

Homestead High School
Parent & Student Handbook
2019-20



21370 Homestead Road
Cupertino, CA 95014
Telephone (408) 522-2500
Fax (408) 738-8631
www.hhs.fuhsd.org

Words from the Principal

Dear Homestead Students and Parents,

Welcome to Homestead High School, home of the Mustangs! Our school benefits from a committed staff, involved parents, and nearly 2400 diverse and enthusiastic students. The rich academic program challenges every student to set and reach ambitious intellectual and personal goals. At Homestead, our students are expected to become lifelong learners who can communicate, collaborate and think critically. The staff of Homestead is looking forward to all students having a rewarding high school experience.

Since high school is a larger, more complex organization than elementary and middle schools, we know that being informed becomes more difficult for parents. Communicating with parents is of vital importance to us and we welcome communication from parents to strengthen the link between school and community.

Homestead High School enthusiastically embraces School Loop as one of the key forms of communication. School Loop sends out daily email, as well as links to important information on the HHS website, once signed up, parents will also receive a weekly "Homestead Blast". This "blast" contains calendar items, information on upcoming events, as well as Homestead good news. Many teachers also use School Loop, which in turn allows parents to track student assignments and class progress. Instructions for signing up for School Loop can be found on the HHS website. Other avenues of communication include the following:

- **Report Cards** are mailed to parents at the end of each semester
- **Progress reports** are only emailed at six-week intervals prior to the end of the semester only for students earning a D or F. All grades are posted in School Loop throughout the semester
- **Computerized phone messages** provide parents information about student absences, school activities and important school/community announcements
- **Parent Groups** such as *PTSA, The Foundation, Boosters Groups, Los Padres* are great ways to help support our students and our school
- **Parent Education Nights such as Parent Orientation Program, Back-to-School Night, Homestead Hacks, and Guidance Nights** are all held to inform parents about important aspects of their students' education. Check the calendar on our website for dates!
- **Email** is a highly effective way to communicate with staff members. Email addresses can be found on the school website at www.hhs.fuhsd.org
- **The Epitaph** student newspaper is an excellent source of information about Homestead for both students and parents. Issues are distributed to students on campus and parents may purchase a subscription for The Epitaph to be mailed home. Certain editions can also be found online on our website

Homestead offers many opportunities to help make your high school years the best they can be. I strongly recommend that you get involved in one or more of the activities Homestead has to offer: athletics, color guard, band, choir, dances, drama, honorary organizations, newspaper, orchestra, special interest clubs, spirit squad, student government, and yearbook. Although it's not required, your participation in these activities will open new doors, enable you to meet new people, and reveal incredible possibilities on which to grow and prosper. With your ideas, enthusiasm, and participation, we can continue our tradition of academic excellence. Don't be afraid to get involved! Working together, we will make this a great year.

Sincerely,

Greg Giglio
Principal

Homestead High School Goals

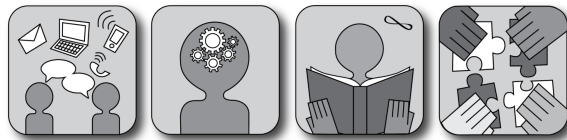
1. All students will be guaranteed an opportunity to learn through standards aligned curriculum, effective instructional practices, and analysis of assessments
2. All student will be prepared for post-high school success
3. All students will experience a safer, more engaging, and more specific supportive learning environment
4. All parents, students, and other community stakeholders will have a variety of opportunities to learn about and give feedback on school and district priorities, expenditures, and programs

Vision Statement

Homestead High School is a community which aspires to:

- Develop motivated lifelong learners and creative, innovative thinkers
- Practice honesty, integrity, social responsibility, accountability and respect
- Develop an appreciation of diverse cultures and the arts
- Respond to the academic and personal needs of all students
- Be supportive and active members of the community at large

Schoolwide Learning Outcomes (SLOs)



Homestead High School will prepare all its students to be:

1. **Communicators** who use oral, written, and visual work effectively.
2. **Critical Thinkers** who create solutions to problems by developing skills to further academic and technological literacy.
3. **Continuous Learners** who set goals and realize through effort and determination they are individually responsible for their actions.
4. **Collaborators** who manage time & resources, demonstrate leadership, and utilize diverse cultural opinions and values to improve the quality of our classroom and beyond.

Bell Schedules

Monday (All periods)		
Period		Minutes
1	8:00 – 8:45	45
2	8:50 – 9:40	50
Tutorial	9:45 – 10:20	35
3	10:25 – 11:10	45
Brunch	11:10 – 11:25	15
4	11:30 – 12:15	45
5	12:20 – 1:05	45
Lunch	1:05 – 1:45	40
6	1:50 – 2:35	45
7	2:40 – 3:25	45

Tuesday & Thursday		
Period		Minutes
1*	8:00 – 9:30	90
2*	9:40 – 11:15	95
Brunch	11:15 – 11:30	15
3	11:35 – 1:05	90
Lunch	1:05 – 1:50	45
7	1:55 – 3:25	90

*Long passing period between two blocks

Wednesday & Friday		
Period		Minutes
Staff Collaboration	7:50 – 8:55	65
4	9:00 – 10:35	95
Tutorial	10:40 – 11:15	35
Brunch	11:15 – 11:30	15
5	11:35 – 1:05	90
Lunch	1:05 – 1:50	45
6	1:55 – 3:25	90

*On "Rally" days, there is no tutorial ("Rally" takes place of tutorial)

Important Dates

Please check Homestead's school calendar for additional important dates on our website at www.hhs.fuhsd.org

August 19	First Day of School
September 2	Labor Day - no classes
October 14	Teacher Work Day - no classes
November 11	Veterans Day - no classes
November 28 & 29	Thanksgiving Break no classes
December 20	Teacher Work Day - no classes
December 20 - January 3	Mid-Year Break - no classes
January 6	School Resumes - 2nd Semester
January 20	Martin Luther King Day - no classes
February 17 - 21	Presidents' Week - no classes
March 16	Teacher Work Day - no classes
April 13 - 17	Spring Break - no classes
May 25	Memorial Day - no classes
June 4	Last day of school year

Homestead High School Contact Information

Please refer to the HHS website for the most current contact information.

The Main Office is open from 7:30 am to 4:00 pm, Monday through Friday. If you need to leave a message for your student's teacher, please call the Main Office during office hours. Since teachers are usually conducting classes, and therefore cannot answer the phone, e-mail is often the best means of contact. To reach any staff member by email: first_name_last_name@fuhisd.org or you can e-mail them through School Loop.

Messages for Students

We are unable to interrupt classes; therefore, we are unable to deliver messages or make deliveries to students. Please pre-arrange with students that if they forget something, they should automatically check the drop off table in the Main Office. Our staff will be happy to hold items at the table that are dropped off, but we are not able to hold money for your student.

General Information – Main Office

Administration	(408) 522-2500
Greg Giglio, Principal	(408) 522-2501
Brian Dong, Assistant Principal (Activities, ASB and AP Testing)	(408) 522-2511
Denae Nurnberg, Assistant Principal (Guidance & Master Schedule)	(408) 522-2510
John Rodriguez, Asst. Prin. (504's, Equity, Interventions/Support Programs)	(408) 522-2509
Maria Trejo, Dean (A-Li)	(408) 522-2506
Steve Puccinelli, Dean (Lj-Z)	(408) 522-2556
Activities Director, Jessica Kirby	(408) 522-2500
Associated Student Body (ASB) Office, Candi Marugg	(408) 522-2534
Athletic Director, Steve Lavelle	(408) 522-2535
Attendance, Rita Figueroa	(408) 522-2515/2513
College and Career Center, Mary Lund	(408) 522-2521
Guidance Counselors	
Marisa Amezcua (A – F)	(408) 522-2550
Nicole Deatherage (G – Li)	(408) 522-2517
Wilma Wu (Lj – Sam)	(408) 522-2544
Leslie Ogawa-Boon (San - Z)	(408) 522-2520
Academic Center, Claudia Ortiz	(408) 522-2500
Library, Amity Bateman & Shannon Vakili	(408) 522-2555/2560
Lost and Found (Valuables: Phones, keys, wallets)	(408) 522-2551
Lost and Found (Miscellaneous: Clothing, water bottles, etc.)	(408) 522-2522
Registrar, Eugenia San Cristobal	(408) 522-2503
(24 hour notice is required for all transcript requests)	
Student Conduct Specialist, Louise Garces	(408) 522-2508
Student Advocate, Steve Schmidt	(408) 522-2533

Community Resources and Crisis Hotlines

24-hour Drug and Alcohol Abuse	(800) 559-9503
AIDS Hotline	(800) 367-2437
Bill Wilson Center (counseling, shelter, and preventions services)	(408) 243-0222
Crisis Line	(408) 850-6125
Centre for Living with Dying (provided by Bill Wilson Center)	(408) 243-0222
Child Abuse	(800) 422-4453
Family PACT	(916) 650-0414 or fampact@dhcs.ca.gov
Medi-Cal	(800) 541-5555
National Runaway Safeline	(800) 786-2929
Planned Parenthood (Mountain View)	(650) 948-0807
Poison Control Center	(800) 222-1222
Rape Hotline (24 hours)	(408) 287-3000 or (650) 493-7273
Suicide and Crisis (24 hours)	(885) 278-4204
Sunnyvale Community Services	(408) 738-4321
California Youth Crisis Line	(800) 843-5200
Spanish Speaking Crisis Hotline (bilingual)	(800) 572-2782

Please be aware that school personnel are also available to assist with your needs. Please contact the student's Dean, Guidance Counselor or the Student Advocate for assistance.

Homestead High School Guidance Information

Preparation for graduation and what lies beyond requires decisions that can overwhelm students as they begin their high school years. Future planning is essential to ensure successful entry into today's increasingly complex society.

To assist in this process, the Fremont Union High School District has initiated a four-year guidance program. It is structured sequentially by grade level to assist students in planning for career and college admissions or other types of advanced training. The themes for each year are:

9th Grade	Orientation	11th Grade	Planning
10th Grade	Exploration	12th Grade	Choosing

There are several avenues to assist parents and students in planning their four years of high school study to meet graduation requirements and entrance requirements for colleges and universities. Homestead High School Guidance Counselors are an outstanding resource for both students and parents for providing course planning and academic counseling regarding graduation and post high school goals. Guidance Counselors facilitate students' exploration of career interests and college research using Naviance, an online resource for college and career planning. The Guidance & Counseling page, on the Homestead website, includes valuable resources for families, including a listing of Homestead guidance events for the school year.

Students are also encouraged to access college and post-secondary planning resources in the College and Career Center located next to the Main Office in A108.

Grade Point Average Guidelines (G.P.A.)

Cumulative (unweighted) G.P.A (Grades 9th-12th): The grade point average is based on all classes taken.

Unweighted 10-12 A-G G.P.A.: The grade point average is based on all courses in the "A-G" listing for the California State University and the University of California systems.

Scheduling Guidelines

Students may enroll in a minimum of credits as needed for graduation or a maximum of 35 credits (7 classes) per semester at Homestead High School. However, students participating in athletics must have 5 classes to qualify (4 classes for Seniors). Exceptions may be made for 12th grade students deficient in credits for graduation.

After School Sports/Elective Credit

Students (10th -12th) may earn 5 Physical Education credits per HHS Sport Season.

All 9th grade students are required to take PE 9. If a 9th grade student is also planning to participate in a Homestead High School After School Sport, s/he may receive up to 5 *elective* credits per sport.

Credit and Grade will ONLY be awarded at the end of the semester in which you complete the sport.

Academic Center

The Academic Center is a FREE peer tutoring resource available to all Homestead students. We have tutors who assist with all subjects as well as organizational tips. It takes place in room K1, during 7th period and after school, Monday through Thursday. There are also two additional centers, the Math Lab and Science Hub, open Monday through Thursday.

Athena Tutoring

Athena is an online digital platform that enables students to post questions, files, and images to instantly connect with subject-expert tutors in the Homestead Academic Center! Once students register, they can check out the calendar for tutor availabilities and can directly coordinate with them by booking an appointment. As an extension of the Academic Center, after posting questions, students will get notifications when tutors respond, allowing for homework help and test prep at their convenience.

Educational Options

Students may be eligible for alternative education programs in order to meet necessary graduation requirements. Among the various programs offered are: College Now, Middle College, Vistas, Terra Nova, CLP, concurrent enrollment at De Anza College or Adult Education. Information about alternative education or the G.E.D. (General Education Diploma) is available from Guidance Counselors in the Guidance Office.

Grading and Report Cards

The following are the grades a student may receive at the end of each six weeks:

A-excellent **B**-good **C**-average **D**-poor **F**-failing **I**-incomplete **NM**-no mark

All Progress Reports will be posted on the Infinite Campus Portal. Only Progress Reports containing a D, F, or I (Incomplete) will be mailed home, for all grades. Report Cards will be mailed home at the end of each semester, for all grades. Please refer to the school calendar for posting dates.

N.C.A.A. Academic Eligibility

In order for a student to be eligible to compete in N.C.A.A. sports during college a student must have graduated from high school with a minimum grade point average of 2.3, for Division I, in a successfully completed core curriculum. If you are looking to participate in sports, at the collegiate level, please refer to the N.C.A.A. website at www.ncaa.org.

Pass-Fail Courses

Students may enroll in one elective course on a pass-fail basis each semester, established at the beginning of the course. The deadline for the pass/fail application is the end of the 12th week of class. Pass-fail courses may not be used to meet college and university admission requirements. However, a pass-fail course successfully completed does count toward the graduation requirements of the Fremont Union High School District. A course taken as pass-fail is not to be counted in the student's grade point average unless it is failed.

Program/Course Changes

Students and parents are urged to exercise care in selecting a student's course or program so that a minimum of changes will be required. Families are encouraged to review course selection materials and forms carefully for additional information. We do recognize that occasionally changes may need to be made.

- Changes resulting from improper placement and program errors will be done during Round Up or after the third day of school. To drop a course, student must have the appropriate form and parent signature.
- Starting the third week of school, to initiate the change process an "Add/Drop" form from the Guidance Counselor must be completed and submitted to the Guidance office. The request will be honored provided the change can be accommodated.
- Please refer to Guidance Events on the School website for the deadlines on dropping a class with NO reflection on the transcript. Students who have a valid need to change their course or program will be allowed to do so, on a space available basis, with the recommendation of teachers and administration. For 1st Semester, the last day to drop a class with no reflection on transcript is October 11, 2019 and the last day to drop a class with a "W" on transcript is November 29, 2019. For 2nd Semester, the last day to drop a class with no reflection on transcript is March 13, 2020 and the last day to drop a class with a "W" on transcript is May 8, 2020.
- Students are not allowed to double up in any subject either core or elective.

Concurrent Enrollment/Outside Credit

Student who are interested in taking a class for high school credit at an institution other than Homestead High School must first receive approval from the Guidance Assistant Principal at Homestead — no exceptions.

Transfer Students

Incoming transfer students will receive a phone call from the Registrar with the day and hour of their appointment with the Guidance Counselor. The student and parent/guardian will then meet with a Guidance Counselor to review any units which have been earned towards graduation and to plan their education at Homestead.

Outgoing transfer student's parent/guardian should notify the Registrar of their move and permanent records will be sent to the student's new school upon request from the receiving school's registrar/enrollment office. All withdrawal paperwork from Homestead is to be initiated through the Registrar's office 408-522-2503.

Student Records

Students and parents have a right to view their academic files. An assistant principal will answer any questions. Official transcripts are available from the Registrar (408-522-2503). The Registrar must have 24 hours-notice to generate official transcripts. Official transcripts are free. Unofficial transcripts can be printed, by students/parents, from Infinite Campus (IC).

College and Career Center

The College & Career Center (A-108) is located across from the library and is open daily. Hours are as follows: Monday, Wednesday and Friday from 8:00 a.m. to 4:30 p.m. Tuesday and Thursday from 7:30 a.m. to 4:00 p.m. The CCC is an on-campus resource for students to research for future careers, college planning, testing, and scholarships. During the fall, representatives from various universities, community colleges, technical schools, and military make presentations in the CCC. Presentation/workshops on essay writing, college searches, college application process, etc. are available throughout the year in the CCC and are advertised through student e-mail and the school website. The CCC includes resources for college & career planning including individual appointments for parents and students. Email Mary Lund (mary_lund@fuhdsd.org) with any questions.

Signature Required from Guidance Department

Please allow 24 hours for any/all documents that need to be signed by the Guidance Office. This includes De Anza/Foothill College Concurrent Enrollment Forms.

Waiver Forms

If you have an open period (a hole in your schedule) you may pick up a Waiver Application to leave campus during your open period. Waiver Applications are available from the Guidance Office starting the fourth week of school for 10th, 11th and 12th grade students. Applications for students in the 9th grade will be available starting the eighth week of school. To be eligible, 9th grade students must maintain a 2.0 GPA or above, have no F's and have not received a Truancy Letter by the first grading period. Please allow 24 hours for your application to be processed before returning to the Guidance Office to pick up and sign for your waiver.

Homestead High School Student Activities

Co-curricular activities include athletics, spirit, drill and flag teams, student government, band, and other activities in which students represent Homestead in the community. Students participating in these activities must meet academic eligibility requirements and are expected to serve as role models for other students.

Eligibility Requirements

To be eligible to participate in co-curricular activities a student must:

- Be enrolled in five or more classes (Seniors must be enrolled in at least four classes)
- Pass five classes each grading period (four for seniors)
- Maintain a minimum of a "C" (2.0 grade point) average at the end of each six-week grading period.

Please note: Some activities require higher standards.

Homestead High School Graduation Requirements		UC and California State University A-G Admission Requirements		Community College Admissions
Social Studies	30 credits	Social Studies (a)	20 credits	Homestead High School Diploma, GED, CHSPE, 18 years old, or by high school approval.
World History	10 credits	World History	10 credits	
U.S. History	10 credits	US History or	10 credits	Most Selective Colleges and Universities
Econ/Gov't	10 credits	US Hist. and Am. Gov't		
English	40 credits	English (b)	40 credits	
Mathematics	20 credits	Mathematics (c)	30 credits	
Algebra 1	10 credits	Algebra 1	10 credits	
Geometry	10 credits	Geometry	10 credits	
		Algebra 2	10 credits	
Science	20 credits	Laboratory Science (d)	20 credits	
Biological and Physical		CSU – Biological and Physical		
World Language**	10 credits	World Language (e)	20 credits	
		1 st & 2 nd year in same language		
Fine Arts**	10 credits	Visual/Performing Arts (f)	10 credits	
(Art, Drama, Music)		(one year of Art, Drama, or Music)		
Applied Arts**	10 credits	Applied Arts	0 credits	
** 10 credits in two out of three areas				
Physical Education	20 credits	Physical Education	0 credits	
Electives	60 credits	Electives (g)	10 credits	
		(any college prep subject)		
Total	220 credits	Total (15 classes/30 semesters)	150 credits	Other 4-year college admissions (private and out-of-state) are generally similar to UC and CSU admission requirements.
		Additional Requirements CSU – SAT or ACT, 2.0 GPA and meet minimum eligibility index UC – SAT or ACT, 3.0 GPA and meet minimum eligibility index		
Grade of at least a "D" required for credit toward graduation		Grade of at least a "C" required, higher grades recommended		Grade of at least a "C" required, higher grades recommended

Eligibility is determined at the following times:

Fall Activities: Second semester grades (prior year)
 Winter Activities: 12-week grades (second progress report)
 Spring Activities: First semester grades

Athletic eligibility is based on grades from the most recent grading period and is determined at 8am on the Monday following the close of teachers posting grades. If an ineligible student takes summer school courses, the grades received in these courses will be used to recalculate eligibility of the prior grading period. Eligibility is determined when a student begins participating and continues until there is a break in participation. Eligibility is again determined at the commencement of the next event.

A student will be placed on probation when he/she has failed to maintain a "C" (2.0 grade point) average or pass five classes during the previous grading period. A student may not be placed on probation for consecutive grading periods.

Athletics

The sports listed below are available for all students who maintain a "C" average and are "on target for graduation". Students who plan to participate in sports must complete the necessary registration and forms online prior to the start of tryouts. The link to this online registration process can be found on the school website under athletics. Physicals are valid for one school year and are cleared through the Athletic Director's office.

Fall

Cross Country (COED)
Field Hockey
Football
Golf (Girls)
Tennis (Girls)
Volleyball (Girls)
Water Polo (Boys & Girls)

Winter

Basketball (Boys & Girls)
Soccer (Boys & Girls)
Wrestling (COED)

Spring

Badminton (Boys & Girls)
Baseball
Cheer
Golf (Boys)
Gymnastics
Softball
Swimming & Diving (Boys & Girls)
Tennis (Boys)
Track and Field (COED)
Volleyball (Boys)

Student Government

The Associated Student Body (ASB) officers meet weekly during the leadership class. Interested students are welcome to attend Wednesday meetings. Elections for ASB which include President, Vice President, Secretary, Treasurer, Social Manager, IDC Representative and Rally Commissioner are held each spring.

ASB Card

An Associated Student Body Card is important because it supports a variety of student activities and programs. ASB funds support the school newspaper, yearbook, clubs, dances, athletic events, leadership development, lunchtime activities, rallies, the annual food drive benefiting Sunnyvale Community Services, Winter Wonder Week, Battle of the Classes, Multicultural Week and Homecoming. ASB card purchasers receive a yearbook, spirit shirt and free admission to the Homecoming Dance and saves on admission to other ASB sponsored dances. Students attending Santa Clara Valley Athletic League events at any school in the Fremont Union High School District (at Monta Vista, Fremont, Cupertino, Homestead or Lynbrook) are admitted free with their ASB card. Regular admission charges do apply at any other school site outside our District and free admission does not apply at CCS or NorCal events.

You need your ASB card or your ID card for admittance to any HHS dance, activity or HHS athletic event. Your ASB or ID card is also necessary to check out library books. Please carry your card with you every day.

On/Off Campus Dances

School dances have always been popular at Homestead. There are only a handful of dances each year. Some dances are held on campus, and some are hosted off campus. On-campus dances begin at 7pm and end at 10pm (unless otherwise noted). The proms and the Winter Formal are formal, off-campus dances. Admission doors close one hour after the start of each dance. Students arriving later will not be admitted without prior approval from the Assistant Principal of Activities. Dances at HHS are a privilege. Students with excessive tardiness and/or unverified absences may lose their dance privileges. Students wishing to attend dances should maintain outstanding attendance by attending all classes and getting to classes on-time. For on campus dances, only HHS students are permitted. For formal dances, guests must be between the ages of 14-20. Final approval for all guests will come from administration. All students and their dates must have a photo ID to enter the dance. HHS students must have their current school ID. Any student not in possession of their ID will be issued a \$10 delinquency. Any HHS student whose non-HHS student guest does not have their ID will be issued a \$10 delinquency. Students and their belongings are subject to search at the door. HHS and FUHSD are not responsible for personal articles lost or stolen at school-sponsored functions. Transportation to and from the dances is the responsibility of the student and the parent/guardian.

Students suspected of being under the influence of any illegal substance will be brought to the attention of the administrator and/or police officer on duty. In all cases of illegal substance use at a school activity, the parent/guardian will be notified, and the student may be suspended from school. Students in this category may not be allowed to attend future dances. We expect students to have the same behavior at dances as they do during the regular school day. Students are expected to treat each other with respect and dignity. Extreme displays of affection are inappropriate. Dance moves should show respect for yourself and others (face to face with a little space). Students must attend a full day of class on the day of proms. Once a student leaves the dance, they cannot return. Students wishing to leave the dance more than an hour before it ends may do so only if parents can be contacted. Students may not leave dances more than 30 minutes prior to the end of the dance without parent confirmation. Supervision is not guaranteed after this time and students remaining after this time may not be allowed to attend the next dance. Tickets are not refundable. Failure to comply with any of the above behavior expectations may result in disciplinary action. HHS and FUHSD are not responsible for personal articles lost or stolen at school-sponsored functions.

Homestead High School

General Information

Homestead High School wishes to create a campus climate focused on student safety, academic achievement and student integrity. To this end, the following expectations have been established:

Absence and Tardy Policy

Student punctuality and attendance is vital to avoid classroom disruption and to promote a solid learning environment. For these reasons, HHS has developed a policy for dealing with student tardiness and cuts. Every student must be in school unless it is necessary for him/her to be absent due to illness, medical appointments (doctor's note required), court subpoena, religious holiday (4 hours per semester) or funeral of a member of the student's immediate family.

Tardy Policy - Students are considered tardy when they arrive to class after the second bell (the tardy bell) and within the first 30 minutes of class. After 30 minutes, it is considered an unverified absence. Parents may *not* excuse a tardy. Incidents of tardiness will be handled on a class-by-class basis. Students with 4 or more tardies may be referred to the Dean who will assign other consequences. Each tardy thereafter will result in additional consequence. Additional tardiness or failure to report for assigned detention may result in forfeit of extra-curricular activities ("Cannot Attend List"), Saturday School, suspension, and/or removal from the class.

Unexcused Absence Policy - Students with one or more unexcused absences cannot participate in extracurricular activities (sports, drama, music programs, clubs, dances, etc.) on the day of the absence. Cuts will be handled by the Deans. Continued truancy may result in forfeit of extra-curricular activities ("Cannot Attend List"), Saturday School, suspension, referral to the Truancy Abatement Program and/or removal from the class.

Chronic Absenteeism - Students who miss more than 10% of school days for any reason are at risk of not being successful. In accordance with California Education Code (48260.5[a]), any student who has three or more days of unexcused absences or has more than 10% excused absences is considered truant or chronically absent. Chronically absent students may have school privileges (such as dances) revoked. Chronically absent students will be referred through the district intervention program.

Absence due to illness, including doctor's appointment during the school day, may be considered verified by calling 408-522-2513 (full day) or 408-522-2515 (partial day) and leave the following information: student's last name (spell it), first name, grade, student ID number, date(s) of the absence, period(s) to be excused, reason for the absence, your name and relationship to the student, and your daytime phone number. All Absence must be verified by the parent/guardian within 5 school days, or the absence will be permanently designated as unexcused. For complete information on the attendance policy, please visit <https://hhs.fuhd.org/about-us/general-information/attendance-and-policies>

Bicycles/Skateboards/Scooters

Bicycles, Skateboards, and Scooters must be locked in the designated parking area. Students must bring a personal lock. Students are not allowed to lock bicycles to classroom railings, fencing, ramps, or trees. Students are not permitted to ride their bicycles, skateboards or scooters on campus. Homestead is not responsible for lost, damaged, or stolen bicycles, skateboards or scooters, so please secure them appropriately. The bicycle racks are off limits except to drop-off or pick-up bicycles.

"Cannot Attend List"

It is a privilege to attend school-sponsored activities and students must abide by all school rules to ensure participation in school events such as dances (including proms) and athletic games. Students are placed on the "Cannot Attend List" for violating school rules such as but not limited to suspensions, expulsions, chronic absenteeism, and excessive tardies. Students will be notified when they are placed on the list. Students can be taken off the list as determined by their Dean of Students.

Cell Phones and Other Electronic Devices

Inappropriate use of electronic devices (i.e. cell phones, gaming devices, tablets, smart watches etc.) in the classroom is a distraction. Therefore, use of these items without teacher permission may result in confiscation of the item. Phones may be used during brunch and lunch, before and after school. If confiscated, on the first offense, the item will be returned to the student by the teacher or administration at the end of the school day. Any subsequent offenses will require a parent/administrator conference before the phone will be returned to the student. Students are responsible for personal electronic devices. Camera phones and recording devices are never to be out in locker rooms, offices and/or bathrooms. Phones will be confiscated and parent contacted. Students are expected to follow the FUHSD Electronic Use Policy.

Change of Address

If you move, the parent/guardian must report this change to the District Residency Office as soon as possible. The Residency Office is located at the District Office at 589 W. Fremont Avenue, Sunnyvale 94087. The telephone number is 408-522-3266 or 408-522-2280.

Change of Contact Information

It is very important that parents/guardians keep personal information current at school. If an emergency should arise regarding your student, it is imperative that we have proper telephone and medical information. Please log on to the Infinite Campus Portal via our website (<http://www.hhs.fuhd.org>) to request changes to phone numbers where both you and your student's emergency contacts may be reached during school hours. Having this information kept current is vital in an emergency situation.

Closed vs. Opened Campus

Students must remain on campus during brunch and tutorial. Students are permitted to leave campus for lunch or, in the case of a hole in a student's schedule, a student can leave campus if a signed waiver is on file with the school. Waivers are available in the Guidance Office. If students need to leave campus during any time during the school day, they must check out in the office.

Community Relationships

Please be respectful of Homestead's neighbors and local businesses regarding trash, language, and behavior. Take pride in being an HHS Mustang and represent our school well.

Counseling Services

Homestead's counseling services include group and individual counseling for:

Anger Management	Grief/Loss	Substance Abuse
Depression	Interpersonal Problems	Teen Violence
Eating Disorders	Physical/Sexual Abuse	Transitional Adjustment
Family Problems	Relationship Problems	

Counseling services are available to all students on a walk-in basis or by appointment. Students may also be referred by the Student Assistance Team or by their Assistant Principal/Dean. Student Advocate, Mr. Steve Schmidt, is located in Room A118 (in the main office) or at 408-522-2533.

Dress Code

Although District Board Policy and Administrative Regulations subscribe to the philosophy that grooming and style of dress is primarily a matter between the student and parent, Homestead High School does have both mandatory and discretionary guidelines. The following mandatory guidelines are enforced at school and at school events.

Students may not:

- Go shoeless
- Wear gang-related clothing, colors or symbols
- Display vulgar or obscene images, language or symbols
- Display references to drugs, alcohol, or tobacco

Students wearing inappropriate clothing will be required to change or be sent home for the day. If students repeatedly fail to follow the dress code, consequences may be assigned.

Food Services

Our cafeteria operates on a non-profit basis with hot foods, sandwiches, and snacks that are prepared fresh daily as well as drinks that are available during brunch and lunch only. The federal program for reduced price or free lunches is available (Application forms are available as part of our digital summer mailer located on our website and are also available in the ASB office). Take advantage of EZ Pay! This allows parents to create an account in which they can add money (from a credit card) toward student lunches. Help speed up the food line and never worry about forgetting lunch money again! Go to the school's website for the link to sign up. Money can be added at any time and the system is updated every 15 minutes.

Health Services

Students who become ill or injured during the school day will be referred to the School Climate Office, where a staff member will contact a parent or guardian before sending the student home. The school is equipped to handle minor cuts and bruises. All other decisions will be made by the parent or guardian contacted by the school staff. The link for health forms can be obtain by visiting: <https://www.fuhdsd.org/parents/health-forms>. If further assistance is needed and would like to contact our District Nurse, please call Jung Yeun Hong (408) 522-2238 or email Jung_Hong@fuhdsd.org.

Immunizations

All students need the following immunizations to meet the requirements of the California School Immunization Law, Health and Safety Code Sections 120325 to 120375: Polio (OPV / IPV), DTP/DTap/DT/TD (diphtheria, pertussis and tetanus), MMR (measles, mumps and rubella), Hepatitis B, Varicella, Tdap (whooping cough booster shot) and TB Skin Test. If immunizations were not given to the student because of medical reasons, parents must bring a letter signed by the doctor to the District Office.

Library Services

The library offers students a variety of print and online resources, research support and computer/Internet access during campus hours. The library is open to students during brunch, lunch, tutorial, and open periods (students without an open period must have a pass issued by a teacher/staff member during class time). Library hours are Monday, Tuesday and Thursday from 7:30 am to 3:55 pm, and Wednesday and Friday 8:45 am to 3:55 pm.

Lockers

Students who would like a locker, or have difficulty with their locker, should see the Campus Climate Secretary in the Main Office (A105). HHS and FUHSD are not responsible for lost or stolen items. Students are advised not to keep valuable items in their lockers. Each student is responsible for maintaining a neat locker. Only locks issued from HHS Campus Climate office may be used for campus lockers, and they must be returned by the end of the year to avoid a delinquency.

Lost and Found

Found items will be placed in the cabinet in front of the Registrar's Office/Activities Office. Found electronic items, wallets and purses will be locked up in the School Climate Office. Any found items turned in, will be kept in lost and found for 90 days. After 90 days unclaimed items (including electronics) will be donated to a local charity.

Missed Class Work

For excused absences, the most efficient way to get missed work is to email teachers directly via School Loop. For **extended** (a week or more) **excused** absences, the Guidance Office Secretary (408-522-2505) can help facilitate homework collection. A minimum of 48 hours notice is required for homework requests. Missed work as a result of unexcused absences may result in no credit.

Parking

Parking is available to students in the Student Lot only (off Kennewick and Homestead). A permit may be obtained through the Associated Student Body (ASB) office for a fee of \$35. The pass must be displayed visibly in the vehicle. A permit does not guarantee a parking space. Permits are not transferable and are not replaceable if lost or stolen. Permits may be withdrawn or suspended for failing to comply with the conditions outlined below, or for other reasons cited at the discretion of an Assistant Principal or Dean. Students who violate the parking rules may be cited by the Sheriff's Department. A car may be towed away at student's expense with a second offense. Students may complete a Student Vehicle Registration Form, and thereby obtain an HHS parking permit, under the following conditions:

- student possesses a valid CA driver's license
- student can show vehicle insurance coverage
- student must have all delinquencies (monies owed for books, equipment, school property, etc.; time owed for assigned detentions) cleared
- student is a current ASB member
- student agrees to park in student parking area only
- student assumes liability for any damage to property
- student will not access car during the school day (except at lunch)

Note: There are NO student parking spaces available in the Staff Lot. Student parking permits allow students to park in the Student Lot only. The Student Lot is off limits during the day except with an off-campus pass or at lunch.

Physical Education

PE students are required to change into PE athletic attire for PE class. The PE Department offers a PE uniform for purchase. Students participating in PE activities during Tutorial Period must be dressed in PE attire. Excuses from PE classes for health reasons are handled by the PE teacher of record. A note from a parent/guardian (short-term absence) or a doctor (long-term absence) should be given to the PE teacher. For a long-term absence from PE, a copy of the doctor's note must be filed with the Guidance Department (Main Office).

Personal Property

Homestead High School is not responsible for lost or stolen items. Use common sense in protecting your own personal goods as well as equipment and textbooks that are issued to you. Any school items that are lost must be paid for. A few simple rules will assist you:

- Do not bring expensive items (including electronic devices) or large sums of money to campus.
- Do not share your locker combination with other people.
- Do not store purses, jewelry or other expensive equipment in lockers.
- Store backpacks and other valuable items in PE locker or other locked space while in the locker room.
- Any found items turned into the Main Office will be kept in lost and found for 90 days. After 90 days unclaimed items (including electronics) will be donated to a local charity.

Tutorial Policy

Tutorial Period is academic time and mandatory for all students. The purpose of Tutorial is to create an individualized learning environment for all students. Students must remain on campus during this time (closed campus). Students must choose an authorized location (classrooms, the library, computer labs or the College and Career Center). Hallways, stairways and landings, the quad, parking lots and unsupervised athletic areas are off limits. Students cannot change location unless they have a pass from the teacher. All teachers will be in their classrooms. Students in PE areas must be dressed in PE uniforms, must check-in with their PE teacher, and must participate in the scheduled activity. An academic atmosphere will be maintained. No food will be served. A teacher may assign any student to a specific tutorial period for academic support. Tutorial Presentations (college and career opportunities, study skills workshops, etc.) will be made available to students periodically throughout the year. Violation of these guidelines may result in disciplinary action.

Visitor (Parent) Parking

Only HHS students and staff are allowed on the campus during school hours. Visitors who need to be on campus for any reason must check-in at the front office and obtain a visitor ID badge. Visitors parking in the Staff Parking Lot must sign in at the front desk in the Main Office and obtain a parking permit for their vehicle. Vehicles without a parking permit may be cited by the Sheriff's Department.

Work Permits

All students under the age of 18 must have work permits in order to be employed. To get a work permit: secure a blank application from the HHS website (Student Portal < Forms) or Career Center; have your prospective employer complete and sign the employer's section; obtain your parent or guardian signature; and return the application to the District Office at 589 W. Fremont Ave, Sunnysvale (408) 522-2200. A work permit may be denied/or revoked at any time if the pupil's schoolwork or attendance becomes unsatisfactory, even after the permit has been approved. Please allow 2 days to process and pick up.

Fremont Union High School District

Student Responsible Use Guidelines

FUHSD technology resources and tools are provided to support curriculum, courses and assignments and should be accordingly. FUHSD believes that providing access to technology is beneficial to student learning. To ensure that technology is used appropriately, students must abide by the following terms and conditions:

1. Security

Students shall not impair the security of FUHSD technology resources. Students are provided personal accounts for all services provided by the district. Students are expected to keep their account information private including:

- a. Passwords: students shall not share passwords and should update them regularly to protect their account
- b. Sharing: students shall not share personal accounts with others students, with or without the permission of the other student. Teachers may create group shared accounts for classroom purposes to avoid sharing personal accounts between students.
- c. Intrusion: students shall immediately inform an administrator if they believe their account or another student's account has been compromised

2. Directed Use

Students may use district or personal technology resources when instructed to do so by a teacher or during self-directed learning in locations that support it (eg: library, study room, etc). If in doubt, please ask your teacher.

3. Appropriate Use

File, email, and other services are intended to aid students in learning activities. Students making use of technology in FUHSD are expected to be courteous to other users and take care of equipment. Some examples of appropriate student technology use include:

- a. The creation of files, projects, videos, Web pages, podcasts or other student generated work using network resources in support of school related work and educational research;
- b. The participation in online learning and collaboration environments (such as blogs, wikis, bulletin boards, social networking sites, groups) and the creation of digital content (such as podcasts, e-mail and Web pages) that support school related work and/or educational research;
- c. The online publication of original student work, whether publically viewable or protected from public view. Sources outside the classroom or school must be cited appropriately;
- d. The student use of the network for incidental personal use in accordance with all district policies and guidelines;
- e. The connection of student-owned electronic devices to the district network after checking with district staff. Students are reminded that the connection of any personal electronic device to the District's network is subject to all guidelines in this document.

4. Inappropriate Use

District technology resources are shared amongst all students and staff at FUHSD. Use of these resources is a privilege and FUHSD expects students to use them responsibly. Shared resources and tools are provided primarily for educational purposes. While incidental personal use is acceptable, students must restrict these to activities that won't negatively impact bandwidth or computer availability for others. Some examples of unacceptable technology or network use by students include but are not limited to:

- a. Playing games or online gaming (e.g.: Farmville, Call of Duty, or multiplayer games) unless approved by your teacher.
- b. Installing software on district equipment without permission of your teacher
- c. Downloading, or use of, non-approved files, including games, multimedia, applications, operating systems or any other content in violation of district policies or copyright laws.
- d. Viewing, downloading or sharing obscene, pornographic or other offensive or copyrighted material;
- e. Engaging in hacking on the network or intentionally introducing malicious code into the district network;
- f. Attempts (successful or not) to gain unauthorized access to district resources;
- g. Attaching unauthorized and/or unapproved electronic devices to district resources;
- h. Using tools designed to bypass or disable district safeguards and monitoring services, such as content filters and security tools;
- i. Using tools to hide a student's identity or IP address;
- j. Recording or broadcasting students or staff without their permission;
- k. Harmful activities towards other students, including cyberbullying, online impersonation, etc
- l. Promoting, supporting or celebrating religion or religious institutions (i.e. proselytizing of a religious belief);
- m. Taking part in political activities;
- n. Personal gain, commercial solicitation or compensation of any kind;
- o. Any activity that is in violation of FUHSD student code of conduct, school policy, or any local, state or federal law.
- p. Sharing their own or other students personal information, such as address or phone number, in any electronic medium.
- q. Students using electronic devices that connect to non-district networks are still subject to the Acceptable Use Policy.

5. No Expectation of Privacy

The district provides the network system, e-mail and Internet access as a tool for education and research in support of the district's mission. The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of any student's account if it is believed that policies, regulations or guidelines regarding technology use have been violated. The district reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All electronic information is subject to the public records disclosure laws of the State of California.

6. Disruptive Activity

Students should not intentionally interfere with the performance of the Districts network or intentionally damage any District technology resources.

7. Unauthorized Networks

Students may not create unauthorized wireless networks to access FUHSDs network. This includes establishing wireless access points, wireless routers and open networks on personal devices.

8. Use of Personal Electronic Devices

Schools currently address the appropriate use of personal electronics (non-computing) in student handbooks and code of conducts. Laptops, tablets or other computing devices, may be used in classrooms when authorized by the teacher. Use of any cameras, including those in electronic or computing devices, to photograph people without their written permission is prohibited. The district is in no way responsible for any kind of loss, damage or technical support of personal devices.

9. Archive and Backup

FUHSD assumes no responsibility for the storage and safety of student files. Any files stored on local PC hard drives or other non-networked storage media (flash drives, memory cards, CD/DVD, etc.) are the responsibility of the individual user to safeguard. 10. Consequences of Inappropriate Use Students who misuse FUHSD's technology resources will be subject to discipline which may include loss of access to FUHSD technology resources and/or other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.

10. Consequences of Inappropriate Use

Students who misuse FUHSD's technology resources will be subject to discipline which may include loss of access to FUHSD technology resources and/or other appropriate disciplinary or legal action in accordance with the Student Code of Conduct and applicable laws.

Fremont Union High School District
Annual Notifications & Parent/Student Rights & Responsibilities

Dear Parents and Guardians, School districts in California are required to annually notify students, parents, and guardians of their rights and responsibilities. This is the 2019-20 annual notice to parents/guardians of students enrolled in programs in the Fremont Union High School District, (hereinafter referred to as FUHSD). This notice, which is required by Educational Code 48980, provides important information about federal laws and state education codes, as well as information relating to rights and responsibilities of parents or guardians of children. The abbreviation of "EC" that is found after the title of most sections refers to the California Education Code (EC), the abbreviation "BP" refers to District Board Policies and "AR" refers to Administrative Regulations. The District's BP's and AR's can be accessed online at <http://www.fuhsd.org/policies>.

FUHSD Academic Honesty Policy

DISTRICT PHILOSOPHY: "PURSUING EXCELLENCE WITH INTEGRITY"

The Fremont Union High School District is committed to advancing the pursuit of intellectual excellence and to maintaining the highest standards and expectations for academic integrity among all students. We believe in establishing a school climate that promotes ethical and responsible student conduct. In conjunction with that belief, we support the development of a school culture that furthers our academic mission and recognizes the hard work of students and faculty alike. We are convinced that neither pressure for grades, inadequate time for studying or completing an assignment, nor unrealistic parental expectations justify students acting dishonestly. As a professional learning community, we affirm that "learning for learning's sake" is intrinsically valued, and we will not tolerate any infractions that create or result in an unfair academic advantage for one student, or a disadvantage for another. In short, any form or act of academic dishonesty will undermine our standards of excellence and violate the trust that bonds all members of the school community.

DEFINITION OF ACADEMIC DISHONESTY

Academic dishonesty is using a person's work, concepts, designs, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz, or using or providing unauthorized materials during an exam/test/quiz, and other acts, such as the theft or falsification of records and files.

FORMS OF ACADEMIC DISHONESTY (EXAMPLES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING):

Academic dishonesty is an act in which a student:	Examples include but are not limited to:
1. Commits plagiarism	<ul style="list-style-type: none"> ● Copying any work assigned to be done independently. (It is the responsibility of teachers to clarify expectations about homework and projects with their classes, preferably in writing on their course syllabi.) ● Copying or closely paraphrasing sentences, phrases, or passages from an un-cited source while writing a paper or doing research ● Using the views, opinions, or insights of others without proper acknowledgement
2. Submits falsified or invented work/information instead of actually doing the work, research, or task themselves	<ul style="list-style-type: none"> ● Changing or creating data in a lab experiment ● Writing up a fake interview ● Lying about attendance or ability to complete assignments and/or assessments ● Lying about other people being responsible for low grades or missing scores/assignments ● Claiming credit for work in a group project when work was done by others ● Attempting to misrepresent the authorship of student work, i.e., having someone else write a paper

3. Uses unauthorized tools or materials in any academic work	<ul style="list-style-type: none"> ● Accessing and/or using copyrighted test bank questions or any materials designed for instructors' use only ● Looking at someone else's work product, during an exam, test, or quiz ● Collaborating on an exam, test, quiz or assignment with any other person without prior approval from the teacher ● Using any kind of "cheat notes" during an exam, test, or quiz ● Using an electronic device (calculator, cell phone, camera, laptop/tablet, or other gadgets) to give or receive or copy information before, during, or after an exam, test, or quiz ● Having unauthorized access to or using stolen exams, tests, or quizzes ● Providing or selling exam, test, or quiz information to other students ● Using an online translator for more than words or phrases
4. Misuses or falsifies academic documents	<ul style="list-style-type: none"> ● Altering a transcript or report card ● Signing another person's name to an attendance roster or grade check ● Forging a hallway pass
5. Purposefully damages or hinders the work of others	<ul style="list-style-type: none"> ● Hiding books or reference materials needed to complete an assignment ● Tampering with lab experiment, art project, or electronic files of another student. ● Fabricating or altering laboratory data
6. Assists other students in any of these acts	<ul style="list-style-type: none"> ● Knowingly allowing someone else to look at one's work product during an exam, test, or quiz ● Letting others copy one's work. (It is the responsibility of teachers to clarify expectations about homework and projects with their classes, preferably in writing on their course syllabi.)

TEACHER'S PROFESSIONAL JUDGMENT

A teacher's professional judgment guides the implementation of the FUHSD Academic Honesty Policy. The teacher is responsible for setting the academic expectations, explaining the consequences of the Policy, evaluating any evidence of student misconduct in light of the Policy, and determining whether the Policy has been violated. Students are to conduct themselves in a sensible manner and not give the teacher cause to consider their actions a violation of the FUHSD Academic Honesty Policy.

CONSEQUENCES FOR VIOLATIONS

The District considers violations of the FUHSD Academic Honesty Policy to be serious offenses and has therefore instituted the following consequences. The consequences apply on a schoolwide and districtwide basis, i.e., a violation in one class follows a student to a different class within the school, and a violation at one school follows a student to a different school within the District. Additionally, violations of the FUHSD Academic Honesty Policy are cumulative for all the years a student is enrolled in the Fremont Union High School District.

First Offense

- The student will have a reduction in grade/credit (up to, and including, an "F" grade/"0" credit) on the assignment, exam, test, or quiz based upon the teacher's grading system.
- The student's semester grade may, at the teacher's discretion, be lowered by one full letter grade.
- The teacher will confer with the student and contact the parent/guardian by phone or e-mail to review the academic dishonesty incident within two school days of becoming aware of the incident.

- The teacher will submit a written referral, with appropriate documentation, to an administrator who will meet with the student and the counselor, and document the incident/follow-up action in the student information system, Infinite Campus.
- Disciplinary actions may include, but are not limited to, a warning and a signed student/parental statement that acknowledges the violation/penalty, and indicates an understanding of further consequences for any subsequent offenses. Additionally, a student will be suspended from school, even on a first offense, in accordance with Education Code Section 48900, if a violation has occurred in the following areas:
 - Alteration or falsification, or attempted alteration/falsification, of records (e.g., transcripts)
 - Theft, or attempted theft, of records or testing materials (exams/tests/quizzes)
- The student may be barred from participation or having a leadership role in a club, scholarship group, student government, athletic team, or other extracurricular activity for a period of one year from date of the violation.

Second Offense

Consequences listed in the First Offense and ONE OR MORE of the following:

- A conference will be held with an administrator, parent/guardian, teacher, counselor, and student, and the incident/follow-up action will be documented in Infinite Campus.
- The student will be given an "F" for the six week grading period in which the incident occurred.
- The student will be dropped from the class with a grade of "F."
- The student will be suspended from school.

Third/Continuing Offenses

Consequences listed in the First Offense and ONE OR MORE of the following:

- A conference will be held with an administrator, parent/guardian, teacher, counselor, and student, and the incident/follow-up action will be documented in Infinite Campus.
- The student will be dropped from the class with a grade of "F."
- The student will be suspended from school.
- The student may be referred to the District's Placement Advisory Committee for transfer to another school.

APPEALS PROCESS

Students wishing to contest decisions resulting from the administration of the FUHSD Academic Honesty Policy may submit their appeals in writing to the principal.

SHARED RESPONSIBILITY FOR ACADEMIC HONESTY

Administrators, teachers, parents and students must understand, accept, and share responsibilities if this policy is to be effective.

Student Responsibilities

The student will:

- set aside sufficient time to study
- participate actively in class and attend regularly
- protect work—do not lend or borrow work
- observe test time limits
- not look at another's test or allow his or her test to be seen
- not talk during a test or about the test until all classes have had a chance to take it
- not represent as his or her own the work of a parent, brother, sister, or anyone else
- not change a test item in any way when the test is returned for review
- not allow one member of a team to do the whole task
- learn how to attribute work properly by citation, footnote, and bibliography
- not enter teacher offices and other restricted areas without permission and/or being accompanied by a staff person

Parental Responsibilities

The parent will:

- communicate to the student values of moral and ethical behavior
- refrain from placing undue pressure for high grades at any cost
- be aware of a student's need for a quiet time and a place to study
- support the student's efforts, but not edit, type, or in any other way do the work
- encourage wise use of time

Teacher Responsibilities

- review at the beginning of the school year the FUHSD Academic Honesty Policy along with his/her course descriptions/syllabi/green sheets that spell out clearly the consequences for academic dishonesty in his/her classes; review the various examples and forms of academic dishonesty that should be avoided
- be specific as to whether work is to be cooperative or individual, i.e., clarify the definition and expectation of "group work"
- keep completed assignments and tests secure
- inform students if unannounced tests will be used in the course
- ensure that grades in mark documents and the grade book are private and safe; not allow teaching assistants (TA's) to make or maintain grade entries

Administrator Responsibilities

The administrator will:

- provide copies of the FUHSD Academic Honesty Policy to all teachers for distribution to students

- place the signed FUHSD Academic Honesty Policy Parent/Student Agreement Statement in cumulative folders
- support teachers in administering discipline and upholding the FUHSD Academic Honesty Policy
- record incident/follow-up action in Infinite Campus; inform teachers about outcome of the referral
- review on a case-by-case basis the need to reference infractions on Secondary School Reports
- facilitate conferences and counsel students in every case of academic dishonesty
- communicate with teachers about students who have prior violations
- collaborate with teachers in maintaining a secure digital and physical environment
- review and resolve appeals

Attendance

District Expectations Regarding Attendance -AR 5113

Students are expected to have on-time, regular school attendance. Parents are expected to support such attendance and to contact the school promptly when a student is absent. When a student has accrued absences due to illness equal to or surpassing ten percent (10%) of the school days, from the date of enrollment to the current day, subsequent absences may be verified by a physician, school nurse, or other school personnel for each additional absence. Absences must be cleared daily, unless other arrangements are made with the school principal or designee. Failure to provide verification from the physician or school health services support specialist will result in those additional absences being recorded as unexcused. Each principal shall be responsible for specific implementation of the District Attendance Policies and Procedures at his/her school, including written communication regarding the District and School attendance procedures. Students who fail to abide by District expectations regarding attendance, including those who are truant or those students with excessive excused absences may be referred to Truancy Mediation or be required to appear before the District Attorney.

Excused Absences – EC 46014 and 48205

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral or religious instruction. No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

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

- (1) Due to his or her illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

(9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

(b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) "Immediate family," as used in this section, has the same meaning as set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

Eligibility

Eligibility Requirements for Extracurricular and Co-curricular Activities - BP 6145; EC 35160.5

To be eligible to participate in extracurricular and co-curricular activities, students in grades 9 through 12 must demonstrate satisfactory educational progress in the previous grading period including but not limited to: (Education Code 35160.5)

1. Maintenance of minimum progress toward meeting high school graduation requirements of passing 25 units in the previous grading period.
2. Maintenance of minimum 2.0 grade point average on a 4.0 scale in all enrolled classes.
3. Enrolled and passing courses totaling 25 or more credits each grading period (This may include Community College Courses). Exception: Seniors who are on target for graduation and are enrolled in and passing courses totaling 20 or more credits.
4. If a student is listed as having more than seven classes, the extra athletic team grades shall not be utilized for listed eligibility criteria. (i.e. on track for graduation, 2.0 grade point average, passing and enrolled in five classes and/or probation eligibility).

Probation

The Superintendent or designee may grant ineligible students a probationary period of not more than one grading period.

1. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation.
2. Freshmen enter on probation. Eligibility for freshmen in the Fall will be established at the end of the first grading period.
3. Eligibility for transfer students will be determined after grades arrive, at which time the student is determined to be eligible or remains on probation until the end of the next grading period. Eligibility for transfer students must also meet Central Coast Section guidelines.

Discipline

Grounds for Suspension and Expulsion - EC 48900

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
 - (2) (A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - (i) A message, text, sound, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

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

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

Students Convicted of Violent Felony or Misdemeanor – BP 5116.2

A student may be transferred to another district school if he/she is convicted of a violent felony, as defined in Penal Code 667.5(c), or a misdemeanor listed in Penal Code 29805 and is enrolled at the same school as the victim of the crime for which he/she was convicted. (Education Code 48929)

Before transferring such a student, the Superintendent or designee shall attempt to resolve the conflict using restorative justice, counseling, or other such services. He/she shall also notify the student and his/her parents/guardians of the right to request a meeting with the principal or designee. (Education Code 48929)

Uniform Complaint Procedure

BP 1312. 1-4: The Fremont Union High School District (FUHSD) has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful fees. The District shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by the Fremont Union High School District.

BP 1312.3: The District shall investigate complaints alleging failure to comply with laws and/or allegations of unlawful discrimination includes, but is not limited to, discriminatory harassment, intimidation, or bullying based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

BP 5145.7: The district designates Trudy Gross and Paula Robinson as the responsible employees to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at as follows:

Title IX Compliance Officer (COMPLAINTS AGAINST STUDENTS) Sexual Discrimination/Harassment
Trudy Gross Associate Superintendent Phone: (408) 522-2203 Email: trudy_gross@fuhd.org

Title IX Compliance Officer (COMPLAINTS AGAINST STAFF) Sexual Discrimination/Harassment
Paula Robinson Director of Human Resources Phone: (408) 522-2279 Email: paula_robinson@fuhd.org

Any student who believes that he/she has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to

the principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

BP 1312.4: The District shall also investigate allegations that it has charged impermissible fees for participation in an educational activity. A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local Uniform Complaints Procedure.

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

- A fee charged to a pupil as a condition for registering for school or classes or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
- A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book class apparatus, musical instrument, clothes, or other materials or equipment.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees. Should the District find merit in a pupil fees complaint, the District will provide a remedy to all affected students, parents and guardians, and where applicable, all efforts will be made to compensate all involved in the payment of those fees. (General Complaint Forms can be found on the FUHSD website under About Us/General Information/Complaint Process and Public Input.)

Complaints may be filed with the District's Compliance Officers as follows:

Uniform Complaints and Williams Complaints
Graham Clark
Administrative Services
Phone: (408) 522-2205
Email: graham_clark@fuhsd.org

Title II & V Compliance Officer, School Facilities/Construction
Christine Mallery
Associate Superintendent, Business Services
Phone: (408) 522-2245
Email: christine_mallery@fuhsd.org

Title IX Compliance Officer (COMPLAINTS AGAINST STAFF)
Sexual Discrimination/Harassment
Paula Robinson
Director of Human Resources
Phone: (408) 522-2279
Email: paula_robinson@fuhsd.org

Section 504 Compliance Officer
Students with Disabilities
Nancy Sullivan
Director of Educational & Special Services
Phone: (408) 522-2232
Email: nancy_sullivan@fuhsd.org

Title IX Compliance Officer (COMPLAINTS AGAINST STUDENTS)
Sexual Discrimination/Harassment
Trudy Gross
Associate Superintendent
Phone: (408) 522-2203
Email: trudy_gross@fuhsd.org

Williams Complaint Policy and Procedure – EC 35186

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assignment at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

If a school is found to have deficiencies in these areas, and the school does not take corrective action, a complaint form can be obtained at the school office, district office, or downloaded from the school or district website. You may also download a copy of the California Department of Education complaint form from the following web site: www.cde.ca.gov/re/cp/uc Parents, students, teachers or any member of the public may submit a complaint regarding these issues. However, it is highly encouraged that

individuals express their concerns to the school principal before completing the complaint forms to allow the school to respond to these concerns.

School Athletics: Concussions - EC 49475

Safety of athletes participating in our athletic programs is a top priority for all our schools. Research about the effects of concussions in sports has raised serious concerns about this type of injury in high school sports. A concussion is a kind of brain injury that is caused by a bump or hit to the head, or by a blow to another part of the body with a force that shakes the head. Concussions can occur in any sport and can appear differently in each person. Most concussions get better with rest and over 90% of athletes fully recover. However, all concussions should be considered serious. If not recognized and managed the right way, they may result in problems including brain damage and even death.

California state law AB25 (effective January 1, 2012) now Education Code EC49475, mandates that all school districts ensure that:

1. An athlete who is suspected of sustaining a concussion or head injury in an athletic activity shall be immediately removed from the athletic activity for the remainder of the day, and shall not be permitted to return to the athletic activity until he or she is evaluated by a licensed healthcare provider.
2. The athlete shall not be permitted to return to the athletic activity until he or she receives written clearance to return to the athletic activity from a licensed health care provider. If the licensed health care provider determines that the athlete sustained a concussion or a head injury, the athlete shall also complete a graduated return-to-play protocol of no less than seven days in duration under the supervision of a licensed health care provider.
3. On a yearly basis, a concussion and head injury information sheet shall be signed and returned by the athlete and the athlete's parent or guardian before the athlete initiates practice or competition.

- "Licensed health care provider" means a licensed health care provider who is trained in the management of concussions and is acting within the scope of his or her practice.
- This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course required pursuant to subdivision (d) of Section 51220.
- Every 2 years, all coaches are required to receive training about concussions (AB 1451), as well as certification in First Aid training, CPR, and AEDs.
- All athletes in all sports are assessed with a Computerized Neurocognitive Test prior to participation in sports to establish a baseline of their cognitive functions. In the event that an athlete sustains a concussion, this assessment information may be used by the athlete's doctor to evaluate their return to work and play School Safety Plan – EC 32280 Each Santa Clara County Office of Education school site has a School Safety Plan, which includes a comprehensive disaster preparedness plan. Copies are available to read at each school office.

School Safety Plan – EC 32280

Each Santa Clara County Office of Education school site has a School Safety Plan, which includes a comprehensive disaster preparedness plan. Copies are available to read at each school office.

Sexual Harassment – EC 48980(g)

It is the policy of the Fremont Union High School District to maintain a learning and working environment which is free from sexual harassment. Sexual harassment is a form of sex discrimination under Title IX of the Education Amendments of the Civil Rights Act of 1972 and is prohibited by both Federal and State law. Therefore, the FUHSD and Board of Trustees prohibits sexual harassment in all schools and facilities within the organization. FUHSD regards sexual harassment as improper, immoral, illegal, and such actions will not be tolerated. This policy is implemented to inform students, staff and parents about what sexual harassment is and the procedures which will be followed by FUHSD upon receipt of sexual harassment allegations.

The FUHSD sexual harassment policy is intended as a preventive measure to protect against sexual harassment before it occurs. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as legal usage. Sexual harassment is deliberate and/or repeated sexual or sex-based behavior that is not welcome and is not requested.

The California Education Code specifies that a pupil may be suspended from school or recommended for expulsion if the superintendent or principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment.

- A. For purposes of this policy, the conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive as to create an intimidating, hostile, or offensive educational environment or to have a negative impact upon the individual's academic performance.
- B. Teachers and other school personnel shall discuss this policy with students in age-appropriate ways and will assure students that they need not endure any form of sexual harassment.
- C. Any student who feels that he/she has been the victim of sexual harassment by an employee, student or volunteer of FUHSD as defined in this policy and administrative regulations shall immediately report the matter to any school official of the school of

attendance. The person receiving the complaint shall immediately report the matter to a school administrator, and an investigation into the complaint will begin.

D. Any staff member who has knowledge of conduct of FUHSD employees, volunteers, students, or other individuals of the school community which may constitute sexual harassment, is expected to report immediately such conduct to an administrator of the school at which the student is in attendance.

E. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. All complaints will be taken seriously and confidentiality will be maintained as appropriate. There shall be no retaliation in any form against any complainant or participant in the complaint process.

F. All employees and pupils shall be notified of this Board Policy on a regular basis.

G. To promote an environment free of sexual harassment, the school administrator or designee shall provide staff training and ensure student notification.

Contact the school principal if you have any questions or would like additional information.

Title IX Compliance Officer (COMPLAINTS AGAINST STUDENTS) Sexual Discrimination/Harassment
Trudy Gross Associate Superintendent Phone: (408) 522-2203 Email: trudy_gross@fuhsd.org

Title IX Compliance Officer (COMPLAINTS AGAINST STAFF) Sexual Discrimination/Harassment
Paula Robinson Director of Human Resources Phone: (408) 522-2279 Email: paula_robinson@fuhsd.org