

# Student & Parent Handbook

## 2020-2021

***DIXON***



***HIGH SCHOOL***

555 College Way, Dixon, CA 95620

Telephone: 707-693-6330

Fax: 707-678-9318

<http://www.dixonusd.org>

**Dixon High School Mission Statement**

“Dixon High School will develop and integrate the structures and practices necessary to ensure all students learn at high levels. Students will graduate from Dixon High School college and career ready, prepared for the global demands of the 21st century.”

## Communication - Who's Who at Dixon High School

Objective: Implement a clear communication system so all stakeholders can get the support they need, particularly when we are engaged in distance learning.

This year, we are planning on enrolling every student and their parent/guardian in an Advisory Cohort with a staff member to expedite communication. Parents and students can ALWAYS reach out to their staff expediter to get information or get connected with someone who can help. Also, if you aren't sure who to contact, please call or email Audrey Madden, Office Coordinator at [amadden@dixonusd.org](mailto:amadden@dixonusd.org), 707-693-6330, ext 7101.

Contact	Support Provided
Office Manager <b>Audrey Madden</b> <a href="mailto:amadden@dixonusd.org">amadden@dixonusd.org</a> 707-693-6330, ext. 7101	General Questions Appointments with Administration
Attendance Secretary <b>Brenda Percival</b> <a href="mailto:bpercival@dixonusd.org">bpercival@dixonusd.org</a> 707-693-6330, ext. 7102	Attendance Health Concerns Homelink Support
Parent Liaison <b>Yolanda Gonzalez</b> <a href="mailto:yolanda.gonzalez@dixonusd.org">yolanda.gonzalez@dixonusd.org</a> 707-693-6330, ext. 7126	English Learner Support Translation
Principal <b>Stephanie Marquez</b> <a href="mailto:smarquez@dixonusd.org">smarquez@dixonusd.org</a> 707-693-6330, ext 7113	Opportunities for parent involvement Community Outreach WASC Appointments per Office Manager
Assistant Principals A-La <b>Bob Bugalski</b> <a href="mailto:bob.bugalski@dixonusd.org">bob.bugalski@dixonusd.org</a> 707-693-6330, ext. 7106 Le-Z <b>Angela West</b> <a href="mailto:angela.west@dixonusd.org">angela.west@dixonusd.org</a> 707-693-6330, ext. 7109	Academic, behavioral, health, and attendance support for students Tech Support (hardware and access) Work Permits Referrals to support services Section 504 Plans
Counselors (A-La) <b>Maria Becerra</b> <a href="mailto:mbecerra@dixonusd.org">mbecerra@dixonusd.org</a> 707-693-6330, ext. 7122 (Le-Z) <b>Ricardo Rodriguez</b> <a href="mailto:rrodriguez@dixonusd.org">rrodriguez@dixonusd.org</a> 707-693-6330, ext. 7124	Student Schedules Academic, behavioral, health, and attendance support for students Academic Advising Referrals to support services College Application Support Credit Recovery College Board Information (PSAT, ACT, SAT, AP Testing)
College Advisor <b>Jasmine Ramirez-Barba</b> <a href="mailto:j.ramirez-barba@dixonusd.org">j.ramirez-barba@dixonusd.org</a> 707-693-6330, ext. 7125	Individual/group advising for college and career College and Career Information Financial Aid/FAFSA College Applications
Registrar <b>Maria Torres</b> <a href="mailto:mtorres@dixonusd.org">mtorres@dixonusd.org</a> 707-693-6330, ext. 7119	Registration Transcripts Records Transfers Community Scholarships Diplomas

<p>Athletic Director  <b>Brett Peterson</b>  <a href="mailto:brett.peterson@dixonusd.org">brett.peterson@dixonusd.org</a>  707-693-6330, ext. 7144</p>	<p>Athletics Policies  Athletics Clearance  Athletics Eligibility  CIF Questions  NCAA Information and Guidance</p>
<p>Athletics/ASB Secretary  <b>Norma Holtmeyer</b>  <a href="mailto:nholtmeyer@dixonusd.org">nholtmeyer@dixonusd.org</a>  707-693-6330, ext. 7108</p>	<p>Athletics Scheduling  Coach Contact Information  Athletics Fundraising  Athletics Transportation  ASB Fundraising Support</p>
<p>Food Service Manager  <b>Jesse Rios</b>  <a href="mailto:jrios@dixonusd.org">jrios@dixonusd.org</a>  707-693-6300, ext. 3763</p>	<p>Food Service Payments  Applications for Free and/or Reduced Meals</p>
<p>School Nurse  <b>Bonita Knuckles</b>  <a href="mailto:bonita.knuckles@dixonusd.org">bonita.knuckles@dixonusd.org</a>  707-693-6330, ext. 7104</p>	<p>Health Records  Health Screenings  Student Health Triage and Support  Medications  Student Health Plans</p>
<p>Leadership Advisor  <b>Wes Besseghini</b>  <a href="mailto:wes.besseghini@dixonusd.org">wes.besseghini@dixonusd.org</a></p>	<p>Student Leadership Activities</p>
<p><b>Classroom Teachers</b></p>	<p>Student progress, grades, and behavior in classes</p>

# Dixon High School DISTANCE LEARNING/HYBRID BELL SCHEDULE 2020-2021

Day	Group A	Group B																																												
Monday	<b>9:00-12:00: Asynchronous Work Provided by Teachers</b>  <b>1:00-2:00: Asynchronous Work Provided by Teachers</b>	<b>9:00-12:00: Asynchronous Work Provided by Teachers</b>  <b>1:00-2:00: Asynchronous Work Provided by Teachers</b>																																												
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**Monday Schedule for Teachers:**

**8:00-9:00:** Prep Time. Ensure Google Classroom is updated by 9:00.

**9:00-12:00:** Within this window, at least 1 hour published office hours for student support. To be determined at site.

**1:00-2:00:** Office Hour for student support.

**2:00-3:30:** CPT

## **ACADEMICS**

### **Graduation Requirements (BP 6146.1 Instruction; AR 6146.1 Instruction)**

<u>Course Requirement</u>	<u>Semesters Required</u>	<u>Credits Required</u>		
<i>English 9-12</i>	8	40		
<i>Math</i>	6	30		
All students must pass state Algebra requirement				
<i>Science</i>	4	20		
1-year life science				
1-year physical science				
<i>Social Science</i>				
World History (10)			2	10
U.S. History (11)			2	10
Civics (12)			1	5
Economics (12)			1	5
<i>Technology/Health</i> (9)	2	10		
<i>Physical Education</i>	4	20		
Two semesters of sports participation during 10 <sup>th</sup> and/or 11 <sup>th</sup> grades may be counted in lieu of 2 <sup>nd</sup> year of P.E.				
<i>Electives</i>	4	20		
1-year Foreign Language or 1-year Vocational Arts				
2 <sup>nd</sup> year Foreign Language or 1-year Fine Arts				
<i>Electives</i>				
Free choice			10	50

### **Testing**

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

### **Grading Policy**

Students shall be assigned grades on a six-week basis. These grades, in all cases, reflect measurable achievement based on assignments, examinations, classroom participation and other clearly understood learning activities (BP 5121 Students). No grade may be assigned which cannot be illustrated or validated by written records. The following grade marks will be used to report a student's achievement:

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

### **Grading Periods**

Report cards are mailed to students at the end of the sixth, twelfth and eighteenth weeks of school. The report cards received at the sixth and twelfth week marks are formal reports of student progress. These grades are not permanent and are not part of a student's permanent school record. These grades are used to determine eligibility for extracurricular activities (Education Code 35160.5; BP 6145 Instruction). The semester report card mailed at the eighteenth week or end of the semester carries final credit and are considered permanent grades. These grades become part of a student's official school record (transcript).

### **Grade Change Requests**

Changes to posted grades for a progress or semester report will be changed only when one of the following three circumstances applies:

1. The teacher made a mistake when the grade was submitted.
2. The student had an excused absence(s) and could not submit work in time to be assessed when grades were due.
3. The student was on a short-term independent study contract and thus received a grade of "Incomplete." Upon his/her timely return, the work was completed, submitted, and assessed to earn a letter grade in the course.

Students requesting a grade change for one of these reasons must pick up a grade change form in the counseling center and obtain a rationale and signature from the appropriate teacher(s). The student must submit the completed form to the counseling center. All grade change requests will be authorized or denied by the principal.

## **Academic Honesty**

All Dixon High School students are expected to demonstrate academic integrity. Using notes and other items not allowed on assignments or tests, purposely deceiving the instructor, unauthorized collaboration, theft or alteration of materials, and test avoidance are instances of cheating. Work that is copied or stolen from another student or not appropriately taken and cited from a printed or electronic source is plagiarism. Consequences for cheating and/or plagiarizing range from zero points awarded to more severe disciplinary actions (Education Code 35291-35291.5; BP 5131.9 Students, cf. 5131, 6162.6, 5137 and 5144).

## **Eligibility**

Any student who has a grade point average less than 2.0 (C average) is not eligible for participation in extracurricular activities, including sports (Education Code 35160.5; BP 6145 Instruction). Eligibility is based upon report card grades, both six-week and semester. Students remain ineligible for an entire six-week period.

## **Honors/Advanced Placement Courses**

Dixon High School offers a variety of Honors and AP coursework to its students. Advantages of participating in these classes include earning college credit on the basis of AP exam grades, standing out in the college admissions process, gaining skills to help students succeed in college, and broadening students' intellectual horizons (BP 6141.5 Instruction). <http://www.collegeboard.com/student/testing/ap/about.html>

Most Honors and AP classes have additional admissions requirements including applications and testing. If a student wishes to participate in one or several of these programs, he/she should speak with the teacher(s) to learn more about prerequisites for participation.

## **Distinguished Scholars**

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

## **Alternative Education**

### **Prearranged Absence/ Short-Term Independent Study**

When students will be away from school for between five and ten consecutive school days, the parent/guardian can request a Short-Term Independent Study Program (AR 6158 Instruction). **Please contact your students' Assistant Principal or Brenda Percival at the attendance desk at least two weeks in advance to have their student participate in this program.** If the work is completed during the allotted time frame and the Independent Study Contract is fulfilled, the student will receive credit for being in school. Due to high academic demands and the importance of classroom instruction, students who do not have a 2.0 or above will not be granted permission to participate in the Short-Term Independent Study Program. Furthermore, students who did not fulfill a previous Short-Term Independent Contract will not be permitted to apply for a second contract at a later date. Site administration will make the final determination about the appropriateness of Short-Term Independent Study for individual students.

Students who do not fulfill Short-Term Independent Study contracts will be considered truant and will receive unexcused absences for time missed. Teachers have the discretion to accept work based on their individual policies for unexcused absences.

## **Credit Recovery Program**

Dixon High School may offer credit recovery to junior and senior students who have credit deficiencies that may be rectified without a transfer to continuing education.

Three sections of credit recovery may be offered during the school year. Each section meets twice weekly and is supervised by a certificated staff member. Students must attend all section meetings in order to receive credit. Students who do not attend regularly (more than one absence), will be dropped from the course. Under the Education Code Section 46010(b) there are no provisions for excused absences during credit recovery courses, for illness or any other reason. Attendance is mandatory. Vacations, retreats, camps, appointments, sports, etc., may not conflict with credit recovery. Once the course is completed, students will not be required to attend.

Applications will be processed in order of receipt and classes will be filled on a space-available basis. Due to a limited course capacity, students will be limited to enrollment in only one section. Students who fail a section of Credit Recovery, or who are dropped for lack of irregular attendance will not be permitted to participate in subsequent sections.

## **Maine Prairie High School**

Dixon Unified School District offers a continuation education program at Maine Prairie High School to enable students to meet requirements for high school graduation. Maine Prairie is a credit accelerated program where students have the opportunity to earn up to 31 credits per trimester.

Students may voluntarily enroll in the continuation education program “as space permits and when it is determined to be in the best interests of the student.” (BP 6184)

Likewise, students may be subject to involuntary transfer into the continuation education program due to truancy and/or credit deficiencies that may not be resolved in the comprehensive high school (Education Code 48432.5; BP 6184 Instruction).

“Students eligible for continuation education classes shall be age 16 or 17 at the time of their enrollment and shall not have graduated from high school. (Education Code 48400, 48413).” Students wishing to transfer to continuation education must be referred by their Dixon High School counselor and attend a mandatory parent/guardian/student meeting with the continuation education administrator, Yvette Ramos, prior to enrollment. She may be reached at (707) 678-4560. Transfers will be processed at the beginning of each Maine Prairie High School quarter.

## **Dixon Community Day School**

Dixon Community Day School is the most structured school environment in the Dixon Unified School District. Students are placed at the Dixon Community Day School by involuntary transfer only. “A decision to transfer a student involuntarily into [community day school] classes shall be based on a finding that the student meets either of the following conditions: (Education Code 48432.5; BP 6184 Instruction)

1. The student committed an act enumerated in Education Code 48900. Involuntary transfer to a continuation school shall be made only when other means fail to bring about student improvement. However, a student may be involuntarily transferred the first time he/she commits an act enumerated in Education Code 48900 if the principal determines that the student’s presence causes a danger to persons or property or threatens to disrupt the instructional process. (Education Code 48432.5) 2. The student has been habitually truant or irregular in legally required school attendance.

## **COUNSELING CENTER**

Each student is assigned a school counselor at DHS. The assigned counselor's name will be on the student's class schedule and is based on the first letter(s) of the student's last name.

### **Appointments**

To make an appointment please email or call your students' counselor. (A-La) Maria Becerra: [mbecerra@dixonusd.org](mailto:mbecerra@dixonusd.org) 707-693-6330, ext. 7122 and (Le-Z) Ricardo Rodriguez: [rrodriguez@dixonusd.org](mailto:rrodriguez@dixonusd.org) 707-693-6330, ext. 7124.

### **Class Schedules**

Class changes, including adds and drops can only take place during a scheduled, three day time period to be announced in the fall. **Please note:**

- While the counseling staff makes every effort to honor schedule changes, there are many factors involved that may cause a request to be denied.
- Students must attend their originally assigned courses until receiving official notification of a schedule change. Students that do not attend their original classes will be considered truant.

### **Transcripts**

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

**Seniors** - All outstanding balances such as fees, lunch fees must be paid and all textbooks must be returned in order to participate in the graduation ceremony, receive your diploma and official transcripts. Please contact Audrey Madden in the front office.

## **ATTENDANCE**

Regular attendance is important to your success at DHS. Students are required to attend school every day that it is in session. Students are also required to attend 100 percent of all scheduled classes in which they are enrolled, unless otherwise excused (Education Code 48200-48208; BP 5113).

### **Absence Verification (BP 5113)**

Parents/guardians are required to verify their student's absence from school in writing, by telephone, or by personal visit to the attendance office within **48 hours**. Absences not verified within 48 hours will become unexcused absences. Please contact Brenda Percival at (707) 693-6330 ext 7102 to verify your students' absence.

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

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

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

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

### **ABSENCES FOR RELIGIOUS PURPOSES (Education Code 46014)**



With your written consent, your child may be excused from school in order to participate in religious exercises or to receive moral and religious instruction at his or her place of worship or at other suitable place or places away from school property designated by the religious group, church, or denomination. Your consent should be sent to the principal of your child's school. Each pupil so excused shall attend school at least the minimum school day. No pupil shall be excused from school for such purpose on more than four days per school month.

### **ABSENCES FOR CONFIDENTIAL MEDICAL SERVICES (Education Code 46010.1)**

Commencing in the fall of the 1986-87 academic year, the governing board of each school district shall, each academic year, notify pupils in grades 7 to 12, inclusive, and the parents or guardians of all pupils enrolled in the district, that school authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

### **Tardiness**

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

- Warnings from teacher
- Parent contact by teacher/teacher consequences
- Administrative "lockouts"\*
- Detention
- Saturday School
- School Attendance Review Board (SARB) hearing

Students who arrive at school with an excused tardy should report to the attendance office to receive a pass before reporting to their assigned teacher.

Tardies will be excused for illness, medical appointments, and legal obligations. Tardies are unexcused for car problems, oversleeping, and non-essential family obligations (i.e., sibling care, chores).

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

\*Students who receive a tardy lockout detention are required to serve their assigned detention without exception. Students who fail to attend their tardy lockout detention will be assigned to Saturday School.

### **Truancies**

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

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

Per California Education Code 48200, students will be identified as chronic absentees if they are absent, for any reason, whether excused or unexcused, 10% or more of the school days.

### **School Attendance Review Board (SARB)**

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

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

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

### **No Mark/No Credit**

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

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

A student who already has excessive absences may apply for a No Mark Contract with his/her respective assistant principal in order to receive a grade at the end of the semester. Students on No Mark Contracts will be required to have no more unexcused absences, limited tardies, and no behavioral offenses.

## **SCHOOL ROUTINES**

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

### **Change of Address/Phone Number**

Please report all address/phone number changes to **Brenda Percival at (707) 693-6330 ext 7102** in the attendance office as soon as possible. It is important to have current contact information on file for each student.

### **Make-Up Work**

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

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

### **Homework Requests**

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

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

Parents may also contact teachers directly via phone or email to request assignments for days their children miss.

## **Final Examinations**

All courses will administer academic final examinations at Dixon High School. These exams will take place during Finals Week during the assigned period. Early finals will not be offered to students. If a student has a compelling need to take a final early, he/she must seek approval from a site administrator. A family vacation is not a valid reason for early finals.

## Visitors

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

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

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

**Students from other schools and/or other minors will not be allowed to visit Dixon High School during instructional time as these visits are a distraction from the teaching and learning at the school.**

## Bicycles, Skateboards, and Scooters

Bicycles, skateboards, and scooters are to be operated strictly in accordance with city or county ordinances. Bicycles should have reflectors, and be locked when parked. Skateboards should remain with their owner throughout the school day. The administration will not investigate stolen bike and skateboard reports. The bike rack area is off limits to students during the day for the protection of the bike owners and in accordance with the closed campus policy. Bicycles and skateboards are not to be ridden on campus at any time (before, during or after school). All students riding bikes and skateboards to school must wear protective head gear (helmets) in accordance with the law.

## Hall and Bathroom Passes

Students are not permitted outside of classrooms during class periods unless a school staff member accompanies them or they have a hall pass from an authorized staff member. If a staff member questions a student’s purpose for being out of class, it is expected that the student will furnish his/her pass and cooperate with the staff member.

The same policies and procedures remain in effect for bathroom passes. It is expected that students will use their own time (passing periods, lunch, etc.) to use the restroom, and will only request a bathroom pass when it is a necessity. *Note: The first and last ten minutes of class are considered “dead-time” during which teachers will not issue hall or bathroom passes.*

## Special Occasion Deliveries

Due to the volume of requests and multiple classroom interruptions, flowers, balloons, candy, and other gift items excluding those available at school-sponsored events, may not be delivered to a student during the school day to acknowledge a special occasion. Students may not carry balloons, flowers, etc., on campus during the school day because they are disruptive to the educational process. If these items are delivered to school, they will be kept in the administration office until the end of the school day. Additionally, students may not order food to be delivered to campus, without prior administrative approval. Thank you for understanding and recognizing that interruptions disrupt the educational process.

## Work Permit Requirements

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

- Contact Brenda Percival for a Work permit application. Completed work permits will be emailed to students once Assistant Principal approves.
- There will be a three-day processing period for work permit applications (i.e., if your application is turned in before school on Monday, your work permit may be picked up on Wednesday after school).

- Students in the Dixon Unified School District with work permits are required to maintain appropriate attendance and school performance to maintain their work permits.
- Students who are truant three (3) or more school days (or 18 class periods) within a school year will have their work permit revoked. Employers will be notified of the revocation of the work permit.
- Students with a GPA below 2.0 will have their work permit revoked. Employers will be notified of the revocation of the work permit.
- Students must be clear of any outstanding school fines. Work permits will not be issued to students until all fees are paid.
- If the work permit is revoked, students may apply to have their work permit reinstated if attendance and/or academic performance has improved enough to maintain a “C” average for at least one term and/or less than three (3) unexcused absences for one term.
- Students must apply for work permits while school is in session. Dixon High School administrators will not be available to issue work permits during holiday or summer breaks.
- Ages, and maximum hours per day and week for Dixon Unified School District students are:

<u>Age</u>	<u>Non-School Days</u>	<u>School Days</u>
14 - 15	8 hours/day - 40/week	3 hours/day - 18/week
16 - 17	8 hours/day - 48/week	4 hours/day - 20/week
- A day of rest from work is required if the total hours employed per week exceeds 30 hours or if more than 6 hours are worked on any one-day during the week.
- A minor’s work must be performed between specified hours:
  - 14 - 15 years: 7 a.m. to 7 p.m. (Summer, 7 a.m. - 9 p.m.)
  - 16 - 17 years: 5 a.m. to 10 p.m. (12:30 a.m. when no school the next day)
- Students in approved work experience education programs may work additional hours on school days. Parental and school permission are required.
- When regulations of enforcement agencies differ, the more restrictive regulation applies.

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

## **Uniform Complaint Procedures**

The district shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the district’s uniform complaint procedures (BP 1312.3 Community Relations).

The Governing Board designates the following compliance officer to receive and investigate complaints and to ensure district compliance with law.

### **Procedures**

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

Step 1: Filing of Complaint

Step 2: Mediation

Step 3: Investigation of Complaint

Step 4: Response

Step 5: Final Written Decision

[http://www.dixonusd.org/projects/27/ucp\\_pamphlet\\_legal\\_dixon-revised\\_10-30-08.pdf](http://www.dixonusd.org/projects/27/ucp_pamphlet_legal_dixon-revised_10-30-08.pdf)

(AR 1312.3 Community Relations)

## **SCHOOL POLICIES**

### **Closed Campus Policy**

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

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

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

Students who are 18 years of age may check themselves out of school for an excused reason only, such as a doctor's appointment. They may not check themselves out for unexcused reasons, such as going to lunch. Like all students who are checked out, students 18 years of age who dismiss themselves will be required to show verification of an excused absence, such as a doctor's note.

### **Dress Code**

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

"The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process" (cf. 5132 - Dress and Grooming; cf. 4119.22 - Dress and Grooming).

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

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

1. Student dress shall be safe, neat, and clean in appearance.
2. Pocket chains of any length, collars or bracelets with spikes, removable/decorative mouthpieces (i.e. "grills"), clothing with revealing holes and cutouts are all inappropriate for school wear.
3. Clothing may not glorify or advertise drugs, alcohol, tobacco, tobacco products, or sexual behavior.
4. Clothing must be free of violent, vulgar, or obscene words, pictures, or symbols.
5. No item may be worn which would create or tend to create an insulting, demeaning, threatening, embarrassing or otherwise hostile environment for any other student due to that other student's gender, race national origin, cultural or national heritage or religion. This includes shirts with "scantily-clad" women. If the woman on the shirt is in violation of dress code, then the shirt is in violation of dress code. The standard for applying this policy shall be whether such an item(s) would be objectionable to a person of average reason and sensitivity.
6. Footwear must be worn at all times. Footwear must be safe, practical, and not limit student participation in school activities.
7. Clothing, backpacks, make-up, and other adornment may not demonstrate or suggest gang-related symbols or colors. This item specifically prohibits the wearing of bandanas of any color in any fashion. The administration reserves the right to ban students from wearing a color that demonstrates a real or perceived gang affiliation. Failure to comply with this directive will result in home suspension for defiance.

8. Undergarments/underwear must be covered.
9. Shirts and blouses must cover the back to the shoulder blade and all of the stomach and cleavage. Shirts and pants/skirts must be touching in both front and back. Inappropriate tops include but are not limited to the following: midriff tops, crop tops, strapless tops, tube tops, halter and over one shoulder tops, and all tops with straps less than two-finger widths wide.
10. All of the buttocks must be covered.
11. Students may not wear sunglasses while inside a classroom or other school building. Before entering, a student must remove his/her sunglasses and leave them off until they exit the classroom or building.
12. Approved head-gear includes baseball caps, bucket caps, and beanies/knitted caps. These may be worn when a student is outside of a classroom and/or during P.E. courses for shade or warmth. Students may not wear any of the approved hats or other headgear (hoods, etc.) inside a classroom or other school building. Before entering, a student must remove his/her hat and it may not go back on until leaving the classroom or building. This policy remains in effect on spirit and “dress-up” days as well. Hairnets are also considered “head-gear” and are not approved for school wear.
13. Finally, clothing may not disrupt the educational process.

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

## Cellular Phones and Electronic Devices

Dixon Unified School District Board Policy states:

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

Permitted devices shall:

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

Students are allowed to use cell phones and other electronic devices for educational purposes only during instructional time. This includes contact with parents or guardians. Parents and guardians who wish to communicate with their students during class time may do so by contacting the office. Cell phones and electronic devices should not be visible or audible at any time during instructional time. If a student violates these conditions, the following progressive discipline plan will be followed:

- **1<sup>st</sup> Offense:** Teacher will take electronic device and turn it into the attendance office. Students may claim electronic device from the office at the end of the day.\*
- **2<sup>nd</sup> Offense:** Teacher will take electronic device and turn it into the attendance office. A parent must come in to claim the device.\*
- **3<sup>rd</sup> Offense:** Teacher will take electronic device and turn it into the attendance office. A parent must schedule a conference with a site administrator to pick up the device.
- **4<sup>th</sup> offense:** Teacher will take electronic device and turn it into the attendance office. A parent must schedule a conference with a site administrator regarding implementation of an electronic device contract before the phone is returned.

\* A student who continues to violate this policy may be prohibited from possessing an electronic device at school or school-related events. Refusal to relinquish an electronic device to be confiscated by a staff member or administrator may result in home suspension for defiance of authority. Repeat offenses will be considered defiance and additional disciplinary consequences will be administered for each subsequent offense. (Education Code, 48900K)

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

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

## **Technology Acceptable Use Agreements**

Each year students and parents are required to sign and consent to an acceptable use policy (AUP) agreement to use the DHS computers. Students are not allowed Internet access until both the parent and student have signed this agreement and it has been submitted to their homeroom teacher (BP 6163.4 Instruction).

## **Automobile Searches**

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

## **Parking Policies**

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

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

## **School Property**

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

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

## **Vandalism**

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

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

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

## **BEHAVIOR GUIDELINES and BEHAVIOR MANAGEMENT**

At DHS, a culture of respect guides the behavior and actions of our school community. DHS students are expected to show respect for staff members, the rights of other students, and for the properties furnished for their use. DHS recognizes that the goal of behavior management is to change student behavior so that students can be successful and learn to accept responsibility for their actions.

When issues of behavior do arise, the staff at DHS encourages cooperation between the home and school.

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

### **Informal Talk/Warning**

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

### **Conference**

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

### **Loss of Privileges**

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

### **Detention**

Detention is a supervised 30-minute period held during lunch or directly after school. If a student fails to attend detention, he/she will be considered in defiance of authority and will be assigned Saturday School as a minimum consequence.

### **Saturday School**

Saturday School may be assigned to make up absences when a student is unexcused from a class period or a school day. It may also be assigned in the case of excessive tardies or in lieu of more serious disciplinary action. Students assigned Saturday School will work on academic subjects for classes at DHS.

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

### **Teacher-Imposed Suspension**

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

### **Out-of-School Suspension**

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



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

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

## **Expulsion**

Expulsion is the removal of a student from his/her current educational placement due to a serious disciplinary infraction, or due to an accumulation of discipline infractions. This removal and replacement of a student in an alternative environment is done at the discretion of the Dixon Unified School District Board of Education.

*Note: Parents will be notified by phone and/or in writing of all cases of serious disciplinary problems or consequences.*

## **Mandatory Recommendation for Expulsion**

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

## **Recommendation for Expulsion**

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

## **Reasons for Suspension or Expulsion**

Students may be suspended up to five days and/or recommended for expulsion for any of the acts listed in California Education Code Sections 48900, 48915.

## **Due Process**

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

## **Behavior Management Matrix**

The following matrix indicates the type of disciplinary action(s) that may apply to behavior infractions. The corrective measures stated are intended to assist in maintaining consistent student discipline. The site administrators reserve the right to determine whether a specific infraction warrants the corrective action detailed below. Also, administrators will consider students' responses to prior interventions and frequency of incidents, risk assessment and overall campus safety, when determining consequences. Alternate disciplinary action may be imposed for any of the listed infractions if determined appropriate. This list does not include all possible infractions, nor all of the possible corrective actions for such infractions.

## DIXON HIGH SCHOOL BEHAVIOR MANAGEMENT GUIDELINES

### Violations Involving DHS Culture and Instruction

Infraction	Minimum Offense	Intermediate Offense	Maximum Offense
Cheating, Forgery, or Plagiarism 48900(k)	Zero points Awarded	Zero Points Awarded and Saturday School or Suspension	Zero Points Awarded, Suspension/Expulsion
Closed Campus Policy Violation 48900(k)	Administrative Detention	Saturday School	Suspension
Defiance 48900(k)	Informal Talk; Parent Contact	Detention or Saturday School	Suspension
Dishonesty	Informal Talk; Parent Contact	Detention or Saturday School	Suspension
Disruption 48900(k)	Informal Talk; Parent Contact	Detention or Saturday School	Suspension
Dress Code 48900(k)	Change Clothes	Change Clothes; Parent Contact	Saturday School
Electronic or Nuisance Device	Confiscation; Pick up at end of day	Confiscation; Parent Pick up or Conference	Confiscation with Saturday School
Furnishing False Information 48900(k)	Saturday School	1 Day Suspension	Multiple Day Suspension
Gambling 48900(k)	Saturday School	1 Day Suspension	Multiple Day Suspension
Gang Related Behavior 48900(k)	Parent Contact or Conference	Saturday School or Suspension	Suspension or Expulsion
Obscene Language or Actions 48900(i)(k)	Verbal Warning, Detention or Saturday School	Saturday School or Suspension	Suspension or Expulsion
Tardiness 48900(k)	Warning and/or Classroom Consequence	Detention or Saturday School	Saturday School, Suspension, and/or SARB Referral
Truancy 48900(k)	Detention or Saturday School	Saturday School	Saturday School, Suspension, and/or SARB Referral
Unauthorized Use of Technology 48900(k)	Verbal Warning and potential loss of privileges	Suspension and potential loss of privileges	Suspension and Loss of Computer Access

### Violations Involving Controlled Substances

Infraction	Minimum Offense	Intermediate Offense	Maximum Offense
Alcohol Possession or Use 48900(c)	3-5 Day Suspension	NA	Suspension or Expulsion
Drug Possession or Use 48900(c)(k)	3-5 Day Suspension	NA	Suspension or Expulsion
Drug Paraphernalia Possession 48900(c)(j)(k), 48915(a1)	3-5 Day Suspension	NA	Suspension or Expulsion
Tobacco Possession or Use 48900(h)	3-5 Day Suspension	NA	Suspension or Expulsion
Providing, Selling, or Buying a Controlled Substance 48900(c)(k), 48915(a1)(c3)	Expulsion	NA	NA

### Violations Involving Property, Facilities, and Safety

Infraction	Minimum Offense	Intermediate Offense	Maximum Offense
Arson 48900(f)(k)	Expulsion	NA	NA
Destruction and/or Defacement of Property 48900(f)(k)	Restitution and Saturday School	Restitution and Suspension	Expulsion
Explosive Devices 48900(b)(k), 48915(c5)	Suspension or Expulsion	NA	Expulsion
False Fire Alarm 48900(k)	Suspension	NA	Suspension or Expulsion
Terrorist Threats 48900(a)(k)(r)	Suspension or Expulsion	Expulsion	NA
Terrorist Acts 48900(a)(k)(r)	Suspension or Expulsion	Expulsion	NA
Unauthorized Entry to School Facilities 48900(e)(f)(g)(k)	Saturday School or Suspension	Suspension	Suspension or Expulsion
Possession of a Weapon 48900(b)(m)	Suspension or Expulsion	Expulsion	NA
Use of a Weapon 48900(b)(m), 48915(a1B)(c1,2)	Expulsion	NA	NA

### Violations Involving a Person

Infraction	Minimum Offense	Intermediate Offense	Maximum Offense
Aiding and Abetting a Physical Injury 48900(t)	Suspension	NA	Expulsion
Assault or Battery 48900(a2)(k), 48915(a1A)	5 Day Suspension or Expulsion	NA	Expulsion
Battery on a School Official 48900(a)(k), 48915(a1E)	Expulsion	NA	NA
Bullying (including electronic acts) 48900(r)	Admin Intervention	Saturday School, Suspension, and/or Intervention	Suspension or Expulsion
Terrorist Threats 48900(a)(k)(r)	Suspension or Expulsion	Expulsion	NA
Terrorist Acts 48900(a)(k)(r)	Suspension or Expulsion	Expulsion	NA
Extortion/Robbery 48900(e)(k), 48915(a1D)	Expulsion	NA	NA
Fighting 48900(a1)(k), 48915(a1)	5 Day Suspension	Suspension or Expulsion	Expulsion
Harassment/Hazing 48900(q)	Suspension	Suspension or Expulsion	Expulsion
Harassing, Threatening, or Intimidating a Complaining Witness 48900(k)(o)	Suspension or Expulsion	Suspension or Expulsion	Expulsion
Profanity Directed toward Staff or Student 48900(i)(k)	1-3 Day Suspension	Suspension	Suspension or Expulsion

Sexual Assault/Battery 48900(k)(n), 58915(a4)	Expulsion	NA	NA
Theft/Receiving Stolen Property 48900(g)(k)(l), 48915(a1D)	Suspension or Expulsion	NA	Expulsion

### Senior Participation in Graduation Ceremony

Students must maintain good citizenship standing prior to graduation. A student who has received an off-campus suspension from school in the spring semester will be notified in writing that, if a second off-campus suspendable offense occurs, he/she will not be eligible to participate in the graduation ceremony. A senior student issued a second off-campus suspension may be denied the privilege of participating in the graduation ceremony and activities. A senior who commits a suspendable offense on or after **May 7, 2021** will be suspended from school and will not be permitted to participate in the graduation ceremony and activities, regardless if this is his/her first suspension. The administration of the high school may revoke a student’s privilege to participate in the high school graduation ceremony and activities if these minimum standards are not met in any of the two areas (BP 512).

### Seniors

All outstanding balances such as fees, lunch fees must be paid and all textbooks must be returned in order to participate in the graduation ceremony, receive your diploma and official transcripts. Please contact Audrey Madden in the front office.

### STUDENT HEALTH & SAFETY

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

### Emergency Information

All students must have an emergency card on file in the attendance office. The emergency card must be filled out and signed by the parent/guardian. This will enable the school to contact the parents in the event of an illness, accident or other emergency. For the protection of the student’s health and welfare, please submit current information to Brenda Percival in the attendance office. (Education Code 49408).

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

### Medications at School

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

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

### Tobacco/Nicotine

“The Governing Board recognizes that tobacco use presents health hazards and desires to discourage students’ use of tobacco products” (BP 5131.62 Students).

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

Additionally, it is against the law for anyone to smoke or use tobacco products on the grounds of any public school or at any school-sponsored event (Education Code 48901).

### **Alcohol & Drugs**

“The Governing Board believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board desires to keep district schools free of alcohol and other drugs in order to help prevent violence, promote school safety and create a well-disciplined environment conducive to learning” (BP 5131.6 Students).

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

### **Breath Analyzers**

It is the school's responsibility to keep students safe. When there is a minor reason to suspect that a student has been consuming alcohol, the use of a breathalyzer may be ordered (BP 5131.61 Students). Failure to comply with the order to blow into the device's collection tube is defiance. It is also grounds to assume that the student has consumed an alcoholic beverage. If a student is deemed to be under the influence of alcohol or drugs, the school will take protective measures and assign appropriate consequences.

### **Drug-Detection Dogs**

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

“Drug-detection dogs shall not be used in rooms occupied by persons except for demonstration purposes, with the handler present. When used for demonstration purposes, the dog shall be separated from the students and not allowed to sniff any individual” (BP 5145.12 Students).

Only the dog's official handler shall determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the student having the use of that item or place, or responsibility for it, shall be called to witness the search. If a dog alerts on a locked vehicle, the student who brought the vehicle onto district property shall be asked to unlock it for inspection” (AR 5145.12 Students; cf. [5131.6](#) - Alcohol and Other Drugs).

### **Campus Supervisors**

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

### **Cameras**

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

### **Searches**

To maintain order and safety in the school, a student's person and possessions may be searched by an administrator or his/her designee if there is reasonable suspicion that the student violated a school rule or broke the law (BP 5145.12

Students). The administrator may call upon law enforcement to assist in the search (BP 5145.11 Students). The extent of a search will be reasonably related to the infraction and not excessively intrusive. If a search confirms an infraction, parental notification will be made, however the administrator does not need to obtain permission as this is a routine administrative function.

### **Administrative Searches**

Administrative group searches may be conducted to maintain the efficient and safe operation of Dixon High School (BP 5145.12 Students). Random or all-inclusive searches of lockers, cars parked on school grounds, and the persons and possessions of students may be carried out to address a demonstrable safety problem. Such searches will be no more intrusive than is reasonably necessary and applied in a nondiscriminatory fashion.

### **Evacuation Drills**

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

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

### **Lock-Down Drills**

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

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

### **AED machines and sudden cardiac arrest**

This is the annual notification of our school emergency response plan, AED placement, Procedure for use of an AED, and information about sudden cardiac arrest. This notification is being sent to you all in compliance with the CA Health and Safety Code. Please carefully review this information and ensure that you know how to respond in case of sudden cardiac arrest.

**Our AED(s) are placed in the following locations:**

1. K Building
2. Nurses Office

**Procedure for Use of an AED:**

1. If someone collapses - tap the victim and shout "Are you OK?"
2. If no response & the victim is not breathing or not breathing normally
3. Call 9-1-1 and get the AED
4. If someone else is present, send them to call 9-1-1 and get the AED
5. Begin Hands Only CPR - Push hard and fast in the center of the chest
6. Use the AED as soon as it arrives
  - Open the lid and turn on the AED
  - Follow the voice prompts
    - Expose the patient's chest -if wet, wipe dry
    - Apply the electrode pads to the patient's exposed chest, as shown in the pictures
    - Listen to the voice prompts -Clear (do not touch) the patient when instructed to do so
    - Press the SHOCK button, if instructed to do so

7. Restart compressions on chest
8. Continue to follow the voice prompts
9. If the patient starts moving or breathing normally, stop compressions and place the patient in the recovery position (on left side)

KEEP AED ATTACHED UNTIL EMS ARRIVES

**Sudden cardiac arrest (SCA)** is often the result of a sudden, unexpected heart malfunction. During SCA, the heart's electrical impulses become chaotic and ineffective and blood flow to the brain ceases. The victim will die unless a normal heart rhythm is restored.

The first thing that happens to a SCA victim is they pass out. They stop breathing, although they may gasp or moan. Since the victim is no longer getting blood and oxygen to the brain, they have only four to six minutes before brain damage begins to occur, and soon after that, brain death. For each minute that passes without medical or bystander intervention, there is an incremental 10% decrease in the chance of victim survival. Even the best emergency response times are six to eight minutes, making the chance of survival low. The average national survival rate from sudden cardiac arrest is less than 10%.

SCA survivors typically have four things in common:

- A passing bystander recognizes the emergency, decides to help, confirms the victim is not responding, and makes sure that 911 is called.
- Someone begins CPR immediately—therefore doubling the victim's chance of survival.
- An automated external defibrillator (AED) is delivered to the scene ideally within three to five minutes and bystanders utilize it immediately. The device provides the life-saving shock (only when it deems it's necessary) to the victim's heart.
- Professional EMS personnel arrive early and provide advanced life-support care.

## Hazing

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

“...hazing includes any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any pupil or other person attending any school....in this state. The term hazing does not include customary athletic events or other similar contests or competitions.

No student, or other person in attendance at any public....institution shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution. The violation...is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5000), or imprisonment in the county jail for not more than one year or both” (Penal Code 245.6).

## Sexual Harassment

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

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

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

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

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

### **Discrimination, Harassment, Intimidation, and Bullying**

Dixon Unified School District programs and activities shall be free from discrimination, including harassment, intimidation and bullying based on a student's actual or perceived disability, gender, gender identity, gender expression, nationality, race, ethnicity, genetic information, color, ancestry, religion, sexual orientation, age, marital or parental status, national origin, ethnic group identification, physical or mental disability, sex or association with a person or group with one or more of these actual or perceived characteristics. The District's Nondiscrimination Policy complies with the requirements of Title VI and VII of the Civil Rights act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act of 1990, G.C. 11135 and other related state and federal laws.

Coverage applies to admission to, participation in, treatment and employment in all District programs and activities. Lack of English language skills will not be a barrier to admission and participation in a District program.

Pursuant to California Education Code section 221.5, a pupil shall be permitted to participate in sex-segregated school programs and activities, including athletic teams and competitions, and use facilities consistent with his or her gender identity, irrespective of the gender listed on the pupil's records. Any student may request the use of private or unisex restroom facilities for increased privacy. The District endeavors to protect the privacy of all students.

In the event of a complaint regarding gender equity or sexual harassment, or discrimination, including harassment, intimidation and bullying because of actual or perceived disability, gender, gender identity, gender expression, nationality, race, ethnicity, genetic information color, ancestry, religion, sexual orientation, age, marital or parental group with one or more of these actual or perceived characteristics, please contact your students' Assistant Principal.

### **Married/Pregnant/Parenting Students**

The Dixon Unified School District applies no rule concerning a student's actual or potential parental, family, or marital status that treats students differently on the basis of sex.  
(5 CCR § 4950; 34 CFR § 106.40(a))

The Dixon Unified School District does not exclude or deny any student from any educational program or activity solely on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.  
(5 CCR § 4950(a); 34 CFR § 106.40(b)(1))

Pregnant students and parenting male or female students are not excluded from participation in their regular school programs or required to participate in pregnant-student programs or alternative educational programs.  
(5 CCR § 4950(c); 34 CFR § 106.40(b)(1))

Pregnant/parenting students who voluntarily participate in alternative programs are given educational programs, activities, and courses equal to the regular program.



(5 CCR § 4950(c); 34 CFR § 106.40(b)(3))

The Dixon Unified School District treats pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom in the same manner and under the same policies as any other temporary disability.

(5 CCR § 4950(d); 34 CFR § 106.40(b)(4))

## **STUDENT ACTIVITIES & SERVICES**

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

### **Dances**

The Leadership Class has scheduled several dances. Typically, the Prom and Senior Ball are scheduled off campus. All other dances will be scheduled in the school multi-purpose room, gym, or outside in the quad.

All students and parents agree to the following terms:

Students will:

1. Apply for a Guest Pass if bringing a companion who does not attend DHS. Guest passes must be submitted no later than one week prior to the scheduled event. Incomplete applications will be rejected. **Guest Passes will ONLY be issued for Senior Ball and Prom.** Guests must be younger than 20 in order to attend the Senior Ball or Prom with a DHS student.
2. Purchase a dance ticket; No refunds or exchanges will be given.
3. Present their Dixon High School I.D. card or other current photo I.D. and their ticket at the door when they enter.
4. Enter all dances within 30 minutes of the beginning time of the dance.
5. Dance appropriately. Provocative/sexually suggestive dancing will not be tolerated. Students will be issued one warning about inappropriate dancing. A second intervention will result in the student being required to leave the dance and may result in exclusion from future dances.
6. Leave valuables at home. DHS will not be held responsible for lost or stolen items.
7. Not return to the dance after departing. A student who has left the dance will not be allowed reentry.
8. Be picked up on time. If a student is not picked up from the dance by the stated end time, he/she will not be allowed to attend the next dance.

Acknowledgement of the student handbook authorizes students to attend dances. If parents/guardians wish to deny their student permission to attend dances, they must notify a school administrator.

### **Assemblies and Rallies and Other Student Activities**

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

Students will defer to the instructions and corrections of all school staff at assemblies/rallies. Students who misbehave during an event will be removed from the event and will receive appropriate disciplinary consequences.

### **May Fair Participation**

The Dixon May Fair is a community tradition that we honor. Students at Dixon High School participate in the Dixon May Fair by showing livestock, crafts, art, and other projects. While Dixon High School recognizes the unique educational experiences the May Fair can provide, the school also has a responsibility to minimize the number of absences from regular classes of its students.

FFA students who are at the Fair will be considered to be on a field trip. It is the responsibility of the instructor to notify the student and the attendance office which students will miss and for how long. Students must be in classes when not excused by their instructor. **Please note that it is the preference of the school that students participate in the FFA Program when showing at the May Fair but the school is also committed to our students who participate independently.** If a student plans on participating, outside of our FFA program, please contact administration or the attendance secretary regarding attendance.

## **Clubs and Organizations**

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

## **Student Guests**

Due to the curricular demands on our students and teachers, student guests will not be allowed at Dixon High School.

## **Student Identification Cards**

Each student will be issued an identification card to be carried at school at all times for purposes of safety, cafeteria meal purchase, checking out books from the library, entrance to dances, computer lab use, and as other means of identification (AR 3515 Business and Non-instructional Operations).

Students may obtain replacement identification cards before school, at lunch, or after school from the Counseling Office. The school may charge students fees to replace lost identification cards.

## **Lost and Found**

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

## **Athletic Events**

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

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

## **Student Government**

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

## **Library**

All students are eligible for library media privileges. Students must present their student ID card in order to check out books. The card has a barcode which allows students to check out library materials. Library hours will be determined once the school year begins. Students are expected to follow all school policies including the Technology Acceptable Use Agreement and Dress Code when in the library (BP 6163.4).

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

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

**Loan Periods:**

3-week circulation period: BOOKS

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

*Fine and Fee Schedule (BP 6161.2 Instruction):*

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

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

*Technology Use:* All computers on campus are to be used for assigned instructional purposes. Please refer to the Technology Acceptable Use Agreement for further details and clarification. Students may print their school work in black and white free of charge. Color printing charges: \$1/full page, \$.50/half page.

### School Fees and Fines

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

- ✓ All official documents, including diplomas, may be withheld.

### Cafeteria

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

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

The cafeteria participates in the federal lunch programs. Information regarding the free and reduced lunch program is available at the District Office as well as from the cafeteria manager. The cafeteria is managed by Jesse Rios who can be reached at (707) 693-6300, ext. 3763

### Food Services (Lunch)

In keeping with our Food Services policies, we do not allow outside vendors to make food deliveries. Parents are welcome to deliver single lunches for their students at the front office. If you would like to host a catered lunch for a student group or team, please contact our Manager or Director of Food Services.

### Dixon High School Website

If at any time a student or parent would like additional information about Dixon High School, they are encouraged to visit the DHS website at: <http://www.dixonusd.org>

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

## School Site Council

The Dixon High School site council meets monthly on the first Tuesday of the month. The site council is made up of administrators, certificated and classified staff members, students and parents. The council serves many support functions. Among them, it advises in such matters as: curriculum improvement, use of facilities, attendance, graduation requirements, staff development planning, and it recommends, develops, and supports improvements for Dixon High School (Education Code [52852.5](#); BP 0420; AR 0420). Additionally, the school site council helps to develop the Site Plan for Student Achievement (SPSA).

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

## ATHLETICS

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

### Dixon High School Sports

DHS is in the Golden Empire League. The following sports are offered at DHS:

#### Fall

Cross Country  
Girls Golf  
Football  
Volleyball  
Cheerleading  
Boys and Girls Water Polo

#### Winter

Girls Basketball  
Boys Basketball  
Wrestling  
Dance Team  
Girls Soccer  
Boys Soccer

#### Spring

Softball  
Baseball  
Swimming  
Tennis  
Boys Golf  
Boys Volleyball

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

### PE Credit Policies for Sports Participation

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

### Eligibility

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