

# **Parent & Student Handbook**

**Policies, Rules, Rights & Responsibilities**

**2022-2023**



**East Nicolaus High School**

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## PHILOSOPHY

The purpose of our school is to provide educational opportunities for the maximum growth of each individual within our educational system. We believe a positive self-image, self-realization, and constructive participation in our society are best enhanced through the intellectual, cultural, emotional, social, and physical development of each person.

Recognizing that successful education is the mutual responsibility of the community and the educator, the School District commits itself to:

1. Open, effective communication among students, parents, citizens, and educators.
2. Secure qualified educators who create dynamic learning situations, communicate effectively with all individuals and function cooperatively within the school community.
3. Develop school policies that utilize available resources to fulfill the needs and interests of participants in the educational process.

Education Code §§ 51002, 35160, 51019

## VISION STATEMENT

East Nicolaus High School will inspire and prepare every student for academic excellence, individual achievement, and future success, while maintaining the courage and honor of our traditions.

## MISSION STATEMENT

Through partnerships with families and community, East Nicolaus High School is committed to:

- Academic excellence, career preparation & technological understanding
- A safe and small school environment
- Fostering school pride and tradition
- Diverse opportunities, in and out of the classroom
- Preparing students with leadership skills who are self-directed, responsible community members with a strong work ethic

## SCHOOLWIDE LEARNER OUTCOME (SLO)

- Community Participants
- Collaborative Workers
- Complex Thinkers
- Healthy Individuals
- Effective Communicators

- Quality Producers
- Self-Directed Learners

## ATTENDANCE

Attendance is a critical factor in school success for students. Studies have shown that consistent school attendance, academic success, and school completion have a positive correlation. The educational process requires continuity of instruction and students need to experience classroom discussions, debate, and independent study in order to increase achievement. The purpose of East Nicolaus Joint Union School District's attendance policy is to ensure the maintenance of an adequate record of verifying the attendance of all children during days of instruction and to establish a mechanism by which the patterns of pupil absence can be examined to develop effective intervention strategies. This procedure will permit each school to know the whereabouts of every student for safety and school management reasons and will help students succeed at meeting the California State learning standards.

### BOARD POLICY 5010.6 - ABSENCE AND TARDY PROCEDURES

If it is necessary for a student to leave the school during the school day, that student must obtain official permission to do so. Early dismissal passes are available at the office. Early dismissal passes will be issued when the office receives a phone call from parent/guardian or when a student brings a note from his parent/guardian asking that the student be excused. Permission to leave school for lunch only will be denied.

**Students must attend at least 50% of all classes on a given day in order to participate in any extracurricular activity unless he/she has a legitimate excuse as determined by administration.** Legitimate excuses include doctor, dentist, or optometry appointments, funerals or court appearances. All absences must be accompanied by written notification in order to attend extracurricular functions.

### ABSENCES

East Nicolaus Joint Union School District is working to improve our student's attendance and the process we use to verify absences. Your attendance is very important to us. If you are not here you cannot participate in the learning activities of the day. There is also a financial impact of students being absent. Each day a student is not in attendance, a school loses money regardless of the reason or purpose of the absence. Money is vital to keeping our programs such as academic support, elective programs and athletics strong. We highly recommend that every student attend a portion of every school day. If an absence is unavoidable, the following steps should be followed. These steps

apply to every absence, excused or not excused, all day, or partial day:

- When a student is absent, a parent or guardian must call the office the morning of the absence, giving the reason for the absence.
- When the student returns to school, they need to pick up a readmit slip in the Front Office. If a parent or guardian did not call the school, the student needs to bring a written note. If a student does not have a note or a parent/guardian has not cleared the absence personally or by phone, the student will be issued a “Note Pending.”

**Any absence due to illness lasting three (3) or more consecutive school days must be cleared by a written doctor’s note. Vacations, shopping trips, or any absence other than illness or religious reason are technically unexcused absences as identified in the California Education Code.**

Attendance: Unexcused Absences or periods of absences	
5 Days	SARB One Letter with Detention
10 Days	SARB Two Letter, Admin Meeting with Parent/Guardian, Saturday School
15 Days	SARB Three Letter, Admin Meeting with Parent/Guardian, Saturday School
16 Plus Days	SARB Four-Referral to SARB Board at County Office of Education

## METHOD OF VERIFICATION

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences.

- Written note from parent/guardian, parent representative, or student if 18 or older, if letter on file in the Attendance Office. (Education Code 46012)
- Conversation, in person or by telephone, between the verifying employee and the student’s parent/guardian. The employee shall subsequently record the following:
  - Name of student
  - Name of parent/guardian or parent representative
  - Name of verifying employee
  - Date or dates of absence
  - Reason for absence
- Visit to the student’s home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. A written recording shall be made including information outlined above.
- Physician’s verification:
  - When excusing students for confidential medical services or verifying

such appointments, district staff shall not ask the purpose of such appointments, but may contact a medical office to confirm the time of the appointment.

- When a student has had 10 absences in the school year for illness verified by methods listed in #1 - #3 above, any further absences for illness must be verified by a physician.

## EXCUSED ABSENCES (STUDENTS)

A student's absence shall be excused for the following reasons:

- Personal Illness (Education Code 48205)
- Quarantine under the direction of a county or city health officer (Education Code 48205)
- Medical, dental, optometric, or chiropractic appointments (Education Code 48205)
- Attendance at funeral services for a member of the immediate family (Education Code 48205)
  - Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)
  - "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household. (Education Code 45194,48205)
- Jury duty in the manner provided by law (Education Code 48205)
- Mental Health (Education Code 48200)
- Participation in religious instruction or exercise in accordance with district policy.
  - In such instances, the student shall attend at least the minimum school day. (Education Code 46014)
  - The student shall be excused for this purpose on no more than four school days per month. (Education Code 48205)

In addition, a student's absence shall be excused for justifiable personal reasons. Advance written request by the parent/guardian and approval of the principal or designee shall be required for absences for: (Education Code 48205)

1. Appearance in court
2. Attendance at a funeral service – immediate family funeral
3. Observation of a holiday or ceremony of his/her religion
4. Attendance at religious retreats for no more than four hours during a semester
5. Employment interview or conference

In addition, if a student is the custodial parent of a child, his/her absence shall

be excused when the child is ill or has a medical appointment during school hours. (Education Code 48205) All other absences are considered unexcused and will be identified as unexcused or truant.

**Students may not be allowed to make up work missed during an unexcused absence. This may lead to the reduction of a student's grades. If a student will be absent due to a planned appointment or vacation, students must notify their teacher's at least three days prior to the absence and parents must notify the office of the planned absence.**

## TRUANCY

1. Students shall be classified as truant if absent from school without a valid excuse three (3) 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 (3) occasions in one school year, or any combination thereof. Such students shall be reported to the Superintendent or designee. (Education Code 48260). After five (5) unexcused absences, the student and parent may be required to attend a meeting with the School Attendance and Review Board through Sutter County. The parent/guardian of a student classified as a truant shall be notified of the following: (Education Code 48260.5)
  - a. The student is truant.
  - b. The parent/guardian is obligated to compel the student to attend school.
  - c. The parent/guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290-48296.
  - d. The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy.
  - e. The student may be subject to arrest by a probation officer, a peace officer, a school administrator, an attendance supervisor or his/her designee under Education Code 48264 if found away from home and absent from school without a valid excuse.
  - f. The student may be subject to suspension, restriction or delay of his/her driving privilege pursuant to Vehicle Code 13202.7.
  - g. It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day.
2. Upon his/her first truancy, a student may be given a written warning by a peace officer. A record of this warning may be kept at school for at least two years or until the student graduates or transfers from the school. If the student transfers, the record may be forwarded to the new school. (cf.5125-Student Records)
3. Upon his/her second truancy within the same school year, a student may



be assigned to an after-school or weekend study program within the county. If the student fails to successfully complete this study program, he/she shall be subject to item #5 below.

4. Upon his/her third truancy within the same school year, a student may be referred to, and required to attend, an attendance review board, a truancy mediation program established by the district attorney or the probation officer or a comparable program deemed acceptable by the Superintendent or designee. If the student does not successfully complete the truancy mediation program or other similar program, he/she shall be subject to item #6 below.
5. Upon his/her fourth truancy within the same school year, the student shall be classified a habitual truant as defined in Education Code 48262. (Education Code 48264.5) A habitual truant may be referred to a school attendance review board or to the probation department. (Education Code 48263) When a student is referred to a school attendance review board or to the probation department, the Superintendent or designee shall provide the student and parent/guardian, in writing, the name and address of the school attendance review board or probation department and the reason for the referral. This notice shall indicate that the student and parent/guardian will be required, along with a district staff member, to meet with the school attendance review board or probation officer to consider a proper disposition of the referral. (Education Code 48263)
6. If a student in grades 7-12 has been judged by the county juvenile court to be a habitual truant or habitually insubordinate or disorderly at school, or if a student has been required by the court to attend school as a condition of probation, the district shall inform the juvenile court and the student's probation or parole officer, within 10 days, whenever that student is insubordinate, disorderly at school, or truant or tardy without a valid excuse. (Education Code 48267)

The Superintendent or designee shall gather and transmit to the County Superintendent of Schools the number of referrals and types of referrals made to the school attendance review board and the number of requests for petitions made to the juvenile court. (Education Code 48273)

## TARDINESS

After the class bell rings, any student not present, seated and ready to work or follow instruction will be counted tardy. A tardy to class becomes an unexcused absence after 30 minutes.

There is no such thing as an "excused" tardy. Students held over by a teacher in the prior class who bring a note from that teacher, or students who are held in the office by the principal, vice-principal or counselor will not be considered

tardy to their next class. Students who are habitually tardy may be subject to more severe disciplinary action including Saturday School and/or in-house suspension and revoking of Interdistrict Transfer.

<b>TARDY CHART</b>	
3 Tardies per class period	Teacher assigns Detention, and parent notification; Office: Input offense into Aeries
6 Tardies per class period:	Teacher assigns Detention, and parent notification: Office: Input offense into Aeries
9 Tardies per class period:	Teacher informs administration using Slip, Office: Input offense into Aeries Admin: Saturday School, and parent notification

### Cutting Class

A cut is concerned 30 minutes or more missed for a class period, (Left Early, Arrived Late, or did not attend class)

- **1st Offense:** Detention  
Teacher/ADMIN: Detention assigned by whomever initiated the cut, and parent notification  
Office: Input offense into Aeries
- **2nd Offense:** Saturday School  
Teacher/ADMIN: Teacher informs administration using Slip, Saturday School assigned ADMIN, and parent notification  
Office: Input offense into Aeries
- **3rd Offense:** In School Suspension  
Teacher/ADMIN: Teacher informs administration using Slip, In School Suspension assigned ADMIN, and parent notification  
Office: Input offense into Aeries

## BUS/VAN RULES

The following school bus safety rules are based upon the "Regulations for Pupil Transportation" as set forth by the State Department of Education and the California Highway Patrol to govern the operation of the school buses.

1. Each pupil may be assigned a definite seat and shall not be permitted to move from the assigned seat except upon permission from the driver.
2. No part of the body, hands, or arms may be extended out of the windows.
3. Pupils must sit up in the seat and face the front of the bus, keeping feet out of the aisle.
4. No pupil is permitted to interfere with another pupil or to molest the property of another pupil.
5. Playing musical instruments, whistling, yelling, talking too loudly, using profane language, throwing articles, shooting rubber bands, scuffling, or

creating any other unnecessary commotion is prohibited. These are the most common disturbances that cause the driver to divert his attention from the road.

6. Any damage to the bus by a pupil, which cannot be considered ordinary wear and tear, must be paid for by the pupil.
7. Pupils are under the authority of the bus driver and shall comply with his/her instruction.
8. Students who ride to school on a bus are to return to their pickup point on the bus unless special permission from the parent/guardian is on file with the driver.

Students violating the school policy will lose privilege of riding the bus/van. This will include sports.

## CALIFORNIA SCHOLARSHIP FEDERATION

C.S.F. points are calculated as follows:

- A grade of "A" in a subject that grants five semester credits - three C.S.F. points.
- A grade of "B" in a subject that grants five semester credits - one C.S.F. point. (A grade of "B" shall be interpreted to mean that lowest grade which recommends to the University of California.)
- A grade of "C" - no C.S.F. points.
- A grade of "D" or "F" in a subject, including physical education, repeated subjects and citizenship, shall debar from membership for the semester.
- No C.S.F. points will be given for physical education, repeated courses, or work experience for pay.
- A student must earn a minimum of ten C.S.F. points. Only five core subjects will be used.
- In each case, seven C.S.F. points must be in certain courses. Only semester grades are used. Check with the C.S.F. advisor or the Learning Director for a listing of the courses.

To earn life membership (gold tassel at graduation), a student must have earned and fulfilled the obligations of semester membership four semesters during the tenth, eleventh, and twelfth grades. One of these semesters must be in the senior year. For further information, students should see the advisor. 100% members (gold cord) have fulfilled this obligation of semester membership (for all six semesters during 10, 11, and 12 grades). \*Membership Application available for print at the back of the handbook.

## CITIZEN COMPLAINT

The East Nicolaus Joint Union High School District has primary responsibility for

ensuring compliance with federal and state laws and regulations. Individuals, agencies, organizations, students, and interested third parties have the right to file a complaint regarding a public education agency's alleged violation of federal and state law including allegations of unlawful discrimination in specified programs and activities that receive state or federal funding. Such complaints include allegations that the local educational agency has failed to implement a student's individual education program (IEP). Complaints must be filed in writing with the appropriate compliance officer identified below. Complaints alleging discrimination must be filed not later than six months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the Superintendent of Public Instruction.

In accordance with adopted procedures, complaints will be investigated and a written decision sent to the complainant within sixty (60) days. If the complainant is not satisfied with the local educational agency's decision, the complainant may file within fifteen (15) days of receipt of the decision a written appeal with the California Department of Education in Sacramento, California. A copy of the local educational agency's policy and complaint procedures may be obtained free of charge through the superintendent's office.

Complainants also may pursue available civil law remedies, including, but not limited to, injunctions, restraining orders, or other orders in federal or state courts. Further information about such remedies may be available through public or private interest attorneys, the Sonoma County Lawyer Referral Service, Legal Aid Society, a mediator, or dispute resolution service.

For complaints concerning: Adult Education, Child Development, National School Lunch program, Consolidated Categorical Aide, Migrant Education, Special Education, Career Technical Education and training programs.

#### **Contact Information for Complaints**

Superintendent

2454 Nicolaus Ave.

Nicolaus, CA 956598

**Telephone: 530-656-2255**

## **DANCE REGULATIONS**

- Dances are open to all eligible students attending East Nicolaus Joint Union High School District. Students must attend at least 50% of classes all day on the day of a dance in order to attend. Should a dance be scheduled on a non-school day, all students are required to attend a full day on the day prior to the dance.
- School dances may not extend beyond 11:00 p.m. without School Board

approval.

- Each student is permitted to bring one guest, providing arrangements have been made to secure a guest pass from administration during school hours. The applicant who made the request for the guest pass must accompany the guest. In any event, guest passes must be obtained and returned to the front office three days in advance of the dance. NOTE: All guest passes must be signed by an administrator of the guest's school clearing that student to attend. Should the student not be enrolled in school, clearance may be made by administration. Any pass turned in incomplete or after the deadline will be immediate grounds for denial of the guest pass.
- Once a student or guest enters the dance, he or she will not be allowed to leave unless a parent makes prior arrangements with the administrator in charge. Loitering outside during a dance is not permitted.
- The ENHS student requesting a guest pass accepts the responsibility for the conduct of the guest. Should a guest misbehave, that student's conduct would be reported to their school of record. Should a guest who is out of school misbehave, that person will be removed and barred from further ENHS activities.
- All students are expected to conduct themselves as ladies and gentlemen. Anyone causing a disturbance or engaging in questionable actions will be asked to leave and prohibited from attending future dances.
- Decorations for the dances should not be too elaborate. All plans for a dance are subject to the approval of the group advisor.
- Prices for admission are to be set at a reasonable rate by the organization or club, which sponsors the dance.
- Sponsoring organizations are responsible for the removal of decorations, complete clean up, and return of borrowed equipment before the start of the next school day.
- School dress is appropriate attire for dances unless otherwise specified. Backpacks will not be permitted in dances.
- A guest enrolled below grade nine or twenty years or older will not be admitted.
- All students or guest of students will be subject to screening for the possession or use of any alcohol or controlled substance. Any student or guest found to be under the influence of these substances will be detained and referred to local law enforcement. A machine to measure the amount of alcohol in one's body may be utilized upon the discretion of the East Nicolaus Joint Union High School District Staff.

## DELIVERING MESSAGES OR PERSONAL ITEMS

Since it is our desire to maintain a learning environment that is uninterrupted, the Office will not deliver items or messages to students in non-emergency

situations. Students are responsible for bringing everything they need at the start of the school day. This includes homework assignments, study materials, uniforms, athletic equipment, and lunches. Please remind students of doctor and other appointments and transportation arrangements before the student leaves home in the morning. We appreciate your understanding that instructional time should not be interrupted.

## DETENTION PROCEDURES

- Detention shall be assigned for the listed violations under the Detention Policy. Referrals are for more serious offenses.
- Detentions are scheduled every other Wednesday for 30-minute sessions, (two sessions available) unless otherwise posted. There will be no late admittance. Students arriving after the start time will be denied access and will be issued a consequence for failure to serve detention.
- If a student is unable to serve during the specified detention time, special arrangements may be made with administration. Failure to prearrange special detention times will result in a further consequence as outlined in this section.
- Students missing detention due to illness may be required to provide a doctor's note stating their illness or reason for missing detention.
- Student will be notified of their upcoming detention at least one day prior to their scheduled detention.
- Students shall arrive at the assigned detention with work to do. Sitting idly or sleeping will be deemed inappropriate behavior. The student will be excused and consequences for failure to serve detention will apply.
- Failure to serve detention will result in the following action(s):
  - Suspension from all club or extra-curricular activities until the missed detention is made up. See Athletic Handbook for special athletic procedures.
  - Immediate assignment to the next Saturday school.
  - In-house Suspension

Progressive discipline will result for repeated violations or failure to serve detention as mandated by administration. A history of failure to serve detention will be considered willful disobedience, which may also result in suspension, transfer to the district continuation school program, expulsion, or revoking of Interdistrict Agreement.

## SATURDAY SCHOOL PROCEDURES

In an effort to improve the learning environment and campus culture through greater accountability, Saturday school will be assigned for the following reasons:

tardiness, cutting class, missed detention(s), three or more unexcused absences, and/or less severe infractions of school rules that undermine Classroom rigor and student achievement. Saturday school may be assigned for non-disciplinary reasons such as being unprepared for academic classes/failure to complete assignments.

1. Saturday School will be held on the campus from 8:00am to 12:00 p.m. once a month or as needed.
2. Student will be notified of their upcoming Saturday.
3. Basic rules for Saturday School:
  - Students must come with school work to do or they will receive an alternate assignment on character.
  - No late admittance.
  - No cell phones or electronic devices are allowed.
  - Dress code will be enforced at Saturday School.

## DISCIPLINARY POLICY/DISCIPLINE PHILOSOPHY

Discipline and responsibility for one's actions is of utmost importance to students, parents and teachers. Responsibility is a learned behavior and discipline is one of the principles necessary to maintain a strong, forward approach to a good education. Students need character development as they respond to authority.

A child's first encounter with authority is at home, and East Nicolaus High School believes that the basic responsibility for discipline resides within the home. Parents will, therefore, be informed when unusual circumstances needing disciplinary action arise. It is expected that there will be parental follow-through. With parental support, we can be of help to the student.

Discipline based on faith in the worth and dignity of each individual is a positive form of guidance, rather than a punishing device. Any form of discipline that impairs the student's self-worth should be avoided. The staff's role is one of being strong leaders and helping students grow toward self-discipline and responsible actions.

Discipline is maintained with firmness, consistency, and fairness. Our staff maintains standards of behavior in the classroom through kindness, concern, and a genuine regard for the students. When disciplinary action becomes necessary, it is firmly carried out, tempered with good judgment, and understanding. The staff will attempt to always use a system of progressive discipline with the idea to use the simplest way to achieve the desired behavior.

The East Nicolaus High School "Campus Community" will work together to create

a positive, productive and safe environment, which will foster growth, responsibility and high educational achievement. Students are encouraged to follow the directions of teachers and other adults, demonstrate courtesy to all, and exercise self-control in their behavior.

## DISCIPLINE PHILOSOPHY & EDUCATION CODES

We are determined as administrators, teachers, and staff to provide a safe and positive learning environment at East Nicolaus High School. The California Education Code for student discipline (48900 and 48915) is a comprehensive document that identifies multiple situations where a student may be suspended and / or expelled for committing acts which are related to school activity or attendance while on the school grounds, while going to or coming from school, during the lunch period whether on or off campus, and during or while going to or coming from a school sponsored activity.

Our primary focus is and will remain on our students. We understand that there will be times when our students misbehave, require actionable discipline, and make mistakes that may require administrative action. We also are inclined to be pro-active and create positive relationships with our students so as to ensure that our students learn from their mistakes and respond to the intervention that is decided upon as an administrative team. Every potential disciplinary situation, like our students, is unique. We will handle all discipline matters with the California Education Code as our platform, work in a positive manner with our students and their parents, and make decisions that are in the best interests and safety of East Nicolaus High School.

Here is a hyper-link to the California Education Code for Student Discipline:

[https://www.lbusd.org/uploaded/1-District/Departments/Instructional\\_Services/Documents/Student\\_Handbook\\_Section\\_7\\_California\\_Education\\_Code\\_for\\_Student\\_Discipline.pdf](https://www.lbusd.org/uploaded/1-District/Departments/Instructional_Services/Documents/Student_Handbook_Section_7_California_Education_Code_for_Student_Discipline.pdf)

## KEYS TO SUCCESS

### Be On time

There is a direct relationship and research proven that being in class on time creates opportunities for student success.



## Ask for Help

It is crucial that our students learn to communicate effectively by seeking help from any and all personnel at East Nicolaus High School. Seeking and asking for help requires communication skills and is a lifelong skill.

## Be Kind

We pride ourselves at East Nicolaus High School of being a family. Being kind, benevolent, and compassionate to others builds an atmosphere of trust, sincerity and comfort so that our Spartans are safe, confident, and successful.

## DEFINITIONS OF DISCIPLINARY TERMS

**INCIDENTAL WARNING** - A verbal warning from a staff person or other school employee to a student about a specific problem or incident.

**INFORMAL CONFERENCE** - An informal conference is held between the student and teacher or between the student and administrator. It can be used to inform the student of unacceptable behavior or other situations. It may or may not be documented by the teacher or administrator.

**TEACHER DETENTION** - The teacher may keep a student for up to an hour outside of class time (C.A.C. Title 5, Sec. 353). The teacher needs to give at least 24 hours' notice and must contact the parents. The detention may be served before school or for part of lunchtime as worked out by the teacher, student and parent. No record of the detention is kept by the office.

**REFERRAL** - With a referral, the student is sent to the administration and is removed from class. A referral results in a minimum of one (1) hour of administrative detention. The referral is kept in the office in the student's file. A conference between the teacher, administration and student will be scheduled. The parents will be contacted by the teacher.

**FORMAL CONFERENCE** - A formal conference is held with the student, parent and teacher or with the student, parent and administrator. In a formal conference, other school personnel may be present as is appropriate. The parents and student are informed of the problem and an agreeable solution will be discussed.

**COMMUNITY SERVICE** - State law authorizes the Administration to require a student to do community service (clean-up) on the school grounds during non-school hours instead of other disciplinary means (AB1714 Chapter 212 & Education Code § 48904(a)(1)).

**ADMINISTRATIVE DETENTION** - An administrative detention can be assigned by the teacher or administrator. Administrative detentions are served after school. The detentions are assigned in 1-hour increments. The assigning person will serve students assigned detention with an auto dialer notice in advance of the detention. Detentions are held as scheduled. Parents will receive verbal or written notification of detention. This reminder is the second

notification. The school is not responsible for non-notification due to incorrect phone numbers supplied to the school by the student or their parent.

**SATURDAY SCHOOL** - In an effort to improve the learning environment and campus culture through greater accountability, Saturday School will be assigned for the following reasons: tardiness, cutting class or truancy, two assigned detentions have already been served with no improvement in behavior, and or less severe infractions of school rules that undermine classroom rigor and student achievement. Saturday School may also be assigned for non-disciplinary reasons such as being unprepared for academic classes/failure to complete assignments.

**IN-HOUSE SUSPENSION** - In-house suspensions are reserved for truancy offenses, or as an agreed upon consequence with parental input. In-house suspension will not be issued for issues related to drug or alcohol possession or use. The in-house suspension is up to 2 full-days assignment. The in-house suspension takes the place of an out-of-school suspension for minor offenses as well (e.g., detention).

**SUSPENSION** - A student is removed from school and may not attend any school functions for the time of the suspension. Suspensions vary in length from one day up to five days. Students placed on home suspension are not permitted on or near the school campus, nor are they allowed to participate in any school activities during suspension. They may, however, be required to complete assignments and tests, which will be made available to them. It is a teacher's discretion whether or not to accept assignments.

**EXPULSION** - A student is removed from school and is recommended for expulsion. The Board of Trustees will hold an expulsion hearing with the parents, student and others as is deemed necessary. When expelled, a student may no longer attend school within the East Nicolaus Joint Union High School District.

## DRESS CODE

The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program.

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural

observance. In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Education Code 212.1)

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code. When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students. Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

**GANG-RELATED APPAREL** The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183)

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

**ADMINISTRATIVE REGULATION** In cooperation with teachers, students, and parents/guardians, the principal or designee may establish school rules governing student dress and grooming which are consistent with law, Board policy, and administrative regulations. These school dress codes shall be regularly reviewed.

The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity.

2. Appropriate shoes must be worn at all times.
3. Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

Students shall be allowed to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day. (Education Code 35183.5)

**GANG-RELATED APPAREL** At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff, and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. (Education Code 32282)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received. As necessary, the school shall collaborate with law enforcement agencies to update definitions of gang-related apparel.

## FIRE DRILLS

Fire alarm boxes and evacuation routes are located in each building/classroom. The State law requires that practice fire drills be held once each semester. An intermittent tone signals a fire drill. During the drill, the students will pass in an orderly manner from the building via the nearest exit and remain in a group about fifty feet from the building. The teacher will see to it that all windows and doors are closed and then remain with the class. The return signal denoting

the end of the fire drill will be one long tone. A fire drill is a serious affair. The students must conform as directed.

## GRADING POLICY

Teachers are experienced in grading and will evaluate the student's progress fairly and accurately. Any questions about grades should be discussed directly with the teacher.

The following grades and credits can be earned each semester at this school:

- A and 5 credits for superior work
- B and 5 credits for above average work
- C and 5 credits for average work
- D and 5 credits for below average work
- F and 0 credits for failure
- P and 5 credits for being enrolled in a Pass/Not Pass class
- NP and 0 credits for failure in a Pass/Not Pass class
- NG and 0 credits for being enrolled in a class less than ten days
- NM and 0 credits for being enrolled in a non-credit class or in a class less than ten days
- I and 0 credits for incomplete work. An "I" becomes an "F" nine weeks into the next grading period if it is not made up. End of year incompletes must be made up prior to the end of summer-school session.

Grades are important and every effort should be made to earn the best grades possible. Academic achievement, homework, conduct, attendance, and punctuality will make the difference between a high semester grade and a low one.

Valedictorian and Salutatorian will be based on grades through the 1<sup>st</sup> Semester of the Senior year. To be eligible a student must have attended ENHS for a minimum of SIX semesters.

## GRADE REPORT TO PARENTS

With the district's implementation of AERIES, parents are able to review their student's grades and attendance in real time with the AERIES Parent Portal. Information and instructions to obtaining a student's ID number as well as verification code will be distributed at the beginning of the school year.

**\*PROGRESS REPORTS:** When it becomes evident to a teacher that a pupil is in danger of failing a course or has a drop of two grades in their level of academic work.

## GRADE REPORTING PERIODS

First Quarter (Ends 10/14/2022)

- Quarter grades uploaded in Aeries by 10/19/2022

Second Quarter/Fall Semester (ends 12/15/2022)

- Semester grades uploaded in Aeries by 12/16/2021

Third Quarter (ends 03/17/2023)

- Quarter grades uploaded in Aeries by 03/22/2023

Fourth Quarter/Spring Semester (ends 06/02/2023)

- Senior grades uploaded in Aeries by 05/31/2023
- Semester grades uploaded in Aeries by 06/02/2023

## HONOR ROLL

In determining Honor Roll standings, all semester grades are counted except those in Study Hall and Teacher/Office Assistants. An "A" earns four points; a "B" three; a "C" two; and a "D" one. If your total grade point divided by the number of subjects taken equals 3.0 or more, you are eligible for Honor Roll. Honors Classes earn 5.0 points for an "A", 4.0 points for a "B", 3.0 points for a "C" and 1.0 points for a "D".

## PRINCIPAL'S SCHOLARS

The Principal's Scholars are those students who have achieved a grade point of 3.57 or above in 35 credits or more per semester. To achieve this honor, a student must have four "A's" and three "B's" or better or 3.66 in credits and have four "A's" and two "B's" or better. The student will receive an honor certificate for the highest level achieved.

## IMMUNIZATIONS

All students are required to be adequately immunized against polio, diphtheria, pertussis (whooping cough), tetanus, and measles (rubella). California State law does not allow the enrollment of any student who is not properly immunized; he or she will be excluded from school until the immunizations are obtained.

## INDEPENDENT STUDY

Although we encourage students to attend school without undue interruption, there are times when a student may need to miss several consecutive days of school. In order to avoid unexcused absences, a student may request an "Independent Study Contract." Students can only be granted independent study for planned absences a minimum of **five or more consecutive school days, and a maximum of 10 school days per school year**. In order to receive Independent Study, **a parent must submit a request at least one week prior to departure**. The student will be given a master agreement to take home. Once the contract is signed and returned, the student will be given a form to take to his or her teachers requesting work for the time she/he will be gone. While absent, the student should complete the assigned work which **must** be turned in to the front office first to make copies of all work and then turned in to the teachers **the day the student returns to school**. Independent Studies will only be granted for up to two weeks per school year. *Requirements for Independent Study has been updated under BP/AR 6158, Board approved August 11, 2021.*

## INJURIES

If you receive an injury at school, notify the teacher immediately. If it is sufficiently serious, the school will notify your parents and arrange for you to be taken to the doctor. Even if the injury is minor, it is necessary to report it, since an accident report must be filled out by the teacher. The School District no longer provides insurance for pupil injuries.

## INTERDISTRICT POLICY

Requirements for Students Requesting Attendance at East Nicolaus Joint Union High School on an Inter-district Agreement **BP/AR 5121**

A student applying for acceptance at East Nicolaus High School under an inter-district agreement must:

1. Demonstrate a 2.0 grade point average both cumulatively and for each semester with no more than one F.
2. Demonstrate a clean behavior record with no negative citations.
3. Demonstrate a positive attendance record (positive defined as a 92% attendance rate in every class period).
4. In addition, acceptance of the inter-district student must not have a negative impact on the grade level or curricular program at East Nicolaus High School. (e.g., if there was no room in English 9 classes, then no additional freshmen inter-districts would be accepted).
5. A probationary period of one semester will be permitted to students who drop below the above-mentioned requirements. Students attending East

Nicolaus High School on inter-district agreements will have their attendance, behavior, and academic performance monitored every semester.

6. Be a good citizen with not more than one suspendable offense each school year.
7. Follow all classroom rules established by teachers.

***\*Failure to adhere to these guidelines will result in revocation of inter-district agreement.***

## INTERNET, E-MAIL, AND COMPUTER USE POLICY

The use of East Nicolaus High School (ENHS) automation systems, including computers, fax machines, and all forms of Internet/Intranet access, is for school and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable only if approved by the school.

Use of school computers, networks, and Internet access is a privilege be granted by the school and maybe revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail (“spam”) that is unrelated to legitimate ENHS purposes.
- Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms, or social media.
- Accessing networks, servers, drives, folders, or files to which the student has not been granted access or authorization from someone with the right to make such a grant.
- Making unauthorized copies of ENHS files or other ENHS data.
- Destroying, deleting, erasing, or concealing ENHS files or other ENHS data, or otherwise making such files or data unavailable or inaccessible to the ENHS or to other authorized users of ENHS systems.
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the ENHS’s network or systems or those of any other individual or entity.
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages.
- Sending, receiving, or accessing pornographic materials.
- Causing congestion, disruption, disablement, alteration, or impairment of ENHS networks or systems.
- Maintaining, organizing, or participating in non-work-related Web logs (“blogs”). Web journals, “chat rooms”, or private/personal/instant messaging.



- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended.
- Destruction or loss of equipment.
- Defeating or attempting to defeat security restrictions.
- Loss of destruction of any computer equipment and will be charged for such damage.

Violation of this policy, or failure to permit an inspection of any device covered by this policy, shall result in disciplinary action, up to and possibly including immediate expulsion from school, depending upon the severity and repeat nature of the offense. In addition, the student may face both civil and criminal liability from ENHS, from law enforcement officials, or from individuals whose rights are harmed by the violation.

## LEAVING CAMPUS

If it is necessary for a student to leave the school during the school day, that student must obtain official permission to do so. Early dismissal passes are available at the office. Early dismissal passes will be issued only for health reasons or when a student brings a note from his/her parent/guardian asking that the student be excused. Permission to leave school for lunch only will be denied. Students must get an early dismissal from the office prior to leaving campus. (This rule applies even when the student is being picked up by their parent/guardian.) **If a student leaves campus without an early dismissal, it will be considered a cut absence.**

### Cutting Class

A cut is concerned 30 minutes or more missed for a class period, (Left Early, Arrived Late, or did not attend class)

- **1st Offense:** Detention  
Teacher/ADMIN: Detention assigned by whomever initiated the cut, and parent notification  
Office: Input offense into Aeries
- **2nd Offense:** Saturday School  
Teacher/ADMIN: Teacher informs administration using Slip, Saturday School assigned ADMIN, and parent notification  
Office: Input offense into Aeries
- **3rd Offense:** In School Suspension  
Teacher/ADMIN: Teacher informs administration using Slip, In School Suspension assigned ADMIN, and parent notification  
Office: Input offense into Aeries

## LOAN OF EQUIPMENT

Students will not be loaned any item of consequence belonging to the school unless they have obtained written office permission. Office permission for a student loan will be granted only in the exceptional instance for an educational purpose.

## LOCKERS

Lockers are provided so that each student shall have one in the main campus area for books and one in the gym for P.E. equipment. Students are responsible for reimbursing costs for lost or damaged lockers. It is the students' responsibility to secure their locker. The school is not liable for replacing stolen property. If a reasonable cause exists, then as provided by law, lockers may be searched by school authorities. Searches may include physical searches and external searches by the use of specially trained dogs with the assistance of a trained dog handler. All lockers will be assigned by the office only. Rules for use of lockers are as follows:

1. Students shall keep their lockers locked. Do not jam paper or other materials into the locker lever to keep it from locking. A few seconds of time usually can save you a loss and prevent someone from becoming a thief.
2. Students must use assigned lockers only.
3. Lockers must be kept clean and neat. All books must be kept in lockers at all times.
4. Lockers remain school property and are subject to inspection at any time.
5. The school office will maintain locker combinations. Lockers are issued in the main office.
6. Inform the office if your locker is not working properly and it will be repaired as soon as possible.
7. The school is not responsible for articles missing from lockers. Do not bring valuables to school.

## PHYSICAL EDUCATION POLICIES

Board policy requires all students to participate in twenty units of physical education. Any student with a valid health excuse signed by a parent, guardian, or doctor will not be required to participate. Excuses signed by a parent or guardian are limited to two days. It should be kept in mind, however, that physical education is a participation class; attendance, therefore, is an item of prime importance.

Students will be assigned a separate equipment locker and lock for PE. Locks must

be maintained at all times. Students are responsible for reimbursing costs of lost or damaged locks. Dress code: PE clothes will consist of a plain red shirt and black mid-thigh or knee-high shorts and/or red East Nicolaus t-shirt and black shorts. Spandex shorts are not appropriate PE shorts. Sweatshirts and sweatpants over PE clothes may be worn during winter months. Clothing under PE clothes is not permitted. No torn clothing or cut-out clothing is permitted or allowed. Gym clothes can be purchased for \$10 each piece. Students must wear appropriate athletic footwear. Students without appropriate footwear will not be permitted on the gym floor. Shoes that mark the floor will not be permitted.

Students who receive 3 or more non-dress down days will receive in a detention. Loaner clothing is available for students who forget their PE clothing.

## P.E. REGULATIONS

- Have an appropriate uniform properly marked with the student's name for identification.
- Wash gym clothes weekly.
- Suit up every day unless specifically excused by a physician or parent. A note with the date and signature of the parent or guardian, stating why the student should be excused is all that is necessary. This excuse is good for two days. A physician's excuse will be good as long as the doctor deems necessary.
- Cooperate with the teacher and fellow students.
- Participate in class activities to the full extent of your ability.
- Keep the P.E. locker locked at all times. Students are responsible for lost articles. Keep belongings locked up at all times. Do not bring valuables to school.
- Good health habits, sportsmanship, citizenship, teamwork, physical fitness, and recreation are part of the many aims of the physical education program.

## PROGRAM CHANGES AND ACADEMIC ADVISING

All program changes must be completed by Friday of the first week of school. No class changes will be after the first week of school unless requested by an ENHS staff member or administration. If a program change must be made outside of the normal one-week window, the student may receive an incomplete on their transcripts for the class they are leaving. This may affect eligibility for athletic participation.

Academic advising services are available for students to be able to receive the

best possible education. Students may request an appointment with the Counselor whenever they feel necessary. Students may be called in for guidance and post-secondary planning during the school year.

Students planning to attend college should meet with the Counselor during the year to make sure they are taking the proper courses for admission. Students who wish information on trade schools, special vocations, and military service should consult with the Learning Director with regards to their vocational plans. Parents are invited to meet with the Counselor by appointment whenever it is felt that such a meeting would assist the student. Students that are planning on making college campus tours/visits must submit for approval an Excused Absence Request for College Visit form from the Learning Director at least five days prior to the absence. The Counselor will discuss course needs or any other school problems with the students and the students are urged to take advantage of this service.

## STUDENT BODY CARDS

Student Body Cards are given to every student, free of charge. To support Student Body activities throughout the year, students may purchase an ASB sticker. This will give them free admission to all home game athletic contests including football, volleyball, and basketball (does not include playoff games) and discounts to dances.

## STUDENT RESPONSIBILITIES/RULES

The Governing Board, District Administration, Faculty and Staff, in cooperation with your parents, believe that students should show proper conduct in school and should conform to reasonable rules and regulations. It is necessary that rules be established, that students be informed of these rules, and that school authorities enforce these rules.

Incidents of misbehavior generally result from failure to observe one or more of the following required citizenship standards:

1. Comply with the rules and regulations of the school.
2. Exert reasonable effort and achieve a quality of work, which is consistent with the student's individual ability and grade level.
3. Abstain from gambling, stealing, cheating, immorality, and the use of profanity.
4. Abstain from the use, sale, distribution, and possession of tobacco, alcoholic beverages, and other narcotics on or near school premises.
5. Show proper attention to personal cleanliness, neatness, standards of dress, and appearance.
6. Refrain from participation in any hazing or any act that tends to injure,

- degrade, or disgrace a fellow student or other person associated with the School District.
7. Abide by the school driving regulations.
  8. Refrain from acts that interfere with the private lives of school employees.
  9. Display proper conduct to and from school, on the school grounds, at school activities, and on school buses.
  10. Submit to the authority of the teachers and staff of the school.
  11. Refrain from defacing, damaging, or destroying school and private property. (Parents shall be held responsible for any costs involved and in some cases law enforcement will be called.)
  12. Pursue the required courses of study. To be diligent in study, a student shall:
    - a. Complete all assigned work on time.
    - b. Pay strict attention to the teachers.
    - c. Exhibit good citizenship at all costs.
    - d. Do the caliber of work consistent with individual ability.
    - e. Cooperate with the teachers and other students at all times.
    - f. Be regular and punctual in attendance.
  13. The on-campus possession, use, sale, or being under the influence of alcohol or narcotics such as marijuana is prohibited by law. Violations may result in serious disciplinary action such as arrest, suspension, or expulsion. Students may be suspended or recommended for expulsion for any possession and/or use of controlled substances. Continued violation will result in the student being brought before the District School Board for an expulsion hearing.
  14. A show of affection deemed to be inappropriate by staff will receive an immediate verbal warning. Further incidents will be referred to the Vice Principal for a parent conference with the involved students' parents.
  15. Fighting will not be tolerated and will result in immediate disciplinary action (suspension) against all involved.
  16. The bringing on campus or possession of firearms, knives, other weapons, explosives, including firecrackers, or any other substance or object dangerous to the health and safety of others is prohibited by law. Those having or using any of the above will be subject to disciplinary action (referral to the Governing Board for consideration of expulsion) by school authorities and may be arrested by the County Sheriff's Department.
  17. The use of skateboards, roller blades and bicycles on the school grounds is prohibited as posted.
  18. The school is not liable for the theft or loss of personal property. Students shall maintain school-issued I lockers and P.E. issued locks.
  19. Any student who is asked to leave a class and report to the front office because of disciplinary reasons will automatically receive the discipline consequences consistent with the ENHS Discipline Policy. This may include a detention and possibly Saturday School as well as lose all privileges for

participating in athletics for that day which may include missing practice or a game.

## STUDENT VISITORS

There will be **NO on-campus visitor** passes issued during school hours.

## SUICIDE PREVENTION

The East Nicolaus High School is committed to providing a safe, civil and secure school environment. It is the District's charge to respond immediately and appropriately to a student expressing or exhibiting suicidal ideation or behaviors and to follow-up in the aftermath of a death by suicide. School personnel, parents/guardians and students are instrumental in helping to save lives by identifying students at-risk and linking them to essential school and community mental health resources. If you believe that your child is thinking about suicide, approach the situation by asking. Asking is the first step in saving a life and can let them know that you are there for them and will listen. If you need IMMEDIATE assistance due to a life-threatening situation, call 911.

### Local Help Lines

#### *Sutter-Yuba Behavioral Health*

- Main Business Number: (530) 822-7200
- 24-HOUR PSYCHIATRIC EMERGENCY SERVICES (CRISIS SERVICES): (530) 673-8255 or Toll Free (888) 923-3800

#### *National Help Lines*

- The National Suicide Prevention Lifeline – 1.800.273.8255 (TALK), [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)
- The Trevor Lifeline – 1.866.488.7386, [www.thetrevorproject.org](http://www.thetrevorproject.org)
- Crisis response text line – text HELLO to 741-741

## TECHNOLOGY USE POLICY – CELL PHONE POLICY

East Nicolaus High School understands the importance of technology in preparing students for the 21st century. In an effort to support faculty in a distraction free learning environment in the classroom the following policy will be utilized:

East Nicolaus High School is a cell-phone free campus during class time. Students may not bring phones into the classroom, they must be kept in their lockers. **Cell phone use is only allowed before school, nutrition break or after school.**

## Cell Phone Offenses

- **1st Offense:** Phone to the office  
Teacher: Detention assigned and parent notification  
Office: Input offense into Aeries, return phone to the student at the end of the school day.
- **2nd Offense:** Phone to the office,  
Teacher: Detention assigned and parent notification  
Administration: Parent Follow conversation  
Office: Input offense into Aeries, return phone to the student at the end of the school day.
- **3rd Offense:** Phone to the office,  
Teacher: Detention assigned and parent notification  
Administration: Parent Follow conversation  
Office: Input offense into Aeries, return phone to Parent/Guardian or Emergency Contact

## Student Cell Phone FAQ

Can the school take my phone? **YES. Your school can confiscate your phone if the policies are**

Can my school restrict when I use my phone? **YES. Your school can also confiscate your phone if you violate your school's cell phone policy. But that does not give it the authority to conduct a search on the phone.**

## Lost or Damaged Chromebook and Charger

Each student will be given a Chromebook and a Chromebook charger. If your Chromebook becomes damaged or lost the cost for replace are below:

Property	FEES
Chromebook	\$ 300.00
Chromebook Charger	\$ 20.00

## TEXTBOOKS

Students are expected to take good care of the textbooks assigned to them by their teachers. Students' names should be clearly written along with the condition of the book in ink inside the front cover. Book covers shall be kept on the textbooks at all times. Teachers will check textbooks at the end of the year to determine if any remuneration is necessary for book loss or damage. Important-Regardless of the reason for loss or damage, the responsibility for

textbooks rests entirely upon the borrower. Students who have failed to pay any fine or charges for library books, textbooks, uniforms, equipment, etc., will not be permitted to participate in sports, extracurricular activities or graduation exercises, and will not receive a diploma until all the charges are cleared.

## VOLUNTEER DRIVERS – TCSIG UPDATES

Volunteer drivers must complete a packet of information and include copies of insurance limits and driver's license and DMV print out. Packets are valid for the current academic year only. All volunteer drivers must be fingerprinted. In addition, non-ENHS students over the age of 18 riding in the automobile with students must be fingerprinted.

## WITHDRAWAL FROM SCHOOL

Students withdrawing from school before the end of the school year will secure a checkout form from the Main Office. This form requires your new address, when the family is moving, the reason for the transfer or withdrawal, and the name of the school you will be attending, if known, and parent signature. All schoolbooks, school issued locks, supplies, library fines, outstanding school bills, athletic gear and materials cost must be returned in good condition or paid in full before the student will be cleared for withdrawal. Records of students transferring will not be sent to the next school until all materials are returned or paid for.

## WORK PERMITS

Students who do hired work must possess a valid work permit if they are under eighteen years of age. Work permits allow students to work after school, during vacations and on weekends. The number of hours a student can work is dependent upon the age of the student and type of work performed. Work permits are available in the administration office upon presentation of a Social Security number and a work permit request form signed by a parent or guardian requesting the school to issue the permit. California's Child Labor laws protect teens under the age of 18 from working too long, too late, or too early. Information concerning Laws and Regulations Governing the Employment of Minors can be obtained from the District office, Department of Education, and California Labor Code. Students must maintain good attendance habits, and have a grade point average of at least a 2.0 with no more than one failing grade to qualify for a work permit in the main office. Please allow 5 working days for permits to be granted.





## LEGAL STATUS OF EIGHTEEN YEAR OLDS

EAST NICOLAUS JOINT UNION HIGH SCHOOL DISTRICT  
2454 Nicolaus Avenue, Nicolaus, CA 95659  
(530) 656-2255

Student \_\_\_\_\_ Date \_\_\_\_\_

### ATTENDANCE OFFICE PROCEDURE FOR 18-YEAR-OLD STUDENTS WRITING THEIR OWN NOTES:

Education Code 46012 provides the above-named student the responsibility/right to write Absence notes:

“For purposes of any procedure for verification of absence from school, a student 18 years of age or over, with respect to her/his own absences from school, shall have as of the responsibilities and powers which, in the case of a minor, would be charged to the parent, guardian, or any other person have charge or control of the minor.”

In order to inform you of this Education Code we ask you to sign the following waiver or right/responsibility:

I \_\_\_\_\_, the parent of \_\_\_\_\_, understand that my student is 18 and may write his/her own absence notes. I recognize that my student is responsible to attend school on a regular basis and that failure to do so would bring about disciplinary action.

Parent Signature \_\_\_\_\_

Parent Name (Print) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Phone \_\_\_\_\_

## PUBLICITY AUTHORIZATION & RELEASE

The East Nicolaus Joint Union High School District requests your permission to reproduce through printed, audio, visual, or electronic means activities in which your student has participated in his/her education program. Your authorization will enable us to use specially prepared materials to train teachers and/or increase public awareness and promote continuation and improvement of education programs through the use of mass media, displays, brochures, websites, etc.

1. I, as a parent or the guardian, of the named pupil fully authorize and grant the East Nicolaus Joint Unified School District and its authorized representatives, the right to print, photograph, record, and edit as desired, the biographical information, name, image, likeness, and/or voice of the named pupil on audio, video, film, slide, or any other electronic and printed formats, currently developed, (known as "Recordings"), for the purposes stated or related to the above.
2. I understand and agree that use of such Recordings will be without any compensation to the pupil or the pupil's parent or guardian.
3. I understand and agree that the East Nicolaus Joint Unified School District and/or its authorized representatives shall have the exclusive right, title, and interest, including copyright, in the Recordings.
4. I understand and agree that the East Nicolaus Joint Unified School District and/or its authorized representatives shall have the unlimited right to use the Recordings for any purposes stated or related to the above.
5. I hereby release and hold harmless the East Nicolaus Joint Unified School District and its authorized representatives from any and all actions, claims, damages, costs, or expenses, including attorney's fees, brought by the pupil and/or parent or guardian which relate to or arise out of any use of these recordings as specified above.

My signature shows that I have read and understand the release and I agree to accept the provisions. Granting of permission is voluntary.

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Parent Signature

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Student Signature

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Date

## SENIOR INFORMATION

This section is for your information. Senior students will receive these pages as a separate pack to be reviewed, signed and returned the first week of school.

### COMMENCEMENT AND GRADUATION REQUIREMENTS:

Students shall be allowed to participate in Commencement Exercises at East Nicolaus High School after successfully completing the following graduation requirements:

- Eight semesters of high school attendance with good citizenship.
- A minimum of 240 credits of required subjects and electives, counting ten credits per year for each subject.
- No more than one failing grade during the senior year. (Semester F)
- The failing grade (s) cannot be in any course required for graduation
- Forty credits of English.
- Twenty credits of physical education.
- Thirty credits of social science.
- Thirty credits of mathematics (10 of which must be in Algebra I or Integrated Math I).
- Ten Credits of Computer Literacy/Health
- Twenty credits of science, includes physical and life science.
- Ten credits of fine arts or foreign language.
- Agree to and abide by the Senior Attendance and Behavior Contract.
- Senior Project (see official guidelines)
- No outstanding fees or fines.

A student may receive a Diploma of Graduation from East Nicolaus High School should he/she fail more than one class during the senior year, providing he/she has completed the remaining requirements. If he/she receives more than one F during either semester of the senior year he/she will not be allowed to participate in Commencement Exercises. Commencement participation will be denied to any student who does not achieve a passing grade or the required amount of credits in any course required for graduation.

The number of credits earned determines student progress through high school. For each semester (half year) passed, he/she receives five credits for each subject passed. No credits are given for "F" grades or "NM", (no mark). With a seven-period day, it is possible to earn a maximum of 280 credits during the four years he/she is enrolled. Students must meet all minimum graduation requirements within the four years of high school beginning with their freshman year ending with the conclusion of a four-year progress to the completion of their senior year. Students who fail to or who are unable to may be denied the privilege of participating in commencement exercises.

All outside final course grades (college or independent study) intended for diploma credit must be submitted one-month prior to the end of the grading period.

## SENIOR ATTENDANCE, ACTIVITIES, AND SENIOR SNEAK AGREEMENT

All seniors shall abide by the following terms and conditions while attending school functions. Seniors and their parents are to read, sign and return this agreement during the first two weeks of the school year.

Attendance at Prom, Senior Sneak, etc.:

- Seniors will ensure that all rules and regulations required of any student attending East Nicolaus Joint Union High School District will be followed.
- Seniors will be in good academic and disciplinary standing.
- Seniors will be fully responsible for the actions of their guests who are not members of the East Nicolaus Joint Union High School District Student Body.

**Students are required to attend all classes all day on the day prior to Senior Sneak and Prom.**

\*\*\* Should the prom be scheduled on a non-school day, all students are required to meet the minimum attendance requirement on the day prior to the dance.

Each senior MUST meet the following eligibility requirements:

- Each senior is required to maintain strict adherence to the discipline policy committing no serious offenses.
- Each senior is required to maintain at least a 2.0 grade point average in EACH of the following grading periods:
  1. First Quarter (Ends 10/14/2022)
  2. Second Quarter/Fall Semester (ends 12/15/2022)
  3. Third Quarter (ends 03/17/2023)
  4. Fourth Quarter/Spring Semester (ends 06/02/2023)
- Any senior who is failing a class at the time of senior trip will not be allowed to participate and will lose all money paid towards the trip.
- Each senior is required to attend all classes the day prior to Senior Sneak and Prom.
- Each senior is required to adhere to the senior attendance guidelines.
- Each senior must complete a Senior Project with a passing grade.

## SENIOR GRADUATION PARTICIPATION AND DISCIPLINE AGREEMENT

All seniors who wish to participate in graduation ceremonies and receive a printed diploma must meet the following criteria:

- Intra-District and Inter-District Transfer seniors must have enrolled at

East Nicolaus High School no later than the beginning of the last semester of school attendance.

- Graduation credit requirements are 240 semester credits at East Nicolaus High School. Credits earned from another high school or from approved college course work shall be calculated considering District policy.
- All seniors must pass the Senior Project.
- Any senior who has been suspended 3 or more days during the school year will not be eligible to participate in graduation ceremonies.
- All seniors must meet the minimum period attendance threshold, which means you cannot have more than 10 unexcused days.
  - Unexcused absence is calculated by periods
    - Example: A student with 5, 6, 7 period schedules would be 7 unexcused period absences equal One (1) day.
  - Student Example: John Smith has been absent for 18 periods total, John Smith only has five periods a day. We calculate his missed days ( $18/7=2.57$  days). John Smith has 2.57 days of unexcused days out of the 10 allowed.
- Student visits to an accepted college campus must be approved by an administrator two weeks prior to the day of the visit. Students are allowed up to 5 college visits a year to not factor toward the attendance requirement
- study is required may constitute an allowance.
- Students will be given multiple opportunities with Saturday school to recoup their required days (10) to participate in graduation ceremonies.
- A senior must not be under suspension at the time of graduation rehearsals and ceremonies.
- A senior on contract in lieu of expulsion or on a stipulated expulsion, with a condition of no extra-curricular activities for 30 days, shall not participate if the activities and /or ceremony fall within the 30-day period.
- All seniors must have outstanding bills cleared (lunch charges, lost locks, missing books, broken/missing Chromebook)
- A senior must attend all graduation rehearsals and must behave in an appropriate manner during rehearsals and the graduation ceremonies.
- Failure to follow the rules established for graduation will result in the withholding of the student's diploma.
- ENHS values the traditions and symbolisms previously established for graduation ceremonies; therefore, as such, mortar boards will remain undecorated.

It should be noted that parents and relatives wait many years to see and hear their loved one's name called during graduation from high school. This is a once in a lifetime event and those seniors whose behavior disrupts this opportunity

may be asked to leave the ceremony.

Behaviors such as excessive talking, throwing objects, beach balls, possessing or using noise makers, expelling accelerants, such as silly string are examples of behaviors that will not be tolerated during the graduation ceremonies. Graduates who participate in such behavior may be asked to leave the ceremony. Specific contract rules of conduct will be provided in writing by the senior advisors, approved by the Superintendent, and provided to each graduating senior prior to graduation (see below). These rules are to be strictly followed and will be rigidly enforced.

Seniors who are deemed ineligible may appeal the decision in writing. The appeal must be submitted to the Superintendent. The appeal procedure is located with the forms at the back of this handbook.

# SENIOR SNEAK BEHAVIOR CONTRACT

The Senior Sneak is a school-sponsored activity. All students will be held to the standards of conduct required by the Education Code for regular school attendance and school level attendance requirements for seniors.

Every student participating in the Senior Trip must abide by all of the rules and requirements stated below. Each student understands that once the student and parent sign this contract, the rules and requirements will be in effect throughout the entire Senior Trip. Parents and their senior students are to initial that they have read and understand each rule listed below.

Student Initial	Parent Initial	<b>General Behavior:</b> Students at East Nicolaus High School are expected to conduct themselves in a manner that will not discredit himself or herself or the school. It is further understood that any such behavior <b>WILL</b> affect my participation in the graduation ceremonies. Simply stated, my behavior shall not bring embarrassment, dishonor, or discredit to my class or my school.
		<b>Alcohol and Drugs:</b> Absolutely no possession or use of alcohol, drugs or tobacco products will be tolerated. A violation of this rule will result in my removal from the trip and the loss of the privilege of participating in graduation ceremonies (legal action may also be taken per education code).
		<b>Tobacco:</b> There is to be no use of tobacco in any form. This includes chewing, vaping and smoking.
		Before boarding the bus at school, all students, their luggage and person will be searched for contraband. Canine searches may also be utilized. Should contraband be located, the student will be immediately sent home and no refund will be granted for loss of the activity.
		Students who violate any of the above rules and conditions may be sent home immediately from the trip and will be subject to normal school discipline including suspension from school.
		Students who pay but become disqualified, choose not to attend, or become unable to attend the senior trip will lose all the funds paid by the student. Once the trip is booked with the travel company and the fees have been sent, it is beyond the control of the school to refund money for this trip. The travel company's policy for refunds will be strictly enforced.
		I have read and understand all of the above rules and requirements and agree to accept the consequences as stated. I further understand that the chaperones are in charge and I will accept their authority during the entire course of the trip.
		I have reviewed the above rules and requirements for my son/daughter on the Senior Trip and should my son/daughter violate any of the above, I agree to the consequences as stated. I further agree that should the school call me in the event my son/daughter violates the above rules, (a) I will bring my son/daughter home; or (b) I will authorize the school to send my son/daughter home on the earliest bus and I will pay all transportation costs.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



## ENHS GRADUATION CEREMONY CONTRACT

I, \_\_\_\_\_ (Print Name), wish to participate in the East Nicolaus High School Class of 2023 Graduation Ceremony that will be held on Friday June 2, 2023 on Wahl Field. I agree with the following rules and regulations and understand that if I do not comply with them, I will be removed from the ceremony. Granting of my diploma will then be subject to a conference held with an administrator and my parent/guardian. I further understand that I am expected to behave courteously and conduct myself in an acceptable manner during the entire evening.

I understand that I must attend all rehearsals in order to participate in the ceremony.

- I will not engage in disruptive activities during the rehearsals or ceremony.
- I will not carry anything onto the field nor adorn my cap and/or gown with any decorations.
- I will be dressed according to the guidelines set forth by the school: dress, skirt or skort and blouse, long, dress pants, light colored shirt, and proper shoes.
- Behaviors such as excessive talking, throwing objects, and beach balls, possessing or using noise makers, expelling accelerants, such as silly string are examples of behaviors that will not be tolerated during the graduation ceremonies. Graduates who participate in such behavior may be asked to leave the ceremony.

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Student Signature

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Date

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Parent Signature

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Date

This contract must be signed by your parent/guardian even if you are 18 years of age. You will not be issued your cap and gown if you have not returned your completed contract.

## GRADUATION CEREMONY APPEALS PROCESS

- A panel that includes a Governing Board Member, administrator(s), student advocate, and teacher (chosen by administration) will hear the appeal.
- An administrator or designee shall serve as the committee chair and will have the fifth vote.
- An administrator or designee shall present an overview of the case to the committee, but will not be a voting member.
- One teacher shall be one appointed by the student appealing his/her privilege to participate in the graduation ceremony, and one appointed by the committee, the other teacher will be appointed by the administration.
- The committee's decision will be made by secret ballot and shall be binding with a majority vote.
- No further appeals will be accepted after the appeals committee has made its findings.
- All appeals must be delivered to the office at least TWO WEEKS prior to graduation ceremonies.
- The committee will convene as soon as possible after receipt of an appeal request.
- The TWO WEEKS requirement may be waived by the Superintendent/Principal or upon request of the Governing Board.

### WRITTEN APPEALS:

All appeals must be in memorandum format. The memorandum shall state the reason the student was denied participation in graduation ceremonies. The memorandum must contain reasons for mitigating the denial.

I have read and I understand the terms of this contract. I understand that if I do not follow the rules set forth by this contract that my privilege of participating in graduation and receiving a diploma will be denied to me.

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Senior (Print)

Senior (Signature)

Date

As a parent of a senior at East Nicolaus High School, I understand the terms and conditions placed on my Senior by this agreement. I hold harmless the East Nicolaus Joint Union High School District, the Staff and Faculty for any violation of this agreement committed by my Senior.

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Parent (Print)

Parent (Print)

Date

# ENHS HANDBOOK–PARENT & STUDENT SIGNATURE PAGE

This form must be completed, signed and returned to the front office at the beginning of each school year.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

**I acknowledge that the ENJUSD Student Handbook is available online at [www.eastnicolaus.k12.ca.us](http://www.eastnicolaus.k12.ca.us) or that I have requested and received a paper copy, and understand it is my responsibility to read the Discipline Policy, Internet Use Policy. Please acknowledge that you and your student have read the following forms by signing where indicated. Your signature indicates your understanding and adherence to these policies.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**I have read and understand the Disciplinary Policy & Discipline Matrix**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**I have read and understand the Internet Use Policy Notice**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**I have read and understand the Publicity Authorization and Release and I agree to accept the provisions.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**I have read and understand the Technology Use Policy**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**I have read and understand the Textbook Replacement Policy**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**I understand that outstanding fines will roll-over until cleared into subsequent years. I also understand that any student with outstanding fees owed will not be allowed to participate or attend any extra-curricular activity e.g., school dances, sporting events, club activities, co-curricular activities. As a senior with outstanding fines will not be able to participate in seniors' activities, commencement ceremonies.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date