safe, orderly and positive teaching/learning environment. | Provide a safe, orderly and caring classroom environment conducive to learning. | * Endeavor to provide a safe and caring home and establish a schedule with my student for study time. | * Attend school regularly, on time, and with completed homework. Follow agreed upon schedule and home/school rules. |
|  |  |  |  |  |
| 4. | Provide appropriate professional development for staff, families, and students to improve teaching and learning and to support partnerships with families and the community. | Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community. | * Take advantage of opportunities with staff that help to improve teaching and learning both at home and at school. | * Participate in school and community activities with my parents and teachers that help to improve teaching and learning both at school and at home. |
|  |  |  |  |  |
| 5. | Maintain open communication between the home and the school. | Feel free to communicate with families about student progress in school. | * Feel free to initiate regular communication with the school. | * Communicate honestly with parents what is happening at school and help to maintain open communication between the two. |
|  |  |  |  |  |
| 6. | Show respect for the school, students, staff and families. | Show respect for the school, students, staff and families. | * Show respect for the school, students, staff and families. | * Show respect for the school, students, staff and families. |



**ATTENDANCE *(See Also AR 5117)***

### Statement of Expectations-

The governing Board of the school believes that regular attendance plays a key role in student achievement. The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/Guardians of children aged 6 to 18 are obligated to send their children to school unless otherwise provided by law. The Board shall abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy.

Students will be expected to attend class regularly and to be on time in order to receive maximum benefits from the instructional program, to develop habits of punctuality, self-discipline and responsibility, and to assist in keeping disruption of the educational environment to a minimum. While it is possible for an absent student to make up much of the school work missed, it is impossible to completely compensate for absence from the classroom experience. Consistent attendance in classes in the Dunsmuir Joint Union High School District is crucial to each student’s personal and academic growth.

Students who are ill should remain at home. It is understood that there will be occasional family emergencies that may require a student to be out of school. However, parents and students are encouraged to meet all school commitments and to schedule all non-school commitments and appointments outside the regular school day. District procedure provides that given parent authorization, school personnel may, depending on the circumstances, declare other absences excused or unexcused.

Attendance

###### ATTENDANCE NOTIFICATION

##### Student and Parent Responsibilities for Attendance

* + 1. When a student is absent, the parent should notify the school within 24 hours by phone or in writing verifying the cause of the absence.
    2. Calls should be made to the Attendance Office as early as possible. If a call or written note is not received within 48 hours, the absence becomes a permanent truancy. The truancy may be cleared by a note or phone call to the Attendance Office by a parent or guardian. Failure to clear the absence may result in disciplinary action.
    3. **Notes must contain the following information**:
       1. Name of student, first and last name.
       2. Date(s) of absence and the reason for the absence, parent signature and date of signature.
       3. If more information is needed to determine absence clarification, the Attendance Office will make an attempt to contact parents by phone.
       4. When there is a part-day absence, the parent must list the periods missed, i.e., 1, 2, 3 and 4 periods, between 7:45 am and 12:30 pm.
    4. **Semester Absence Limit**

A student is allowed a maximum of 15 excused absences (not school related or doctor verified) per Term. Absences beyond the 15 will be unexcused.

* + 1. When school personnel determine that a student has been truant for one or more periods, one or more of

the following consequences may apply:

* + - 1. Referral to the Attendance Office
      2. In-House Retention
      3. Schedule change
      4. Work detail-Community Service Work
      5. Detention before or after school
      6. Parent conference
      7. Student Study Team meeting
      8. Work permit revoked or denied
      9. Suspension from school activities
      10. Dropped from a class with an “F” grade.
      11. Suspension from school
      12. Transfer to an Alternative Ed. site
    1. Any student absent from school without a valid excuse on three different school days or tardy more than

ten minutes on each of three days during the school year will be declared a truant by school personnel (excludes suspension). At that time, the parent/guardian of the truant will be notified and advised of the parent’s obligation to compel the student to meet his/her school responsibilities. The parent/guardian will also be advised of parental rights to attend a conference with a school representative to discuss solutions to the truancy problem and to be made aware of alternative education programs available in the District. Efforts will be made to improve school/home communications and identify commitments that will resolve the truancy problem. Education Code 48260 and 482605

7. Any pupil who has been reported as a truant and who is again absent for one or more days without a valid excuse shall again be reported as truant. The parent/guardian shall again be notified of the truancy and requested to attend a parent conference with the school attendance officer. Any pupil that is reported as a truant three or more times in a school year is considered a habitual truant (Education Code 48262)

with the possible placement in an alternative learning program.

##### Temporary Independent Study Programs:

It is the responsibility of the parent to notify the school prior to an extended period of absence (i.e. work, trip,

Etc.). Students who plan to be gone and are aware of it in advance, must report to the Attendance Office and

Receive a Temporary Independent Study Program. They are responsible for taking it to each of their teachers and obtaining assignments. No teacher is obligated to assign make-up work for anyone who fails to follow this procedure.

##### Off-Campus Passes:

* + 1. Students may not leave campus during school time (except for lunch), without previously being issued an off-campus pass from the Attendance Office. Off-campus passes will ONLY be issued to students for sudden illness, family emergency, and /or for medical and dental appointments that have prior authorization from parent/guardian. If a student leaves campus without authorization, the student will be considered truant and will receive an unexcused absence upon his/her return, plus additional disciplinary action. Off-campus passes issued for medical and dental appointments must be signed by the doctor’s office indicating the student’s time of arrival and departure.
    2. A student who has been issued an off-campus pass upon returning to school MUST bring the signed off-campus pass back to the Attendance Office for verification. After the off-campus pass has been signed by the Attendance Office, then the student must present the admit slip to the teacher(s) upon returning to class. If a student doesn’t have his/her off-campus pass admit, he/she should be sent to the Attendance Office.

###### Attendance Guidelines

##### The student is considered absent when he/she arrives for the student’s first class of day more than 10 minutes after the tardy bell rings, or does not arrive in the classroom that day.

##### Absence from school will be considered excused when a parent/guardian indicates to school officials one of the

following reasons:

* + 1. Illness
    2. Quarantine
    3. To receive medical, dental, or optometric services.
    4. Exclusion from school for health and safety (not more than 5 days)
    5. Jury duty
    6. Attendance at funeral services for member of immediate family
    7. Observance of a religious holiday/ceremony subject to administrative regulation and law

##### Truancy:

* + 1. Absence from class or classes without the authorization of the school and/or parent.

##### Make-up work for Absent Students:

* + 1. If the absence is EXCUSED the student will be expected to make up the work that was missed within a

period of time not to exceed the number of days excused and will receive full recognition (points, grade, credit) for the make-up work.

* + 1. Any student absence not excused by school personnel will be UNEXCUSED. Any student absence

resulting from a school suspension will be unexcused. When a student’s absence is unexcused all work, tests, projects and homework due during the period absent may be made up only at the sole discretion of the teacher. Each teacher will determine his/her classroom policy regarding make-up work. The policy will state:

* + - 1. Whether make-up work is allowed or not allowed.
      2. If make-up work is allowed, whether full credit or partial credit will be given.
    1. When school personnel determine the absence is a TRUANCY, the student will be subject to one or more

of the following disciplinary actions:

* + - 1. Detention/Campus community Service Work Program
      2. Loss of make-up privileges and zero (0) on all work for the period of absence
      3. Parent contact/conference
      4. Referral to Child Welfare/SARB
      5. In-House Suspension
      6. Placement in Alternative Education program

E. Verifying Absences:

In the event that the Attendance Office personnel deem it advisable to verify an excuse given for an absence,

they will take the appropriate steps to do so. If it is determined that the note is “forged,” or misrepresents

the facts, those incidences of absence will be treated as a truancy, and disciplinary action will be taken.

F. Teachers will include absences (tardies, unexcused, and truant absences) as part of their classroom performance

standards. Students will be notified of the teacher’s grading, attendance and behavior expectations for each

class. Administrators have copies on file of each teacher’s methods and procedures for dealing with absences,

tardies and truancies.

**UNEXCUSED TARDIES**

All tardies are cumulative, regardless of period, for an entire quarter.

First-Fourth Tardy- recorded and sent to class with a tardy pass. Parent contact after fourth tardy, by Attendance Office.

Fifth Tardy- recorded and 30-minute detention assigned. Parent contact by Administration.

Sixth Tardy- recorded and 30-minute detention assigned. Parent contact by Administration and Parent Conference requested.

Seventh Tardy- recorded and ½-day of in-house suspension assigned. Parent contact by Administration. Student Study Team referral.

Eighth Tardy- recorded and full-day of in-house suspension assigned. Parent contact by Administration.

Ninth Tardy- recorded and at home suspension assigned. Parent contact by Administration.

### Make-up work for Absent Students:

If the absence is **excused** the student will be expected to make up the work that was missed within a period of time not to exceed the number of days excused and will receive full recognition (points, grade, credit) for the make-up work.

Any student absence **not excused** by school personnel will be **unexcused**. Any student absence resulting from a school suspension will be unexcused. When a student’s absence is unexcused all work, tests, projects and homework due during the period absent may be made up only at the sole discretion of the teacher. Each teacher will determine his/her classroom policy regarding make-up work. The policy will state:

1. Whether make-up work is allowed or not allowed.
2. If make-up work is allowed, whether full credit or partial credit will be given.

Teachers will include absences (tardies, unexcused, and truant absences) as part of their classroom performance standards. Students will be notified of the teacher’s grading, attendance and behavior expectations for each class. Administrators have copies on file of each teacher’s methods and procedures for dealing with absences, tardies and truancies.

## MAKE UP AND CREDIT

Students who miss class for any of the above reasons will be offered a chance to makeup work missed and not be penalized for the absence **provided all of the following occur**:

1. The student checks into the attendance office immediately upon returning to school.
2. The student has a note, signed by a parent or guardian verifying that the absence was for one of the reasons listed above.
3. The student turns in all required makeup work when it is due. As a general rule students will be given one day to make up the work missed in one day, two days for a two day absence, etc. In case of extended absences, parents or students should contact the school to make special arrangements for makeup work.
4. It is the student’s responsibility to contact the teacher to make arrangements for make-up work.

**PERSONAL BUSINESS MUST BE CONDUCTED OUTSIDE OF THE REGULAR SCHOOL DAY.**

See the Student and Parent Information Packet for more information concerning absences, re-admittance and procedures for students 18 years old.

### Temporary Independent Study Programs

It is the responsibility of the parent to notify the school prior to an extended period of absence of 5 days or more, (i.e. work, trip, Etc.). Students who plan to be gone and are aware of it in advance, must report to the Attendance Office and Receive a Temporary Independent Study Program. They are responsible for taking it to each of their teachers and obtaining assignments. No teacher is obligated to assign make-up work for anyone who fails to follow this procedure.

## 

## TARDINESS

ALL absences other than those listed above are considered UNEXCUSED. All tardies are cumulative, regardless of class, for an entire quarter.

|  |  |
| --- | --- |
| First-Third Tardy | Recorded and sent to class with pass. |
| Fourth & Fifth Tardy | 60 minute detention assigned.  Parent contacted  Student Study Team referral.  Parent Conference requested  1st SARB Letter |
| Sixth Tardy | In-House Retention (one day)  Parent contacted by administration.  Student Study Team referral  2nd SARB Letter |
| Seventh Tardy | In-House Retention (one day)  Parent contact by Administration.  3rd SARB Letter, hearing scheduled |
| Eighth Tardy | Recorded and two day At-Home suspension assigned.  Parent contact by Administration  SARB Board Contacted for violation of contract |
| Ninth Tardy | Recorded and a two-five day suspension assigned.  Parent contact by Administration  SARB Board Contacted for violation of contract |

## TRUANCIES

First,second and third truancies – to any class, the parent will be notified. Detention, In-house retention and/or Community Service may be assigned.

Fourth and fifth truancy (defined by the law as habitual truant) – to any class, parent will be notified, and student will spend a period of time in In-House suspension. Truancies will be counted quarterly and will not accumulate from one quarter to the next.

Sixth and above- Referral to Student Study Team (SST). Possible Alternative Ed.

**DHS Attendance Procedures**

Dunsmuir High contacts every students parent/guardian each day they are absent, unless they have informed us prior to the absence i.e. a family trip. The Registrar informs the administrator of any attendance problems and the administrator meets with the student, contacts parents/guardians, discusses the issue, and when necessary assigns appropriate discipline.

A first truancy letter is sent home when a student has 3 absences. This letter is sent whether the absences are excused or unexcused. The Registrar also sends a copy of our attendance policy. The purpose of this letter is to make sure parents/guardians are aware their student has been missing school.

A second letter is sent home when a student reaches 4 absences. At this point the DHS LARB will request a meeting with parents/guardians and the student. This meeting would not be punitive but rather an opportunity to understand the situation and to assist parents/guardians in the development of a plan to solve the problem.

**Referral to County School Attendance Review Board (SARB)**

A third letter will be sent home upon the 5th absence and if the problem persists. This letter will be sent via registered mail with a copy to the Siskiyou County School Attendance Review Board (SARB) coordinator. The SARB coordinator arranges a SARB meeting. This meeting brings together law enforcement, the DA’s office, and various county social service agencies as well as Siskiyou County educators. At the meeting a student contract will be developed which will outline the problem and a plan to correct the problem. The SARB panel has broad powers that include determining where a student attends school, revocation of driver’s licenses and reducing Cal Works payments for parents/guardians.

## REPORT CARDS

Students will receive report cards four times a year. Grades attained at semester will be recorded on their permanent record. These grades will be calculated as the student's grade point average. Grades at the end of the first and third quarters of each term are reports of student progress and do not affect the permanent status of the student, although these reports do establish the student's eligibility for athletic and/or extracurricular activities.

## STUDENT EXPENSES

School property such as textbooks, uniforms, computers, calculators and other equipment are provided for the student's use; however, students may be fined for damage or loss of the above, and charged for damage or lost school property.

Students who accumulate fines for various reasons will receive a current fine notice in their initial report card by mail. For the school year final report card, notices will be mailed.

Some voluntary expenses students may encounter are:

* Yearbooks
* Fines for lost or destroyed books and or equipment
* Costs for dropped courses, if applicable
* Graduation announcements and other accessories
* Dance tickets
* Class or Club sponsored Fund Raisers

## CLOSED CAMPUS

The Governing Board of Dunsmuir Joint Union High School District, pursuant to Section 44808.5 of the Education Code, allows students enrolled at Dunsmuir High School to **leave the school grounds ONLY during the lunch period**. Neither the school district nor any officer or employee thereof shall be liable for the conduct and/or the safety of any student during such time as a student leaves the school grounds pursuant to this section.

### Visitor Policy

All visitors must register at the main office immediately upon arrival. No one is allowed to “visit” students during school hours. Adults may have children in their presence when conducting school business.

### Leaving Campus/Check-Out Procedures

Students who need to leave campus for **any** reason during the school day must have permission in writing or by telephone from their parents or legal guardians. Prior to leaving campus students will receive a written slip from the attendance office entitling them to leave and re-enter school. **STUDENTS MAY NOT LEAVE CAMPUS DURING THE REGULAR SCHOOL DAY**, except at lunch, without checking out through the school office. Students who leave campus during the lunch period and do not return for the next class will be considered truant.

**FAILURE TO FOLLOW THE CHECK-OUT PROCEDURES WILL RESULT IN DISCIPLINARY ACTION.**

### Off-Campus Passes

Students may not leave campus during school time (except for lunch), without previously being issued an off-campus pass from the Attendance Office. Off-campus passes will ONLY be issued to students for sudden illness, family emergency, and /or for medical and dental appointments that have prior authorization from parent/guardian. If a student leaves campus without authorization, the student will be considered truant and will receive an unexcused absence upon his/her return, plus additional disciplinary action. Off-campus passes issued for medical and dental appointments must be signed by the doctor’s office indicating the student’s time of arrival and departure.

A student who has been issued an off-campus pass upon returning to school MUST bring the signed off-campus pass back to the Attendance Office for verification. After the off-campus pass has been signed by the Attendance Office, then the student must present the admit slip to the teacher(s) upon returning to class. If a student doesn’t have his/her off-campus pass admit, he/she should be sent to the Attendance Office.

### Passes from Class

Students must have a written pass from their teacher or the office in order to be outside of the classroom during class time.



# Services and Privileges

## ATHLETIC TEAMS AND EVENTS (See also BP 6145.2 and AR 6145.2)

***Athletic*** activities are those activities conducted by the school which are also under the jurisdiction of the California Interscholastic Federation (C.I.F.) The Rally Squad is considered a part of the athletic program even though it is not governed by C.I.F.

**Extra-curricular** activities are those which are prepared and conducted outside the regular instructional schedule. NO academic credit is given, grades are not assigned, and the program does not meet any of the requirements for high school graduation.

**Co-curricular** activities are those, which are prepared and conducted in conjunction with a regular instructional program. Academic credit may be given, grades may be assigned, and the programs may meet some of the elective requirements for high school graduation.

***Groups covered under this policy:***

|  |  |
| --- | --- |
| Student Body Officers | Drama Productions |
| Class Officers and Activities | Robotics |
| National Honor Society (N.H.S.) | C.I.F. athletic teams |
| California Scholarship Federation (C.S.F.) | *Note: other groups and clubs as may be authorized by the Board of, Trustees and Administration* |
|  |  |

As a participant in an extra & co-curricular activity students receive certain privileges. Students and parents must remember that along with the privileges accorded students in extra activities come responsibilities. Failure to meet these responsibilities may result in the student being denied the privilege of participation in future activities.

As a participant in an athletic, extra or co-curricular activity the student assumes a position of honor and respect both in the school and in the community. To uphold this position, he/she must maintain the standards of conduct established by the Board of Trustees, and Administration of the school.

1. Students will consider the activity as only a part of their education and will do their best to achieve success not only in the activity in question, but as a student and citizen of the school as well.
2. During the season of participation, the student should have the necessary rest to maintain health, daily classroom work, and to do his/her best for the team.
3. Travel: Participants must travel to all events with the group in district provided transportation unless advance approval is given. Students may be released by the school at an away event prior to the return trip home by meeting the following criteria:
   1. Their parent/legal guardian must be present to sign the student out at the away activity.
   2. The parent /guardian must be present at the time the student is to be released by the school, after the game is completed.
   3. Under no circumstance will students be left to meet someone at a later time. If arrangements have been made for a student to return home on other than school provided transportation and that transportation does not materialize the student must return home with the group.

**4. Citizenship**: A participant may be excused from further participation or may be removed from office, or from a team by the advisor/coach or administration under the following circumstances:

1. If his/her attitude/conduct is deemed detrimental to the team or school. (This will include all on and off campus offenses that are deemed detrimental to the team or school)
2. Student becomes academically ineligible.
3. Students will be placed on Disciplinary Probation for a 1st violation of the Disciplinary Policy, or penal code violations which are deemed detrimental to the team or school. These 1st time violators are eligible to participate in practice, but may not play in games (for 2 weeks from date placed on disciplinary probation), and will remain active members of their group.
4. Students placed on Disciplinary Probation for a second time in any one academic year will be declared ineligible for extra/co-curricular activities until the next academic year.
5. Students placed on Disciplinary Probation for a 3rd time will not be allowed to participate in athletics/extra-curricular activities for the remainder of their high school career.
6. Students who commit violations that result in expulsion will not be allowed to participate in athletics/extra-curricular activities during the term of their expulsion.

**5.** **Academic Eligibility:** In order to be eligible for extra & co-curricular participation students must:

1. Be enrolled in a minimum of **20** credits of work per semester.
2. Have passed at least 20 credits of work at the completion of the last regular grading period.
3. Must be successfully progressing toward the graduation requirements as set forth by the Board of Trustees.
4. Have a 2.0 grade point average during the last reporting period.
5. Must not have received a grade of “F” during last grading period.

**6. Loss of Eligibility:** A student will be declared ineligible for participation in athletics and/ or extra & co-curricular activities if any of the following occurs:

1. If a student fails a class, the student is ineligible for the next grading period. (Semester grades will be the determining factor).
2. In addition to the no “F” policy, all students participating in athletics must maintain a 2.0 grade point average. GPA will be based on the following scale: A=4, B=3, C=2, D=1, F=0, INC=0 (an incomplete grade is considered a failing grade in determining eligibility.

**7. Probationary period of athletic, extra & co-curricular eligibility:** A student may exercise a one-semester probationary period of eligibility, if they do not meet the 2.0 or “No F” requirement. (Probation is not applicable if student receives a G.P.A. below 2.0 ***and*** a failing grade in the same grading period.) To exercise this option the student and parent must apply in writing to the athletic administrator. The granting of such a probationary period may be considered one-time during the ninth/tenth grade years and one-time during the eleventh/twelfth grade years. Probationary periods cannot run consecutively. There is no probation for disciplinary ineligibility.

**8. Alcohol, Drug and Tobacco Use:** Participants will not use or possess tobacco products, alcohol, narcotics, drugs or any intoxicant at any time during the season of the sport/activity. The season will begin the first day the team/activity participates in the sport/activity and end with the awards banquet or final performance. For example, an athlete, first day of practice in which all athletes are expected to be present is the first day of sport. Violations of this policy will be determined by school administration and handled as follows:

* **First violation –** Student/Athlete will be suspended from game action for two weeks. Student/Athlete will enroll in education/prevention program with appropriate school health official (school nurse), and undergo counseling/training. Failure to complete the education/prevention program will constitute a second violation. Student/Athlete will have four clean weekly drug screens at the students/athlete expense. Failure to successfully complete the four weekly tests will constitute a second violation. The student/athlete will be expected to practice with the team.
* **Second violation –** Student/Athlete will be dismissed from the team/activity and will be ineligible for athletics/extra-curricular activities for the remainder of the school year.
* **Third violation** **–** Student/athlete will be ineligible for athletics/extra-curricular activities for the remainder of their high school career.

**9. Signed Acknowledgment:** It will be the responsibility of the coach, advisor or teacher in charge of each program to have on file (in the school office), for each student, a copy of this Extra Curricular & Co-Curricular/Athletic Program Practices and Procedures signed by the parent/guardian and the student. NO student will be allowed to participate as a member of a group until this document is on file.

### Athletic Department Addendum

The policies listed below apply to the programs at Dunsmuir High School that provide teams for interscholastic competition in the Northern Section of the California Interscholastic Federation. The policies are in addition to the policies listed above.

Teams/groups/individuals covered under these practices and procedures:

Athletic teams (including stats &managers) (depending on student interest and staff availability)

Fall Sports: Football, Rally Squad, Cross Country and Volleyball.

Winter Sports: Basketball

Spring Sports: Baseball, Softball, Tennis, Track.

**Absences:** Attendance is required for all practices and team meetings.

If the student misses practice for any reason, other than verified illness he/she must contact the coach prior to the practice.

A student must be in school for 1/2 day (minimum 3 full classes) in order to practice.

Participants must be in all classes the day of a game, or the day preceding the game if the game is held on a Saturday. No absences will be allowed. Exceptions to this rule may be made for ~~a tardy (less than 9 minutes) to class, and absences for~~ verified appointments with doctor/dentist/court and/or prior administrative approval. Failure to comply will result in suspension from the game. In case of tournaments or multi day contests, students will be reinstated to team standing immediately following the first contest of the tournament/contest.

**Participation on other teams:**

Athletes will not participate on any other team, in the same sport, while a member of the school team (C.I.F. Rule 600).Violation of this regulation will result in suspension for the remainder of the season and may subject the student to further action by the Evergreen League, the North State Section, or Stat C.I.F

**First day requirements**

a. All students must have passed a physical examination prior to their first practice in order to participate in practice. The written proof of the physical must be on file at the school prior to any activity. Students who have not been released to play due to a previous injury or illness will be considered to have met this requirement by attending practice.

b. Students who are ineligible on the first day of practice may practice under the following conditions:

1. Working to become eligible at the next grading period.

2. Follow all team rules.

3. They may not participate in any game day

c. All students currently enrolled in DHS must declare their intent to participate within one week after team’s first contest. No space will be made/held for an athlete not present on the first day of practice. (Coaches determination)

d. Transfer students may be admitted to a team at any time at the discretion of the coach.

NO existing team member will be dropped in order to accommodate a transfer student.

4. **Physical Examinations**

No student may participate in an athletic event or practice who does not have a valid physical examination on file with the school. No exceptions will be made.

**5. Signed athletic practices and procedures on file:**

It will be the responsibility of the coach in charge of each team to have on file for each student a copy of this Athletic Practices and Procedures signed by the parent and student. NO student will be allowed to participate as a member of a team until this document is on file.

**6. Uniforms:**

**a.** Uniforms and other equipment issued by the school remain property of the school and must be returned to the school on demand.

**b.** Uniforms are provided for use during practice and games. They are not intended to be worn as part of the students ***“street attire”*** unless such wearing is arranged as a team activity.

**c.** Uniforms must be in on time and in good condition prior to the issuance of awards. Athletes will not be issued new uniforms or a uniform for another team unless all school equipment from previous participation has been returned or fees for replacement have been paid.

**7. Citizenship:**

a. A student placed on disciplinary probation will be allowed to practice but will not be allowed to participate in a game/performance, or travel with the team.

b. If any student/athlete is suspended from school (or is assigned work detail in lieu of suspension), he/she will be allowed to practice but will not be allowed to play perform or travel with the team until one week has elapsed following the suspension.

***(Revised 5-08)***

**8. Travel*:***

Participants must travel to all events with the group in district provided transportation unless advance approval is given. Students may be released by the school at an away game, prior to the return trip home by meeting the following criteria:

Student/Athletes parent/legal guardian must be present at the game, to sign the student out at the conclusion of the activity; or

Prior to the departure of an athletic team from DHS, written approval (of signed parental note), must be granted by a DHS Administrator in order to release a student/athlete to anyone but the parent/guardian after an activity. The note, authorized by DHS Administrator will be given to the coach of the activity for their information and records.

Under no circumstance will students be left to meet someone at a later time. If arrangements have been made for a student to return home on other than school provided transportation and that transportation does not materialize the student must return home with the group.

## Athlete Parent/Legal Guardian Section

As a parent or legal guardian of a student athlete I will assume the following responsibilities:

1. Aid the school in maintaining the standards set forth for Dunsmuir High School athletes.

2. Allow the athlete to represent the school on any authorized trip.

3. Authorize the school to have athlete/student given emergency treatment in case of injury.

4. Agree to provide transportation to and from home and school for all practice sessions.

In establishing any rules, guidelines or practices, the school is striving to provide the best educational experience possible for its students. The athletic department and administration have set forth the above standards with this in mind. We realize that a cooperative parent/legal guardian-school relationship is necessary for success in any education endeavor. We, therefore, ask for your support in assisting your son/daughter to abide by the regulations he/she has assumed and the pledges made by becoming a member of a Dunsmuir High School team.

In any educational program, whether it is athletics, activities or academics our number one concern is the safety and well-being of our students. The faculty, staff and Board of Trustees pledge to continue to provide as safe a program as possible for our students. To that end we ask for your participation in providing for safe activities. If at any time you are aware of any potentially dangerous situation, please contact the school administration, the coach or the supervising teacher immediately so that corrective action can be taken.

Try as we might, we are NOT able to provide a risk-free environment for our students. To help alleviate part of the financial burden that parents must face when injuries occur, the district provides each student with an insurance policy that will defray some of the costs in case of an injury during a school activity. The District must caution parents that this policy will not cover all the expenses that may be incurred as a result of a school time accident, nor does the school have the ability or resources to repay parents for out of pocket expenses for injuries.

In an effort to clarify areas of responsibility and procedures involving student injuries and continued activity, the Board of Trustees has implemented a policy to indemnify the school district and its employees. This policy requires parents and students to indemnify and hold harmless the school district, its agents or employees for injuries suffered by students who continue to participate in activities after two injuries that are similar in nature**.**

## TELEPHONE USE

The office telephones are to be used for school business only. Personal calls to students will not be handled by the office, unless the call is from the parent/guardian. Messages from parents/guardians will be forwarded to the student at the appropriate time.

## DANCES

When attending school-sponsored dances, students should be aware of the following rules of conduct and regulations:

Students, upon entering the dance, shall remain until the dance is over or until they decide to leave.

Anyone leaving the dance will not be permitted to return.

Any out-of-school guests are required to be signed-in by their host by the end of school on the Wednesday preceding the dance. No student aged or enrolled in grades under 9th grade or persons over 21 will be admitted.

Smoking cigarettes, using, being under the influence of, or possessing narcotics and/or any intoxicant at school-sponsored dances (either in the dance or on the school grounds) is absolutely forbidden.

The host student takes full responsibility for the conduct and behavior of the guest. Guests will be expected to adhere to all DHS standards and policies. If disciplinary action is needed during the dance, the guest will not be permitted to attend any school dance in the future.

## FREEDOM OF SPEECH

Each student has the right to form, hold, and express opinions and beliefs so long as the expression does not disrupt the normal operation of the school

## STUDENT PUBLICATIONS

All student publications shall be produced by students. Editing shall be done by student editors chosen by the publication staff. The principal or designated representative shall be accorded the opportunity to review material to be printed prior to the publication and may suspend publication of material considered obscene, libelous, or which will interfere with the maintenance of the educational environment. Students responsible for student publications will make known to the student body their editorial policies and standards for acceptance or rejection of material.

a. POSTING: Students shall have the right to post any literature of a non-commercial nature in any designated posting area with prior approval of the administration. The administration may deny approval only if the material is considered obscene, libelous, or disruptive of the educational environment. The name and address of the person posting the material must either be listed on the literature itself of registered in the principal's office.

b. FLYERS: Distribution of flyers shall conform to the rules and procedures set forth in the previous sections. In addition, the administration reserves the right to designate the time and place for distribution.

c. PUBLICATIONS: Distribution of publications and other printed material of a non-commercial nature shall conform to the rules and procedures set forth in previous sections. In addition, the administration reserves the right to designate a time and place for distribution.

d. VISIBLE SYMBOLS: Students shall have the right to wear buttons, arm bands, and other badges of symbolic expression provided these expressions are not obscene, libelous, promote illegal activity, gang affiliation or interfere with the maintenance of the educational environment.

## PARTICIPATION IN CEREMONIES

The student has the right to choose whether or not to participate in school related ceremonies for a student’s recognition. However, if the student chooses not to attend the ceremony, the award may be withheld. The student has the responsibility to notify the person in charge prior to the ceremony if they are unable to attend the ceremony but wish to receive the award.

Site Council

Site Council is a group of individuals that meets four times a year to guide and review the School Plan. It allows the school to evolve and grow with the times; to improve the curriculum and instruction that provide the skills and knowledge students will need to be successful and productive in a changing world. It is the goal that the School Plan meet all state and federal requirements to receive funding from specific programs, and to use those monies in a way that is responsive to the needs of every student in the school.

This group is comprised of 2 Administrative staff, 2 teachers, 2 students and 2 parents (or community members). The two student representatives will be the Junior and Senior class representatives. Any student who is planning for a career in education, or who wants their college application to reflect ability for leadership, should consider applying for these positions. For more information about Site Council and the election or selection process, contact the school Principal.

## 

## School Government

Students have the right to establish and conduct a student government with maximum cooperation as possible from the administration. When recommending action, the council will specify the reason the action is desired. When responding to council recommendations the administration will specify the reasons for the decision reached. The administration has the responsibility to deal with council recommendations promptly.

## LOCKERS

Students shall be assigned lockers. Lockers and their contents are subject to search and seizure in accordance with state law.

Students are responsible for items in the lockers, and the school cannot accept the responsibility for any item that might be missing from the locker.

Students intentionally damaging lockers will lose the rights andprivileges of the lockers’ use and will be held responsible for paying costs incurred for necessary repairs.

Any alteration of the locker to prevent it from locking is prohibited. Students will be held responsible for anything found in their lockers.

## LIBRARY SERVICES

The Dunsmuir High School Library is set up for the use of the students and the faculty. The level of student services depends on cooperation from the student. This means handling all books with care and respect, returning books promptly and making every attempt to keep lost books at a minimum.

Library rules are:

* Most books which circulate go out for two weeks.
* The Library will attempt to maintain regular hours as personnel is available.
* Students will conduct themselves in a courteous and quiet manner.
* A staff member must be present for students to use the library. That staff member must be trained in the computer system in order to check books in our out. Contact Arlene Dinges for training information.
* Students may not use the library during regular class time without authorization from their teacher for that period.
* Students may check out up to two books. The initial period will be for ten school days. Two additional renewals are allowed for two weeks each – unless there is a waiting list for the book. Book must be present for renewal.
* Teachers may check out up to 10 books and have them for the entire semester, and may renew them once for an additional semester.
* If an entire class comes in at one time, their teacher is to be with them.
* All books are to be returned to the library at least 3 weeks prior to summer vacation.
* Lost books must be replaced in similar condition, or paid for. All fines and charges must be paid prior to issuance of a yearend report card or diploma.
* The books in the Reference Section may not be checked out.
* Library computer stations are to be used in the same manner as the ones in the computer lab. Same rules apply. See the adult in charge if you have difficulty logging on. They are set to print in the Library.
* The Television is to be used for legitimate study or research only, and is available only if a teacher is not using it.
* PLEASE, NO FOOD OR BEVERAGES ARE TO BE CONSUMED IN THE LIBRARY
* Donations of books are welcome if they meet our needs. See our Library Plan for more information.

## CASHING OF CHECKS AND POSTAGE

The office will not be responsible for the cashing of checks. The only time the office will take a check is for the payment of a fine or school activity, etc. If a check is returned by a bank for “Not Sufficient Funds”, etc., the student and/or parent/guardian is responsible for making the check good plus any expenses incurred for processing of returned checks.

Students are responsible for the purchase of stamps and the mailing of their personal mail at the Post Office.

## USE OF FACILITIES/EQUIPMENT

Any student or group of students may use any school facility or equipment by requesting said use in writing to the Superintendent. Use may be granted providing there is proper supervision, the facility is not needed for school purposes, and the use is consistent with the Board of Education policy.

## SPECIALTY SERVICES

Any student has the right to request consultation and referral for physical and/or emotional health concerns. Requests can be made to the Superintendent/Principal or a member of the school staff. The County School Nurse, School Psychologist, and other community resources are available upon request. Services will be confidential for students as defined by California State Law.



Behavior and CONSEQUENCES

**(Revised 7/12/23)**

**Behavior and Consequences   
(Revised 2-9-23) with comments and suggestions by RK**

The following is a list of the types of behaviors that are not acceptable and will be dealt with in the manner suggested below. It is our goal to enforce disciplinary action deemed by our school community to be appropriate and specific.

A student is responsible for his/her own behavior. It is expected that a Dunsmuir High School student will respect himself, respect others and respect both school and private property.

Prohibited conduct is any conduct that causes or creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose, or that interferes or creates a reasonable likelihood that it will interfere with a safe, secure, peaceful campus or interferes with the rights of other students.

Disciplinary action taken by school officials is merely a consequence or result of the action already taken by the student. A student should be aware of all impacts to themselves and others, and accept the consequences whenever making his/her decisions. Suspension may be in-house or at home suspension unless specifically listed. Restorative assignments may be added to any of the consequences below, where appropriate.

**\*\*\*\*\*Some behaviors and offenses may include meetings with Tobacco Cessation Specialists, Drug and Alcohol Specialist, Therapists, Counselors, etc., as may be deemed necessary.**

**TYPE OF STUDENT BEHAVIOR**

1ST Offense 2nd Offense 3rd Offense

ARSON Parent conference Parent Conference

5 day suspension 5 day suspension

Notify Law Enforcement Notify Law Enforcement

Notify Fire Dept. Notify Fire Dept.

Recommendation of expulsion. Recommendation of expulsion.

BUS CONDUCT Pupil Warning Parent Conference Parent Conference

Parent Notification Suspend riding privilege Loss of Riding privilege

Possible parent conference for up to 1 week Suspension

Possible suspension of Possible school suspension

riding privilege Possible In-House Retention

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CAFETERIA WARNING Pupil warning Parent conference Parent conference

Cafeteria Clean-up Cafeteria Clean-up Loss of Cafeteria privilege

Possible detention Suspension of cafeteria 1-3 day school suspension

Parent Contact privileges

Possible school suspension School suspension

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CUTTING CLASS Parent notification Parent Notification Parent Notification/Conference

Detention of 60 min. Detention of 60-120 min. 2-5 day Suspension

Possible In-House Retention Possible In-House Retention SARB

Possible Community Service Possible school suspension

Possible Community Service

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CLASSROOM DISRUPTION Pupil warning/see class rules Parent conference Parent conference

Possible parent conference Detention 1-5 day suspension

Possible detention Possible In-House Retention

Possible In-House Retention Possible Suspension

COMPUTER USE Possible parent conference Parent conference Parent conference

VIOLATION Possible detention 1 Day In-House Retention suspension

Possible In-House Retention Notify law enforcement Notify law enforcement

Possible notification to Suspend computer privileges Possible expulsion or CDS

Law enforcement Possible school suspension

Possible loss of computer privilege

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DEFIANCE OF AUTHORITY Possible parent conference Parent conference Parent conference

Possible detention In-House Retention 2-5 day suspension

Possible In-House Retention Possible school suspension Possible expulsion or CDS

DESTROYING OR DEFACING Parent conference/notification Notify Parent Notify parent

PROPERTY/GRAFFITTI Possible detention N otify law enforcement Notify law enforcement

Possible In-House Retention 2-5 day suspension 5-daySuspension

Possible restitution Restitution as necessary Restitution

Possible Notify law enforcement Possible Expulsion or CDS Expulsion or CDS

Possible suspension/Expulsion

DISRESPECTFUL BEHAVIOR Parent conference/notification Parent conference Parent conference

Possible detention detention 2-5 day suspension

Possible In-House retention Possible In-House/suspension Possible expulsion or CDS

DRESS POLICY Discuss dress code Parent notification Parent Notification

Require change of clothing Detention Parent conference

Possible detention Possible In-House retention Possible suspension

Possible In-House retention Require change of clothing

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ENDANGERING SAFETY Notify Parent Notify parent Notify law enforcement

OF OTHERS Parent conference Parent Conference 5 day suspension

Possible law enforcement 2-5 day suspension Possible Expulsion/refer to Alt.Ed.

notification Law enforcement

Possible suspension notification

EXTORTION Parent conference/notification Parent conference Notify law enforcement

Possible 2-5 day suspension Notify law enforcement Recommendation for Expulsion

Possible recommendation for Recommendation for Expulsion

Expulsion

Notify law enforcement

FALSE ALARM 1-3 day suspension Recommendation for Expulsion Recommendation for Expulsion

Notify law enforcement Notify law enforcement

Parent conference/notification Parent conference

Notify Fire Dept. Notify Fire Department

Possible Recommend for Expulsion

FIGHTING Parent notification/conference Parent conference Parent conference

1-2 day suspension Notify law enforcement 5 day suspension

Possible law enforcement 2-5 day suspension Recommendation for Expulsion

notification Possible Expulsion or referral to or referral to Alternative Ed.

Alternative Ed.

**(When a fight results in serious bodily injury, a recommendation for Expulsion may be made)**

FORGERY Parent notification Parent conference Parent conference

Detention 1 day suspension 5 day suspension

Possible notify law enforcement Possible notify law enforcement Possible recommendation for Expulsion

Possible In-House Retention or Alternative Ed.

1st Offense 2nd Offense 3rd Offense

GANG RELATED Parent conference Notify parent Notify parent

NAMES, SYMBOLS, Notify law enforcement Notify law enforcement Notify law enforcement

DRUGS, INAPROPRIATE Possible clothing restrictions Clothing restrictions 5 day suspension/Possible

SLOGANS Possible school suspension 2-5 day suspension recommendation for Expulsion

HARASSMENT/BULLYING- Notify parent Parent conference Notify parent

INCLUDES RACIAL/ Pupil warning/Cease & Desist 2-5 day suspension Parent conference

SEXUAL Detention Possible referral to Alternative Ed. Notify law enforcement

Possible law enforcement notify Notify law enforcement 5 day suspension

Possible suspension May recommend Expulsion

ILLEGAL PARKING Pupil warning Parent conference/notification Possible suspension

Possible law enforcement Possible suspension of parking Suspension of parking privileges

notification/citation privileges Possible law enforcement notification/

citation

INAPROPRIATE DISPLAY Pupil warning Notify parent Parent conference

OF PUBLIC AFFECTION Possible detention Parent Conference Suspension

Possible In-House Retention Detention

Possible In House Retention/Suspension

LEAVING CAMPUS W/O Pupil warning Notify parents Parent conference

SCHOOL AUTHORIZATION/ Detention Detention 2-5 day In House Retention

PASS Possible In House Retention 2 day In-House Retention Possible School suspension

LITTERING Pupil warning Notify parent Parent conference

Clean up litter Clean up litter clean up litter

Possible detention Detention 2 day In House-retention

Possible In-House Retention Possible In-House Retention Possible school suspension

Possible community service Community service

LOITERING DURING Pupil warning Notify parent Parent conterence

SCHOOL HOURS OR Possible detention Detention 1-5 day Suspension

DURING OTHER SCHOOL Possible In House Retention In-Housed Retention

ACTIVITIES Possible Notify Law Enforcmt.. Possible school suspension

1st Offense 2nd Offense 3rd Offense

ON-CAMPUS DRIVING IN Parent notification Parent conference Parent conference

UNSAFE MANNER Pupil warning Suspension of driving privilege and/or Loss of driving privilege

Possible suspension of Suspension from school 2-5 day suspension

driving privilege Notify law enforcement Notify law enforcement

Possible law enforcement

notification

OUT OF CLASS W/O PASS Possible detention Detention Parent conference

Possible In-House Retention Parent notification In-House Retention

Possible In-House Retention Possible school suspension

PLAGIARISM/CHEATING Notify parent Parent conference Parent conference

(Also see classroom rules) Pupil warning Detention In-House retention

Possible detention Possible In-House retention Possible school suspension

POSSESSION OF ALCOHOL Parent conference Parent conference Parent conference

1-2 day suspension 2-5 day suspension Alternative Ed. or recommendation

Possible notification of Possible Alternative Ed. for Expulsion

Law enforcement Notify law enforcement Notify law enforcement

Diversion counseling Diversion counseling Diversion counseling

POSSESSION OF DRUGS OR Parent conference Parent conference

PARAPHERNALIA 1-5 day suspension 5 day suspension

Possible recommendation Recommendation for Expulsion

for Expulsion or Alternative Notify law enforcement

Ed. Diversion counseling

Notify law enforcement

Diversion counseling

POSSESSION OF Parent conference Notify law enforcement Notify law enforcement

DANGEROUS OBJECTS 1-5 day suspension 5 day suspension 5 day suspension

Notification of Referral for Alternative Ed. Recommendation for Expulsion

law enforcement Possible Recommendation for Expulsion

Possible Expulsion/refer Alt Ed.

POSSESSION OF TOBACCO Parent notification Parent conference Parent conference

1-2 day suspension 3-5 day suspension 5 day suspension

Possible law enforcement Notify law enforcement Notify law enfrocement

notification Diversion program Possible Expulsion

Possible diversion program Possible Recommend fro Expulsion

1st Offense 2nd Offense 3rd Offense

POSSESSION OF WEAPON Parent conference NA NA

OR REPLICA 5- day suspension

Notify law enforcement

Recommendation for Expulsion

PROFANIT/OBSCENE Notify Parent Parent conference Parent conference

BEHAVIOR/LANGUAGE/ Detention In-House Retention 2 day In-House Retention

GESTURES Possible In-House Retention Possible school suspension Possible school suspension

RIDING SKATEBOARDS/ Confiscate Confiscate Confiscate

SKATES/BIKES/ETC. on Parent notification Notify parents Parent conference

Campus Possible detention In-House Retention 1-2 day suspension

Possible In-House Retention Possible law enforcement notification Law enforcement notification

THEFT Parent conference Parent conference Parent conference

Detention In House Retention School suspension

Possible In House/suspension Possible school suspension Recommendation for Expulsion

Possible notification of Notify law enforcement Notify law enforcement

law enforcement

THREATENING OR Notify parent Parent conference Parent conference

VERBALLY ATTACKING Pupil warning In House Retention School suspension

ANOTHER STUDENT Detention Notify law enforcement Notify law enforcement

Possible law enforcement Possible school suspension Recommendation for Expulsion

notification/ Possible In-House retention

THREATENING OR Parent conference Parent conference

ATTACKING SCHOOL 5 day suspension 5 day suspension

EMPLOYEE Possible Alternative Ed. Notify law enforcement Notify law enforcement Recommendation for Expulsion

1st Offense 2nd Offense 3rd Offense

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TRAFFICKING DRUGS Parent conference NA NA

5 day suspension

Notify law enforcement

Recommendation for Expulsion

UNAUTHORIZED Parent conference Parent conference Notify law enforcement

OCCUPANCY OF SCHOOL Suspension 2-5 day suspension 5-day Suspension

FACILITIES BY PUPILS Possible notification of Notify law enforcement Recommendation for Expulsion

law enforcement Possible recommendation for Expulsion

UNAUTHORIZED POSSESSION Notify parent Notify parent Parent conference

OF NON-SCHOOL Confiscate material Confiscate material Confiscate material

RELATED PARIPHENALIA Detention In-House Retention 2-5 day suspension

Possible In House Retention Possible school suspension

UNDER THE INFLUENCE Parent conference Parent conference Parent conference

OF DRUGS OR ALCOHOL 2-5 day suspension 5 day suspension 5 day suspension

Notify law enforcement Possible Alternative Ed. Recommendation for Expulsion

Diversion Counseling Notify law enforcement Notify law enforcement

Diversion counseling



# Safety and Wellness

## General Overview

For the School’s *Comprehensive Safety Plan,* please contact the office at 530-235-4835 or Ray Kellar at [rkellar@sisnet.ssku.k12.ca.us](mailto:rkellar@sisnet.ssku.k12.ca.us).

The Dunsmuir Joint Union High School District has developed a set of Emergency Action Plans. The complete guide is available for your review in the Dunsmuir High School office. The first and foremost objective of this Guide is the protection and safety of the students of Dunsmuir High School. These Plans include responses to:

Bomb Threat

Chemical Accident/Hazardous Materials

Earthquake/Volcanic Action

Emotional Crisis

Explosion or Threat of Explosion

Fallen Aircraft

Fire - Structure/Wildland

Flood/Mudslide/Dam Breaking

Medical Emergencies

Severe Windstorm

Violent Situation/Aggressive Behavior/Hostage Alert

War

Every staff member has become thoroughly familiar with the content of this Guide and the students will be instructed in its provisions with periodic drills. The most important skill to remember in case of an emergency is to “ACT” not “REACT”. Teachers should instruct students to act in the same manner on their own to this type of catastrophe in case it occurs when the teacher is temporarily not present.

Several Drills will be held throughout the year, in order to instruct students how to respond to various scenarios.

It is important to remember that no students will be dismissed from school unless the Incident Commander says it is safe to do so and a parent (or individual designated by a parent on the Emergency Information Card) comes for him/her and in some instances, only when directed to do so by law enforcement. Keep this in mind when filling out your Emergency Information card and be sure it is up to date at all times.

All parents, or designated parties, who come for students must have them signed out at the office or at the temporary Student Release Station at the entrance of the school building/s. Signs will be posted at the bottom of the hill if this alternate location is required.

We are prepared to care for your children in times of critical situations. If you are not able to reach the school, we will care for your child here. We have a number of people with first-aid certificates, and we will be in communication with various local emergency services. We do ask for help in the following areas:

1. Please do not call the school - we must have the lines open for emergency calls.
2. Following an incident/disaster do not immediately drive to the school - streets and access to our school may not be accessible. The school access route and street entrance areas must remain clear for emergency vehicles.
3. Do turn your radio or television to a local station for information. Information and directions will be given as it can be released:

Ch 15 KLDD 91.9 FM Jefferson Public Radio

Ch 3 KZRO 100.1 FM Z100

KDRV (ABC – Ch 7 NLC) KSYC 103.9 FM

KOBI (NBC – Ch 5 NLC) KRCR (ABC - Ch 12 NLC)

KTVL (CBS/CW - Ch 10/6 NLC) NLC Northland Cable TV – *be sure to check your listings*

4. The phone Alert System will be used for notification and/or the web site at dunsmuirhigh@k12.ca.us.

Thank you so much for your help, understanding and support.

## INTERNET (See also BP 6163.41 et. Seq.)

### Potential Risks

Parents should be aware that there are a few risks for children who use on-line services. These risks can be diminished greatly through supervision at home and school, and through student net use policies such as the one enclosed. Teenagers are more likely to be at risk because they often use computers unsupervised and because they are more likely than younger children to participate in on-line discussions regarding companionship, relationships, or sexual activity. Some of the risks using the internet could include being exposed to indecent and even pornographic material, harassment, and even molestation if the child provides private information on-line or arranges an encounter with strangers. In a few cases, unsavory adults have used on-line services and on-line bulletin boards to gain a child’s confidence and then to arrange a face-to-face meeting.

Putting the risk issue into perspective, although there have been some highly publicized cases where children have been harmed through computer abuse, they are rare and occurred in situations where adults were not exercising adequate supervision.

### Guidelines for Parents

If you have internet access available at home, taking responsibility for your children’s on-line computer use will greatly minimize any potential risks of being on-line. We recommend the family internet rules which are enclosed with this publication. You may wish to posy the family rules near your computer.

### School Supervision

The school will provide reasonable supervision for students using the District’s internet access. This will include having adult supervision of student access, rules that students must follow in using that access, and the use of filtering software to prevent access to harmful and pornographic material. None of these is full proof. If a student tries hard enough at home or school, the student might be capable of circumventing either supervision of filter software. Because of this, the District includes in its Student Net Use Agreement provisions which would prevent lawsuits against the District or its employees for harm which could occur from using the internet. **Students are to use safe, smart, strong passwords and are not to share them. They are to log out of every session and return devices to the teacher who signed them out. Students will be held accountable and liable for Chromebook or other computer usage and content. Missing or damaged equipment must be paid for. Inappropriate content will trigger behavior consequences and, potentially, suspension. Inappropriate content or material includes, but is not limited to, Bullying, Ludeness, Profanity, Nudity, Sex or Violence.**

### Student Net Use Agreement

Included with this letter is a document entitled “Student Net Use Agreement and Release from Liability.” In order for students to use the District access to the internet, students and their parents or guardians must read and sign this agreement. At school we will go over the rules with students so that they understand the rules. It would be helpful if parents did the same at home, if for no other reason than to receive an education about the internet from their children.

We expect that the vast majority of students will abide by the rules and benefit tremendously from access to the internet. Such training in school will make them far more capable in school at every level, as well as more qualified for future occupations in the work world. If you have any questions or concerns about the Net Use Agreement or school district internet use in general, please feel free to contact the Superintendent.

The following are some specific items that are against school policy:

1. Using the network for commercial advertising
2. Using copyrighted material in reports without permission of the author/publisher
3. Using the network to access a file that contains pornographic pictures (no excuses will be tolerated)
4. Using the network to send/receive messages that are racists, obscene, or sexist;
5. Creating and/or placing a computer virus on the network or intentionally disabling a machine
6. Sending e-mail with someone else’s name on it
7. Using the network for sending or receiving a large number of personal messages

Violation of the above rules means that you will lose access privileges. Students shall be responsible for any expense caused the District as a direct result of their misuse of the network, its equipment, or software.

AR 5144.1 (b)

### Family Internet Use Rules

1. Remember that people encountered on-line may not actually be who they claim to be. A person claiming to be a 12 year old girl could actually be a 55 year old man.
2. Never give out identifying information (name, address, phone number, school name, age, marital status, financial information, etc.) in any public message such as chat or bulletin boards. Consider using a pseudonym or unlist your child’s name if your service allows it.
3. Never respond to messages or bulletin board items that are suggestive, obscene, belligerent, threatening, or make you feel uncomfortable. Encourage your children to tell you if they encounter such messages. If you or your child receives a message that is harassing, or a sexual nature, or threatening, forward a copy of the message to your service provider and ask for assistance.
4. Children should not respond to messages which make them feel uncomfortable.
5. Children should not send pictures on-line without parent permission.
6. In sending e-mails be sure that you are ending to someone whom both you and your children know and trust before ending the e-mail.
7. Never allow a child to arrange a face-to-face meeting with another computer user without parental permission and supervision. If a meeting is arranged, make the first one in a public place with the parent present.
8. Remember that everything you read on-line is not necessarily true. If it sounds “too good to be true”, it probably is not true.
9. Get to know the services your children use. If you do not know how to log on, have your child teach you to do so. Find out what types of information the service offers and whether there are ways for parents to block out objectionable material
10. Should you become aware of the transmission, use, or viewing of child pornography while on-line, immediately report this to the National Center for Missing and Exploited Children by calling 1-800-843-5678. Also notify your on-line service.
11. Zoom, Google Meet and other similar visual communication forms shall be implemented in a way that protects the privacy of the student’s home. Please be aware of the background visible from a computer camera in terms of private information, displays, valuables, etc. Also, please be aware of possible distractions such as other motion or noise in the background. We suggest using :
    1. A place where others in the home will not distract viewers from the teacher’s subject matter.
    2. A solid background or a computer generated background appropriate for school.

## Health - General

All our students have access to a mental health professional every school day between 12:00 and 1:00 here in Room 212. Jeremy Tocbas, LMFT, BCBA is a Behavioral Analyst and a certified Marriage and Family counselor, and also has offices in Dunsmuir.

Our school contracts with the County office of Education to provide a school nurse. Barbara is available usually two afternoons a month in room 212.

Partial List of mental health resources available to students and families

Jeremy Tocbas, LMFT, BCBA - 530-405-8794

Siskiyou County Behavioral Health - 530-918-7200

Or [www.dhcs.ca.gov/individuals/Pages/MHPContractList.aspx](http://www.dhcs.ca.gov/individuals/Pages/MHPContractList.aspx)

Alpine Health Care mental health – 530-926-9880

Partial list of other medical resources available to students and families

Dunsmuir Health Clinic - 530-235-4138

McCloud Health Clinic – 530-964-2389

Mercy Medical – Dignity health

Pine Street Clinic – 530-926-7196

Emergency Room – 855-401-2285

## STUDENT WELLNESS (See also BP 5030(a) et. Seq.)

Dunsmuir Joint Union High School District has a Wellness Policy. It is posted on the school website, and annually the updated policy is posted on the Cafeteria and gymnasium walls. The District will engage students, parents, teachers, food service professionals, health professionals and others to this end. Students will have opportunities, support, and encouragement to be physically active on a regular basis. Food and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.

## DUNSMUIR JOINT UNION HIGH SCHOOL DISTRICT WELLNESS POLICY STATEMENT ON PHYSICAL ACTIVITY AND NUTRITION

The Dunsmuir Joint Union High School District is committed to providing school environments that promote and protect student’s health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the District that:

All students in grades 9-12 will have opportunities, support, and encouragement to be physically active on a regular basis.

Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.

Qualified nutrition professionals provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

Our district participates in the Community Eligibility Program, in which ALL students qualify for free meals.

Our school will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish a linkage between health education and school meal programs, and with related community services.

## BREAKFAST AND LUNCH

Breakfast and Lunch are provided daily by our Culinary Arts classes. This includes Nutrition Break (2nd Chance breakfast). ALL students qualify for free meals. Staff, visiting parents and guests, however, must pay the posted rate for meals or for ‘a la carte’ items.

### School Meals

Meals served through the National School Lunch Program will:

* be appealing and attractive to students;
* be served in clean and pleasant settings;
* meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulation;
* offer a variety of fruits and vegetables;

See the entire Student Wellness Plan in the District office or on the district website at [www.dunsmuirhigh.k12.ca.us](http://www.dunsmuirhigh.k12.ca.us) .

# The Classroom

## STAFF AND TEACHERS

|  |  |
| --- | --- |
| **Name** | **Title/Subject** |
|  |  |
| **Administration** |  |
| Ray Kellar | Superintendent /Principal/Athletic Director/ Homeless Liaison |
| Kim Vardanega | Administrative Assistant/CBO/ Office Practices/ Library Aid |
|  |  |
| **Teachers** |  |
| Alison Howard | Science/Consumer Math |
| Jeff Cannon | English/Music/Success 101/Team Sports |
| Jeff Capps | Culinary Arts/Food Services |
| Kurt Champe | Math/Art/Robotics/Team Sports |
| Alysia Garcia | English/Drama/Computer Applications/ Communications C/Desktop Publishing/ Associated Student Body |
| Christina Bodenhammer | Resource Specialist/ Student Support Program/ Independent Study/National Honor Society |
| Goeff Giles | Woodshop/Construction |
| Jake Mekeel | Social Sciences/Economics/Spanish /Summer School/PE/Athletic Director |
| Kevin Luce’ | CTE Advisor/A-G advisor/Adult Ed Coordinator |
|  |  |
| **Staff** |  |
| Sandy Richardson | Attendance/Registrar/Office Tech |
| Jeff Ogden | Maintenance/Transportation |
| Mike Hardin | Custodian/Bus Driver |
| Arlene Dinges | Consolidated App. Coordinator/Site Council/Library |
| Bennet Gale | Drama Consultant/ Motivation and Imagination |
| Barbara Lewis | SCOE School Nurse |
| Jeremy Tacbas | Behavior Therapist |
| TBA | Various Coaches |

Note: All positions are subject to change. TBA = To Be Announced.

## Community Service Requirements

Community Service is required by all students as a graduation requirement. Students must complete a minimum of 40 Hours of Community Service during their four (4) years on campus.  This averages 10 Hours per year.

###### TIGER AWARDS CEREMONY

The Tiger Awards are designed to recognize and honor students who have achieved particular success in academics and other areas during the school year. The theme is "**Pursuit of Excellence".**

Selection is made when faculty in each department submit a list of nominees with alternates in descending order based on the following criteria:

1. Nominees may be from any grade level, with exception of Valedictorian and Salutatorian of the graduating class.

2. Nominations are made for outstanding work for this school year. The student must be enrolled in the department making the nomination.

3. As a tie breaker, past grades and courses may be taken into consideration.

4. A committee of Faculty and Administration will make final selection of the "Tiger" award in each department.

5. Parents will be notified and given an invitation to attend the awards ceremony.

## HIGH SCHOOL GRADUATION REQUIREMENTS

BP  6146.1  Instruction

**High School Graduation Requirements**

The Governing Board desires to prepare all students to obtain a high school diploma so that they can take advantage of opportunities for postsecondary education and employment.

(cf. [5127](http://gamutonline.net/displayPolicy/442999/6) - Graduation Ceremonies and Activities)

(cf. [5147](http://gamutonline.net/displayPolicy/443077/6) - Dropout Prevention)

(cf. [6011](http://gamutonline.net/displayPolicy/443083/6) - Academic Standards)

(cf. [6143](http://gamutonline.net/displayPolicy/443120/6) - Courses of Study)

(cf. [6146.3](http://gamutonline.net/displayPolicy/443145/6) - Reciprocity of Academic Credit)

Course Requirements

To obtain a high school diploma, students shall complete at least the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Four (4) courses in English (Education Code [51225.3](http://gamutonline.net/displayPolicy/899634/6))

(cf. [6142.91](http://gamutonline.net/displayPolicy/910317/6) - Reading/Language Arts Instruction)

2. Three (3) courses in mathematics (Education Code [51225.3](http://gamutonline.net/displayPolicy/899634/6))

At least one mathematics course, or a combination of the two mathematics courses, shall meet or exceed state academic content standards for Algebra I or Mathematics I. Completion of such coursework prior to grade 9 shall satisfy the Algebra I or Mathematics I requirement, but shall not exempt a student from the requirement to complete two mathematics courses in grades 9-12. (Education Code [51224.5](http://gamutonline.net/displayPolicy/226275/6))

Students may be awarded up to one mathematics course credit for successful completion of an approved computer science course that is classified as a "category c" course based on the "a-g" course requirements for college admission. (Education Code [51225.3](http://gamutonline.net/displayPolicy/899634/6), 51225.35)

(cf. [6142.92](http://gamutonline.net/displayPolicy/944050/6) - Mathematics Instruction)

(cf. [6152.1](http://gamutonline.net/displayPolicy/1049408/6) - Placement in Mathematics Courses)

3. Three (3) courses in science, including biological and physical sciences (Education Code [51225.3](http://gamutonline.net/displayPolicy/899634/6))

(cf. [6142.93](http://gamutonline.net/displayPolicy/443119/6) - Science Instruction)

4. Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics (Education Code [51225.3](http://gamutonline.net/displayPolicy/899634/6))

(cf. [6142.3](http://gamutonline.net/displayPolicy/443107/6) - Civic Education)

(cf. [6142.94](http://gamutonline.net/displayPolicy/598934/6) - History-Social Science Instruction)

5. One course in visual or performing arts, world language, including American Sign Language, or career technical education (CTE) (Education Code [51225.3](http://gamutonline.net/displayPolicy/899634/6))

To be counted towards meeting graduation requirements, a CTE course shall be aligned to the CTE model curriculum standards and framework adopted by the State Board of Education.

(cf. [6142.2](http://gamutonline.net/displayPolicy/443105/6) - World Language Instruction)

(cf. [6142.6](http://gamutonline.net/displayPolicy/910316/6) - Visual and Performing Arts Education)

(cf. [6178](http://gamutonline.net/displayPolicy/767232/6) - Career Technical Education)

(cf. [6178.2](http://gamutonline.net/displayPolicy/513060/6) - Regional Occupational Center/Program)

6. Two courses in physical education, unless the student has been otherwise exempted pursuant to other sections of the Education Code (Education Code [51225.3](http://gamutonline.net/displayPolicy/899634/6))

(cf. [6142.7](http://gamutonline.net/displayPolicy/443111/6) - Physical Education and Activity)

7. Forty (40) hours Community Service.

(cf. [6142.1](http://gamutonline.net/displayPolicy/443102/6) - Sexual Health and HIV/AIDS Prevention Instruction)

(cf. [6142.4](http://gamutonline.net/displayPolicy/443108/6) - Service Learning/Community Service Classes)

(cf. [6142.8](http://gamutonline.net/displayPolicy/443114/6) - Comprehensive Health Education)

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

(cf. [6146.11](http://gamutonline.net/displayPolicy/443141/6) - Alternative Credits Toward Graduation)

(cf. [6146.2](http://gamutonline.net/displayPolicy/443143/6) - Certificate of Proficiency/High School Equivalency)

(cf. [6146.4](http://gamutonline.net/displayPolicy/443148/6) - Differential Graduation and Competency Standards for Students with Disabilities)

Exemptions and Waivers

A foster youth, homeless student, former juvenile court school student, or child of a military family who transfers into the district any time after completing his/her second year of high school shall be required to complete all graduation requirements specified in Education Code [51225.3](http://gamutonline.net/displayPolicy/899634/6) but shall be exempt from any additional district-adopted graduation requirements, unless the Superintendent or designee makes a finding that the student is reasonably able to complete the requirements in time to graduate by the end of his/her fourth year of high school. Within 30 days of the transfer, any such student shall be notified of the availability of the exemption and whether he/she qualifies for it. (Education Code [51225.1](http://gamutonline.net/displayPolicy/1007257/6))

(cf. [1312.3](http://gamutonline.net/displayPolicy/442510/6) - Uniform Complaint Procedures)

(cf. [5145.6](http://gamutonline.net/displayPolicy/443068/6) - Parental Notifications)

(cf. [6173](http://gamutonline.net/displayPolicy/443223/6) - Education for Homeless Children)

(cf. [6173.1](http://gamutonline.net/displayPolicy/910323/6) - Education for Foster Youth)

(cf. [6173.2](http://gamutonline.net/displayPolicy/607779/6) - Education of Children of Military Families)

(cf. 6173.3 - Education for Juvenile Court School Students)

Retroactive Diplomas

Any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code [51413](http://gamutonline.net/displayPolicy/1094082/6))

The district may retroactively grant a high school diploma to a former student who was interned by order of the federal government during World War II or who is an honorably discharged veteran of World War II, the Korean War, or the Vietnam War, provided that he/she was enrolled in a district school immediately preceding the internment or military service and he/she did not receive a diploma because his/her education was interrupted due to the internment or military service. A deceased former student who satisfies these conditions may be granted a retroactive diploma to be received by his/her next of kin. (Education Code [51430](http://gamutonline.net/displayPolicy/315505/6))

In addition, the district may grant a diploma to a veteran who entered the military service of the United States while he/she was a district student in grade 12 and who had completed the first half of the work required for grade 12. (Education Code [51440](http://gamutonline.net/displayPolicy/132717/6))

Legal Reference:

EDUCATION CODE

47612 Enrollment in charter school

48200 Compulsory attendance

48412 Certificate of proficiency

48430 Continuation education schools and classes

48645.5 Acceptance of coursework

48980 Required notification at beginning of term

49701 Interstate Compact on Educational Opportunity for Military Children

51224 Skills and knowledge required for adult life

51224.5 Algebra instruction

51225.1 Exemption from district graduation requirements

51225.2 Pupil in foster care defined; acceptance of coursework, credits, retaking of course

51225.3 High school graduation

51225.35 Mathematics course requirements; computer science

51225.36 Instruction in sexual harassment and violence; districts that require health education for graduation

51225.5 Honorary diplomas; foreign exchange students

51225.6 Compression-only cardiopulmonary resuscitation

51228 Graduation requirements

51240-51246 Exemptions from requirements

51250-51251 Assistance to military dependents

51410-51413 Diplomas

51420-51427 High school equivalency certificates

51430 Retroactive high school diplomas

51440 Retroactive high school diplomas

51450-51455 Golden State Seal Merit Diploma

51745 Independent study restrictions

56390-56392 Recognition for educational achievement, special education

66204 Certification of high school courses as meeting university admissions criteria

67386 Student safety; affirmative consent standard

CODE OF REGULATIONS, TITLE 5

1600-1651 Graduation of students from grade 12 and credit toward graduation

4600-4687 Uniform complaint procedures

COURT DECISIONS

O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

Management Resources:

WEB SITES

CSBA: [http://www.csba.org](about:blank)

California Department of Education, High School: [http://www.cde.ca.gov/ci/gs/hs](about:blank)

University of California, List of Approved a-g Courses: [http://www.universityofcalifornia.edu/admissions/freshman/requirements](about:blank)

Policy DUNSMUIR JOINT UNION HIGH SCHOOL DISTRICT

adopted: January 17, 2018 Dunsmuir, California

AR  6146.1

Course Requirements

For the chart below the number of semesters required for graduation is the number of semesters that a student must receive a passing grade, and at least one (1.0) unit. The number of units is the minimum number of units that must be accumulated during the required semesters of work.

Subject / Credits

English 40 Credits

History 20 Credits

Government and Economics 10 Credits

Math 30 Credits

Physical Education 20 Credits

Science 30 Credits

Vocational Arts 10 Credits

Computer Literacy/Communications 10 Credits

Fine Arts/Humanities 10 Credits

Success 101 10 Credits

Students must take additional 40 academic and vocational elective courses to meet the 230 unit graduation requirement.

Dunsmuir High School Graduation Requirements

Students who earn beyond the minimum for a subject area may use those units to satisfy the electives requirements.

1. History includes two semesters each of World History and U.S. History plus one Semester each of American Government and Economics.

2. All students must pass three mathematics courses with a minimal requirement of Integrated Math I

3. Three years of science coursework to include: Physics, Biology and Chemistry

4. Fine Arts/Humanities include Music, Desktop Publishing, Drama, World Language, Art, Music, and Work Cultures and the Arts.

5. Vocational Art includes: Computer Applications/Communications, Food Service, Culinary Arts, Wood Shop, Work Experience, Library Aide and Office Practices

6. Forty (40) hours of Community Service.

Certificates of Completion

Students not passing the Integrated Math I requirement but meeting all other graduation requirements will receive a Certificate of Completion. Those students who have met the requirements for a Certificate of Completion prior to the commencement ceremony qualify to participate in the commencement ceremony.

Notifications

Requirements for graduation and specified alternative means for completing the prescribed course of study shall be made available to students, parents/guardians, and the public. (Education Code [51225.3](http://gamutonline.net/displayPolicy/0/))

(cf. [6146.11](http://gamutonline.net/displayPolicy/443141/) - Alternative Credits Toward Graduation)

(cf. [6145.6](http://gamutonline.net/displayPolicy/443135/) - International Exchange)

(cf. [6146.2](http://gamutonline.net/displayPolicy/443143/) - Certificate of Proficiency/High School Equivalency)

In the annual notification sent to parents/guardians pursuant to Education Code [48980](http://gamutonline.net/displayPolicy/226041/), the Superintendent/Principal or designee shall include the following: (Education Code [48980](http://gamutonline.net/displayPolicy/226041/))

1. Information about district high school graduation requirements and how each requirement satisfies or does not satisfy the subject matter requirements for admission to the California State University and the University of California

2. A complete list of career technical education courses offered by the district that satisfy the subject matter requirements for admission to the California State University and the University of California, and which of the specific college admission requirements these courses satisfy

(cf. [5145.6](http://gamutonline.net/displayPolicy/443068/) - Parental Notifications)

(cf. [6143](http://gamutonline.net/displayPolicy/443120/) - Courses of Study)

(cf. [6178](http://gamutonline.net/displayPolicy/767232/) - Career Technical Education)

(cf. [6178.2](http://gamutonline.net/displayPolicy/513060/) - Regional Occupational Center/Program)

Regulation DUNSMUIR JOINT UNION HIGH SCHOOL DISTRICT

approved: April 9, 2014 Dunsmuir, California

revised: January 13, 2016

## College Admissions Requirements (Revised per 2022 website)[[1]](#footnote-1)

To be considered for admission to either the California State University system or the University of California system, you must complete 15 yearlong high school courses with a grade of C or better — at least 11 of them prior to your senior year.

Keep in mind that taking approved high school ("a-g") courses isn't the only way to satisfy these requirements. You also may meet them by completing college courses or earning certain scores various acceptable exams.

1. History/Social Science

Two years of history/social science, including:

* One year of world history, cultures or historical geography (may be a single yearlong course or two one-semester courses); and
* One year of U.S. history or one-half year of U.S. history and one-half year of civics or American government

B) English

Four years of college-preparatory English that include frequent writing, from brainstorming to final paper, as well as reading of classic and modern literature.

No more than one year of ESL-type courses can be used to meet this requirement.

C) Mathematics

Three years (four years recommended) of college-preparatory mathematics that include the topics covered in elementary and advanced algebra and two- and three-dimensional geometry. A geometry course or an integrated math course with a sufficient amount of geometry content must be completed. Approved integrated math courses may be used to fulfill part or all of this requirement, as may math courses taken in the seventh and eighth grades if the high school accepts them as equivalent to its own courses. Also acceptable are courses that address the previously mentioned content areas and include or integrate statistics, or trigonometry. Courses intended for 11th or 12th grade levels may satisfy the required third year or recommended fourth year of the subject requirement if approved as an advanced math course.

D) Science

Two years (three years recommended) of college preparatory science, including or integrating topics that provide fundamental knowledge in two of these three foundational subjects: biology, chemistry or physics. One year of approved interdisciplinary or earth or space science coursework can meet one year of the requirement. Computer science, engineering, applied science courses can be used in Area D as an additional (Third Year) science and beyond.

E) World Languages (Language other than English)

Two years, or equivalent to the 2nd level of high school instruction, of the same language other than English are required. (Three years/3rd level of high school instruction recommended). Courses should emphasize speaking and understanding, and include instruction in grammar, vocabulary, reading, composition and culture. American Sign Language and classical languages, such as Latin and Greek, are acceptable, as are Native American languages. Courses taken in the seventh and eighth grades may be used to fulfill part or all of this requirement if the high school accepts them as equivalent to its own courses.

F) Visual and performing arts

One yearlong course of visual and performing arts chosen from the following disciplines: dance, drama/theater, music, visual arts or interdisciplinary arts – or two semester long courses from the same discipline, is also acceptable.

G) College-preparatory elective

One year (two semesters), chosen from the courses specific to the elective “G” subject areas, or courses beyond those used to satisfy the requirements for A-F subjects.

## NATIONAL HONOR SOCIETY

Member selection procedures:

1. Eligible candidates **must apply** for membership in the National Honor Society.

2. All qualified sophomores, juniors, and seniors may be eligible for membership.

3. Membership is based on scholarship, character, leadership, and service.

4 Membership shall be voted upon by the faculty council which shall consist of five voting faculty members. The chapter advisor shall be an ex-officio, non-voting, sixth member of the faculty council.

5. Student's academic records will be reviewed to determine if the student meets the 3.0 cumulative scholastic average requirements.

6. Students who are academically eligible may be recommended by the faculty council to complete the Student Activity Information form.

7. The completed Student Activity Information form will be reviewed by the faculty council, along with other verifiable information about each candidate. A personal interview with

a candidate may be required.

8. Candidates receiving a majority vote of the faculty council will be inducted into the chapter.

## WILLFUL FAILURE

Success in school is based upon a lot of different factors, some of which are not in a single person’s control. However, there are many things that are pivotal in order to achieve success in school that are entirely within the control of the individual student. These include coming to class prepared to learn with all of the tools needed in each class. It also includes fully participating in daily class activities, paying attention to lectures/discussions, completing class work when it is assigned and completing homework.

Students who chronically come to class unprepared or unwilling to participate in the day’s activities are referred to as willful failures by educators. The grades of a willfully failing student are due to a lack of effort rather than the difficulty of the work assigned.

Students who do not come prepared to do their best in class frequently cause disruption to the learning environment. In addition, teachers must spend valuable instructional time dealing with underperforming student’s behavior rather than teaching the material.

Any student who comes to class unprepared or who refuses to actively participate in class activities will be assigned lunch detention. If the incident occurs in 1st or 2nd period the lunch detention will be assigned the same day. If the incident occurs in 3rd or 4th period the lunch detention will be held the next day. The parents of students assigned to lunch detention will be notified by phone.

It is the responsibility of the student assigned lunch detention to make sure they attend. Failure to do so will result in after school detention or suspension.

There is a choice. Students who feel overwhelmed and unable to cope with the daily requirements of school can seek assistance through several key people, including the School Counselor, the Resource Specialist, and the Career Academic Transition Services Coordinator.

## WORK EXPERIENCE PROGRAM

A work experience program is operated at Dunsmuir Joint Union High School District in cooperation with local businesses. Junior or Senior students are eligible to take up to 10 units of work experience credit per year, for a maximum of 20 credits during high school. In order to register for Work Experience, students must have proof of current and continuing appropriate employment. As per California Department of Education regulations there is classroom time involved and students are required to participate and complete tasks and assignments as assigned. The program is operated with regard to student’s classroom schedules and work schedules. Detailed information for this program can be obtained from the Work Experience Coordinator.

## WORK PERMITS

Any student under the age of 18 is required by the State of California to possess a valid work permit for any employment. Dunsmuir Joint Union High School requirements and applications and work permits are available from the Work Experience Coordinator. Work permits are valid only for the current school year and need to be renewed annually. Students must maintain eligibility academically for this privilege.

## CLASS SCHEDULE CHANGES

Changes must be approved and made within **1 week** of the beginning of each semester. Student/Parent generated schedule changes will only be considered at the semester breaks. The school administration/counseling office reserve the right to make class changes as necessary.

In order to involve the classroom teacher and the parent at the earliest possible moment prior to a class change, and to avoid surprises to all concerned, the following policy will be used:

Student Request for a Schedule Change: The student must request a form from the counselor. Fill it out completely.

The student will take the form home and get a signature from a parent. This signature does not approve the change by the school, but informs the school that the parent is aware that the student has requested the change with parent knowledge.

The form is to be returned to the counselor for further investigation and action.

If the change is found to fit with the student’s path to graduation, the Registrar will be notified of the change. The Registrar will enter the new information into the data base and issue a new class schedule for the student. That change will then be given to the teachers involved. The student must have this form in their possession **before** they are allowed into the new class.

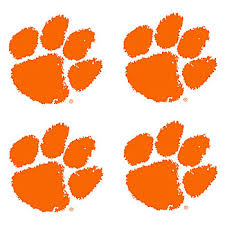
CLASS TRANSFER GUIDELINES

All students will adhere to the following guidelines regarding transfer to another class:

Week 1 of the Semester: The student makes an appointment with the counselor. The student may be required to have written permission from their parent/guardian approving the transfer.

Week 2 – 3 of the Semester: The student remains in their current course, but may make an appointment with the counselor to discuss a transfer. After discussion, the counselor may issue a “Petition to Change a Class” form. The form requires signatures of the parent/guardian, teachers involved, and counselor indicating approval/disapproval of the class change. Approval of all parties is required. When a transfer occurs, the grade from the dropped class will be factored into the new class on a pro-rated basis.

Week 4 - of the Semester: No student will be allowed to transfer from a class. Student will receive grade earned.



## Bell Schedules

**DUNSMUIR HIGH SCHOOL 2023-24**

**REGULAR BELL SCHEDULE** (385 minutes) **TEACHER WORK DAY** (265 minutes)

Monday – Friday Special Schedule as scheduled/ announced

60 minute periods / 5 minute passing Special schedule as scheduled/announced

40 minute periods / 5 minute passing

8:15 8:15

Period 1 8:20 – 9:20 Period 1 8:20 - 9:00

Nutrition 9:20 - 9:30 Nutrition 9:00 - 9:10

Period 2 9:35 – 10:35 Period 2 9:15 - 9:55

Period 3 10:40 – 11:40 Period 3 10:00 - 10:40

Lunch 11:40 – 12:15 Period 4 10:45 - 11:25

Period 4 12:20 – 1:20 Lunch 11:25 - 12:00

Period 5 1:25 - 2:25 Period 5 12:05 - 12:45

Period 6 2:30 - 3:30 Period 6 12:50 - 1:30

**FINALS SCHEDULE** (280 minutes)

Special Schedule as scheduled/announced

90 minute periods / 5 minute passing

8:15

Period x 8:20 - 9:50

Nutrition 9:50 - 10:05

Period x 10:10 - 11:40

Lunch 11:40 - 12:15

Period x 12:20 - 1:50

**LATE START OPTION 1** (280 minutes) **LATE START OPTION 2** (240 minutes)

Emergency Emergency  
40-45 minute periods / 5 minute passing 40/35 minute periods / 5 minute passing

9:55 9:55

Period 1 10:00 - 10:40 Period 1 10:00 - 10:40

Nutrition 10:40 - 10:50 Period 2 10:45 - 11:20  
Period 2 10:55 - 11:35 Period 3 11:25 - 12:00

Period 3 11:40 - 12:20 Nutrition 12:00 - 12:10

Lunch 12:20 - 12:50 Period 4 12:15 - 12:50

Period 4 12:55 - 1:40 Period 5 12:55 - 1:30

Period 5 1:45 - 2:30 Period 6 1:35 - 2:10

Period 6 2:35 - 3:20 Lunch 2:10 - 2:45

**DUNSMUIR COMMUNITY DAY SCHOOL 2022/23 – if activated**

The Dunsmuir Community Day School will operate if and only if there are students enrolled in it. It serves students in grades 9 through 12. Students work under individualized learning programs that meet their academic, behavioral, and social needs. The bell schedule below is the framework used for each school day and contains a minimum of 390 minutes a year.

**CDS Bell Schedule**

|  |  |  |
| --- | --- | --- |
| Period | Class begins | Class ends |
| 1 | 8:10 | 9:15 |
| 2 | 9:15 | 10:20 |
| 3 | 10:20 | 11:25 |
| Lunch | 11:25 | 12:05 |
| 4 | 12:05 | 1:10 |
| 5 | 1:10 | 2:15 |
| 6 | 2:15 | 3:20 |

## ACCADEMIC CALENDAR



# SECTION V – LEGAL NOTICES

# FEDERAL LAWS AND PROGRAMS

## ESSA - Every Student Succeeds Act (effective 1/1/17)

The Every Student Succeeds Act (ESSA) was signed by President Obama on December 10, 2015. It reauthorizes the 50-year-old Elementary and Secondary Education Act (ESEA), the nation’s national education law and longstanding commitment to equal opportunity for all students. The new law builds on key areas of progress in recent years. ~~The administration joined a call from educators and families to create a better law that focused on the clear goal of fully preparing all students for success in college and careers.~~

~~A Handbook for Frequently Asked Questions about ESSA is available in the school office or on line at~~ [~~http://www2.ed.gov/policy/elsec/leg/essa/faq/essatransitionfaqs050316.pdf~~](http://www2.ed.gov/policy/elsec/leg/essa/faq/essatransitionfaqs050316.pdf)

~~Below is the latest Transition Plan from the State Department of Education~~

~~(The information on this Web page was originally posted as a document attachment to the~~ [~~State Board of Education May 2016 Item 06~~](http://www.cde.ca.gov/be/ag/ag/yr16/documents/may16item06.doc) ~~[DOC].)~~

~~Prepared by: California Department of Education~~

April 2016

As the new federal administration reviews laws, some of this bill may change. Notices will be sent to all parents when and if this occurs, explaining how the changes may affect their students.

**Overview**

The Every Student Succeeds Act (ESSA), which reauthorized and updated the Elementary and Secondary Education Act (ESEA). Overall, the new law provides states more authority on standards, assessments, accountability, supports, and interventions while preserving the general structure of the ESEA funding formulas.

**Assessment**

**English Language Arts/Literacy and Mathematics Summative Assessments**

In 2016–17, California will continue to administer the Smarter Balanced Summative Assessments in English language arts/literacy (ELA) and mathematics in grades three through eight and eleven. Also, California is administering the California Alternate Assessments in ELA and mathematics to students with significant cognitive disabilities in grades three through eight and eleven (students whose Individualized Education Program [IEP] designates the use of an alternate assessment).

**California English Language Development Test**

The California English Language Development Test (CELDT) will continue to be administered. In spring 2017, a sample of school districts will participate in the English Language Proficiency Assessments for California (ELPAC) Summative Assessment field test. The operational ELPAC will replace the CELDT in 2018–19.

**Transition to the California Next Generation Science Standards Summative Assessments**

Development of the California Next Generation Science Standards (CA NGSS) Summative Assessments is currently in progress, which will replace the California Standards Test, California Modified Assessment, and the California Alternate Performance Assessment in science.

**Accountability**

California has established the LCFF evaluation rubrics. The LCFF evaluation rubrics consist of more than 20 data elements to be analyzed by LEAs annually through their LCAP. The emerging unified state and federal accountability system is composed of a concise set of indicators that comprise a selected subset of key indicators from the LCFF evaluation rubrics that will also satisfy the ESSA requirements. The accountability system will be described in the ESSA State Plan, which will be operational in the 2017–18 school year.

**Federal Law re Education**

For actual legislation, go to the following link: <https://www.ed.gov/essa?src=rn>

# ~~EVERY STUDENT SUCCEEDS ACT~~

~~This is the new Federal law governing education and use of federal grants and funding programs, replacing the previous law, no Child left Behind. Below is an article copied from the California department of Education that explains many of the new regulations and how they will affect your child’s education environment.~~

## ~~Assessments under Title I, Part A & Title I, Part B: Summary of Final Regulations~~

***~~1~~***

*~~High-quality assessments are essential to effectively educating students, measuring progress, and promoting equity. Done well and thoughtfully, they provide critical information for educators, families, the public, and students themselves and create the basis for improving outcomes for all learners. Done poorly, in excess, or without clear purpose, however, they take valuable time away from teaching and learning, and may drain creative approaches from our classrooms.~~*

*~~Two Notices of Final Regulations (NFRs) that implement provisions of Title I of the ESSA ensure states administer high-quality, annual assessments that are worth taking and provide meaningful data about student success, while also encouraging states and districts to continue to push the field of assessment forward through innovation.~~*

*~~“High-quality assessments are a critical tool that can help educators, parents, and policymakers promote educational equity by highlighting achievement gaps, especially for our traditionally underserved students, and that can spur instructional improvements that benefit all our children. At the same time, where too much focus has been placed on testing, educators, parents, and students have rightly highlighted the need for more creativity and innovation,” said U.S. Secretary of Education John B. King Jr. “Our final regulations strike a balance by offering states flexibility to eliminate redundant testing and promote innovative assessments, while ensuring assessments continue to contribute to a well-rounded picture of how students and schools are doing.”~~*

***~~Final Regulations~~***

*~~Today, the Department announces final regulations regarding assessment provisions under both Title I, part A and Title I, part B. In response to public comments, the final regulations on Title I, part A include a number of changes, including:~~*

*~~•Streamlining the criteria for evaluating state requests for waivers to exceed the cap on the percent~~*

*~~Age of children with the most significant cognitive disabilities who take an alternate assessment aligned with alternate academic achievement standards;~~*

*~~•Clarifying the parameters for the use of Native American language assessments in a Native American language school or program.~~*

*~~In response to public comments, the final regulations on Title I, part B include a number of changes, including:~~*

*~~•Clarifying that an innovative assessment may include items above or below a student’s grade level so long as the State measures each student’s academic proficiency based on the challenging State academic content standards for the grade in which the student is enrolled;~~*

*~~•Providing additional information on how a state may demonstrate that the innovative assessments and state assessments provide comparable results;~~*

*~~•Clarifying that states need to ensure that districts and schools participating in the innovative assessment demonstration pilot are providing comparable results to one another. Together, we believe these changes in the final regulations help clarify provisions in the new law and will aid states and districts in implementing high-quality assessments.~~*

***~~Supporting Flexibility for States and Districts and Promoting High Expectations for All Students:~~***

***~~Title I, Part A General Statutory Requirements~~***

*~~•ESSA requires that states establish college -and career-ready standards and maintain high expectations when assessing all students against those standards. These regulations support innovation and flexibility while maintaining a high bar for quality of the tests states use to assess all students against state-developed college-and career-ready expectations.~~*

*~~•States must assess all students, including by offering appropriate accommodations for English learners and children with disabilities, and, to the extent practicable, must develop assessments using the principles of universal design for learning, which intentionally reduce barriers and improve flexibility in how students receive information or demonstrate knowledge.~~*

*~~•Tests must measure higher-order thinking skills, such as reasoning, analysis, complex problem solving, critical thinking, effective communication, and understanding of challenging content.~~*

***~~3~~***

*~~•States have flexibility to develop new assessment designs, which may include a series of multiple statewide interim assessments during the course of the academic year that result in a single summative assessment score (sometimes described as “modular” assessments).Flexibility for locally selected, nationally recognized high school academic assessments~~*

*~~•Under ESSA and these regulations, a state may permit districts to use a nationally recognized high school academic assessments in place of the statewide high school assessment; a district using this flexibility, however, must use the same locally selected, nationally recognized assessment in all of its high schools.~~*

*~~•To ensure these tests are truly “nationally recognized,” the regulations clarify they must be given in multiple states, be recognized by institutions of higher education for the purposes of entrance or placement into courses in postsecondary education or training programs, and provide the same benefits to all students – including English learners and children with disabilities.~~*

*~~•To ensure the assessment a district uses under this flexibility meets the needs of the community, districts requesting to use a locally selected, nationally recognized high school academic assessment must consult with stakeholders and notify parents of its plans.~~*

*~~•States will review tests that districts request to use as a nationally recognized assessment in order to ensure the tests are of strong technical quality. Assessments selected under this flexibility are~~*

*~~also subject to assessment peer review, as are all statewide assessments under Title I, part A.~~*

***~~Eliminating unnecessary testing~~***

*~~•Consistent with flexibility in the ESSA, the regulations allow students taking advanced mathematics courses in eighth grade to avoid unnecessary, redundant testing by allowing those students to take~~*

*~~The assessment typically administered to high school students enrolled in that course, if their state uses end-of-course tests in high school and the course taken in eighth grade is aligned with the tested high school course.~~*

*~~•To ensure opportunities are fairly distributed, states that choose to utilize this flexibility must describe strategies to provide all students the opportunity to be prepared for and to take advanced mathematics coursework in middle school.~~*

*~~Assessing students with the most significant cognitive disabilities on alternate assessments aligned with alternate academic achievement standards~~*

*~~•To ensure that the vast majority of students take a state’s general assessment and only students with the most significant cognitive disabilities take an alternate assessment aligned with alternate academic achievement standards, the ESSA limits the number of students who may take such assessments to 1 percent of all tested students in a given subject. There is no cap on individual schools or districts.~~*

*~~•The law allows a state to request a waiver of this 1 percent cap and the regulations provide states greater clarity relating to the criteria for approving these requests to ensure that waivers are reserved for exceptional situations, in which states need to assess additional students with the most significant cognitive disabilities with such assessments and that waiver requests provide transparent state-level information on the number and percentage of students, including by subgroup, taking the alternate assessment.~~*

*~~•Recognizing that a state should do everything it can to ensure students are being held to the appropriate standards and that only students with the most significant cognitive disabilities should be taking the alternate assessment aligned with alternate achievement standards, and to ensure that it is making substantial progress toward reducing the percentage to fewer than 1 percent, the regulations require a state seeking a waiver to have a plan of action to meet the 1 percent limit in the future.~~*

***~~4~~***

*~~•Consistent with the Individuals with Disabilities Education Act (IDEA), states must have guidelines for Individualized Education Program (IEP) teams in determining on a case-by-case basis whether a student is most appropriately assessed with an alternate assessment aligned with alternate academic achievement standards.~~*

*~~•The regulations highlight the critical state role in ensuring that general and special education teachers, paraprofessionals, teachers of English learners, and other appropriate staff receive necessary training so that they know how to administer alternate assessments and make use of appropriate accommodations to support students with disabilities.~~*

***~~Supporting English learners and Native American students~~***

*~~•The regulations clarify that states must administer a single statewide English language proficiency assessment to all English learners (ELs) in grades K-12, consistent with existing state practice.~~*

*~~•States must ensure that English learners are included in academic instruction and statewide assessments by providing appropriate accommodations to all English learners.~~*

*~~•Consistent with the statutory requirement that states must make every effort to make native language assessments available for all languages present “to a significant extent” in a state, the regulations require that states define what it means for a language to be present “to a significant extent,” including that the most common language (besides English) is included in that definition.~~*

*~~•The regulations permit states to administer assessments in a Native American language to students enrolled in a Native American language school or program in any subject until the students are in high school, regardless of whether the students are identified as English learners.~~*

*~~Moving to high-quality, computer-adaptive assessments~~*

*~~•The law and regulations explain that states may develop computer-adaptive tests, which may provide a more precise estimate of a student’s ability with fewer questions than traditional tests.~~*

*~~•Even if computer-adaptive assessments include questions above or below a student’s grade level, such assessments must measure and report assessment results against grade-level academic standards to ensure all students are held to the same high standards.~~*

***~~Promoting Innovation and Next Generation Assessments: Title I, Part B General Statutory Requirements~~***

*~~•The final regulations under Title I, part B support states in implementing the new flexibility in ESSA to pilot innovative approaches to assessments.~~*

*~~•The Secretary has authority to grant flexibility to states to administer an innovative assessment in a subset of districts—instead of the statewide assessment —and to use those results for the purposes of accountability and reporting as the states scale the new systems to statewide use.~~*

*~~•Under Title I, part B, the Department may grant innovative assessment demonstration authority to up to seven states during the initial demonstration period of three years.~~*

***~~Application requirements~~***

*~~•The final regulations organize and clarify the statutory application requirements for demonstration authority, including: (1) evidence of consultation with technical experts and key stakeholders that will be affected by the new assessment system; (2) a demonstration of how the proposed innovative assessment system does, or will, meet statutory requirements for the alignment, quality, and fairness of the innovative assessment; (3) assurances related to standards and assessment requirements under the ESEA that remain in place under the authority; and (4) details on demographic and related information from participating school districts.~~*

***~~5~~***

*~~•A state may develop an innovative assessment in all required grades and subjects, or a subset of them. The innovative assessment may, in any required grade or subject, include one or more types of innovative assessments and must produce an annual summative determination of each student’s mastery of grade-level content standards.~~*

*~~•To ensure states are able to assess all students using a new assessment, as required by the law, states must describe their approach to scaling the innovative assessment statewide, including criteria for selecting participating districts and benchmarks toward achieving implementation in demographically representative districts and schools over time.~~*

***~~Selection criteria~~***

*~~•Selection criteria in the final regulations, established from statutory requirements, explain how state applications will be evaluated by peer reviewers. States are required to describe their plan for critical components of their system and their implementation plan, including a rationale for the state’s particular innovative approach; a plan for scoring the assessments to ensure unbiased, valid, and reliable results; stakeholder support for their proposal; the availability of technology, expertise, and other essential resources and conditions.~~*

*~~•States must include a plan for how the State will sustain, or make progress, toward implementation in demographically diverse districts and schools throughout the demonstration period, with annual benchmarks for achieving a representative sample of participating schools that are, as a group, demographically similar to the state as a whole.~~*

*~~•States participating in the pilot must provide supports for educators, parents, and students, including training, professional development, and other strategies for familiarizing students, parents, and teachers with the new assessments.~~*

*~~Establishing comparability~~*

*~~•States are required to ensure their innovative assessments produce results comparable to the statewide assessments and must determine comparability between the statewide assessment and the innovative assessment annually. The final regulations provide states flexibility in how to establish comparability with four suggested methodologies or an equally rigorous, state-determined methodology.~~*

*~~•States must also ensure that results of the innovative assessment, including the annual summative determination, are valid, reliable, and comparable for all students and for each subgroup of students and among participating schools and districts.~~*

***~~Transition to statewide use~~***

*~~•Consistent with the statute, the final regulations allow a state to request demonstration authority for up to five years, and to request an extension for up to two years if the state needs more time to scale its new assessment system statewide.~~*

*~~•Recognizing the differences between school districts in size and capacity, the final regulations allow districts to roll out the innovative assessment to their schools over multiple years, as long as the state ensures statewide implementation in all schools and districts by the end of its demonstration period.~~*

*~~•At the end of the pilot stage, the law and final regulations require states to submit their innovative assessments for assessment peer review, under Title I, part A, consistent with other statewide assessments.~~*

***Refer to State of California Department of Education and the United States Department of Education for updates and revisions.***

## teacher & Paraprofessional Qualifications

Dunsmuir Joint Union High School and Dunsmuir Community Day School receives Title I Federal Funds. The current legislation titled ESSA is now in effect, and this Federal law requires that parents be notified of their rights to know the professional qualifications of their child’s teacher(s) and paraprofessionals in core academic subject areas, including the following:

1. The type of state credential or license the teacher holds. Some teachers will have a credential in a particular subject area, such as English or mathematics, and others will have a multiple subject credential, which allows them to teach a variety of subjects.
2. The education level and subject area of the teacher’s college degree(s). All teachers have at least a bachelor’s degree, and many teachers have further graduate degrees, such as a masters or doctoral degree.

In addition to the qualification of the teacher, if a paraprofessional (teacher’s aide) provides your child services, you may request information about his or her qualifications. Many paraprofessionals have two years of college, and others have passed a test that verifies their qualifications.

If you would like this information, please contact the Superintendent/Principal at 530.235.4835.

## 

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

* Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
* Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
* Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  + School officials with legitimate educational interest;
  + Other schools to which a student is transferring;
  + Specified officials for audit or evaluation purposes;
  + Appropriate parties in connection with financial aid to a student;
  + Organizations conducting certain studies for or on behalf of the school;
  + Accrediting organizations;
  + To comply with a judicial order or lawfully issued subpoena;
  + Appropriate officials in cases of health and safety emergencies; and
  + State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

[Get the Latest on FERPA at https://studentprivacy.ed.gov/](https://studentprivacy.ed.gov/?src=fpco)

<https://www2.ed.gov/print/policy/gen/guid/fpco/ferpa/index.html> 6/22/21

34 CFR Part 99 – Portions show below.

**§99.4 What are the rights of parents?**

An educational agency or institution shall give full rights under the Act to either parent, unless the agency or institution has been provided with evidence that there is a court order, State statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.

(Authority: 20 U.S.C. 1232g)

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**§99.5 What are the rights of students?**

(a)(1) When a student becomes an eligible student, the rights accorded to, and consent required of, parents under this part transfer from the parents to the student.

(2) Nothing in this section prevents an educational agency or institution from disclosing education records, or personally identifiable information from education records, to a parent without the prior written consent of an eligible student if the disclosure meets the conditions in §99.31(a)(8), §99.31(a)(10), §99.31(a)(15), or any other provision in §99.31(a).

(b) The Act and this part do not prevent educational agencies or institutions from giving students rights in addition to those given to parents.

(c) An individual who is or has been a student at an educational institution and who applies for admission at another component of that institution does not have rights under this part with respect to records maintained by that other component, including records maintained in connection with the student's application for admission, unless the student is accepted and attends that other component of the institution.

(Authority: 20 U.S.C. 1232g(d))

[53 FR 11943, Apr. 11, 1988, as amended at 58 FR 3188, Jan. 7, 1993; 65 FR 41853, July 6, 2000; 73 FR 74852, Dec. 9, 2008]

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**§99.7 What must an educational agency or institution include in its annual notification?**

(a)(1) Each educational agency or institution shall annually notify parents of students currently in attendance, or eligible students currently in attendance, of their rights under the Act and this part.

(2) The notice must inform parents or eligible students that they have the right to—

(i) Inspect and review the student's education records;

(ii) Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;

(iii) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and §99.31 authorize disclosure without consent; and

(iv) File with the Department a complaint under §§99.63 and 99.64 concerning alleged failures by the educational agency or institution to comply with the requirements of the Act and this part.

(3) The notice must include all of the following:

(i) The procedure for exercising the right to inspect and review education records.

(ii) The procedure for requesting amendment of records under §99.20.

(iii) If the educational agency or institution has a policy of disclosing education records under §99.31(a)(1), a specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

(b) An educational agency or institution may provide this notice by any means that are reasonably likely to inform the parents or eligible students of their rights.

(1) An educational agency or institution shall effectively notify parents or eligible students who are disabled.

(2) An agency or institution of elementary or secondary education shall effectively notify parents who have a primary or home language other than English.

(Approved by the Office of Management and Budget under control number 1880-0508)

(Authority: 20 U.S.C. 1232g (e) and (f))

[61 FR 59295, Nov. 21, 1996]

## Protection of Pupil Rights Amendment (PPRA)

### Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

**A.** Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

**B.** Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

**C.** Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

**[School District will/has develop[ed] and adopt[ed]]** policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **[School District]** will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. **[School District]** will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. **[School District]** will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.

***Parents who believe their rights have been violated may file a complaint with****:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5901

# State Law

Students and parents need to be informed of the California state laws pertaining to students enrolled in the public high school. Teachers and administrators are charged by legal provision to act in the capacity of the parents while the student is on the school premises or going to or from school.

## NON-DISCRIMINATION POLICY

The Dunsmuir Joint Union High School District does not discriminate (including sexual harassment) on the basis of race, color, national origin, gender, sexual orientation, handicap (or disability), or age in any of its policies, procedures, or practices, in compliance with Title IX of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap) and the Age Discrimination Act of 1975 (pertaining to age). This non-discrimination policy covers admission and access to, and treatment and employment in, the District’s programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the grievance procedures may be directed to:

|  |  |
| --- | --- |
| Linda Ryan, Section 504 Coordinator | Superintendent/Principal, Title IX Coordinator |
| Dunsmuir High School | Dunsmuir High School |
| 5805 High School Way | 5805 High School Way |
| Dunsmuir, CA 96025 | Dunsmuir, CA 96025 |
| (530) 235-4835 | (530) 235-4835 |

The lack of English language skills shall not be a barrier to the admission and participation in the District’s programs.

El Distrito de le escuela Dunsmuir High no discrimina a causa de raza, sexo, orientacion sexual, color, nacionalidad edado o incapacitad en ninguna de las polizas y practices enconforme al programa Titulo IX de La Obra y Derechos Civiles de 1964 (pertenence a raza, color y nacionalidad); Title IX Enmiendos de Educacion de 1972 (pertenence al sexo); Seccion 504 de La Obra de Rehabilitacion de 1973 (pertenence a incapacitados) y La Obra Discrimacion de Edad de 1975 (pertenence a edad). La poliza de no-discrimacion cubre entrada y acceso, tratamiento y empleo en las actividades y programas en el distrito, incluyendo educacion vocacional. Para obtener una copia que cubre quejas de discrimacion y preguntas con respecto a estas polizas, llame o escriba a:

|  |  |
| --- | --- |
| Linda Ryan, Cordinador de Seccion 504 | Superintendent/Principal, Cordinador de Titulo IX |
| Dunsmuir High School | Dunsmuir High School |
| 5805 High School Way | 5805 High School Way |
| Dunsmuir, CA 96025 | Dunsmuir, CA 96025 |
| (530) 235-4835 | (530) 235-4835 |

No habra impedimento o estrada y participacion en los programas del distrito por falta de habilada con el idioma ingles.

## Child Abuse

**What is and What is Not Child Abuse**

The following information, taken from Penal Code sections 273a, 273d, and 11165.6, will assist parents or guardians in reaching the decision whether to file a complaint of suspected child abuse.

Child abuse is a physical injury which is inflicted by other than accidental means on a child by another person.

It also means the sexual abuse of a child.

It also means willful cruelty or unjustifiable punishment of a child, or willfully inflicting unjustifiable physical pain or mental suffering, or failure to safeguard a child from these injuries when the child is under a person's care or custody.

It also means unlawful corporal punishment or injury resulting in a traumatic condition.

Child abuse also means neglect of a child or abuse in out-of-home care. (Out-of-home care is defined in Penal Code Section 11165.5 as a situation where the person responsible for the child's welfare is a licensee, administrator, or employee of any facility licensed to care for children, or an administrator or employee of a public or private school or other institution or agency.)

Child abuse does not mean a mutual affray or fight between minors.

It also does not include an injury caused by the actions of a peace officer using reasonable and necessary force:

1) To quell a disturbance threatening physical injury to person or damage to property;

2) To prevent physical injury to person or damage to property;

3) For purposes of self-defense;

4) To obtain possession of weapons or other dangerous objects within the control of a child; or

5) To apprehend an escapee.

In addition, child abuse does not include injury caused by any force that is reasonable and necessary for person employed by or engaged in a public school:

1) To stop a disturbance threatening physical injury to people or damage to property;

2) For purposes of self-defense; or

3) To obtain possession of weapons or other dangerous objects within control of a pupil (see Education Code sections 44807 and 49001).

**How to File a Complaint of Child Abuse By School District Employees or Others At School Sites**

The parent or guardian of a pupil has the right to file a complaint against a school district employee or other person that they suspect has engaged in abuse of a child at a school site. 1

To ensure that an appropriate investigation takes place, the parent or guardian must file a verbal or written complaint with the local child protective agency, school district or county office of education.

As defined in the Child Abuse and Neglect Reporting Act of 1987, a child protective agency is:

1) A police or sheriff's department;

2) A county probation department; or

3) A county welfare department/child protective services.

These agencies are listed in local telephone directories under government listings. Police will be found under city government listings; sheriff, probation, welfare departments and child protective services will be found under county government listings.

The local child protective agency shall investigate the complaint (Penal Code Section 11165.14). If the complaint is substantiated, the local child protective agency is required to forward a copy of the investigation report to the governing board of the local school district or county office of education (Penal Code Section 11165.14).

Child protective agencies are also required to report every known or suspected instance of child abuse to the law enforcement agency having jurisdiction over the case and to the district attorney (Penal Code Section 11166(g).)

1 In addition, if the child is also disabled and enrolled in special education, a separate complaint may be filed with the CDE under Title 5 of the California Code of Regulations, section 4650(a)(viii)(C). This state regulation requires the CDE to investigate allegations that the child may be in immediate physical danger or that the health, safety, or welfare of the child is threatened.

# District Policy

## UNIFORM COMPLAINT PROCEDURES

### Annual Notification

The Dunsmuir Joint Union High School District has primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs implemented by the district and civil rights protections regarding sex, sexual orientation, gender, age, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability. Any complaints alleging unlawful discrimination or failure to comply with state or federal laws in adult education, consolidated categorical aid programs, migrant education, child care and development programs, child nutrition programs, vocational education, and special education programs will be reviewed and mediated or investigated by the district. The complainant will have the opportunity to provide relevant information during the investigation. Within sixty days of receipt of the complaint, the district will provide a written report to the complainant. Complaints alleging discrimination must be filed within six months from the alleged occurrence or when knowledge was first obtained. Complainants may also pursue civil law remedies through mediation centers, the county office of education, and public/private interest attorneys.

The district follows Uniform Complaint Procedures established by Board Policy # 1312.3 (a) (b) (c)/AR 1312.3 (a) (b) (c) (d). Complaints should be directed to the district compliance officer, 235-4835.

If dissatisfied with the district’s resolution of a complaint, the complainant has the right to appeal to the California Department of Education within fifteen days after the district’s report is issued. In a discrimination complaint, the complainant has the right to seek legal remedies (such as court action) when at least sixty days has passed after filing an appeal with the California Department of Education.

## Rules, Regulations and Disciplinary Actions

### Establishment of Policies, Rules and Regulations

The Dunsmuir Joint Union High School District Board of Trustees and the Superintendent have established written policies, rules and regulations of general application, governing student conduct in all schools. In addition, each principal has established certain written rules and regulations consistent with those established by the Board and the Superintendent.

**Behavior and Attendance Policy**

In order to function properly, public school education must provide an equal learning opportunity for all students. In order for an individual to exercise his/her rights as afforded by or Federal and State Constitution, he/she must be able to exercise self-discipline which will allow all individuals to exist in a changing world. The entire foundation and success of education in the Dunsmuir Joint Union High School District depends on the basic concept of self-discipline. In addition to the regular curriculum, principles and practices of good citizenship must be taught and demonstrated. This includes an appreciation for the rights of others. However, no school or school system can discharge these responsibilities if it permits students to act in an objectionable manner or to disregard rules and regulations adopted for the benefit of all individuals.

### Areas of Prohibited Student Conduct

Any conduct that causes, or creates a reasonable likelihood that it will cause, a substantial disruption in, or material interference with, any school function, activity, or purpose, or that interferes or creates reasonable likelihood that it will interfere with a safe, secure, peaceful campus or interferes with the rights of other students, is prohibited. Nothing herein is intended to restrict the exercise of legitimate First Amendment rights. The preceding standard is a general standard that should be used as a guide by all students. **Not all acts of misconduct can be itemized in this section.** The following is an enumeration of some of the main areas of conduct which may lead to disciplinary action, including possible suspension for a period in excess of five (5) school days or the balance of the semester or school year. Education Code Section 48900 enumerates those disciplinary offenses which are punishable by suspension or expulsion. Section 48900, as amended by Assembly Bill No. 2860, Chapter III, provides as follows: A pupil shall not be **suspended** from school or recommended for **expulsion** unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. 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 student had obtained written permission to possess the item from a certified school employee, with the principal’s or designee’s concurrence.
3. Unlawfully possessed, sold, or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code 11053 et seq., alcoholic beverage or intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code
5. 11053 et seq., alcoholic beverages or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as controlled substance, alcoholic beverage, or intoxicant.
6. Committed or attempted to commit robbery or extortion
7. Caused or attempted to cause damage to school or private property.
8. Stolen or attempted to steal school or private property.
9. Possessed or used tobacco or any products containing tobacco or nicotine products, including, but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.
10. Committed an obscene act or engaged in habitual profanity or vulgarity.
11. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
12. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials or other school personnel engaged in the performance of their duties.
13. Knowingly received stolen school property or private property.
14. Committed sexual harassment as defined in Education Code 212.5.

No pupil shall be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school and related to school activity or attendance which occur at any time, including, but not limited to any of the following:

* While on school grounds.
* While going to or coming from school.
* During lunch period, whether on or off campus.
* During, or while going to or coming from a school sponsored activity.

Absence as a result of suspension is unexcused. All of the student’s work, tests, projects and homework due during the period of suspension may be made up only at the sole discretion of the teacher.

The In-School Suspension program is an integral part of our discipline plan. In-House is held in the Community Day School classroom. Students have lunch on a separate schedule from the rest of the student body. Students assigned to In-House are assigned work that is relevant to the student’s infraction. After completion of the packet, students receive class work obtained from their teachers. After completion of the assigned suspension or detention, the student returns to his/her regular school schedule.

### Other Courses of Action

The superintendent, principal, administrative personnel, any teacher, or any other person authorized to be in charge of a school function or event, including but not limited to, bus drivers in the course of conveying students to and from school or school functions, are authorized to take such action in connection with student behavior as is reasonably desired or necessary. Such action shall be taken to help any student, to further school purposes or to prevent interference therewith, including but not limited to, counseling, parent conferences, assignment of additional work, rearrangement of class schedules, requiring the student to remain in school after regular school hours, or restriction of extracurricular activity.

### Behavior and Discipline

This section pertains to behavior violations as described in Section 48900 of the California Education Code, a copy of which can be found in the Student/Parent Information Guide. All behavior detentions must be served on the next Wednesday.

It is the student’s responsibility to serve detention within the appropriate time. **Failure to serve detention will result in suspension.**

Teachers will contact parents on relating minor infractions.

First infraction: Teacher will fill out a disciplinary referral; a copy will be mailed to parents/guardian; a copy goes to the office; teacher keeps a copy. Student will be assigned detention for 30 minutes to be served on Wednesdays.

Second infraction: The student faces detention and possible suspension. The VP will contact the parents by phone.

Third infraction: The Administration will follow District Guidelines, up to and possibly including suspension or expulsion.

Fourth infraction: The Administration will follow District Guidelines, up to and possibly including suspension or expulsion.

Nothing in this policy shall be construed as limiting the school administration from recommending suspension or expulsion at any time depending on the nature and seriousness of the violation(s) and the past behavior of the student.

##### WILLIAMS COMPLAINT PROCEDURES

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following:

Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that:  (Education Code 35186; 5 CCR 4681)

A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.

A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.

Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

Complaints regarding teacher vacancy or misassignment, including any complaint alleging that:  (Education Code 35186; 5 CCR 4682)

A semester begins and a teacher vacancy exists.

A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

A teacher is assigned to teach a class for which the teacher lacks subject matter competency.  
  
*Teacher vacancy* means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester.  (Education Code 35186; 5 CCR 4600)  
  
  
*Beginning of the year or semester* means the time period from the first day students attend classes for a year-long course or semester-long course though not later than 20 business days afterwards.   
  
*Misassignment*means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.  (Education Code 35186; 5 CCR 4600)

Complaints regarding the condition of school facilities, including any complaint alleging that:  (Education Code 35186; 5 CCR 4683)

A condition poses an emergency or urgent threat to the health or safety of students or staff.  
  
*Emergency or urgent threat*means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate.  (Education Code 17592.72)

A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.  
  
*Clean or maintained school restroom* means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.  (Education Code 35292.5)  
  
*Open restroom* means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs.  (Education Code 35292.5)

In any school serving any of grades 6-12, a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to, at all times, stock and make available and accessible free of cost, an adequate supply of menstrual products in every women’s and all-gender restroom, and in at least one men’s restroom.  (Education Code 35292.6)   
  
**Forms and Notices**  
  
The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint.  (Education Code 35186; 5 CCR 4680)  
  
The Superintendent or designee shall ensure that the district's complaint form specifies the location for filing a complaint and contains a space to indicate whether the complainant desires a response to the complaint. A complainant may add as much text to explain the complaint as desired.  (Education Code 35186; 5 CCR 4680)  
  
The Superintendent or designee shall post in each classroom in each school a notice containing the components specified in Education Code 35186. (Education Code 35186)   
  
**Filing of Complaint**  
  
A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises.  A complaint about problems beyond the authority of the principal shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days.  Complaints may be filed anonymously.  (Education Code 35186; 5 CCR 4680)  
  
**Investigation and Response**  
  
The principal or a designee of the Superintendent shall make all reasonable efforts to investigate any problem within the principal's or designee's authority.  (Education Code 35186; 5 CCR 4685)  
  
The principal or Superintendent's designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received.  (Education Code 35186; 5 CCR 4685)  
  
If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the principal or Superintendent's designee shall send written resolution of the complaint to the mailing address of the complainant as indicated on the complaint within 45 working days of the initial filing of the complaint.  If the principal makes this report, the information shall be reported at the same time to the Superintendent or designee.  (Education Code 35186; 5 CCR 4680, 4685)  
  
When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed.  (Education Code 35186)  
  
If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Governing Board at a regularly scheduled meeting.  (Education Code 35186; 5 CCR 4686)  
  
For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in Item #3a in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632.  (Education Code 35186; 5 CCR 4687)  
  
All complaints and written responses shall be public records.  (Education Code 35186; 5 CCR 4686)  
  
On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints.  (Education Code 35186; 5 CCR 4686)

## SUSPENSION PROCEDURES

Penalties required for a violation of the Suspension specified in AR 5144.1 Grounds for Suspension/Expulsion:

First Violation- The school official may suspend the offender for 1 to 5 days depending on the nature and gravity of the offense. POSSIBLE PARENT CONFERENCE WITH A REPORT OF THE PARENT CONFERENCE is to be completed and filed in the student’s behavior file, with copies given to the school’s Vice Principal.

Second Violation- 2 to 5 days suspension. MANDATORY PARENT CONFERENCE WITH A REPORT OF THE PARENT CONFERENCE to be completed as in (a) above. Further action including recommendation for expulsion if appropriate.

Third Violation- 2 to 5 days suspension. Referral to the Board of Trustees for possible action, including expulsion, if appropriate.

Nothing in this section shall be construed as limiting the school official from recommending expulsion at any time, depending upon the nature and seriousness of the violation(s) and the past behavior of the student.

Law enforcement agencies are to be notified as required by law for any of the above violations. School officials shall take immediate steps to notify the parent/guardian regarding the involvement of law enforcement agencies.

ANY STUDENT WHO IS SUSPENDED FOR A TOTAL OF FIVE TIMES (NOT DAYS) PER SEMESTER WILL BE RECOMMENDED FOR EXPULSION.

Attendance at any school-sponsored activity held at any facility under the jurisdiction of Dunsmuir Joint Union High School District is prohibited during the length of a suspension. Suspension runs until 8:00 am of the day following the final day of suspension.

### Pre-Placement Intervention Policy

Students may be assigned to the PPIP for non-violent, inappropriate behavior, i.e. tardies, cuts, missed detention, inappropriate attire, etc. PPI will be served on Campus and students will be required to complete written assignments as part of the suspension. PPI will be served from 8:30 am to 3:30 pm. Students on PPI are subject to all regulations of a Community Day School student. Students cannot be tardy to the PPI or further disciplinary action will be taken.

## DISCIPLINARY PROBATION

Students who are suspended or given detention for inappropriate behavior and/or violations of Section 48900 of the Ed. Code may be placed on Disciplinary Probation for one to nine weeks. Students on Disciplinary Probation must attend classes. Students are not allowed to leave campus during lunch. Students on Disciplinary Probation are ineligible for all extra and co-curricular activities for the duration of the Disciplinary Probation. They must practice with respective teams.

The standards set forth below are created within the framework of the laws, rules, and regulations of the State of California Board of Education. Compliance with these standards is a necessity for a student to continue to fully benefit from the education offered at Dunsmuir High School.

## TOBACCO, Drug and Alcohol Policy

**Dunsmuir Joint Union High School District is committed to a Drug and Alcohol Free Campus.** The abuse of illicit drugs and alcohol disrupts classes, compromises our physical and mental health, subjects us to criminal penalties, and impairs our abilities to benefit from the learning experience. Therefore, the faculty, staff and administration of Dunsmuir High School and Dunsmuir Community School ask you to support the creation of a drug and alcohol free learning environment by knowing and making others aware of high school policies and the substantial health and legal consequences of abuse.

*District Policy - Tobacco Free School 3513.3 and BP 5131.61*

Dunsmuir Joint Union High School District recognizes the health hazards associated with tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. Employees are encouraged to serve as models for good health practices that are consistent with the District’s instructional programs. In accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988 and also in accordance with the requirements of the Drug-Free School and Communities Act Amendment of 1989.

Dunsmuir High School Substance Abuse Inter Tobacco use is the world’s leading cause of preventable death, killing more Americans each year than AIDS, murders, and car accidents combined. Three thousand young people start smoking every day and almost a third of them will eventually die from smoking-related illnesses. Our school is committed to encouraging and assisting students and staff in adopting healthy life-style habits, with remaining or becoming a non-tobacco user as a priority. This memo is to inform you of the policies and programs that are in place at our school to help reach this goal.

It is school policy that the use of tobacco products is prohibited at any time or anywhere on district property and in district vehicles, by students, staff and visitors. This includes, but is not limited to, cigarettes, cigars, clove cigarettes, and smokeless, betel, and nicotine delivery devices such as electronic cigarettes.

As per California Ed Code Section 48900 and 48911, a student may be suspended for no more than 5 days for possession or use of tobacco, while on campus or during any activity that is related to school attendance, which includes the following:

1. While going to or coming from school.
2. During the lunch period whether on or off campus
3. During, or while going to or coming from, a school-sponsored activity.

As part of the disciplinary process, students found in possession of tobacco products will also be referred for cessation/education services as a part of our schools Tobacco Use Prevention Education program. This service is also available to students who would like to quit on a voluntary basis and is confidential. Adults who would like cessation services may contact the local health department or call the Smokers Helpline at 1-800-NOBUTTS for free and confidential services.

It is our hope that our entire community will join forces to help stop the use of tobacco and eliminate this deadly addiction.

### Prevention Program

All students using drugs, alcohol or cigarettes on campus, or during school sponsored events, will be enrolled in the Dunsmuir High School Substance Abuse Intervention Program. Conducted by the school nurse, the program provides accurate information to the student, identifies related issues that impact health, lifestyle and relationships and empowers the student to make informed choices. Failure to attend all prescribed sessions will result in suspension.

### Health Consequences and Referral Agencies

Use of controlled substances can lead to memory loss, indifference to academic achievement, impaired judgment, overdose, sudden death, liver disease, psychological disorders, and brain damage. Long-term alcohol abuse can cause ulcers, gastritis, pancreatitis, liver disease, cancer, loss of coordination, heart disease, stroke, emotional distress, sexual dysfunction, and other health problems.

For confidential assistance and referral call the following (updated 512/16):

Off Campus

|  |  |
| --- | --- |
| Siskiyou County Behavioral Services | 1- 800-842-8979 |
| Alcoholics Anonymous – Siskiyou County District 9 | 530 -225-8955 |
| Narcotics Anonymous | 1-530-925-6616 |

On Campus

|  |  |
| --- | --- |
| School Nurse: Stacey Shoemaker | 842-8462 |
|  |  |

### 

### Drug Testing for Athletics and Extra/Co-Curricular Activities

### BP #5131.61 Policy Summary

In order to provide for the health and safety of students, as well as providing a legitimate reason for students to say “NO” to drug use and providing the opportunity for those who use alcohol, tobacco or drugs to receive assistance, the District may conduct a mandatory drug testing program for student athletes and extra/co-curricular participants. The program is not punitive. It is designed to create a safe, drug-free environment for students, athletes, coaches, and members of the educational community and a method for obtaining information and resources for recovery. See more details related to team athletes provided under the section on SERVICES AND PRIVILEGES.

## Alateen Questionnaire

**Has Your Life Been Affected by Someone Else’s Drinking?**

**Alateen Is for You!**

*Alateen is for young people whose lives have been affected by someone else’s drinking. Sometimes the active drinking  
has stopped, or the active drinker may not live with us anymore. Even though the alcohol may be gone, and the alcoholic gone or recovering in AA, we are still affected. Many of us have received help from Alateen or Al-Anon.*

The following 20 questions are to help you decide whether or not Alateen is for you.

1. Do you believe no one could possibly understand how you feel? \_\_\_\_\_

2. Do you cover up your real feelings by pretending you don’t care? \_\_\_\_\_

3. Do you feel neglected, uncared for, or unloved? \_\_\_\_\_

4. Do you tell lies to cover up for someone else’s drinking or what’s happening in your home? \_\_\_\_\_

5. Do you stay out of the house as much as possible because you hate it there? \_\_\_\_\_

6. Are you afraid or embarrassed to bring your friends home? \_\_\_\_\_

7. Has someone’s drinking upset you? \_\_\_\_\_

8. Are mealtimes, birthdays, and holidays spoiled because of drinking or others’ reactions to the drinking? \_\_\_\_\_

9. Are you afraid to speak up for fear the drinking or fighting will start again? \_\_\_\_\_

10. Do you think the drinker’s behavior is caused by you, other members of your family, friends, or rotten breaks in life? \_\_

11. Do you make threats such as, “If you don’t stop drinking and fighting, I’ll run away?” \_\_\_\_\_

12. Do you make promises about behavior, such as I’ll “get better grades,” or “keep my room clean,” or “do anything you want,” in exchange for a promise that the drinking and fighting will stop? \_\_\_\_\_

13. Do you feel that if the drinker loved you, she or he would stop drinking? \_\_\_\_\_

14. Do you ever threaten or actually hurt yourself to scare the drinker into saying, “I’m sorry,” or “I love you”? \_\_\_\_\_

15. Do you or your family have money problems because of someone else’s drinking? \_\_\_\_\_

16. Are you scared to ride in a car with the drinker? \_\_\_\_\_

17. Have you considered calling the police because of abusive behavior? \_\_\_\_\_

18. Do you avoid dating or having close friends because they may find out about the drinking or fighting? \_\_\_\_\_

19. Do you think your problems would be solved if the drinking stopped? \_\_\_\_\_

20. Do you ever treat teachers, friends, teammates, etc. unfairly because you are angry about someone else’s drinking? \_\_\_

If you have answered yes to any of these questions, Alateen may help you. You can contact Al-Anon and Alateen   
by looking in your local telephone directory or by writing to:

**Al-Anon Family Group Headquarters, Inc.** 1600 Corporate Landing Parkway

Virginia Beach, VA 23454-5617

Telephone: 757-563-1600 Fax: 757-563-1655

Web site: [www.al-anon.alateen.org](http://www.al-anon.alateen.org) E-mail: [wso@al-anon.org](mailto:wso@al-anon.org)

**For meeting information call: 1-888-425-2666 (1-888-4AL-ANON)**

(USA and Canada, Monday - Friday, 8 a.m. - 6 p.m. ET)

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LOCAL INFORMATION For meeting information call 530-376-0159 District 4 AFG

c/o P.O. Box 990658, Redding, CA 96099-0658

Dunsmuir – For Info Call Kathy: (530) 235-5612

Or the Resource Center (530) 235-4005

Mt. Shasta - For Info Call: Lois (530) 859-1303

Yreka - For Info Call: Helen (530) 842-5821

## Transportation Safety Plan –

**PURPOSE**

This plan is designed to comply with the State of California Vehicle Code Section 22112 and the Education Code, section 39831.3 and the Thomas Edward Lanni School Bus Safety Act of 1997.

**SCOPE**

The plan covers all county offices of education, school districts, public and private schools that provide transportation to and/or from a school or any other school activity. The plan contains procedures for school transportation department personnel to follow to ensure the safe transport of pupils.

The Dunsmuir Joint Union High School District has developed this Transportation Safety Plan to ensure the safe transportation of each of our students.

Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding, or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver will be sufficient reason for a student to be denied transportation.

Your participation in our school’s transportation program is welcome. Please feel free to contact the Superintendent or Transportation Director for any further information or concerns at 235-4835.

Bus schedules for the school year are published on the web site before the opening of school each year. Students and families may obtain copies from the main office. Periodically all students receive current bus schedules as changes are made to accommodate changes in the bus route.

Students at Dunsmuir High School are entitled to be transported only if they live a distance greater than one-half mile from the school by the shortest route. The van/bus runs every day except when needed to transport students on an athletic or extracurricular outing, or in case of a breakdown.

Good behavior in a vehicle is a must for safety. The driver is in charge and serious rule infractions will result in students being subject to the standard disciplinary policy, which may include: detention, suspension or denial of transportation on a temporary or permanent basis.

The transportation rules are stated in the Dunsmuir Joint Union High School District Transportation Safety Plan included in this Student and Parent/Guardian Information Packet.

Students who wish to depart the van/bus at a site other than their home stop must have permission, in writing, from the parents/guardians. The van/bus may be periodically delayed due to the railroad or weather. **Please allow a 10 minute variation in this schedule**. A “10:00 Start Day”, when announced, means that the van/bus will run 1 ½ hours later than stated below.

**PROCEDURES FOR THE START OF A NEW SCHOOL YEAR**

School bus routes will be posted at the schools the routes serve approximately one week prior to the start of school. Students riding a school bus to and from school during the first week of the new school year will receive a copy of the “Student and Parent Information Packet” which includes the current Transportation Safety Plan and a liability release form regarding the COVID-19 pandemic and changes to transportation policy. This packet is taken home to the parents/guardians for review with the student. The parent/guardian will sign the appropriate forms stating they have received the packet.

**PROCEDURES FOR ADDING A NEW STUDENT TO A SCHOOL BUS ROUTE**

Upon registering the new student receives the Student and Parent Information Packet and must follow the same procedure as stated above. Students at D.H.S. are entitled to be transported by bus only of they live a distance greater than two miles from the school by the shortest route. When it is determined that the student lives in an area that qualifies for school bus transportation, the Transportation Director will be notified of the new student added to his/her route.

**SCHOOL BUS SAFETY**

*See Appendix C Paul Lee School Bus Safety Law*

Procedures will be followed to ensure that a pupil is not left unattended on a school bus, school pupil activity bus, or youth bus.

The pre-trip check form is initialed by the driver verifying the bus has been checked for student/s at the beginning of each route; morning, afternoon and activity trip.

The bus is equipped with an operational child safety alert system.

Drivers will sanitize bus after each use, for cleanliness and safety.

**SPECIAL TRIPS TRANSPORTATION**

Transportation of students on field trips or to and from sport events shall be in accordance with BP/AR 6153.

The Bus driver will review required school bus safety instructions with students prior to departing on school activity trips.

**LOADING AND UNLOADING**

**REQUIRED ELEMENTS OF SECTION 22112 OF THE VEHICLE CODE**

A. On approach to a school bus stop where pupils are loading or unloading from a school bus, the driver of the school bus shall activate an approved flashing amber light warning system, if the bus is so equipped, beginning 200 feet before the bus stop. The driver shall operate the flashing red signal lights and stop signal arm, as required on the school bus, at all times when the school bus is stopped for the purpose of loading or unloading pupils. The flashing red signal lights, amber warning lights, and stop signal arm system shall not be operated at any place where traffic is controlled by a traffic officer. The flashing red signal lights, amber warning lights, and stop signal arm system shall not be operated at any other time.

B. The driver shall stop to load or unload pupils only at a school bus stop designated for pupils, by the school district’s superintendent or authorized by the superintendent for school activity trips.

C. When a school bus is stopped on a highway or private road for the purpose of loading or unloading pupils, at a location where traffic is not controlled by a traffic officer or official traffic control signal, the driver shall do all of the following:

1. Check for approaching traffic in all directions and activate the flashing red light signal system and stop signal arm, as defined in section 25257, if equipped with a stop signal arm.

2. Before opening the door, ensure that the flashing red signal lights and stop signal arm are activated, and that it is safe to exit the school bus.

3. Escort all pupils in pre-kindergarten, kindergarten, or any of grades 1 to 8, inclusive, which need to cross the highway or private road. The driver shall use an approved hand held “

STOP” sign while escorting all pupils.

4. Require all pupils to walk in front of the bus as they cross the highway or private road.

5. Ensure that all pupils who need to cross the highway or a private road have crossed safely, and that all other unloaded pupils & pedestrians are a safe distance from the bus and it is safe to move before setting the bus in motion.

6. Driver will insure that all riders are wearing masks prior to loading onto bus, and that all riders are aware of the one rider per seat limit.

D. The flashing red signal lights and stop signal arm requirements imposed by sub-division (A) do not apply to locations identified by a school district in consultation with the Department of the California Highway Patrol, that are determined to present a unique traffic hazard due to roadway design or proximity to an intersection, or where special education pupils are boarding or pupils may require assistance to board or unload the school bus or school pupil activity bus. Areas as identified (see Appendix A).

**AT A SCHOOL OR OTHER TRIP DESTINATION**

Drivers will NOT operate the school bus amber/red warning lights and stop-arm at any official school loading zone.

Drivers will load or unload the bus only at safe loading and unloading zones. When driving special trips, the bus driver will make the final determination as to the safety of a loading or unloading zone.

**SAFE CONDUCT AT SCHOOL BUS STOP**

Students will practice safe pedestrian rules when walking to and while waiting at a school bus stop. Students will not damage private or public property, litter, engage in rowdy conduct, or walk in the streets. They shall cross roadways at intersections and shall use crosswalks and sidewalks whenever provided. The students will line up in a single row (with social distancing of six feet between students), six feet from the edge of the roadway as the bus approaches the school bus stop. Students will unload the bus in a single line, one at a time, without pushing the students in front of them. They will immediately move away from the danger areas around the school bus (at least twelve (12) feet in all directions.).

**BUS CONDUCT**

The safe transportation of our students requires drivers with a high level of competency, training and skill. All bus drivers meet the requirements of a comprehensive program of drug and alcohol testing as mandated by the Omnibus Transportation Employee Testing Act of 1991. All drivers for the District must have a DMV records on file with no more than two (2) violation points. The district requires students to practice safe riding habits. The Dunsmuir Joint Union High School District Governing Board has adopted rules and regulations to assist students in understanding their responsibilities while riding buses of the school district. These rules will assure safe and proper travel to and from school and are to be observed while riding the bus and waiting at school bus stops.

Parental support is important in order to ensure students know and use safe riding practices. The district asks that parents review the following rules with their students:

1. Riders shall follow the instructions and directions of the bus driver at all times.

2. Riders should arrive at the bus stop on time and stand in a safe place to wait quietly for the

bus.

3. Riders shall enter the bus in an orderly manner and go directly to their seats, loading from the back of the bus to the front of the bus. One student per seat maximum, sitting away from the aisle. Face masks may be required, depending on current health concerns.

4. Riders shall remain seated while the bus is in motion and shall not willfully obstruct the aisle

with their legs, feet or other objects. When reaching their destination, riders shall remain

seated until the bus stops and only then enter the aisle and go directly to the exit.

5. Riders will not put their feet on the seats.

6. Riders should be courteous to the driver and to fellow passengers. Students shall not bully

or harass other students, use vulgar or obscene language, or incite fighting by words or

actions.

7. Serious safety hazards can result from excessive noise or behavior that distracts to driver.

Yelling, whistling, scuffling, throwing objects, \*eating, \*drinking, standing and changing seats

are prohibited actions which may lead to suspension of riding privileges.

\***Eating and drinking on field trips and team trips will be at the discretion of the driver. Students are required to remove any and all trash.**

8. No part of the body, hands, arms or head should be put out of the window. No riders should be toughing or personally interacting with other riders. Nothings

should be thrown from the bus.

9. No yelling or shouting from the bus windows or displaying of any signage or any kind.

10. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not

damage or deface the bus or tamper with the bus equipment. Parents/Guardians or pupils

guilty of damage to a bus stop or its equipment shall pay for any necessary repairs.

11. No animals shall be allowed on the bus except certified guide dogs.

12. Riders should be alert for traffic when leaving the bus.

13. Items not permitted on campus may not be transported on the bus.

14. If equipped, must wear seatbelts.

15. No speakers or amplified music is allowed on the bus at any time. Headphones must be used!

**SCHOOL BUSES: REDUCED VISIBILITY  
34501.6.**

The governing board of a local educational agency that provides for the transportation of pupils shall adopt procedures that limit the operation of school buses when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Operational policies for school activity trips shall give school bus drivers discretionary authority to discontinue school bus operation if the driver determines that it is unsafe to continue operation because of reduced visibility.

**TRANSPORTATION SAFETY AND EMERGENCIESVC** **39831.5**

(a) All pupils in prekindergarten, kindergarten, and grades 1 to 12, inclusive, in public or private school that are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety. The county superintendent of schools, superintendent of the school district, or owner/operator of a private school, as applicable, shall ensure that the instruction is provided as follows:

(1) Upon registration, the parents or guardians of all pupils not previously transported in a school bus or school pupil activity bus and who are in prekindergarten, kindergarten, and grades 1 to 6, inclusive, shall be provided with written information on school bus safety. The information shall include, but not be limited to, all of the following:

(A) A list of school bus stops near each pupil's home.

(B) General rules of conduct at school bus loading zones.

(C) Red light crossing instructions.

(D) School bus danger zone.

(E) Walking to and from school bus stops.

(2) At least once in each school year, all pupils in prekindergarten, kindergarten, and grades 1 to 8, inclusive, who receive home-to-school transportation shall receive safety instruction that includes, but is not limited to, proper loading and unloading procedures, including escorting by the driver, how to safely cross the street, highway, or private road, instruction on the use of passenger restraint systems, as described in paragraph (3), proper passenger conduct, bus evacuation, and location of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the school bus through emergency exit doors.

(3) Instruction on the use of passenger restraint systems, when a passenger restraint system is installed, shall include, but not be limited to, all of the following:

(A) Proper fastening and release of the passenger restraint system.

(B) Acceptable placement of passenger restraint systems on pupils.

(C) Times at which the passenger restraint systems should be fastened and

released.

(D) Acceptable placement of the passenger restraint systems when not in use.

(4) Prior to departure on a school activity trip, all pupils riding on a school bus or school pupil activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit. (Appendix B)

(b) The following information shall be documented each time the instruction required by paragraph (2) of subdivision (a) is given:

(1) Name of school district, county office of education, or private school.

(2) Name and location of school.

(3) Date of instruction.

(4) Names of supervising adults.

(5) Number of pupils participating.

(6) Grade levels of pupils.

(7) Subjects covered in instruction.

(8) Amount of time taken for instruction.

(9) Bus driver's name.

(10) Bus number.

(11) Additional remarks.

The information recorded pursuant to this subdivision shall remain on file at the district or county office, or at the school, for one year from the date of the instruction, and shall be subject to inspection by the Department of the California Highway Patrol.

**PLAN REVIEW**

A. The Superintendent will review the plan on an annual basis to ensure that all sections have been implemented and all sections remain viable.

B. The plan shall be revised as necessary.

**TRAINING AND INFORMATION**

A. A training program shall be implemented which is designed to educate school bus drivers, pupils, and the public of the laws and dangers associated with pupil loading and unloading procedure.

B. Training and information program per the California Highway Patrol and Central Drug

System.

C. The training and information program shall be conducted a minimum of annually.

**APPENDIX A Modified 7/19/23**

**AM Bus Routes CR DES DHS**

The van/bus runs every day except when needed to transport students on an athletic or extracurricular outing, or in case of a breakdown. Good behavior in a vehicle is a must for safety. The driver is in charge and serious rule infractions will result in students being subject to the standard disciplinary policy, which may include: detention, suspension or denial of transportation on a temporary or permanent basis. The transportation rules are stated in the Dunsmuir Joint Union High School District Transportation Safety Plan included in this Student and Parent/Guardian Information Packet. Students who wish to depart the van/bus at a site other than their home stop must have permission, in writing, from the parents/guardians. The van/bus may be periodically delayed due to the railroad or weather. **Please allow a 10 minute variation in this schedule**. A “10:00 Start Day”, when announced, means that the van/bus will run 1 ½ hours later than stated below.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **North Bus (Green Route)** | | **South Bus (Blue Route)** |
| 7:06 | Depart Castle Rock | 6:45 | Depart Castle Rock |
| 7:23 | MS Shopping ctr (facing MS Cinima) | 7:10 | Antlers Rd |
| 7:35 | Prospect | 7:15 | Villa Market/Lakehead |
| 7:36 | Isgrigg | 7:23 | Dog Creek Rd |
| 7:37 | Wells | 7:33 | Gibson Rd |
| 7:38 | Cave Springs | 7:40 | Sims Rd |
| 7:39 | Recreation Office | 7:45 | Sweetbriar Ave |
| 7:40 | Siskiyou Ave/Apple | 7:50 | Castle Rock unloading |
| 7:41 | DES Unloading | 8:00 | DHS unloading |
| 7:45 | DHS unloading & PU | 8:10 | Return to Castle Rock |
|  | **Central Bus (Black Route)** | |  |
| 7:09 | Branstetter St |  | **If Only 2 Bus Drivers Are** |
| 7:10 | Katherine |  | **Available the For The AM** |
| 7:11 | Panorama |  | **Routes The South Bus Will** |
| 7:12 | Elizabeth |  | **Be 1 Hour Late** |
| 7:16 | South Crag View Dr |  |  |
| 7:17 | Financial/Rooney |  |  |
| 7:18 | 30789 Craig View |  |  |
| 7:19 | Rustic |  |  |
| 7:21 | Riverwood |  |  |
| 7:23 | Mican |  |  |
| 7:24 | Marion |  |  |
| 7:27 | Belnap Fountain |  |  |
| 7:29 | Children's park |  |  |
| 7:31 | Ash St |  | updated 7-19-23 |
| 7:35 | Upper Siskiyou Ave |  |  |
| 7:37 | DES Unloading |  |  |
| 7:42 | DHS unloading |  |  |

**PM Bus Routes CR DES DHS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **CR Only North Bus (Green Route)** | | |  | **South Bus (Blue Route)** |
| 2:35 | Depart Castle Rock |  |  | 2:35 | Depart Castle Rock |
| 2:38 | South Crag View Drive | |  | 2:40 | Sweetbriar Ave |
| 2:39 | Financial/Rooney |  |  | 2:45 | Sims Rd |
| 2:40 | Rustic |  |  | 2:50 | Gibson Rd |
| 2:43 | Riverwood |  |  | 3:00 | Dog Creek Rd |
| 2:44 | Mican |  |  | 3:05 | Antlers Rd |
| 2:45 | Marion |  |  | 3:10 | Villa Market/Lakehead |
| 2:48 | Wood |  |  | 3:35 | Arrive Castle Rock |
| 2:51 | Elizabeth St |  |  | 3:50 | Depart for DHS |
| 2:53 | Branstetter St |  |  | 4:00 | DHS Loading |
| 2:54 | Belnap Fountain |  |  | 4:15 | Sims Rd |
| 2:55 | Children's park |  |  | 4:30 | Villa Market/Lakehead |
| 2:56 | Ash St |  |  | 4:45 | Arrive Castle Rock |
| 2:58 | Recreation Office |  |  |  |  |
| 3:00 | Isgrigg |  |  |  | **Central Bus (Black Route)** |
| 3:15 | MS Shopping ctr (facing MS Cinima) | | | 4:00 | DHS Loading |
| 3:35 | Return to Castle Rock | |  | 4:05 | DES Loading |
|  | **DES & DHS North Bus** | | | 4:10 | Ash St |
| 3:55 | Depard for DHS |  |  | 4:12 | Children's park |
| 4:00 | DHS Loading |  |  | 4:14 | Belnap Fountain |
| 4:05 | DES Loading |  |  | 4:15 | Branstetter St |
| 4:07 | Siskiyou Ave (upper) | |  | 4:16 | Katherine |
| 4:08 | Prospect |  |  | 4:17 | Panorama |
| 4:09 | Isgrigg |  |  | 4:18 | Elizabeth |
| 4:10 | Wells |  |  | 4:20 | 30789 Craig View |
| 4:11 | Cave Springs |  |  | 4:21 | Rustic |
| 4:12 | Recreation Office |  |  | 4:23 | Riverwood |
| 4:26 | MS Shopping ctr (facing MS Cinima) | | | 4:25 | Mican |
| 4:45 | Return to Castle Rock | |  | 4:26 | Marion |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **If only 2 Bus Drivers Are Available For** | | | |  |
|  | **The PM Routes, The North Bus and South Bus from DHS and DES** | | | | |
|  | **Will Be About 40 Minutes Late** | | |  |  |

**APPENDIX B**

OUTLINE FOR INFORMING THE PUPIL

**SCHOOL BUS SAFETY MANDATE**

Education Code Section 39831.5(a)(3) requires that prior to departure on a school activity trip, all pupils riding on a school bus or pupil activity bus shall receive safety instruction which includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction may include responsibilities of passengers next to an emergency exit.

School District/County Office **Dunsmuir Joint Union High School District\_\_\_\_\_\_\_\_\_\_**

Date of Request \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Trip \_\_\_\_\_\_\_\_\_\_\_\_\_ Departure Time \_\_\_\_\_\_\_\_\_\_\_\_\_

Departure from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Destination \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Trip and Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Making Request \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person in Charge \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervising Adults \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of students Transported \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade Level/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver Assigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Superintendent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ driver for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ spent

Name District/COE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ providing the following instruction.

Minutes Date

1. Location of emergency exits.

2. Location and use of emergency equipment.

3. Responsibilities of passengers next to emergency exits.

4. Evacuation procedures.

5. Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX C**

**Senate Bill 1072**

**Chapter 721**

An act to amend Sections 39831.3, 39860, and 40085 of, and to add Section 39843 to, the Education Code, and to amend Section 13370 of, and to add Article 18 (commencing with Section 28160) to Chapter 5 of Division 12 of, the Vehicle Code, relating to school bus safety.

**[ Approved by Governor  September 27, 2016. Filed with Secretary of State September 27, 2016. ]**

**LEGISLATIVE COUNSEL'S DIGEST**

**SB 1072, Mendoza. School Bus safety: child safety alert system.**

Existing law requires the county superintendent of schools, the superintendent of a school district, or the owner or operator of a private school that provides transportation to or from a school or school activity to prepare a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of pupils, as prescribed.

This bill would require that plan to include procedures to ensure that a pupil is not left unattended on a school bus, school pupil activity bus, or youth bus, and procedures and standards for designating an adult chaperone, other than the driver, to accompany pupils on a school pupil activity bus. The bill would additionally require a charter school to prepare this plan.

Existing law authorizes the governing board of a school district to contract for the transportation of pupils attending schools within the district, as specified.

This bill would require the governing board of a school district to require that any contract for the transportation of pupils includes the requirement that a pupil shall not be left unattended on a school bus, school pupil activity bus, or youth bus, as provided.

Existing law requires applicants seeking to renew a certificate to drive a school bus or a school pupil activity bus to complete classroom instruction and training, as specified.

This bill would require that classroom instruction to also cover the inspection procedures to ensure pupils are not left unattended on a school bus or school pupil activity bus.

Existing law authorizes the Department of Motor Vehicles to refuse to issue or renew, and to revoke or suspend, a school bus, school pupil activity bus, or youth bus driver certificate under certain, listed conditions.

This bill would require certain school officials to notify the department when a driver of such a bus has left a pupil unattended onboard after a specified school entity or the driver’s employer has ordered and upheld disciplinary action against the driver for the driver’s actions and has made a finding that the driver’s actions constituted gross negligence, as defined. The bill would authorize the department to refuse to issue or renew, and to revoke or suspend, a bus driver certificate on these grounds. The bill would permit a former applicant or holder of a certificate whose certificate was revoked pursuant to these provisions to reapply for a certificate if the certificate revocation is reversed or dismissed by the department.

Existing law requires all school buses to be equipped with certain safety features, as specified.

This bill would require, on or before the beginning of the 2018–19 school year, school buses, school pupil activity buses, except as provided, youth buses, and child care motor vehicles to be equipped with a “child safety alert system,” which is a device located at the interior rear of a vehicle that requires the driver to either manually contact or scan the device before exiting the vehicle, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting.

Because a violation of the above requirement would be a Vehicle Code infraction, the bill would impose a state-mandated local program by creating new crimes.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement is required by this act for a specified reason.

*DIGEST KEY*

Vote: majority   Appropriation: no   Fiscal Committee: yes   Local Program: yes

**BILL TEXT**

**THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:**

**SECTION 1.**

  This act shall be known, and may be cited, as the Paul Lee School Bus Safety Law.

**SEC. 2.**

 Section 39831.3 of the Education Code is amended to read:

*39831.3.*

 (a) The county superintendent of schools, the superintendent of a school district, a charter school, or the owner or operator of a private school that provides transportation to or from a school or school activity shall prepare a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of pupils. The plan shall be revised as required. The plan shall address all of the following:

(1) Determining if pupils require escort pursuant to paragraph (1) of subdivision (d) of Section 22112 of the Vehicle Code.

(2) (A) Procedures for all pupils in prekindergarten, kindergarten, and grades 1 to 8, inclusive, to follow as they board and exit the appropriate school bus at each pupil’s school bus stop.

(B) Nothing in this paragraph requires a county superintendent of schools, the superintendent of a school district, a charter school, or the owner or operator of a private school that provides transportation to or from a school or school activity, to use the services of an onboard school bus monitor, in addition to the driver, to carry out the purposes of this paragraph.

(3) Boarding and exiting a school bus at a school or other trip destination.

(4) Procedures to ensure that a pupil is not left unattended on a school bus, school pupil activity bus, or youth bus.

(5) Procedures and standards for designating an adult chaperone, other than the driver, to accompany pupils on a school pupil activity bus.

(b) A current copy of a plan prepared pursuant to subdivision (a) shall be retained by each school subject to the plan and made available upon request to an officer of the Department of the California Highway Patrol.

**SEC. 3.**

 Section 39843 is added to the Education Code, to read:

*39843.*

 (a) The county superintendent of schools, the superintendent of a school district, a charter school, or the owner or operator of a private school that provides transportation to or from a school or school activity shall notify the Department of Motor Vehicles, in a form and manner that the Department of Motor Vehicles specifies, within five calendar days after the county office of education, the governing board of a school district, the charter school, the owner or operator of the private school, or, in situations where the transportation services are contracted out, the driver’s employer, has done both of the following:

(1) Ordered and upheld disciplinary action, after completion of disciplinary procedures conducted in compliance with rights granted by law or a collective bargaining agreement, against a driver of a school bus, school pupil activity bus, or youth bus who was found to have left the immediate vicinity of the vehicle to which the driver had been assigned with an unsupervised pupil onboard.

(2) Made a finding that the driver’s actions constituted gross negligence.

(b) For purposes of this section, escorting pupils pursuant to paragraph (1) of subdivision (d) of Section 22112 of the Vehicle Code shall not be considered leaving the immediate vicinity of the vehicle.

(c) For purposes of this section, “gross negligence” means the want of even scant care or an extreme departure from the ordinary standard of conduct.

**SEC. 4.**

 Section 39860 of the Education Code is amended to read:

*39860.*

 (a) The governing board of a school district may contract for the transportation of pupils attending schools within the district to and from any exposition or fair, school activities, or other activities that the governing board of the school district determines to be for the benefit of the pupils, in this state, and may pay for the transportation out of any funds of the school district available for the purpose.

(b) The governing board of a school district shall require that any contract for the transportation of pupils under this section shall include the requirement that a pupil shall not be left unattended on a school bus, school pupil activity bus, or youth bus in accordance with paragraph (4) of subdivision (a) of Section 39831.3.

**SEC. 5.**

 Section 40085 of the Education Code is amended to read:

*40085.*

 Applicants seeking to renew a certificate to drive a school bus as defined in Section 545 of the Vehicle Code or a school pupil activity bus as defined in Section 546 of the Vehicle Code shall have successfully completed at least 10 hours of original or renewal classroom instruction, or behind-the-wheel or in-service training, during each 12 months of certificate validity. In-service training credit may be given by a state-certified driver instructor of the appropriate class to an applicant for attending or participating in appropriate driver training workshops, driver safety meetings, driver safety conferences, and other activities directly related to passenger safety and driver training. During the last 12 months of the special driver certificate validity, the 10 hours required shall consist of classroom instruction covering, but not limited to, current laws and regulations, defensive driving, accident prevention, emergency procedures, passenger loading and unloading, and the inspection procedures pursuant to paragraph (4) of subdivision (a) of Section 39831.3. Failure to successfully complete the required training during any 12-month period of certificate validity is cause for the Department of Motor Vehicles to cancel the bus driver certificate. All training required by Section 40089 may be accepted in lieu of the requirements of this section.

**SEC. 6.**

 Section 13370 of the Vehicle Code is amended to read:

*13370.*

 (a) The department shall refuse to issue or shall revoke a school bus, school pupil activity bus, general public paratransit vehicle, or youth bus driver certificate, or a certificate for a vehicle used for the transportation of developmentally disabled persons, if any of the following causes apply to the applicant or certificate holder:

(1) Has been convicted of a sex offense as defined in Section 44010 of the Education Code.

(2) Has been convicted, within two years, of an offense specified in Section 11361.5 of the Health and Safety Code.

(3) Has failed to meet prescribed training requirements for certificate issuance.

(4) Has failed to meet prescribed testing requirements for certificate issuance.

(5) Has been convicted of a violent felony listed in subdivision (c) of Section 667.5 of the Penal Code, or a serious felony listed in subdivision (c) of Section 1192.7 of the Penal Code. This paragraph shall not be applied to revoke a license that was valid on January 1, 2005, unless the certificate holder is convicted for an offense that is committed on or after that date.

(b) The department may refuse to issue or renew, or may suspend or revoke a school bus, school pupil activity bus, general public paratransit vehicle, or youth bus driver certificate, or a certificate for a vehicle used for the transportation of developmentally disabled persons, if any of the following causes apply to the applicant or certificate holder:

(1) Has been convicted of a crime specified in Section 44424 of the Education Code within seven years. This paragraph does not apply if denial is mandatory.

(2) Has committed an act involving moral turpitude.

(3) Has been convicted of an offense, not specified in this section and other than a sex offense, that is punishable as a felony, within seven years.

(4) Has been dismissed as a driver for a cause relating to pupil transportation safety.

(5) Has been convicted, within seven years, of an offense relating to the use, sale, possession, or transportation of narcotics, habit-forming drugs, or dangerous drugs, except as provided in paragraph (3) of subdivision (a).

(6) Has been reported to the Department of Motor Vehicles, pursuant to Section 39843 of the Education Code, for leaving a pupil unattended on a school bus, school pupil activity bus, or youth bus.

(c) (1) Reapplication following refusal or revocation under paragraph (1), (2), or (3) of subdivision (a) or any paragraph of subdivision (b) may be made after a period of not less than one year after the effective date of refusal or revocation.

(2) Reapplication following refusal or revocation under paragraph (4) of subdivision (a) may be made after a period of not less than 45 days after the date of the applicant’s third testing failure.

(3) An applicant or holder of a certificate may reapply for a certificate whenever a felony or misdemeanor conviction is reversed or dismissed. A termination of probation and dismissal of charges pursuant to Section 1203.4 of the Penal Code or a dismissal of charges pursuant to Section 1203.4a of the Penal Code is not a dismissal for purposes of this section.

(4) A former applicant or holder of a certificate whose certificate was revoked pursuant to paragraph (6) of subdivision (b) may reapply for a certificate if the certificate revocation is reversed or dismissed by the department.

**SEC. 7.**

 Article 18 (commencing with Section 28160) is added to Chapter 5 of Division 12 of the Vehicle Code, to read:

Article  18. Child Safety Alert System

*28160.*

 (a) On or before January 1, 2018, the department shall adopt regulations governing the specifications, installation, and use of child safety alert systems.

(b) (1) On or before the beginning of the 2018–19 school year, each school bus, school pupil activity bus, except as provided in paragraph (2), youth bus, and child care motor vehicle shall be equipped with an operational child safety alert system.

(2) A school pupil activity bus is not required to be equipped with an operational child safety alert system if all of the following apply:

(A) The school pupil activity bus is not used exclusively to transport pupils.

(B) When the school pupil activity bus is used to transport pupils, the pupils are accompanied by at least one adult chaperone selected by a school official. If an adult chaperone is not a school employee, the chaperone shall meet the requirements for a school volunteer established by the policies of the school district, county office of education, charter school, or private school.

(C) One adult chaperone has a list of every pupil and adult chaperone, including a school employee, who is on the school pupil activity bus at the time of departure.

(D) The driver has reviewed all safety and emergency procedures before the initial departure and the driver and adult chaperone have signed a form with the time and date acknowledging that the safety plan and procedures were reviewed.

(E) Immediately before departure from any location, the adult chaperone shall account for each pupil on the list of pupils, verify the number of pupils to the driver, and sign a form indicating that all pupils are present or accounted for.

(F) After pupils have exited a school pupil activity bus, and before driving away, the driver shall check all areas of the bus, including, but not limited to, overhead compartments and bathrooms, to ensure that the bus is vacant.

(G) The driver shall sign a form with the time and date verifying that all required procedures have been followed.

(H) The information required to be recorded pursuant to subparagraphs (D), (E), and (G) may be recorded on a single form. These forms shall be retained by the school district, county office of education, charter school, or private school for a minimum of two years.

(c) A “child safety alert system” is a device located at the interior rear of a vehicle that requires the driver to either manually contact or scan the device before exiting the vehicle, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting.

(d) For purposes of this section, the following definitions apply:

(1) “Child care motor vehicle” means a vehicle designed, used, or maintained for more than eight persons, including the driver, that is used by a child care provider to transport children.

(2) “Child care provider” has the same meaning as provided for “day care center” in Section 1596.76 of the Health and Safety Code.

**SEC. 8.**

 No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because the only costs that may be incurred by a local agency or school district will be incurred because this act creates a new crime or infraction, eliminates a crime or infraction, or changes the penalty for a crime or infraction, within the meaning of Section 17556 of the Government Code, or changes the definition of a crime within the meaning of Section 6 of Article XIII B of the California Constitution.

**DUNSMUIR JOINT UNION HIGH SCHOOL DISTRICT**

**BUS DRIVER’S VEHICLE AND DAILY REPORT BUS #21**

CIRCLE ONE: SUN MON TUES WED THURS FRI SAT DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AM RUN**: BEG MILEAGE: \_\_\_\_\_\_\_\_\_\_ END MILEAGE; \_\_\_\_\_\_\_\_\_\_\_\_\_ TOTAL MILEAGE: \_\_\_\_\_\_\_\_\_ STUDENTS: HS \_\_\_\_\_\_ ELE\_\_\_\_\_\_\_\_\_\_

BUS INSPECTED TO ENSURE NO STUDENTS ARE LEFT UNATTENDED, DRIVER’S INITIALS \_\_\_\_\_\_\_\_\_\_\_\_\_

**PM RUN**: BEG MILEAGE: \_\_\_\_\_\_\_\_\_\_ END MILEAGE; \_\_\_\_\_\_\_\_\_\_\_\_\_TOTAL MILEAGE: \_\_\_\_\_\_\_\_\_ STUDENTS: HS \_\_\_\_\_\_ ELE\_\_\_\_\_\_\_\_\_\_

BUS INSPECTED TO ENSURE NO STUDENTS ARE LEFT UNATTENDED, DRIVER’S INITIALS \_\_\_\_\_\_\_\_\_\_\_\_\_

ALTERNATE TRANSPORTATION USED- **HOME TO SCHOOL TOTALS:**

**MILEAGE: \_\_\_\_\_\_\_\_\_ STUDENTS: HS \_\_\_\_\_\_ ELE\_\_\_\_\_\_**

**EXTRA CURRICULAR**: FROM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PURPOSE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # STUDENTS TO : \_\_\_\_\_\_\_\_\_\_ # RETURNING: \_\_\_\_\_\_\_\_\_\_

BEG MILEAGE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ END MILEAGE; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BUS INSPECTED TO ENSURE NO STUDENTS ARE LEFT UNATTENDED, DRIVER’S INITIALS \_\_\_\_\_\_\_\_\_\_\_\_\_

INSPECT ITEMS LISTED - IF DEFECTIVE, NUMBER AND DESCRIBE IN “REMARKS”

\_\_\_\_ FLUID LEAKS UNDER BUS \_\_\_ EMRGENCY DOOR & BUZZER \_\_RIGHT SIDE OF BUS - WINDOWS &

\_\_\_\_ LOOSE WIRES, HOUSE CONNECTIONS \_\_\_ HEADLIGHTS, FLASHERS & 4-WAY LIGHTS

\_\_\_ EXHAUST SYSTEM & TAIL PIPE \_\_\_ CROSSOVERS LEFT SIDE OF BUS - WINDOWS &

\_\_\_\_ BELTS IN ENGINE COMPARTMENT \_\_\_ FRONT TIRES & WHEEL \* 4/32” LIGHTS

\_\_\_\_ OIL LEVEL \_\_\_ FRONT OF BUS – WINDSHIELD ENTRANCE STEPS, DOOR & LITE

\_\_\_\_ RADIATOR COOLANT LEVEL \_\_\_ CONDITION OF FL00R \_\_\_\_ BATTERY

\_\_\_ REAR TIRES & WHEELS \* 2/32” \_\_\_ CLEANLINESS OF INTERIOR \_\_\_\_ TRANSMISSION

\_\_\_ REAR OF BUS WINDOWS & LIGHTS \_\_\_\_ EMERGENCY EQUIPMENT \_\_\_\_ UNUSUAL ENGINE NOISE

\_\_\_\_WIPERS & WASHERS \_\_\_\_ BRAKE PEDAL & WARNING LIGHT \_\_\_\_ GAUGES & WARNING LIGHTS

\_\_\_ DIRECTIONAL LIGHTS \_\_\_\_ DRIVER’S SEAT AND BELT \_\_\_\_ SWITCHES

\_\_\_ PARKING BRAKE/SERVICE BRAKE\* 3 \*2 psi \_\_\_\_ HORN \_\_\_ STEERING

\_\_\_ FIRSTAID KIT \_\_\_\_ FANS & DEFROSTERS \_\_\_\_ INSIDE & OUISIDE MIRRORS

\_\_\_ CHAINS EXHAUST FILTER REGENERATION\_\_\_\_\_\_\_\_

REMARKS

THE ABOVE DEFECTS HAVE BEEN CORRECTED OR NEED NOT TO BE CORRECTED FOR SAFE OPERATION.

SUPERINTENDENT’S SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONDITION OF ABOVE VEHICLE IS: \_\_\_\_ SATISFACTORY \_\_\_\_ UNSATISFACTORY BUS EVAC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DRIVER’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FUEL: \_\_\_\_\_\_\_\_\_\_\_ GALS. & ODOM. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

FUEL: \_\_\_\_\_\_\_\_\_\_\_ GALS. & ODOM. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. https://admission.universityofcalifornia.edu/admission-requirements/freshman-requirements/subject-requirement-a-g.html [↑](#footnote-ref-1)