

# Charter Oak High School

1430 E. Covina Blvd.,  
Covina, California 91724  
(626) 915-5841

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## CHARTER OAK HIGH SCHOOL SCHOOLWIDE LEARNER OUTCOMES

Charter Oak High School Graduates Are:

### Critical Thinkers who:

- Inquire! Ask BIG questions
- Analyze, synthesize and evaluate information
- Persevere through difficulties to solve problems
- Draw and defend their own conclusions
- Develop an individual understanding of the greater world

### Creators who:

- Are curious and innovative
- Think independently
- Take risks
- Offer a unique perspective

### Communicators who:

- Listen actively
- Write skillfully
- Use sophisticated vocabulary
- Present information and ideas effectively
- Use technology appropriately

### Collaborators who:

- Cooperate
- Communicate effectively
- Share responsibility
- Work toward a common goal
- Are open-minded and respectful
- Offer and accept constructive criticism

### People of Character who:

- Show respect
- Behave ethically
- Practice accountability
- Demonstrate academic integrity
- Persevere through adversity

### Global Citizens who:

- Serve the community
- Take responsibility for their school, community, and environment
- Are informed and globally minded
- Understand their impact on society

## FIRST SEMESTER 2018

First Grading Period	Aug. 15 –Sept. 28
Second Grading Period	Oct. 1 – Nov. 9
Third Grading Period	Nov. 12 - Dec. 21
END OF FIRST SEMESTER	

## SECOND SEMESTER 2019

Fourth Grading Period	Jan. 7 - Feb. 15
Fifth Grading Period	Feb. 18 - Mar. 29
Sixth Grading Period	Apr. 8 - May 31
END OF SECOND SEMESTER	

## REGULAR BELL SCHEDULE

Period 0	7:00 am	7:55 am
Period 1	8:00 am	8:55 am
Period 2	9:00 am	9:55 am
<b>Break</b>	<b>9:55 am</b>	<b>10:05 am</b>
Period 3	10:10 am	11:05 am
Period 4	11:10 am	12:05 pm
<b>Lunch</b>	<b>12:05 pm</b>	<b>12:40 pm</b>
Period 5	12:45 pm	1:40 pm
Period 6	1:45 pm	2:40 pm

## LATE START WEDNESDAY SCHEDULE

Period 0	8:20 am	9:04 am
Period 1	9:10 am	9:54 am
Period 2	9:59 am	10:43 am
<b>Break</b>	<b>10:43 am</b>	<b>10:53 am</b>
Period 3	10:58 am	11:42 am
Period 4	11:47 am	12:31 pm
<b>Lunch</b>	<b>12:31 pm</b>	<b>1:02pm</b>
Period 5	1:07 pm	1:51 pm
Period 6	1:56 pm	2:40 pm

## MINIMUM DAY SCHEDULE

Period 0	7:20 am	7:55 am
All other	classes meet	8:00 am – 12:05 pm

## 0 PERIOD FINAL EXAM SCHEDULE

Period 0	7:05 am	9:00 am
Period 1	9:10 am	9:54 am
Period 2	9:59 am	10:43 am
<b>Break</b>	<b>10:43 am</b>	<b>10:53 am</b>
Period 3	10:58 am	11:42 am
Period 4	11:47 am	12:31 pm
<b>Lunch</b>	<b>12:31 pm</b>	<b>1:02pm</b>
Period 5	1:07 pm	1:51 pm
Period 6	1:56 pm	2:40 pm

## FINAL EXAM SCHEDULE

Period 1/3/5	8:00 am	10:00 am
<b>Break</b>	<b>10:00 am</b>	<b>10:10 am</b>
Period 2/4/6	10:15 am	12:15 pm

# WHO'S WHO AT CHARTER OAK.....

## ADMINISTRATION

Joey Strycula	Principal, Ext. 30200
Lisa Berry	Assistant Principal, Ext. 30203
Chris Sweet	Vice Principal, Ext. 30212
	Student Achievement, Athletics
Matt Dultz	Vice Principal, Ext. 30221
	Student Services & Activities
Jaime Bauer	Director of Student Activities, Ext. 30267
Dominic Farrar	Athletic Director, Ext. 30321

## COUNSELORS

Pam Heins (A-F)	Ext. 30219
Greg Solis (G-N)	Ext. 30218
Crystal Volpe (O-Z)	Ext. 30216

## SUPPORT SERVICES

Kristin Babineaux	Office Manager, Ext. 30201
Sandy Fryer	Office Assistant to AP, Ext. 30204
Maria Montell	Office Assistant-Athletics, Ext. 30227
TBA	Library Technician, Ext. 30205
Sue Lopez, Ana Colmenares	Attendance, Ext. 30222/30223
Candace Frescas	Registrar, Ext. 30220
Michelle Gomez	Counseling Clerk, ROP, Ext. 30215
Pat Disney	Counseling Clerk, Ext. 30214
Julie Gavin	Office Assistant-Attendance, Ext. 30224
Nancy King	Accounting Clerk, Ext. 30287
Debbie Redmon	Office Assistant, Ext. 30226
	Student Services, Parent Portal, Copy Room
TBA	Career Tech, Ext. 30300
Charter Oak USD District Office	626/966-8331
Josten's-Graduation Products	Jostens.com
Modern Exposure School Photographer	909/356-2020

## COHS NONDISCRIMINATION STATEMENT

The Charter Oak Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

<p><b>Debra Black</b> <i>Assistant Superintendent Educational Services</i></p> <p>Educational Services 20240 E Cienega Ave Covina, CA 91724 (626) 966-8331 x 90568</p> <p><u><i>Title IX Coordinator</i></u></p>	<p><b>Dr. Marisa Block</b> <i>Coordinator of Curriculum, Instruction, and Assessment</i></p> <p>Educational Services 20240 E Cienega Ave Covina, CA 91724 (626) 966-8331 x 90548</p>	<p><b>Joe Mitchell</b> <i>Director of Student Services</i></p> <p>Student Services 20350 E Cienega Ave Covina, CA 91724 (626) 966-8331 x 90557</p> <p><u><i>Title V Officer</i></u> <u><i>504 District Coordinator</i></u> <u><i>McKinney – Vento Liaison</i></u></p>
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## COHS MISSION STATEMENT

Charter Oak High School, as a community of professionals in education, strives to serve the academic, emotional and social needs of an ethnically and culturally diverse student population. We work with families and the community to instill in our students a desire to succeed by helping them to identify their strengths and guiding them in setting and achieving short and long term goals. We foster the development of both resiliency and integrity in a safe, accepting environment. Our primary purpose is to develop, through a wide variety of educational and extracurricular activities, globally minded citizens of strong character who are college and career-ready.

## COHS VISION STATEMENT

Charter Oak High School cultivates college and career-ready individuals of character. Our students think critically and collaborate with one another to devise creative solutions to problems and contribute meaningfully to the world around them.

## ACADEMICS

**International Baccalaureate (IB):** Originally designed in 1968 for International schools, the International Baccalaureate Program exists in 140 countries. The IB diploma is recognized for admission and advanced study in prestigious institutions throughout the world. To obtain an IB diploma, candidates must successfully complete a course from 6 areas of study. The courses are one or two years in length, involving grades 11 and 12. The student must complete community service, an Extended Essay, and the Theory of Knowledge class. Diploma Candidates must also satisfy all graduation requirements for the Charter Oak Unified School District. Students considering this program should take courses in the Honors program during their 9<sup>th</sup> and 10<sup>th</sup> grade years.

**Advancement Via Individual Determination (AVID):** A four year program that prepares students for success in high school, college, and a career, especially students traditionally underrepresented in higher education. AVID teaches skills and behaviors necessary for academic success and provides support via peer groups, mentors, and student/teacher relationships to prepare students for post-secondary success.

**Business Education & Technology Academy (BETA):** This two-year program offers two pathway options - Business Education OR Digital Arts. Business Education students study Marketing, Accounting, Finance, Management & Entrepreneurship. Digital Arts students gain skills in Adobe Photo Shop/Illustrator/InDesign, Mobile App Design, and Video Gaming Design. All courses focus on project-based, hands on learning. For more information, log onto [www.cohsbeta.com](http://www.cohsbeta.com).

**Health Academy:** This four year program allows students to choose from three career pathways within the Health and Science curriculum. The options of study include – Biomedical, First Responder Courses, and Sports Medicine. Students will enroll in one class each year as a participant of this program, exploring a range of careers as they learn content in the context of real-world, hands-on activities, projects, and problems.

**Engineering Academy:** This is a four year pathway, including one course each year focusing on concepts related to engineering design and development as it relates to career and college readiness. The program is supported by Project Lead the Way, the nation's leading provider for STEM curriculum and promotes innovation, critical thinking, and collaboration.

## **CHARTER OAK HIGH SCHOOL ACADEMIC HONOR CODE** **Cheating and plagiarism are unacceptable at COHS**

Each student at Charter Oak High School will maintain and support academic integrity by completing all assigned work, activities, and tests in an honorable way that avoids all cheating, lying, and stealing.

### Definition of Offenses

**1. To Cheat:** To violate or to intend to violate the rules deliberately for one's own gain in academic, extracurricular, or other school work in order to (or with the intent to) gain an unfair advantage. With regard to academic performance, conduct that constitutes **cheating** or the intention to **cheat** includes, but is not limited to, cases illustrated by the following examples:

- Non-permitted collaboration on assigned work, or work submitted by any student, including but not limited to papers, projects, products, lab reports, other reports, and homework.
- Copying someone else's homework, OR allowing someone to copy your homework whether handwritten or computer generated.
- Unauthorized use of a cheat sheet, marks/writing on body, teacher textbook, formula, note-card or notes, calculator/computer, cell phone, iPod, Blackberry, language-translation website or device, or any other technological device that would inappropriately enhance one's work.
- Creating a disadvantage for another student by hoarding or by sabotaging materials or resources.

- Unauthorized prior knowledge and/or use of tests, quizzes, midterms, finals, or other assignments
- Having another individual take a test or prepare an assignment, or assist in the test or assignment without approval
- Sending or receiving unauthorized information through hand signals, or other gestures, talking, text messaging, looking at someone else's test, showing your own test, or (during an in-class essay) using e-mail.
- Submitting identical OR similar papers for credit in more than 1 course without prior permission from the course instructors.

2. **To lie:** To make a statement one knows (or reasonably should know) is false, with the intent to deceive or with disregard for the truth; to give a false impression. Lies can be made verbally, in writing, or by gestures that are intended to convey a false impression or understanding. With regard to academic performance, conduct that constitutes **lying** includes, but is not limited to, cases illustrated by the following examples:

- Fabrication of data or information (i.e., making it up, adding sources to a bibliography that were not used)
- Falsification of data or information (i.e., falsely changing the result)
- Forgery of signature on documents for school record
- Changing a grade or attendance record in a teacher's grade book or in the attendance records
- Making statements that you know or reasonably should know have caused a false impression or understanding to have been created, and failing to correct the false impression or misunderstanding.

3. **To steal:** to get, take, or give another's property or ideas without permission or acknowledgement. With regard to academic performance, conduct that constitutes stealing includes, but is not limited to, cases illustrated by the following examples:

- Plagiarism: the copying of language, ideas, thoughts, images, programming or computer code of another without proper acknowledgement/citation.
- The purchasing and/or using of another's work or thoughts as your own.
- Putting your name on another student's work.
- Failure to use proper documentation and bibliography (COHS employs a plagiarism detection service through Turnitin.com)

Consequences (offenses are cumulative for the student's high school career)

1<sup>st</sup> offense:

- Student receives a grade of "0" on the assignment and loses the opportunity for extra credit for the remainder of the grading period
- Teacher notifies parent
- Teacher submits referral to administrator and counselor
- Student meets with counselor
- Student receives detention
- Student is removed from all honor societies for one year

2<sup>nd</sup> offense:

- Student receives a grade of "0" on the assignment and loses the opportunity for extra credit for the remainder of the semester
- Teacher notifies parent
- Teacher submits referral to administrator and counselor
- Student and parent meet with counselor

- Student receives Saturday School detention
- Student will be suspended from participation in all school activities such as (but not limited to) athletic teams, band, drama, ASB, pep units for one week.
- Student is prohibited from attending the next school dance.
- Student will lose lunch pass privilege for six weeks
- Students in AP, IB, and Honors programs may be subject to additional consequences

3<sup>rd</sup> offense:

- Student receives a grade of "0" on the assignment and loses the opportunity for extra credit for the remainder of the year
- Teacher notifies parent
- Teacher submits referral to administrator and counselor
- Student and parent meet with counselor and administrator
- Student is suspended
- Student is removed from participation in all school activities such as (but not limited to) athletic teams, band, drama, ASB, pep units for one year from the date of the offense.
- The student is prohibited from attending school dances.
- Student will lose lunch pass privilege for the remainder of the year
- Students in AP, IB, and Honors programs may be subject to additional consequences

Resources used in the development of this Honor Code were Webster's New World Dictionary, 3<sup>rd</sup> ed., and the Radnor High School Honor Code.

Please note: Information regarding Academic Code Violations may be reported on college recommendations.

### GRADING INFORMATION

At the end of each semester, each student receives a grade report showing the final grades and credits earned. These are recorded on the student's transcript. However, to provide students and parents with an indication of the student's progress toward a final grade, progress reports are sent home at the end of the first & second grading period of the each semester. Parents who are concerned about their child's progress are urged to make an appointment to confer with the appropriate teacher.

### PARENT PORTAL

Parent portal is an online site that allows parents/guardians with educational rights real time access to their child's school information. Student information includes: attendance, grades, unofficial transcripts, class schedule, testing data, student demographics information, emergency contact information and medical information. Only parents/guardians who have registered an email address with the school will have access to this information.

### GRADUATION REQUIREMENTS

The State of California requires that all students must pass a course of study in Mathematics, while in grades 9-12, that meets or exceeds the California Content Standards for Mathematics 1/Algebra I. At COHS, this consists of Mathematic 1 or completion of the Math 1A and Math 1B sequence for appropriately identified Special Education students.

The State of California requires students to pass the Physical Fitness Test (PFT). If a student passes the PFT, they are required to take two years (20 units) of PE for graduation. If a student does not pass the PFT, he/she will be required to

complete additional units of PE, until the PFT is passed, in order to meet graduation requirements.

In order to receive a Charter Oak High School (COHS) diploma, students must attend COHS the second semester of their senior year. Students transferring from any alternative program must be enrolled the entire second semester of their senior year.

<b>Charter Oak Unified School District Graduation Requirements</b>	<b>220 Units</b>
● <b>English</b>	40
● <b>Mathematics</b>	30
● <b>Social Science</b>	30
● <b>Physical Education</b>	20 to 40 (Depending on PFT Status)
● <b>Science: (Life and Physical)</b>	20
● <b>Fine Arts</b>	10
● <b>Practical Arts</b>	10
● <b>Elective Credits</b>	40 to 60
● <b>Technology Literacy*</b>	

A student must complete the following graduation requirements:

**\*The technology literacy graduation requirement may be fulfilled by successful completion of the following courses:**

- **Computer Applications**
- **2 semesters of Business Academy courses**
- **“B” or better from ROMS computer course**

Students experiencing difficulty in basic skills may be required to enroll in intervention classes, such as Reading Fundamentals, Math Intervention, Study Skills, or similar intervention courses.

One year of electives must be taken in both Fine and Practical Arts. These electives meet the COUSD graduation requirements. However, the electives may or may not meet college or university requirements.

<b>FINE ARTS</b>		<b>PRACTICAL ARTS</b>	
● Art	● Chorus	● BETA Courses	● Speech
● Ceramics	● Band	● Computer Courses	● Yearbook
● Dance	● Music Appreciation	● Technology Courses	● Journalism
● Drama	● World Language	● Lab Assistant	● Fine Arts-2 <sup>nd</sup> year
● Cinema		● ROP Courses	● World Language- 2 <sup>nd</sup> year

### LIBRARY

The school library/media center is centrally located within the school signifying its value to the school’s curriculum. Library education and research play an important



part in high school requirements. Students are invited and encouraged to use the center for fulfillment of class assignments as well as for recreational reading and browsing. Many books and magazines on a variety of subjects are available for use. The library is open for use from 7:00 am to 3:30 pm. Books may be checked out or returned during this time. Any registered student, teacher, administrator or other employee of the school may borrow from the library collection. Students must use their Charter Oak High School ID card to check out books and materials. Students are not allowed in the library during class time without a pass. Eating and drinking in the library is strictly prohibited. Unless otherwise posted, a book may be checked out for three weeks. If you need a book longer than the original three-week period, please renew it. Students losing or damaging books and materials must pay for them before receiving additional books. The library staff will be happy to assist you with research problems or locating material. In order to access the Internet, you must have signed indicating you understand on the signature card during registration and agree to the provisions in the Use of Electronic Resources document.

### CAREER CENTER

Charter Oak's Career Center is dedicated to providing students with the knowledge, skills and resources needed to be successful in their future endeavors by providing career counseling and advising. The goal is to assist students with identifying career interests, assess skills and abilities, and provide information on potential employment/volunteer/internship opportunities. The Career Center is open during break, lunch and afterschool until 3:30 pm.

## **ACTIVITIES INFORMATION Get Involved!**

### **ASB OFFICERS FOR 2018-2019**

Danielle Gomez – ASB President  
Amanda Ortega – Vice President  
Geoffrey Varas – Secretary  
Cassandra Flores – Treasurer

All students will be given a Charter Oak High School ID card. **You will be expected to carry it with you at all times.** When you purchase an ASB card, your ID card will become an Associated Student Body Card. Students are encouraged to purchase an ASB card before school begins. Purchasing an ASB card keeps the price of the yearbook down, provides discounts at dances, free admission to home athletic events and Hacienda League contests, with the exception of tournaments and CIF games. These are just a few reasons to buy your ASB card. Depending on activities planned, savings will be up to \$75 or more. Even more important, it identifies students as members of the Associated Student Body of Charter Oak High School. Funds raised from the sale of ASB cards are used to defray student body activity expenses such as rallies, game officials, dances, assemblies, letters for academics, athletics and the performing arts, awards and certificates presented throughout the year, and many other expenses. ASB cards are not transferable, and at no time shall a student lend his or her card to another student. If caught, your card and privileges will be forfeited. A replacement card costs \$5.00. Also, a student is expected to be an ASB Card holder to participate in any of the following activities:

- Associated Student Body Offices

- Class Offices
- Athletic Teams
- Pep Squad and Mascots
- Band/Color Guard
- Dance Courts such as Homecoming and Prom Court, etc.
- All other activities so designated by the ASB organization.

### DAILY BULLETIN

A Daily Bulletin is read aloud to all students during the school day. Announcements to be placed in the Daily Bulletin must be requested by 1:30 P.M. the day before the bulletin is read. All notices must be emailed by the advisor to **Mrs. Montell**. The bulletin is posted on the outdoor bulletin boards and is available electronically through the school's website.

### STUDENT/PARENT BULLETIN

Please go to the school website at [cousd.net/cohs](http://cousd.net/cohs), click on "Charger Parent Daily Bulletin."

### DANCE CLEARANCE PROCEDURES

In order to attend a traditional dance at Charter Oak High School, (Homecoming, Sadie Hawkins, or Prom) all students must: 1) have no detention hours to serve; 2) have no Saturday School to serve; 3) be in good standing at the school with regard to discipline and attendance. 4) have no library or textbook fines; 5) have no ASB financial obligation; 6) submit to a breathalyzer test and 7) if bringing an outside guest, have a completed guest pass. Guests must be at least of high school age, but less than 21 years old. Only Juniors & Seniors may purchase prom tickets. Underclassmen may be brought as guests. All students may purchase Homecoming and Sadie Hawkins tickets.

### ASB Bulletin Boards

All Flyers, Posters, Advertisements, etc. must be previously approved by the Activities Director and/or the School Administration prior to posting on campus bulletin boards. Students are not allowed to distribute any kind of information in the form of pamphlets, flyers, etc. by hand to students on campus.

### STUDENT STORE/ASB FINANCE OFFICE

The Student Store is open daily during the nutrition break at lunch. The ASB Finance Office is open daily from 7:30-11:15 and 12:00-3:00. The ASB Finance Office carries PE clothes, Sweatshirts and Sweatpants all year long. Nothing will be sold during any class period or passing period. The ASB Finance Office will not accept checks after May 1, 2019. Only cash, money orders and cashier's check will be accepted after this date. If you write a check that is returned by the bank there will be a \$15.00 bank fee and you will lose check-writing privileges for the school year.

### ASB WEBSTORE

Branded, our online student store allows you to easily purchase your CO apparel, P.E. clothes, athletic gear, outerwear, activewear and accessories. It's convenient,

secure, and easy to use. Branded provides both affordable and high-end spirit gear and accessories. Go to <https://www.cohsbranded.com>

### YEARBOOKS (THE CHRONICLE)

Yearbooks will be sold in the ASB Finance Office. Books are ordered based on the total number of sales at the end of September. Any remaining unsold yearbooks will be sold after yearbook distribution in May. Yearbooks will only be issued with a receipt. It is important to save your receipt.

## **ATHLETIC INFORMATION**

Charter Oak High School is proud of its athletic program and the contribution our student athletes have made to build a strong sense of community. We expect that all student athletes embrace the school's tradition of outstanding sportsmanship, citizenship and fair play. Concepts learned through athletics include dedication, teamwork, loyalty, persistence, leadership, self-esteem and discipline. By creating a rigorous athletic program which complements a challenging academic program, student athletes at Charter Oak High School will develop life-long values and skills that will help them lead a successful life after high school.

### **Charter Oak High School Athletics on-line sports registration system:**

To register your son or daughter for participation in sports at COHS for the 2018-2019 school year go to [www.charteroakathletics.com](http://www.charteroakathletics.com). You will have to complete all of the required fields and acknowledge that you have read all of the required documents. All parents registering a student-athlete for sports must be aware that the registration process does not reach its full completion until a current physical is turned into Mrs. Montell the Athletic Secretary.

## **SPORTS OFFERED**

FALL SEASON (August – November) - Cross Country-Men, Cross Country-Women, Football, Tennis-Women, Volleyball-Women, Water Polo-Men, Golf-Women, Cheerleading

WINTER SEASON (November – February) - Basketball-Men, Basketball-Women, Soccer-Men, Soccer-Women, Water Polo-Women, Wrestling, Cheerleading

SPRING SEASON (February – May) – Baseball, Golf-Men, Softball, Volleyball-men, Swimming-Men, Swimming-Women, Tennis-Men, Track-Men, Track-Women, Cheerleading

## **ATHLETIC PARTICIPATION**

### ELIGIBILITY

Charter Oak High School is affiliated with the Southern Section of the California Interscholastic Federation (CIF-SS) and is a member of the Hacienda League, which includes Chino, Diamond Ranch, Los Altos, Walnut & West Covina High schools. We encourage any student to report for tryouts regardless of their ability or talent. Students are encouraged to talk to the coaches of the sport, P.E. teachers, Athletic Director or Vice Principal at any time during the year if they are at all interested in participating in athletics. Students participating in sports programs must ride the bus to and from all athletic activities. In order to participate in athletics, a student must meet the academic and residency requirements of the CIF-SS and the Charter Oak Unified School District.

**NO STUDENT WILL BE ALLOWED TO TRY-OUT FOR A SPORT WITHOUT A COMPLETED ATHLETIC PACKET ON FILE.**

PROBATIONARY PERIOD - If a student fails to maintain a 2.0 Grade Point Average (GPA) at any grading period, but is successfully passing 20 credits of work, the student shall be placed on probation for the ensuing grading period. If the student then does not achieve a 2.0 grade point average, the student shall become ineligible for participation in competition for the ensuing grading period. Probation does not apply for a student who does not successfully pass 20 credits of work (4 classes) at a grading period. That student shall be automatically ineligible for the ensuing grading period.

### CLEARANCE

In order to participate on any Charter Oak Athletic Team, each student must go through a clearance procedure. This procedure includes the following:

- Completed Athletic packets on file with the Athletic Secretary.
- Physical examination form completed and on file.
- Insurance coverage verified.
- All previous athletic equipment returned to athletic equipment attendant or charges paid.

Participation on the team and uniform issuance will not be allowed until these items are cleared.

### PHYSICAL EXAMINATION

An annual calendar year physical examination is required for a student to participate in inter-scholastic competition. Forms are available from the Attendance Office, Athletic Office and the switchboard. The physical examination is obtained from the student's physician.

### INSURANCE

The Charter Oak Unified School District does not provide medical and/or hospital services for students injured while participating in athletic activities. In accordance with Education Code 32221, State law prohibits students from participating in interscholastic sports without adequate medical coverage. To participate, students must enroll in an approved student accident insurance program or provide proof of coverage with another medical plan. A low-cost, student accident insurance program through Student Insurance has been approved for distribution to students and parents. Special coverage is required for football. Brochures for football coverage and accident student insurance are available from the Attendance Office and the switchboard.

### RECOGNITION

Students who participate on athletic teams or ASB sponsored programs receive recognition at banquets or other ceremonies and their participation is recorded. Students who are removed or dropped from any program will not receive such recognition.

## **ATHLETIC CODE OF CONDUCT**

Participation in athletics is a privilege and along with this there are expectations of leadership skills ON AND OFF CAMPUS. With this in mind, a student may be

suspended from an athletic team by the coach with administrative approval or by an administrator for any of the following code violations for a period of up to 45 days:

- Use or possession of alcoholic beverages, tobacco, narcotics or dangerous drugs.
- Involvement in theft.
- Commission of any act of defiance either in language or against any school employee.
- Use and/or possession of steroids.
- Gambling
- Fighting
- Conduct unbecoming of a Charter Oak High School student.
- Vandalism

Students who have been excluded from participation in athletics may appeal to a review committee for reinstatement. Appeals must be made in writing to the principal.

#### Expectations of Spirit Groups

- Stimulate desired crowd responses using only positive cheers, signs and praise without antagonizing or demeaning opponents.
- Treat opposing spirit, auxiliary groups and fans with respect, before and after the event.
- Recognize outstanding performances from all who are performing.
- Know the rules and strategies of the contest in order to cheer at proper time.
- Maintain enthusiasm and composure, serving as a role model.
- No stereotyping groups, schools, or persons.

### **ATTENDANCE INFORMATION**

It is the responsibility of parents and/or guardians to see that children 6 to 18 years old attend school unless exempted by law or graduated from high school (Ed Code 48200). Two hundred and forty minutes have been set by law as a day's attendance at school. These Ed Code sections prohibit truancy and tardiness. Students will be held accountable for days missed from school and may be required to make up the time lost.

All absences are legally interpreted as being "excused" or "unexcused." Excused absences are due to illness, immediate family bereavement, medical appointments, court appearances or school business. A doctor's note must accompany a student returning from an illness of five days or longer. Unexcused absences which violate education code are oversleeping, missed ride to school, care for others in the family, shopping, studying, transportation problems, vacation, visiting friends or relatives, lack of clothing, etc. **All absences must be cleared within 5 school days or they will turn into unexcused absence. Student excuses must be in a form of a written note, telephone call, or a parent/guardian must come to the attendance office.**

**STATE REGULATIONS MAKE IT MANDATORY THAT STUDENTS BE IN SCHOOL DAILY.** Medical appointments should be made after school, on student free days and vacation days. All vacations should be planned for Winter Break, Spring Break and Summer Vacation. While we hope that all students will take advantage of the opportunities offered at Charter Oak High School by maintaining

good attendance records, we realize that you may miss school on certain occasions. If you are absent from school, we request that you do the following:

Call the Attendance Office at (626) 915-5841, Extensions 30222 or 30223 each day of absence between 7:30 A.M. and 4:00 P.M. If parents have not contacted the school on the telephone, a note **must** be delivered to the Attendance Office. The note should contain student name, the dates of absence, the reason for absence, and parent signature. **Absences not cleared within five (5) days may not be eligible for make-up work.** A student's participation in an after school activity is dependent upon attendance in minimum of four class periods on the day of the activity. Students that are verified truant to any classes on the day prior to a weekend school activity may not participate in the activity and will not receive a refund if the school has had to pay for the use of the facility.

### PERFECT ATTENDANCE

Perfect attendance is defined as no period or full day absences for a school year (approved school activities are not considered absences). Absences cleared by parents are still absences and count against perfect attendance even though they are excused.

### CHECK OUT SLIP FOR EARLY DISMISSAL/RELEASE

It is recommended that medical/dental appointments be made after school hours. In the event that a student needs to be released from school early, a Check-out Slip must be obtained from the Attendance Office **BEFORE** leaving campus. **Phone calls WILL NOT be accepted for an early release OR lunchtime check-out.** In order to have a student released early from school, one of the following methods must be used:

1. A parent/guardian handwritten note with a valid signature can be turned in by the student into the Attendance Office before school starts, during nutrition or lunch in exchange for a Check-out Slip. In your note, please include the following: Your full name, student's first and last name, date of birth, time the student is to be released, a detailed reason for the early release, and a phone number where you can be reached if there are any questions.
2. A parent/guardian with a valid photo ID can request for a student's release directly from the Attendance Office. Please note that it takes approximately 15-20 minutes for your student to be released from their class once you have checked them out from the Attendance Office.

**\*\* Please note:** Check-out Slips will not be issued for lunchtime unless a parent comes to the Attendance Office to check the student out. Parent/Guardian handwritten notes will not be accepted for a lunchtime check out.

### NOTIFICATION

Parents will be notified of student absences of one or more periods by means of a recorded message or a personal phone call to the parent, either at home or at the workplace. A letter will alert parents when a student has excessive unexcused absences.

### FORGED NOTES

Students who forge notes, phone calls or impersonate a parent will receive Saturday School. A student caught bringing a forged note will no longer be allowed to bring notes to excuse absences. Parents/guardians may not allow the student

or other persons to act in their behalf in the area of phone calls and notes to excuse student absences.

### TARDY PROCEDURE

A student must be in the classroom when the tardy bell rings. A tardy to the student's first class of the day may only be excused with a doctor's note. The tardy policy will operate on a semester basis. On the first day the teacher will discuss with the students the school's tardy policy and its consequences. (Refer to Discipline Matrix on pages 30-33)

### TRUANCY PROCEDURE

Any child absent from school without a valid excuse for more than 3 days or tardy more than 30 minutes on each of three or more days in one school year shall be reported truant. If reported truant and again absent without an excuse one or more days the child may be reported truant the second time. The student is deemed a habitual truant if reported three or more times. (Ed Code 48260; Ed Code 48264).

The attendance supervisors, peace officer, or any school officer shall arrest without warrant, during school hours, any child between 6 and 18 years of age found away from home and who has been reported by the teacher, the Principal of the school, or other persons connected with the school department or schools as truant from instruction lawfully required to attend, with the county, city or city and county, or school district (Ed Code 48264).

**The court may suspend, restrict, delay or revoke your driving privilege for one year if one is convicted of being a habitual truant from school. (1998 California Driver Handbook).**

The truancy policy at Charter Oak is based on the belief that truantries from class are premeditated acts of the students. When a student is truant from class/classes, or is absent without the knowledge of his/her parents it will be dealt with in the following manner:

The student will be assigned a Saturday School and parent contact will be attempted on all day truantries. An Auto-dialer will call twice daily on all absences during the day. Students may not be able to make up work missed. All uncleared absences and truantries adversely affect student grades. Students who fail to show up for their Saturday School will receive further disciplinary action. (Refer to Discipline Matrix on pages 30-33)

Ditch days are not permissible. Ditch days are illegal, even when the parent gives permission for the student to be absent from school. Students who are discovered to be participating in a ditch day, even with parent permission, will be considered truant by the school. Parents are required to support the state and school regulations regarding ditch days by not signing excuse notes for false illness or other situations to cover up participation in a ditch day.

## **CAMPUS VISITATION**

All visitors must receive permission to be on campus and secure a visitor's pass from a campus safety assistant at the gate or from the Administration Office. Unauthorized visits will result in a warning or possible arrest and violators will be immediately removed from the campus. Students are not permitted to bring guests

on campus to attend classes with them. Limited visitor parking spaces are available on a short-term basis. These parking spaces are in the administrative building parking lot located on Covina Boulevard in front of the school.

## **COUNSELING INFORMATION**

The Counseling Office staff provides services to students to help them develop a healthy and accurate understanding of themselves and the world of opportunity available to them. The counselor(s) help students make wise decisions concerning their future education and career plans and advise them concerning appropriate placement in high school courses to prepare for these plans and meet graduation requirements. Information concerning the application processes to enter the next level of education beyond high school, the world of work, or the military service is also provided for students. Counselors also work closely with special programs, such as ELD, ROP, Honors, IB, AP, Special Education and ASD.

Students may schedule appointments with their counselor. Students are assigned to Counselors based on their last name.

Counselors advise students concerning the logical consequences of their actions and behavior in the areas of citizenship, interpersonal relationships and academics. Students are counseled on the importance of being accountable and responsible for their actions and behavior in all areas. Counseling services range from confidential sessions for individuals to group sessions.

### STUDENT PROGRAM CHANGE POLICY

**Students will not be allowed to drop Honors or IB/AP courses once the spring registration process is complete. Please take great care in selecting these courses.**

**Students may request program changes for the following reasons only:**

- An incorrect placement or a teacher initiated request for a level change.
- Summer School classes passed.
- Prerequisites not met or failed in a previous class.

**Student request for program changes will NOT be honored for the following reasons:**

- To change from one elective to another elective.
- To change from one teacher to another in the same subject.
- To change to the same teacher in the same subject but to another period.

All changes to a student's schedule should be made by the end of the third week of the semester. No new class may be added after the sixth week of any semester. After the end of the sixth week of any semester, a class may not be dropped without administrative approval.

### WORK PERMITS

By law, students who are under the age of 18 must have a work permit if they are working. Work permits are available from **Ms. Mazziotti** in the Career Center which is located in the COHS Library. It is our recommendation that a student's work hours not exceed 20 hours per week. **A student must maintain an academic GPA of 2.0 or higher and 95% attendance or a student's work**



**permit will not be issued or, if previously issued, the work permit will be revoked.**

### HOMEWORK

*(Please notify the attendance office of a student's absence prior to requesting homework).* Students and parents are encouraged to check assignments directly with the teacher through emails, parent portal or the teacher's webpage. Homework may also be requested through the Counseling Office. If a student's absence exceeds 3 days, parents/guardians may contact the Counseling Office to request homework. Homework requests require 24-hour preparation time. Homework will generally be ready between 2:00 and 4:00 PM on the day following the request.

### INDEPENDENT STUDY CONTRACTS

(Board Policy and Administrative Procedure 6110)

There is no substitute for being present for lectures, labs and classroom participation. Parents need to contact the Counseling Office if their child will be absent for a period of 5-20 school days. Requests for Independent Study Contracts should be made one week in advance to give the Counseling Office time to gather required assignments. (Teachers will send assignments to Counseling Office, not directly to the student). The student is required to pick up assignments from the Counseling Office at the end of the student's last day of regular attendance. By 8:00 a.m. on the day of return to school, the student must return all completed work to the Counseling Office.

### COUNSELING DEPARTMENT

The Counseling office is located in the Administration building. Services offered include: academic, social/emotional and career advisement. Information regarding post-secondary options including four year colleges, community colleges, vocational/technical schools and armed services is available. Students and parents have an opportunity to attend College Application Night, Financial Aid Night and Parent Information Nights. Students may also speak to representatives from the Armed Forces and to representatives from individual colleges who visit the Charter Oak campus. The Counseling office also houses information on college testing (PSAT, SAT & ACT), Financial Aid (FAFSA), scholarships and careers. Please check the bulletin and Counseling web page to find up-to-date information on counseling activities.

### **CALIFORNIA SCHOLARSHIP FEDERATION (CSF)**

The purpose of this statewide honor society is to identify and encourage students with high academic achievement. During the first three weeks of each semester, eligible students may apply for membership. Eligibility is based upon grades earned the previous semester. Students may apply after the first semester of the 10<sup>th</sup> grade and any semester thereafter. A student must earn a minimum of ten CSF points in four or five qualified subjects. An "A" equals three CSF points and a "B" equals one CSF point. The CSF points must be earned in courses that meet the subject requirements for the University of California. Life membership and honors at graduation are attained with membership in four of the last six semesters. One semester **must** be in the senior year. In order to qualify for CSF, a student must enroll in at least three (3) subjects designated by the Code CSF-1 or CSF-2, and of these three, at least two (2) must be designated CSF-1. Furthermore, a student must earn two A's and a B in these subjects and one A in another subject. For further information, please contact CSF Advisor, Mrs. Crystal Volpe.

## NATIONAL HONOR SOCIETY (NHS)

The Charter Oak National Honor Society is the "OAK LEAF" Chapter of the national organization. This merit group dedicates time and effort to aiding and serving the community. Membership is based upon a selective process with minimum requirements: a) Sophomore standing, b) Maintenance of a cumulative GPA of 3.65 or higher, c) and essay. For further information, see the NHS advisor, Mr. Chris Long.

## COLLEGE ENTRANCE INFORMATION

Students considering continuing their education after high school by enrolling in a college or university should begin planning in the 9<sup>th</sup> grade. Counselors can provide valuable information and guidance in the area of college preparation. Generally, students must follow a rigorous course of study with no grades lower than a C and follow the guidelines for requirements provided by the selected college or university. General guidelines are listed below. For more information about college and career opportunities, visit <http://www.CaliforniaColleges.edu>

### UNIVERSITY OF CALIFORNIA

**Locations:** Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara, Santa Cruz

**Minimum Subject Requirements: a-g**

- a. **HISTORY/SOCIAL SCIENCE** -2 years required  
*Approved COHS courses: Civics CP, US History CP, AP US History, World History CP, Honors World History, AP European History, IB History of Americas HL2*
- b. **ENGLISH** -4 years required  
*Approved COHS courses: English 9CP, English 10CP, English 11CP, English 12CP, Honors English 9CP, Honors English 10CP, Honors English 11, IB English HL1, IB English HL2, IB English SL; Film and Literature; Sports and Literature*
- c. **MATHEMATICS** -3 years required, 4 recommended  
*Approved COHS courses: Algebra CP, Advanced Algebra CP, Honors Advanced Algebra CP, Geometry CP, Honors Geometry/Trig, Trigonometry/Intro to College Math CP (Trig/ICM), AP Calculus AB, IB Math Studies SL, IB Mathematics HL2, AP Statistics, Mathematics I, Mathematics II*
- d. **LABORATORY SCIENCE** -2 years required from 2 of the 3 foundational subjects of biology, chemistry and physics, 3 recommended  
*Approved COHS courses: Biology CP, Honors Biology, Honors Chemistry Pre IB, Chemistry CP, Chemistry IB SL, Anatomy/Physiology CP, Environmental Systems IB SL, Honors Physics Pre IB, Physics CP, IB Biology HL1, IB Biology HL2*
- e. **LANGUAGES OTHER THAN ENGLISH** -2 years required, 3 recommended  
*Approved COHS courses: French I, French II, French III, French IV, French IV IB SL, Spanish I, Accelerated Spanish I, Spanish II, Accelerated Spanish II, Spanish III, Spanish IV, Spanish IV IB SL; IB Spanish HL1; IB Spanish HL2; American Sign Language I, American Sign Language II, American Sign Language III, American Sign Language IV.*
- f. **VISUAL AND PERFORMING ARTS** - 1 year-long course required.  
*Approved COHS courses: Art I, Art II, IB Visual Arts HL 1, IB Visual Arts HL 2, IV Visual Arts SL Beginning Dance, Intermediate Dance, Advanced Dance, Ceramics I, Ceramics II, Beginning Drama, Intermediate Drama, Advanced*

*Drama, Stagecraft, Theatre Arts IB SL, Advanced Band, Charger Chorus, Advanced Choral Ensemble, Music Appreciation, IB Music HL 1, IB Music HL 2, IB Music SL, ROP Photography I, ROP Photography II, ROP Photography III, Cinema*

g. **COLLEGE PREPARATORY ELECTIVES** -1 year required

*Approved COHS courses: Economics CP, Journalism, Psychology CP, IB Theory of Knowledge, Physical Science CP*

**TEST REQUIREMENTS**

All applicants must submit scores from Scholastic Aptitude Test (SAT) Reasoning Test (verbal and math scores must be from the same testing) or American College Test (ACT) (composite score). SAT subject tests may be required by some UC schools for certain majors.

**ADDITIONAL REQUIREMENTS**

The grades earned in the a-g subjects taken in grades 10, 11, and 12 are the only grades the University of California uses to calculate GPA for admission. If a student takes more courses than the minimum required in the a-g subjects, the university uses only the highest grades earned. Grades from the a-g list are calculated along with college entrance test scores to determine admission eligibility. Activities, community service and leadership can also be factors in admission to a UC Campus.

INTERNATIONAL BACCALAUREATE DIPLOMA RECIPIENTS WITH AT LEAST 30 POINTS MAY RECEIVE UP TO 20 SEMESTER UNITS FROM THE UNIVERSITY OF CALIFORNIA.

Additional admissions information can be found at [www.universityofcalifornia.edu](http://www.universityofcalifornia.edu)  
Charter Oak High School courses approved for the UC a-g list are available at <https://doorways.ucop.edu/list>

**CALIFORNIA STATE UNIVERSITY**

**Locations: Bakersfield, Channel Islands, Chico, Dominguez Hills East Bay, Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Maritime Academy, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, Stanislaus.**

**MINIMUM SUBJECT REQUIREMENTS:**

**ENGLISH**, 4 years - composition, literature (American and world).

**MATHEMATICS**, 3 years - algebra, geometry, advanced algebra, advanced mathematics.

**U.S. HISTORY OR U.S. HISTORY AND GOVERNMENT**, 1 year.

**WORLD HISTORY**, 1 year

**SCIENCE**, 2 years of a laboratory science –one physical and one biological science

**FOREIGN LANGUAGE**, 2 years in the same foreign language

**VISUAL AND PERFORMING ARTS**, 1 year - art, dance drama/theater, music, ceramics and photography.

**ELECTIVES**, 1 year - selected from English, advanced mathematics, social science, history, laboratory science, foreign language, visual and performing arts,

**TEST REQUIREMENTS:**

Scholastic Aptitude Test (**SAT**) OR American College Test (**ACT**)

Students should consult the college catalogue to determine additional test requirements.

**Additional Information:**

The **SAT** or **ACT** scores are combined with the Grade Point Average (grades 10, 11, and 12 college prep courses) to determine eligibility beyond the required coursework. See Admissions information at <https://www2.calstate.edu/apply>

### ***INDEPENDENT/PRIVATE COLLEGES***

**Subject Requirements:** Each independent/private college or university has its own unique subject requirements. It is recommended that all courses taken in high school be college preparatory. A student should consult the school's catalogue for in-depth requirements.

**Test Requirements:** Most schools require the **SAT** or the **ACT**. In addition, some require SAT subject tests.

### ***COMMUNITY COLLEGES***

(Local community colleges include Chaffey, Citrus, Mt. SAC, Pasadena, and Rio Hondo)

**Subject Requirements:**

A community college is a two-year college providing training for semi-professional and trade careers or transfer programs to four-year colleges/universities. High school course work should include some college prep classes.

**Test Requirements:**

To be admitted, the person must be a high school graduate or eighteen years old.

**Additional Information:**

Student must take Placement and Aptitude Tests

### ***TRADE AND TECHNICAL SCHOOL***

**Requirements:**

The admissions requirements for trade and technical schools vary. Most schools require a high school diploma or its equivalent

### ***PARENT TEACHER CONTACT***

Parents are given the opportunity to meet briefly with teachers after the 6<sup>th</sup> week progress report each semester. Dates for these conferences are listed in the school calendar. Parents are encouraged to contact the teachers by phone, email or in writing to request additional appointments as necessary. Teachers remain on campus until 3:00 pm for such purposes. Appointments outside of school hours must be at a time convenient for both parties. Calls are never placed through to a teacher's classroom, as this would be disruptive to other students. A message will be placed in the teacher's mailbox; however, an email is the preferred method of contact.

### ***STUDENT INFORMATION***

Charter Oak High School is an educational institution where young men and women of the community receive their four years of high school education. We want these years to be as beneficial, rewarding, productive and as satisfying as possible. In order to accomplish the academic goals of our institution, we need an environment in which teachers can teach and students can learn with dignity and with safety. Consequently, we need rules that do not limit or suppress the educational process, but rather enhance the process. With the above purpose in mind and under the direction of the Governing Board of the Charter Oak Unified School District, we believe the following rules and regulations are necessary to accomplish our purpose:

## BEHAVIOR

As a student at Charter Oak High School you are expected to be aware of and to accept your individual responsibilities and behavior in the following areas:

### THE TEACHING-LEARNING PROCESS

- Students deserve the best instruction that Charter Oak High School can provide. For teachers to be successful, you need to cooperate, work and achieve to the best of your ability. Learning is a natural process and unless students work at gaining knowledge and understanding, no genuine learning ever occurs, no matter what teachers do to make it occur.

### RESPONSIBILITY FOR YOUR OWN ACTIONS

- You will be held responsible for the things you do or fail to do. What others do or do not do is of little importance in determining whether or not you have accepted your responsibility as a student-citizen of Charter Oak High School.
- If you choose to follow bad examples set by a few, you will be held responsible for your actions. The decision will be yours, and so will the consequences. Your first responsibility, then, is to decide how you should conduct yourself while you are at school. Your second responsibility is to be prepared to accept the results of your actions.

### SEARCH OF STUDENT OR STUDENT PROPERTY

- The Charter Oak Unified School District Governing Board recognizes that incidents may occur which jeopardize the health, safety and welfare of students and staff and which necessitate the search of students, their property or their lockers by school officials. School officials may search individual students and their property when there is a reasonable suspicion that the student is violating the law or the rules of the district or the school. This authority is granted by the COUSD Board policy 5145.12 and Administrative Regulation 5145.12.

### CANINE DETECTION

- The Charter Oak High School campus and parking lot are subject to random visits by canine detection units. All cars, student backpacks and lockers are subject to the program without advance notice.

### LOCKERS/BACKPACKS

- Lockers on Charter Oak campuses are the property of the Charter Oak Unified School District and are subject to searches. Backpacks and book bags are also subject to search at any time by school officials with reasonable suspicion.

### DISCIPLINE/DUTIES OF PUPILS

- Pupils must comply with school regulations, pursue the required courses of study, and submit to the authority of teachers. (Ed Code 48908)

### HAZING

- No student may engage in hazing or commit any act that injures, degrades, disgraces or tends to injure, degrade, and disgrace or cause undue attention to a fellow student/person attending school.

### CLASSROOM DISCIPLINE

- Each teacher has the responsibility to impose controls and penalties upon students whose behavior distracts from a safe and positive learning environment. Students do not have the right to interfere with the learning process of others. Therefore, students must follow teacher imposed classroom rules. Failure to do so will result in the following:
  - Denial of certain privileges granted to other students.

- Conference with parents to secure their assistance in improving quality of performance and/or behavior of students.
- Detention.
- A student/teacher/parent behavior contract.
- Referring the student who commits a serious offense to the Vice Principal.

#### DETENTION POLICY

- The Vice Principals and classroom teachers shall assign detentions for classroom infractions, such as tardies, disruptive behavior, etc.
- Detentions must be served on the date assigned unless other arrangements have been agreed upon.
- If a student fails to serve the assigned detention, he/she may be assigned Saturday School.
- Every pupil must: attend school punctually and regularly; conform to the regulations of the school; obey promptly all directions of teachers and others of authority; observe good order and propriety of deportment; be diligent in study; be respectful of teachers and others in authority; be kind and obligating to school mates; and refrain entirely from the use of profane and vulgar language. (C.C.R. Title 5, Sec 300)

#### ON CAMPUS SUSPENSION (OCS)

- The student is removed from the normal classroom but is still present at school.

#### ASSEMBLIES – RULES OF CONDUCT

Assemblies and rallies are held for several purposes: to teach; to entertain; to honor; to display school spirit; to celebrate, etc. Depending upon the purpose of the assembly, there is a specific type of behavior expected for the audience. First and always, the members of the audience should respect the rights of the performer or speaker or whoever might be presenting the program. There is an obligation of courtesy that each student at Charter Oak High School owes other persons in this school. It is our expectation that you respect the rights of others and our belief is that you are due that level of courtesy in return.

#### BICYCLES AND SKATEBOARDS

Bicycles and skateboards are not to be ridden on campus. Bicycles need to be locked in the bike rack near the front entrance of the school. Skateboards should be locked in the skateboard rack also located near the front of the school. These items are not to be stored in classrooms or carried during the school day. Students are to provide their own locks. Charter Oak High School is not responsible for items that are damaged or stolen while in the bike or skateboard rack. Bikes or skateboards ridden on campus are subject to confiscation and held until a parent conference takes place.

#### CAMPUS SAFETY ASSISTANTS

Campus safety assistants are on our campus for the safety of all students and faculty. They represent the Administration and their directions must be obeyed.

#### COOPERATION WITH SCHOOL RESOURCE OFFICER (SRO)

It is a practice at Charter Oak High School to cooperate with law enforcement officials whenever possible. This school has a School Resource Officer (SRO) who helps disseminate information to the students. Occasionally a law enforcement officer will ask to meet with a student on campus during the school day. When this happens, the parents will be contacted whenever possible. The School Resource Officer will issue citations for violations including, but not limited to fighting, truancy and smoking.

## DRESS CODE

Dress and grooming are important responsibilities of students and parents. In an effort to maintain a peaceful and positive school campus and enhance the education process, the School Site Council has established the following dress code for Charter Oak High School.

Clothing should be clean, size appropriate, and in good repair. Clothing with large holes or tears is unacceptable. Pants must fit at the waist without a belt, unaltered. Pants should not be able to be pulled out past eight inches at the knee. Clothing and jewelry, which are potentially dangerous, may not be worn. Chain spikes, handcuffs and general heavy-metal type accessories are unacceptable.

Shoes must be worn at all times. Shoes without firm soles are not permitted. Slippers may not be worn on campus. Steel-toed shoes will not be allowed because they are considered to be dangerous objects, and are in direct violation of the Education Code and the School Site Discipline Policy.

Any clothing and jewelry or overall appearance which causes a disruptive influence in the classroom, on the school grounds, or at school sponsored events is unacceptable. These standards include:

1. Students are permitted to wear appropriate hats and beanies on campus. These head coverings e.g. hats, beanies or hoods on sweatshirts are not to be worn in office buildings or classrooms unless they are being worn for religious purposes. Hats must be worn facing forward. Headgear such as bandannas or any gang related apparel will not be allowed on campus. Any hat and/or beanie that causes a disruption to the educational environment or has writings and/or emblems on it that are crude, violent, vulgar, profane, prejudicial, contains references to pornography, promotes suicide or death, or which advocates the use of drugs or alcohol will NOT be permitted on campus. **Unauthorized hats/beanies will be confiscated and returned at the end of each semester. Charter Oak High School and its employees will not be responsible for replacing any hat/beanie that is stolen or damaged.** Disciplinary action may occur for repeated offenses.
2. No ornamental belt buckles or lettering on belt buckles will be allowed, and the length of the belt shall be appropriate for waist size.
3. No gang or gang-related clothing will be allowed. This includes garments which may provoke intimidation or fear of violence or which are deemed disruptive to the educational processes of the school. No clothing or paraphernalia associated with graffiti/tagging is permitted on campus (i.e. markers, spray cans, scribblers, tagger shirts or tagger belts) No gang writing or tagging will be allowed on school materials, personal dress or backpacks.
4. No socks above the hemline of shorts. No baggy pants combined with a complete buttoned-up shirt allowed.
5. No extreme make-up, hairstyles, or hair color will be permitted.
6. No clothing that is crude, violent, vulgar, profane, and prejudicial, contains references to pornography, promotes suicide or death, or which advocates the use of drugs or alcohol will be permitted.
7. Shorts can be no shorter than one and one-half inches below the buttocks. Skirts or dresses should be no shorter than four inches below the buttocks.
8. All tops and dresses must have straps that connect from the front of the top to the back of the top. There are no exposed backs or halter-tops allowed. Shirts should be able to be tucked into the waistline.

9. No sexually suggestive clothing or revealing clothing is allowed. No swimwear/sleepwear/loungewear is allowed.

10. Laser pens are unacceptable and will be confiscated.

The school Administration will determine the nature of clothing, jewelry, and any other items that are not appropriate for school in consultation with local law enforcement agencies.

NOTE: Any student wishing to present an item of clothing or jewelry to the School Site Council for review may do so.

PROCEDURE: Enforcement shall be accomplished by teachers, administrators, counselors, staff and Campus Safety Assistants addressing a violation immediately. Initial intervention will include that the item be removed, covered and/or changed. Student objection/defiance will be referred to the Vice Principal/Dean of Students for review. Repeated violators will be sent to the Vice Principal/Dean of Students, parents will be notified, and appropriate disciplinary action will be administered.

### ELECTRONIC EQUIPMENT

Students may bring electronic devices (including, but not limited to, iPods, MP3 players, portable computers, personal tablets, and portable gaming devices) on campus at their own risk. Charter Oak High School and its employees will not be responsible for replacing any equipment that is stolen or damaged. Unless authorized by a teacher, electronic equipment must be turned off and put away during instructional time. Failure to follow classroom rules regarding the use of electronic equipment may result in these items being confiscated and held until the end of the semester and the privilege of bringing such items to school may be revoked. Students may not use electronic devices to take pictures or record actions of any student or staff member without that person's permission. (Refer to Discipline Matrix on pages 30-33)

### FINES FOR STUDENTS

Education Code 48904 states: the parent or guardian shall be liable for all damage caused by the pupil. The parent or guardian of a pupil shall be liable to a school district for all property belonging to the school district loaned to the pupil and not returned upon demand of an employee of the district authorized to make the demand.

It is the policy of Charter Oak High School to hold final report cards and/or registration for the following year until all debts are paid. Extra-curricular and co-curricular activities may also be suspended until all debts are cleared. Debts and fines may be cleared in the ASB Finance office Monday through Friday, 7:30 a.m. – 11:15 a.m. & 12:00 p.m. – 3:00 p.m.

### HALL PASSES

Hall passes are necessary for students excused from a classroom while classes are in session. Students without a pass are subject to disciplinary action.

### LOST AND FOUND

The Lost and Found Department is located in the Administration Building.

### MESSAGES

**Messages are relayed to students only from parents and only in case of emergency. Deliveries of any kind are not made during the school day.**



## DELIVERIES AND VISITORS FOR STUDENTS

**In order to ensure minimal instructional disruptions, students may not receive visitors or deliveries of any kind during the course of the academic school day. The administration office will not hold money, food, birthday grams (balloons, flowers, etc.), electronic devices or any other delivery for a student to pick up at a later time. However, lunch deliveries are allowed during lunch time only at the front gate where the student may accept the delivery directly from a parent.**

## OFF-CAMPUS PASSES

As authorized by Education Code 44808.5, the Governing Board establishes an "Open Campus" with parent permission for seniors ONLY at Charter Oak High School. By allowing seniors to leave campus during the lunch period, the Governing Board entrusts them with the opportunity to learn responsibility and demonstrate good citizenship. Students shall not leave the school grounds at any time during the school day without authorization from their parents/guardians and written permission of school authorities. Students who leave school without such authorization shall be classified as truant and subject to disciplinary action.

At the beginning of the school year, every senior may obtain a lunch pass with his/her parent or guardian's permission. If the student fails to have parent or guardian's permission, a pass will not be issued. Prior to issuing the pass, each senior student and parent/guardian will also be given a contract detailing the criteria listed in Administrative Regulation 5112.5. If the senior and parent/guardian fail to sign the contract, no lunch pass will be issued. Seniors must maintain a 2.5 GPA and be passing four classes at each grading period to be eligible to obtain a lunch pass.

According to Education Code 44808.5, the District, Board members and District employees shall not be liable for the conduct and safety of students who leave school grounds during the lunch period. The Board shall notify parents/guardians at the beginning of the school term of their decision to establish an open campus. The following notice shall be sent as provided by Education Code 44808.5: "The Governing Board of the Charter Oak Unified School District, pursuant to Education Code #44808.5, has decided to permit the seniors, with a minimum of a 2.5 GPA, at Charter Oak High School to leave the school grounds with parent permission during the lunch period. Neither the School District nor any officer or employee thereof shall be liable for the conduct nor safety of any pupil during such time as the pupil has left the school ground pursuant to this section."

The privilege of open campus may be revoked from individual students for disciplinary reasons, attendance problems, or because of failure to maintain a 2.5 GPA or failure to pass four classes.

If a student is caught driving recklessly in the Charter Oak High School parking lot or caught violating California State driving laws during the lunch period, the result will be immediate revocation of the pass for the remainder of the semester or year.

## STUDENT PARKING

All vehicles parked on the Charter Oak High School campus must display a parking permit. Student parking is limited to 300 spaces in the student lot on the east side of the campus. Parking permits will be issued in the ASB office. In order to obtain a permit, students must show a valid driver's license and proof of insurance. Students who park in the faculty or visitor's lot will be subject to administrative discipline. Parking on campus is a privilege, which can and will be revoked if a

second offense occurs due to parking violations or unsafe driving. The school is not responsible for damage or loss of property. Cars parked in the parking lots on the Charter Oak High School campus are subject to being searched.

**Note: Extreme safety violations may result in revocation of parking privilege on first offense.**

## **SUSPENSION/EXPULSION INFORMATION AND PROCEDURES**

A pupil shall not be suspended from school or recommended for expulsion unless the principal or designee of the school in which the pupil is enrolled determines that the student has violated a section of E.C. 48900:

- A. (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- B. 2) Willfully used force or violence upon the person of another, except in self-defense.
- C. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or the designee of the principal.
- D. Unlawfully possessed, used, sold or otherwise furnished or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- E. Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- F. Committed or attempted to commit robbery or extortion.
- G. Caused or attempted to cause damage to school property or private property.
- H. Stolen or attempted to steal school property or private property.
- I. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- J. Committed an obscene act or engaged in habitual profanity or vulgarity.
- K. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- L. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- M. Knowingly received stolen school property or private property.
- N. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is as substantially similar to physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

- O. Committed or attempted to commit a sexual assault as defined in Penal Code 261 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.
- P. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.
- Q. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- R. Engaged in, or attempted to engage in, hazing.
- S. Engaged in an act of bullying, including but not limited to, bullying committed by means of an electronic act directed specifically toward one or more pupils that has or can reasonably predicted to have the effect of one or more of the following:
  - a. Placing a reasonable pupil or pupils in fear of harm of that pupil or pupil's property.
  - b. Causing a reasonable pupil to experience a substantially detrimental effect on his/her physical or mental health.
  - c. Causing a reasonable pupil to experience substantial interference with his/her academic performance.
  - d. Causing a reasonable pupil to experience substantial interference with his/her ability to participate in or benefit from the services, activities or privileges provided by the school.
- T. A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
  - 1. While on school grounds.
  - 2. While going to or coming from school.
  - 3. During the lunch period whether on or off the campus.
  - 4. During, or while going to or coming from, a school sponsored activity.
- U. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction or physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section. Except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (A).

As used in this section, "school property" includes, but is not limited to, electronic files and databases.

## **ADDITIONAL GROUNDS FOR SUSPENSION OR EXPULSION**

E.C. 48900.2

### **Sexual Harassment**

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent, principal, or designee of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment. The conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.

E.C. 48900.3 **Hate Violence**

In addition to the reasons specified in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent, principal, or designee of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) Section 233.

E.C. 48900.4 **Harassment, Threats or Intimidation**

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent, principal, or designee of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of school district personnel or pupils by creating an intimidating or hostile educational environment.

E.C. 48900.7 **Terroristic Threats**

A pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

E.C. 48915 **Circumstances for Recommending Expulsion**

A. The principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance.
4. Robbery or extortion.
5. Assault or battery, as defined in Section 240 and 242 of the Penal Code, upon any school employee.

B. The principal or superintendent of schools shall immediately suspend and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

1. Possession, selling or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

## **Bullying/Harassment**

Bullying is defined as “systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting or dehumanizing gestures, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage, cause discomfort or humiliation; or reasonably interfere with the individual’s school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power.” Charter Oak Unified School District policies prohibit discrimination, harassment, intimidation and bullying on the basis of: actual or perceived sexual orientation, gender, gender identity expression, race or ethnicity, nationality, religion, disability, or association with a person or group with one or more of these actual or perceived characteristics.

**\*Students who feel that they are being bullied/harassed should complete a Bullying, Harassment, or Intimidation Form that is located in the attendance office.**

## **TOBACCO FREE CAMPUS**

Tobacco free and proud! Our campus maintains a non-smoking or chewing policy. This policy extends to students, staff and visitors on campus. This policy is in effect 24 hours a day. Join us in celebrating a substance free life style.

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

Students shall not smoke, chew or possess tobacco or nicotine products including vape and e-cigarettes on school property or during school hours, at school-sponsored events, or while under the supervision of district employees. Students who violate this prohibition shall be subject to disciplinary procedures, which may result in suspension from school. All students shall receive instruction on the effects of smoking on the human body.

## **Charter Oak High School Discipline Matrix**

The discipline matrix is an abbreviated guideline to be used by parents, students and staff to understand consequences as applied to various infractions or violations. Any or all of the consequences listed may be applied for any offense, depending upon the circumstances.

Seniors are advised that their consequences for any violation may also include loss of Senior Privileges and Activities, including participation in commencement exercises.

Offense	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
Closed Campus – Leaving campus during school hours without permission. See attendance policy (Check Out slips).	Detention. Possible citation by SRO.	Saturday School referral. Citation by SRO. Possible OCS.	Citation by SRO. OCS.
Tardy to School – Students are expected to arrive to their first class of the day on time. Only a doctor's note can excuse this tardy.	Tardies 1 - 4, teacher assigned detention (teacher makes parent contact after tardy #3).	Tardies 5-9, Saturday School referral.	10 <sup>th</sup> tardy, possible citation by SRO. Possible loss of class/schedule change. Possible referral to SART
Tardy to Class – Students are to attend all classes on time throughout the school day. Only a written pass from a staff member can excuse a class tardy.	Tardies 1 - 4, teacher assigned detention (teacher makes parent contact after tardy #3).	Tardies 5-9, Saturday School referral.	10 <sup>th</sup> tardy, citation by SRO. Possible loss of class/schedule change. Possible referral to SART
E.C. 48900 (A) – Caused, attempted to cause or threatened to cause physical injury to another person (Fighting).	Possible 3 – 5 day suspension. Citation by SRO. Possible administrative transfer to alternative site.	5 day suspension. Citation by SRO. Administrative transfer to alternative site. Possible expulsion.	
Stink bombs, poppers	Saturday School.	Possible 1-3 day suspension.	3 to 5 day suspension. Citation by SRO. Possible expulsion.
Possession of firecrackers or other explosives	3-5 day suspension. Possible expulsion. Possible police report.	5 day suspension. Citation by SRO. Recommended for expulsion.	
Electronic Devices Violation of policy  Unauthorized Use (including videotaping or photographing others without their permission)	Teacher confiscates item/phone and sends to office. Parent/Guardian notified.  Possible detention or Saturday School. Possible 1-5 day suspension. Possible arrest depending on nature of offense	Teacher confiscates item/ phone and sends to office Item/phone returned to Parent/Guardian. Possible Saturday School.  Possible Saturday School. Possible 1-5 day suspension. Possible arrest depending on the nature of offense.	Loss of electronic device privilege for remainder of the semester. Possible 1-3 day suspension.  Possible 1-5 day suspension. Possible transfer to alternative site. Possible arrest.
Offense	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
E.C. 48900 (K) – Disruption of class learning environment. Disruption of school activity.	Referred to office (by teacher after taking progressive discipline steps within the classroom setting). Teacher calls parent. Possible class suspension. Possible Saturday school.	Same Possible Teacher, Parent, Office conference or 1-5 day suspension.	Same 1 to 5 day suspension. Possible recommend expulsion.

Truancy – Failure to report to school without permission (Period truants & All day truants).  All Day Truants	<b>Period Truant</b> Detention.  <b>All day truants</b> Saturday School. Possible Citation.	<b>Excessive period truants(5 or more)</b> Possible loss of class Saturday School. Possible citation by SRO. Referral to SART.  <b>All day truants</b> Citation by SRO. Referral to SART.	Citation by SRO. Possible Administrative transfer to alternative site. Referral to SART.
Missed Detention	Reassign detention. Time doubled from 15 to 30 minutes.	Saturday School.	Possible suspension.
Missed Saturday School	Reassign Saturday School.	Possible 1- 3 day suspension (defiance).	3-5 day suspension. Possible administrative transfer to alternative site
E.C. 48900 (H) – Possession or use of tobacco/nicotine products, including e-cigarettes	Saturday School. Counseling.	Possible 3-5 day suspension. Citation by SRO.	5 day suspension. Citation by SRO. Possible Administrative transfer to alternative site.
E.C. 48900 (I) - Obscene act.	Possible Saturday School Possible 1-5 day suspension or expulsion.	Possible 3-5 day suspension. Possible expulsion.	5 day suspension. Possible expulsion.
Inappropriate Language – (Written, spoken, electronic).	Referral to office. Possible detention. Possible Saturday School.	Referral to office. Saturday School.	1-5 day suspension. Possible Administrative transfer to alternative site.
E.C. 48900 (F) - Damage to school property or private property (Tagging/Graffiti).	Saturday school Possible 3 – 5 day suspension. Restitution. Possible police prosecution. Possible Administrative transfer to alternative site. Possible recommend expulsion.	5 day suspension. Restitution. Police prosecution. Administrative transfer to alternative site. Recommend expulsion.	
E.C. 48900 (C) - Controlled substance violation	Possible arrest/citation. 5 day suspension. Possible administrative transfer to alternative site. Possible expulsion.		

<b>Offense</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>
<b>E.C. 48900 (B) – Dangerous Items (Weapons).</b>	3-5 day suspension. Possible Expulsion. Possible arrest.		
<b>Dress Code Violation</b> (Student will be asked to change).	Warning Change of clothes at school. Must wear loaner clothes appropriately.	Same. Detention. Possible Saturday School.	Saturday School. Possible 1-3 day suspension.

<b>E.C. 48900 (J) Drug Paraphernalia.</b>	Possible arrest/citation. 5 day suspension. Possible administrative transfer to alternative site. Possible expulsion.		
<b>Signaling a False Fire Alarm</b>	1-5 day suspension.	Same. Possible Administrative transfer to alternative site.	Same. Possible expulsion.
<b>Food Fight</b>	Saturday School Possible suspension. (Possible restitution.)	Same. Possible Administrative transfer to alternative site.	
<b>Forgery</b> -attendance notes; Check out slips; attendance records; grade book; computer programs or fraudulent attendance phone calls	Possible Saturday School. Possible 1-5 day suspension. Possible citation by SRO.	Same. Possible Administrative transfer to alternative site.	
<b>Hats &amp; Headgear</b> -No headgear of any kind may be worn in class. Hats must be worn facing forward. (Headgear not claimed by end of the semester will be donated to charity).	Confiscate and return to student at the end of the school day.	Confiscate and return to parent or to student at the end of semester. Possible Saturday School.	Item will be confiscated and returned at the end of the semester. Possible 1-3 day suspension
<b>E.C. 48900 (I) Indecent Exposure</b>	1-5 day suspension. Possible arrest. Possible expulsion.		
<b>OCS Violation</b>	Student sent home. Possible Saturday School.	Possible 1-3 day suspension.	
<b>Unauthorized Sales on Campus</b>	Office referral. Notify parent. Release item(s) to parents.	Same. Referral to SRO. Possible suspension.	
<b>Inappropriate Public Displays of affection</b>	Warning.	Referral to counselor. Parent contact.	