



**PLAZA ROBLES**  

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**H I G H S C H O O L**

*HOME OF THE MIGHTY OAKS*

**Student/Parent  
Handbook  
2022 - 2023**

# DIRECTORY

## Lodi Unified School District Board of Education

Mrs. Susan Macfarlane, President  
 Mr. Courtney Porter, Vice President  
 Mr. George Neely Clerk  
 Mr. Gary Knackstedt, Board Member  
 Mr. Joe Nava, Board Member  
 Mr. Ron Heberle, Board Member  
 Mr. Ron Freitas, Board Member

### District Administration

Dr. Cathy Washer, Superintendent  
 Mr. Scott McGregor, Assistant Superintendent Secondary Education

## Plaza Robles High School Site Staff

Principal	Enrique Avalos
Principal's Secretary	Joann Knoll
Counselor	Sandy Warmerdam
Registrar	Christine Simmons
Teachers	Gabriel Gutierrez - U.S. Gov't, Econ , Wld. History Shea Cooley - US History, IS Erin Andrews – Adult SDC Program Douglas Till - Biology, Health, Physical Science Bill James – English 11, Film Lit Citrina Truver – English 12, Read 180 Scott Trotter – Mathematics Jules Tupas - Art, Credit Recover Jane Woznick – Adult SDC Program
Plant Supervisor	Terra Wise
Campus Security	Kevin Blankenship

## **PLAZA ROBLES HIGH SCHOOL SCHOOL PROFILE**

Plaza Robles High School opened in August of 1993. The site, which has operated continuously as an alternative education program serves approximately 150 students, ages 16 to 18. Plaza Robles is one of two continuation high schools in the Lodi Unified School District. Plaza Robles serves students in the southern end of the district located in North Stockton. Although the majority of students consider themselves juniors and senior; most have selected to attend Plaza due to credit and subject requirement deficiencies. The culture of the school is characterized by trust, professionalism, and high expectations for all students.

Plaza Robles High School provides a well-rounded program, designed to provide individual assistance to students in a smaller more nurturing academic environment. The facility consist of five general education classrooms, a science room an art room, a computer laboratory, and a library/media/computer center. All classrooms, with the exception of the computer lab, are concentrated within one area referred to as the Great Hall. Internet access for all students and staff is available throughout the school. A pregnant minors' program is housed on the campus and addresses the unique needs of the pregnant teens throughout the district. Students with special needs from sites throughout the district attend a Special Day class program for the severely handicapped located on campus.

Staffing consists of seven classroom teachers, a school media specialist, a counselor, a part-time RSP teacher, a part-time school psychologist, a registrar, school secretary, two custodians, a principal a campus supervisor and a bilingual instructional assistant.

Plaza Robles High School's attendance area includes boundaries served by two of Lodi Unified School District for traditional high schools; Bear Creek High School and Ronald E. McNair High School. Twice annually, administrators and counselors prepare placement folders for students being referred for enrollment. An intake meeting is held and student referrals are reviewed for placement. The majority of students enter Plaza Robles through this referral process. Students entering outside this process generally meet on the following criteria: transfer into LUSD district from a continuation or Opportunity Program in their previous district or returning from juvenile hall or community schools. An "Intake Orientation", involving the student and his/her parent or guardian is held prior to the student attending classes. The schedule attended by the majority of students consists of six fifty minute periods. The school day begins at 8:00 a.m., with dismissal scheduled at 1:40 p.m. with an optional seventh period being offered if staffing is available. The instructional year calendar reflects a modified traditional schedule divided into four nine-week quarters.

Plaza Robles High School offers a unique opportunity for students to make-up graduation requirements through a variety of academic programs. Classes are by design, smaller than at the traditional high school, and provide more individual time and attention for each individual student.

**PLAZA ROBLES HIGH SCHOOL – PROVIDING AN OPPORTUNITY FOR SUCCESS**

**PLAZA ROBLES HIGH SCHOOL  
Philosophy and Purpose Statement**

It is the mission of Plaza Robles High School to provide a unique educational setting to assist students in reaching their academic and personal goals. The school promotes respect for cultural diversity and inspires integrity and respect of self and others. The Plaza Robles staff gives students the time and place to **heal** from previous academic difficulties, provides them with hope for academic achievement in obtaining their diploma, and inspire them for their future success as well as provide alternative strategies for students to access the curriculum. This purpose and classroom practices foster intellectual and social development; engage students in problem solving, higher order thinking skills and learning activities that make the subject matter relevant to daily life. Furthermore, through the daily incorporation of our *Schoolwide Learner Outcomes*, we equip students with the skills and knowledge that empower them to be ethical, literate, responsible and contributing members of their community.

**SCHOOLWIDE LEARNER OUTCOMES**

**Plaza Robles High School students will demonstrate  
Literacy, Mastery and Responsibility:**

**Literate Students will**

- Be able to speak, write and read Standard English.
- Be able to read, comprehend and interpret books, newspapers and other media.
- Be able to convey ideas in both written and oral mediums.
- Be able to develop fluency in basic computational skills, procedural operations, problem solving skills and conceptual understanding.

**Students who Demonstrate Mastery will**

- Show consistent improvement on assessments related to the Common Core State Standards, including the Smarter Balanced Assessment Consortium (SBAC) Tests.
- Show growth on standardized assessments for reading and mathematics that are administered at the beginning and at the end of each school year.
- Meet district-wide graduation requirements.
- Exit Plaza Robles prepared to enter a post-secondary program or enter an entry level position leading to a future.

**Responsible Students will**

- Demonstrate a pattern of regular and punctual attendance.
- Demonstrate the development of positive study/work habits, which promote self-reliance and effective time management.
- Demonstrate the ability to complete assigned projects.

# The 3 **R**'s of Plaza **R**obles

**R**ESPECTFUL: To act with respect. To have a sense of the worth or excellence of a person, a personal quality, or ability. Seeing the value in someone and treating them as you would want to be treated.

**R**ESPONSIBLE: Having the ability to make moral decisions. Capable of rational thoughts or actions and therefore accountable. Being reliable or dependable. Using your mind and your heart in a way to make the right decisions so you can be trusted.

**R**ESILIENT: The ability to recover easily from adversity, misfortune, illness, depression, change, or the like. The property of being able to endure. To bounce back from hard times and setbacks so that you can move forward.

# PLAZA ROBLES **RESPECT**

**R**ESPECT (yourself, others, the environment)

**E**THICS (honesty; do the right thing)

**S**AFETY- **SOBRIETY**(no drugs, alcohol)

**P**HYSICAL SELF CONTROL (no fighting,

Inappropriate behavior, harassment or  
intimidation)

**E**NCOURAGEMENT (support each other)

**C**LOTHING (no drug, alcohol ads, obscenity, colors)

**T**ALK (keep it clean, no profanity, no put downs or  
racial slurs)

# PLAZA ROBLES SCHOOL EXPECTATIONS

AREA/ SETTING	RESPONSIBLE <i>TAKE CARE OF YOURSELF AND OTHERS</i>	RESPECTFUL <i>SAY PLEASE AND THANK YOU</i>	RESILIENT <i>KEEP TRYING</i>
<b>CLASSROOM</b>	<ul style="list-style-type: none"> <li>Attend class on time every day.</li> <li>Be seated and ready to work when the bell rings.</li> <li>Electronics out of site and silent unless otherwise directed.</li> <li>Come prepared with class materials.</li> <li>Take care of your belongings.</li> <li>Be <b>ACTIVELY</b> involved in your education.</li> <li>Regardless of the situation, model positive responses at all times.</li> </ul>	<ul style="list-style-type: none"> <li>Enter and exit classroom quietly.</li> <li>Be patient and polite when you need to ask for something.</li> <li>Obtain permission before leaving classroom.</li> <li>Grooming is to be completed outside of class time.</li> <li>Respect others' differences, materials and property.</li> </ul>	<ul style="list-style-type: none"> <li>Don't give up.</li> <li>Ignore distractions.</li> <li>Stay focused.</li> <li>Challenge yourself to improve.</li> <li>Work past the point of frustration.</li> <li>Persevere.</li> </ul>
<b>GREAT HALL/ CAFETERIA</b>	<ul style="list-style-type: none"> <li>Walk at all times.</li> <li>Clean up after yourself!</li> <li>Dispose of trash properly.</li> <li>Keep off the stage when up, unless given permission by an adult.</li> <li>Stay in the designated lunch area.</li> <li>Inform staff of spills</li> </ul>	<ul style="list-style-type: none"> <li>Model positive behaviors at all times.</li> <li>Use low voice at all times.</li> <li>Keep your hands to yourself, respect personal space.</li> <li>Use earphones/headphones with electronic devices.</li> <li>Line up single file and respect the place of others.</li> <li>Use appropriate language and refrain from shouting or using loud voices.</li> <li>Immediately obey the requests of campus supervisors, teachers and all adults.</li> </ul>	<ul style="list-style-type: none"> <li>Be a good citizen no matter what's happening.</li> <li>Regardless of the situation, model positive responses at all times.</li> <li>Immediately follow directions of all adults.</li> <li>Don't escalate a negative situation even if others are</li> </ul>
<b>OUTSIDE AREAS</b>	<ul style="list-style-type: none"> <li>Model positive behaviors at all times.</li> <li>Walk at all times.</li> <li>Clean up after yourself!</li> <li>Dispose of trash and gum properly.</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate language and kind words.</li> <li>Use appropriate voice volume and be mindful of surrounding classrooms.</li> <li>Keep your hands and feet to yourself at all times.</li> </ul>	<ul style="list-style-type: none"> <li>Regardless of the situation, model positive responses at all times.</li> <li>Immediately follow directions of all adults.</li> <li>Don't escalate a negative situation even if others are.</li> </ul>
<b>BATHROOMS</b>	<ul style="list-style-type: none"> <li>Take care of your restroom needs before class starts.</li> <li>Wash your hands!</li> <li>Report any unsafe or unsanitary conditions immediately to school staff.</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself.</li> <li>Flush toilet when you're done.</li> <li>Check your aim!</li> <li>Respect others' privacy needs.</li> </ul>	
<b>SCHOOL EVENTS</b>	<ul style="list-style-type: none"> <li>Follow directions.</li> <li>Stay in designated area.</li> <li>Dress appropriately for the event.</li> <li>Return equipment to proper place.</li> <li>Take care of the facilities.</li> </ul>	<ul style="list-style-type: none"> <li>Practice good manners.</li> <li>Use appropriate language.</li> <li>Be a positive example of our school.</li> <li>Applaud appropriately.</li> <li>Be welcoming of our guests.</li> <li>Dress appropriately for the event.</li> </ul>	<ul style="list-style-type: none"> <li>Show good sportsmanship even if others are not.</li> <li>Be supportive of everyone at all times regardless of others' behavior.</li> </ul>

## **LUSD/PLAZA ROBLES HIGH SCHOOL GRADUATION REQUIREMENTS**

### **STUDENTS ARE REQUIRED TO COMPLETE THE FOLLOWING:**

1. Earn two hundred thirty (230) credits for graduation from Plaza Robles High School
2. Successfully complete a study of mathematics that meets or exceeds the rigor of content standards for Algebra I /Math I (LUSD Policy 6146.1).

### **Course Requirements**

1. Four years of English (40 semester credits)
2. One year of Life Science and one year of Physical Science
3. Two years of Mathematics including 10 semester credits of Algebra I (20 semester credits)
4. Two years of Physical Education (20 semester credits)
5. One year of World History (10 semester credits)
6. One year of United States History (10 semester credits)
7. One year of Government/Economics (10 semester credits)
8. One semester of World Geography or Family Living (5 semester credits)
9. One year of either: Performing Arts, Foreign Language, or Visual Arts (10 semester credits)
10. Electives to complete the total credits required (230 credits)

## **ACADEMIC SUPPORT**

### **Counseling**

Plaza Robles High School offers a comprehensive counseling program that provides academic guidance, personal counseling for individuals and groups, and career exploration and assessment. The Counselor assists students in identifying academic and career goals and in planning courses of study that support achievement of these goals. The counseling program is an integral part of Plaza Robles' total school program. The counseling staff works closely with the staff, faculty, administrators, families and community to provide a supportive, effective and safe environment in which all students can succeed. Students and families are encouraged to contact the counselor to set up an appointment.

### **School Psychologists, Speech Therapist, Nurse**

Each of these services is provided on a part-time basis at Plaza Robles. The psychologist and speech therapist conduct assessments and provide services for students who are referred by a counselor or administrator. Parents should work with their student's counselor when requesting these services. The Nurse is only in-house part-time and therefore does not oversee daily medical needs. The nurse's primary responsibility is to screen students for immunization and supervise medical services for students.



**Special Education Services**

A range of services are available for students identified as needing special education services. Special education services are developed on an individual basis and further questions should be referred to the school counselor.

**Library Services**

The library is open to students from 8:30 a.m. to 2:30 p.m. each day school is in session. Students may access the library before school, at lunch and after school. Students wishing to utilize the library during school/class hours must have a pass or be accompanied by a teacher. Computers are available for student use as a support to classroom activities/assignments.

**Textbooks**

Textbooks are provided for all classes in which the student is enrolled. Students and parents accept responsibility for any lost or damaged books.

**Tutoring**

Many teachers provide tutoring on an as-needed basis before school, at lunch, or after school. Students and parents should contact the individual teacher or contact their counselor for further assistance. After school tutoring programs may be available. Please contact counselor, Sandi Warmerdam for more information.

## **OTHER ALTERNATIVE EDUCATION OPTIONS**

The Lodi Unified School District provides a variety of ways to pursue alternative credits toward graduation. The following opportunities are available:

**1) Independent Study (IS) Alternative Education Program**

Students 14 through 17 years old who are credit-deficient, have attendance or behavior issues, or have special personal needs may request the independent study program. Instruction is provided for the students one hour per week, with the rest of the student's work coming under the direct supervision of the parent(s)/guardian(s). Parents should contact their student's counselor for more details.

**2) Fifth Year Seniors:** Students MUST submit to the Principal a written application for their fifth year to be considered. The applications are available from the counselors. For a student to be considered he/she must have excellent behavior and attendance. Usually, students who are considered for a fifth year have had a debilitating illness or major life disruption during sophomore, or junior year.

**3) Project Based Tutorial:** The purpose of the Project Based Tutorial is to provide an additional intervention opportunity for students to make-up graduation requirements. Student and Teachers will collaboratively develop an *Individual Student Tutorial Plan (ISTP)*. Teachers, with whom a student has initiated an ISTP, will develop the curriculum for the project-based courses and will be responsible for assigning a grade and credits upon successful completion of all requirements.

**4) San Joaquin Delta College**

High School students may enroll in courses at Delta for either high school or college credit while being concurrently enrolled at Plaza Robles High School. Students wanting to take courses at Delta

must contact the Delta Admissions Office for specific information regarding enrollment. Students can attain some general information from their high school counselor.

### **6) ROP (Regional Occupational Program)**

The Lodi Unified School District offers a variety of Regional Occupation Courses that promote success in the work place. Specific job skills, successful work habits, and regular attendance are emphasized during these courses. Students must be at least 16 years old or enrolled in the 11th or 12th grades to be eligible for enrollment in an ROP course. Classes are generally two periods long and students can earn 20 credits per year. Most classes are offered off-campus. Students interested in enrolling in ROP Courses should see their counselor for additional information.

## **IMPORTANT COLLEGE INFORMATION**

### **California Community College Entrance Requirements**

Generally, any student who is 18 years of age, or has a high school diploma or its equivalent, is eligible to enter a California community college. Assessment testing for proper placement is normally required. A student wishing to enter a community college outside his/ her district of residence should inquire about an inter-district agreement. Plaza Robles and the LUSD have developed an extension partnership with Delta College. For more information, please contact your student's counselor.

## **STUDENT PROGRESS/GRADE REPORTING**

### **REPORT OF STUDENT PROGRESS AND REPORT CARDS**

**1) Interim Progress Reports:** Teachers and staff attempt to contact parents as soon as problems become apparent. Parents can help the school by insuring that phone numbers and addresses are current. Parents are encouraged to call the school with any concerns regarding their student. Early intervention is the key to avoiding larger more complicated problems that could develop if left unaddressed.

**2) Progress Reports:** Progress reports are mailed to each parent during the fifth week of each quarter. Teachers will issue progress reports with a letter grade and comment(s). Parents are asked to review these progress reports with their students upon receiving them. Questions may be directed to the teacher of record. Good home school communication is essential to student success.

**3) Report Cards:** Report cards are issued at the four quarter grading periods per year. For specific questions regarding report cards, or transcripts, please contact the registrar. LUSD Policy 5124 requires the parent to be notified each marking period whenever it becomes evident to the teacher that the pupil is in danger of failing a course.

## **ASSESSMENT PROGRAMS (TESTING)**

### **California Assessment of Student Performance and Progress (CAASPP)**

The CAASPP is the statewide student assessment system that was established on January 1<sup>st</sup>, 2014. The CAASPP includes the Smarter Balances Assessment Consortium (SBAC) Test for English/Language Arts and Mathematics and the California Standards Test (CST) for science. The CAASPP is a state mandated assessment (testing) program that is designed to:

- 1) Assess students on their understanding of the Common Core State Standards
- 2) Compare school achievement to other schools in the country
- 3) Hold schools and students accountable for their achievement

The SBAC tests are a series assessments that students will complete using a computer. The testing occurred in the spring of 2016.

**SAT/ACT:** The Scholastic Aptitude Test and the American College Test are given several times a year beginning in October. Most four year colleges and universities require these tests for admissions. Students planning to attend a four college following high school should take these tests which are administered at local sites throughout the academic year. Students should contact Mrs. Warmerdam if interested. Testing fees are required; however, waivers are available for qualified students.

**Reading Inventory (RI):** All Plaza students will be administered the SRI Reading Test at the beginning of the school year (pre-test) and again during the second semester (post-test). The purpose of this read assessment will be to provide current information regarding each student's reading level and will assist teachers with developing instruction appropriate to each student's needs. The assessment will also provide data to evaluate the amount of student academic growth. **Elective credits can be earned for students demonstrating (specific) growth benchmarks on Pre-post test.**

**Scholastic Math Inventory (MI):** All Plaza students will be administered the SMI Math Test at the beginning of the school year (pre-test) and again during the second semester (post-test). The purpose of this math assessment will be to provide current information regarding each student's current math level and will assist teachers with developing instruction appropriate to each student's needs. The assessment will also provide data to evaluate the amount of student academic growth.

## **PARENT GROUPS**

### **Parent Teacher Student Association (PTSA) and School Site Council**

The Parent Teacher Student Association and the School Site Council are the major stakeholders in Plaza Robles and work together to support the school and its students. SSC is responsible for approving the school's Single School Plan and annual budget for the academic year. For more information, contact the Principal.

### **English Language Advisory Committee (ELAC)**

The English Language Advisory Committee (ELAC) is for parents with students whose primary language may not be English. Regular meetings are scheduled throughout the year. For more information on ELAC, parents should contact the Principal.

## **CLASSROOM/ SITE VISITATION**

Parents are always welcome on the Plaza Robles High School campus. All parents must register in the office upon arrival on campus. Parents wanting to visit their student's classroom may do so with prior notice. **As per LUSD policy, parents/guardians must provide 24 hour advanced notice to teachers before they visit a classroom.**

Plaza Robles High School does not permit visitors on campus unless they are parents, custodial guardians or have school related business. Out of town family or friends may not be on campus or attend classes with Plaza students. When visiting our campus please remember to be professional and respectful to our staff and students. Protection and confidentiality of our staff and student is very important to us. Therefore the use of any recording devices on campus is forbidden and the interaction with any other student is not allowed. Any form of unprofessional or disrespectful behavior towards our staff or students will not be tolerated and referred to our Administration, School Resource Officer, School Security, and District Office. Those involved will be asked to leave campus and may be given notice not to return.

### **Visitors Not Having Official School Business are Prohibited**

Persons who are not students at Plaza Robles High School or are not school employees and who do not have official business at school are not to be present on campus during school hours, including lunch time. Students are not allowed to have guests at school. Students from other schools are not allowed on campus unless they are on official school business.

### **Visitors Having Official School Business**

All visitors/volunteers must sign in at the Main Office and wear a visitor/volunteer badge at all times while on campus. When requested to do so by school or security personnel, visitors and volunteers must show identification. Plaza Robles High School does not issue any student visitor passes. All visitors are prohibited from entering classrooms or any area on campus without prior arrangements with the teacher or administration.

## **SCHOOL SAFETY AND CLIMATE**

**Closed Campus:** Plaza Robles is a closed campus. Once students have arrived to school it is the expectation that they are to remain on site and attend classes. If students must leave

campus for any reason, it is required that they check out through the office. A parent note or phone call is required as a part of the check out process. Students will be considered truant if they leave without following these procedures and will be subject to disciplinary action.

**Campus Security:** Plaza Robles has a campus supervisor that is responsible for the daily supervision of the campus. The campus supervisor works with teachers, students, and administration to help maintain a climate that is conducive to learning. For more information or if you have questions, please contact the school principal.

**School Resource Officers/Stockton Police Department/On-site Probation Officer**

Plaza Robles High School has a Stockton PD School Resource Officer who is on call and services Plaza Robles HS in addition other school sites in the community. This officer assists the school administration when a crime is committed under the school's jurisdiction. Also available is the position of a San Joaquin County Probation officer who assists both Plaza Robles and neighboring Bear Creek High School.

**Fire Drill Instructions**

When the fire signal sounds, students are to do the following:

1. Evacuate all buildings with their class and move quickly to the area designated on the evacuation map. Roll will be taken to account for all students.
2. Remain with their class under their teacher's direction.
3. Stay at least 50 feet away from all buildings.
4. When the all-clear signal is given, return to class immediately.

**Lock Down Instructions**

When the Lock Down alert is given, students and teachers are to do the following:

1. Remain in the classroom away from doors and windows.
2. Lock classroom doors, close windows and blinds.
3. Reserve classroom phone for emergency use only.
4. If outside, go immediately to the nearest classroom or building.
5. Await further instructions from school officials.

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

**Guidelines for Students Remaining After School:** Students may remain after school for the following reasons: tutorial, detention, or special arrangement with faculty/staff. Students are to wait for transportation home from school in the following locations only: front of school and/or student/staff parking lot. Students are not to remain in the Great Hall, Library or classrooms after school without direct staff supervision. Students remaining on campus after school who are not involved in the above listed activities are subject to disciplinary action.

**Parking Enforcement:** The City of Stockton has modified city ordinances to permit school district security as designated by the Chief of Police to enforce all traffic laws of the City of Stockton as they relate to jaywalking, and the stopping, standing, or parking of vehicles and to issue traffic citations and/or administrative citations.

## ATTENDANCE

### PLAZA ROBLES HIGH SCHOOL PRODUCTIVE DAY ATTENDANCE POLICY

Attendance Office Hours: 7:30 AM – 3:30 PM Telephone #: 953-8081 or 953-8065

Plaza Robles High School's instructional day begins at 8:30 a.m. and concludes at 1:51 p.m. Students are expected to be on time and attend daily following the adopted Lodi Unified School District Modified Traditional School Calendar. Regular attendance and timeliness are essential for success in school. In order for students to maximize their potential the following attendance requirements will be implemented:

1. Parent/guardian must call the school (953-8068) on the day of the absence to explain the reason for the absence. School office hours are from 7:30 a.m. to 3:30 p.m. daily.
2. If a phone call is not received from a parent/guardian, a note is expected on the day the student returns to school
3. All absences must be cleared within 24 hours of the student's absence. After that time the absence will be considered unexcused and the student will receive an **Unexcused/Non-Productive Day**.
4. The office will issue an **Excused Admit** if a parent/guardian has called or sent a note to verify that the absence was due to illness or the death of an immediate family member. Excused absences will all result in a Non-Productive Day. Absences for the following reasons require a note of verification from the doctor or court:
  - Medical appointment, quarantine
  - Court appearance
  - Subpoena to court as a witness
5. Students needing to be excused to leave campus for appointments, etc. during the school day must **always check out through the office – NO EXCEPTIONS**. The parent should call ahead or send a note with the student explaining the need for early release.
6. All students who were absent any part of the previous day must come to the office for an admit before going to class.

**Notes must include the following:**

- Student ID# and grade
- Student's first and last name
- Date of absence
- Reason for absence
- Parent signature and work number
- Students who are 18 years of age or older may **not** clear their own absence.

## **TARDIES**

Students who for whatever reason do not arrive in class at the start of the period will be considered **TARDY** and are required to report to the office before attending class. Students who are tardy will not receive a **PRODUCTIVE DAY** in that class period.

## **HALL PASSES**

All students must properly wear the Yellow Restroom or Orange Office Pass Badge upon leaving class and have it displayed at all times until returning to class. When student are excluded from class and sent to sit in the Office Lobby they must carry and present the Red Exclusion/OCS Pass to the School Staff when arriving to the Lobby. Students out of class not wearing or carrying the proper badge will be considered tardy, truant, or cutting class and will not earn **PRODUCTIVE DAY**.

## **PLAZA ROBLES PRODUCTIVE DAY POLICY**

- Many of the students Plaza serves are credit deficient due to issues with regular attendance and class participation.
- Most of the students Plaza serves have a great number of elective credits to complete and Plaza has limited elective offerings to eliminate this deficit in elective credits.
- The Productive Day System is designed to remedy issues that contribute to poor attendance, academic performance, and behavior.
- The purpose of Productive Days is to encourage students to increase their daily attendance, engagement, and participation in their classes.
- Teachers use it in their classes to motivate students to stay focused and be on task.
- Increasing attendance, engagement, and good behavior will increase students' chances of passing their regular classes.
- Passing classes and earning elective credits will help reduce credit deficiency quicker than at a Comprehensive School.

*Below is the Productive Day scale based upon a student attending school 85% or 100% of the semester along with the corresponding elective credits they can earn based upon the number of Productive Days they complete. Please note, excused absences and being tardy will also prevent students from earning Productive Days.*

<b>85% Attendance &amp; Productive</b>	<b>Number of Credits</b>	<b>100% Attendance &amp; Productive</b>	<b>Credits</b>
16 Days	1	18 Days	2
31 Days	2	36 Days	4
46 Days	3	54 Days	6
61 Days	4	72 Days	8
76 Days	5	90 Days	10

- Students will receive elective credits based upon the number of Productive Days they earn each semester in each class.
- Productive Days are earned based upon attendance, class participation, and citizenship as determined by their teacher.
- Students must earn a passing grade of C- or better in the class in order for the Productive Day Credits earned to be counted towards their electives.
- Students will receive all credits in scheduled/core classes with a passing grade in that class.
- Students with perfect attendance can earn double elective credits but must also be productive and earn a C- or better in class in order to earn Productive Days.

- In the event a student does not need elective credits, Productive Days can be used as points to increase a student's grade. The points earned will equal the number of productive days the student earned for that class. How the points are used in the gradebook will be determined by the teacher. Grades can only be increased no more than half a letter grade (for example a C- can become no more than a C+).

Students must call or bring a note to school to clear the absence upon returning to school or the absence will be categorized as UNEXCUSED

### **Compulsory Attendance Regulations**

1. **Education Code 48260** - Any student subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse more than three (3) days, or tardy in excess of 30 minutes on each or more than three (3) days in one school year is a truant and shall be reported to the Attendance Supervisor or to the Superintendent of the School District.
2. **Education Code 48261** - Any student who has once been reported as a truant and who is again absent from school without valid excuse one (1) or more days, or tardy on one (1) or more days, shall again be reported as a truant to the Attendance Supervisor or the Superintendent of the District.
3. **Education Code 48262** - Any student is deemed an habitual truant who has been reported as a truant three (3) or more times per school year, provided that an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the student and the student him/herself after the filing of either of the reports required by Section 48260 or Section 48261.
4. **Education Code 48263** - If any minor student in any district or county is an habitual truant, or is irregular in attendance at school, as defined in this article, or as referred to a School Attendance Review Board, the supervisor of attendance, or such other persons as the governing board of the school district or county may designate, making such referral shall notify the minor and parent of guardian of said minor, in writing, of the name and address of the board to which the matter has been referred and of the reason of such referral. The notice shall indicate that the student and parent or guardian of the student will be required, along with the referring person, to meet with the School Attendance Review Board to consider a proper disposition of the referral.

If the School Attendance Review Board determines that available community services can resolve the problem of the truant or insubordinate pupil, then the board shall direct the student or the student's parents or guardians or both, to make use of such community services. The School Attendance Review Board may require, at such time as it determines proper, the student or parent/guardian of the student, or both, to furnish satisfactory evidence of participation in the available community services.

If the School Attendance Review Board determines that available community services cannot resolve the problem of the truant or insubordinate student or if the



student or the parents or guardians of the student, or both, have failed to respond to directives of the School Attendance Review Board or to services provided, the School Attendance Review Board may direct the county superintendent of schools to, and, thereupon, the county superintendent of schools shall, request a petition on behalf of the student in the juvenile court of the county. Upon presentation of a request for a petition, the School Attendance Review Board shall submit to the juvenile court documentation of efforts to secure attendance as well as its recommendations on what action the juvenile court shall take in order to bring about a proper disposition of the case.

Students with habitually poor attendance will be referred to the School Attendance Review Board (SARB) through the following process:

### **1st Attendance Letter**

- A letter is sent to parents after the 4th truancy or the 10th excused absence.
- A principal or designee conferences with the student concerning attendance.
- A copy of signed letter is filed in the SARB binder, as well as in the student's discipline file.

### **2nd Attendance Letter**

- The school sends a second letter to parents when there is no improvement in attendance.
- The parent is requested to contact the school within five school days to schedule a conference.
- At the conference, the parent and student sign an Attendance Contract.
- If no conference is scheduled, if the parent fails to attend the conference, or if further absences occur, other intervention options will be utilized.
- A copy of the signed letter is filed in the SARB binder, with a copy to the student's discipline file.

### **3rd Attendance Letter**

The school generates a third letter when a student violates his/her attendance contract or when the parent does not schedule and/or attend a conference. This letter is a referral for a SARB hearing in court.

**Under state law, parents/guardian are responsible for the regular attendance of their children.**

**Student Illness and Accident LUSD Policy 5141.1** - Parents/Guardians are required to furnish the school with current emergency information, including:

1. The parent/guardian and student's home address and phone number,
2. The parent/guardian's business address and phone number,
3. The names, addresses, and telephone numbers of two relatives or friends who are authorized by the parents or guardian to care for the student in case of emergency when the parent or guardian cannot be reached.

**No school district shall be held liable for costs or actions associated with the reasonable emergency treatment or transport of a student without consent of the**

**parent/guardian when the student requires reasonable emergency treatment and the parent/guardian cannot be reached.**

The Board of Education prohibits staff members from accepting or following any “Do Not Resuscitate” orders, either written or verbal, from parents, guardians, or medical professionals. This policy is in accordance with California Education Code requirements. If you have any questions regarding this policy, please contact the LUSD Health Services Department at 331-7075 or 953-8075.

## **SCHOOL ATTENDANCE IS CRITICAL TO STUDENT SUCCESS**

### **Plaza Robles High School/LUSD Student Conduct Code and Disciplinary Violations and Consequences**

**Philosophy:** It is the intent of the Lodi Unified School District and Plaza Robles High School to provide all students with a school environment in which optimum learning can take place. It is the philosophy of Plaza Robles High School to **heal** student of their prior academic struggles, provide **hope** for their future academic success, and to **inspire** them to achieve beyond our walls and in their future. Students who follow school rules, respect others, and take responsibility for their behavior contribute in a positive way to that type of learning environment. The District believes it is essential that public schools play a key role in preparing youth to be productive and effective citizens by helping each student respect law and order, and assume his/her responsibilities as a citizen. Each student should learn that he/she has freedom of choice and action, so long as that action does not infringe on the rights of others. This Student Conduct Code is intended to inform students, parents and staff about school rules and the consequences for certain behaviors. The goal of all disciplinary actions or interventions shall be to reinforce and encourage appropriate behavior and respect for others. The District asks that parents recognize the importance of school regulations by reviewing and discussing them with their school age children. Students who engage in violations of this Conduct Code will be subject to the appropriate consequences, which shall be applied consistently.

## **RESPONSIBILITIES AND EXPECTATIONS**

### **A. Staff will encourage and maintain high standards of student behavior by:**

1. Establishing an atmosphere in which productive learning can take place.
2. Establishing an atmosphere of mutual respect and teach the standards of appropriate student behavior.
3. Identifying causes of student misconduct and finding constructive methods of preventing/controlling such behavior.
4. Consistently applying classroom, school and District rules.
5. Communicating regularly with students and parents regarding the behavior and academic progress of their students. (Title 5, CCR 5530, EC 44807)

### **B. Parents are responsible for:**

1. Sending their student to school daily and on time (EC 48200).
2. Acknowledging/accepting that the schools and the Board of Education have the legal responsibility to maintain standards of behavior for all students.
3. Cooperating with staff in helping a student with academic, discipline or attendance problems.
4. Encouraging in their student an attitude that learning, good attendance and proper behavior are important.
5. Parents/guardians are to notify the Attendance Office immediately of any change of address, telephone number, or guardianship. Proof of residency, such as a utility bill, is required on all address changes.

### **C. Student Responsibilities**

#### **Maintaining a safe and positive learning environment**

1. Students have the right to concentrate on learning activities without being interrupted. Please do not bring to school or have in your possession any disruptive articles such as radios, CD players, Bluetooth/External speakers or devices, skate boards, etc. Administrators and teachers may confiscate these items and ask parents to pick them up. No pets or other animals are allowed on campus.
2. Cell phones are allowed on the school campuses; however, their usage is restricted to specific times. (See Cell Phone Policy)

**Dress code/grooming guidelines:** Students are expected to wear clothing which is appropriate and does not interfere with the learning environment. No student shall wear articles of clothing, jewelry, or accessories which, in the opinion of school administration, pose a disruption to the educational process or a threat to the physical well being and safety of the student or others. For safety reasons, pants must not touch or drag on the ground. Sagging pants are not acceptable. State law requires footwear to be worn at all times during school hours. The dress code is in effect while on school grounds, going or coming to school, during the lunch period whether on or off campus, or while going to or coming from a school sponsored activity.

- Hats are allowed to be worn on campus – Hats must be removed upon request.
- Clothing or adornment which advertises or otherwise promotes the consumption of drugs, alcohol, tobacco or tobacco products, or controlled substances is prohibited.

- Clothing or adornment which promotes harassment directed at a pupil or group of pupils or is sexually derogatory is prohibited.
- No clothing or articles of clothing (including, but not limited to gloves, bandannas, shoestrings, wristbands, belts, jewelry) related to a group or gang, which may provoke others to acts of violence, shall not be worn on campus or at any school activity. Current examples of articles of clothing or adornment which may be related to a group or gang are:

- Belt buckles with initials not of student's name, and red, blue or brown web belts
- Belts hanging out of pants at an excessive length
- Bandanas that are red, blue, or brown
- Gloves, towels or other items hanging from pants pockets
- Potentially dangerous jewelry.

- **Excessive exposure of skin; i.e. midriff, halter/backless tops, and/or revealing shirts, shorts, or skirts are inappropriate and are not permitted.**

#### **1. Pants, shorts, skirts:**

- Underwear must not be showing
- Excessive "sagging pants" not allowed: waistband must not be below the buttocks
- Inappropriately short or high "short shorts", "short skirts", or "short dresses are not acceptable
- Holes in jeans must be in appropriate location and not show higher than appropriate shorts.

#### **2. Tops, shirts, blouses:**

- Underwear must not be showing
- Bare midriffs: tops must cover most of ones belly
- Low cut tops must be of appropriate cut - display of excessive cleavage is not acceptable
- See-through fabrics are not permissible
- Halter or tube tops, off the shoulder, or bra-like tops are not allowed
- A-Frame/wife beater tee-shirts for males are not allowed – Tank Tops are ok
- Shirts must not display scantily clad men or women, be sexually suggestive, or items deemed inappropriate by school Administration.

#### **3. Footwear**

- Shoes must be worn at all times

#### **4. Sunglasses**

- May not be worn indoors/classrooms

#### **5. Students will be required to do one of the following if not meeting dress code requirements:**

- Change and wear alternate clothing-provided by school personnel
- Call parent to bring change of clothing
- Leave campus with parent permission to change.

## **PLAZA ROBLES HIGH SCHOOL HAT/HEAD COVERING POLICY**

- Caps may be worn on campus but must be removed upon request of any staff member.
- Caps with symbols, words, or images deemed negative by the school are not allowed and will be confiscated.
- Hairnets, shower caps, hair rags, or other grooming items are not allowed.
- Students may wear head coverings required in observance of their religion.

### **Writing on Personal Belongings**

Writing on clothing, hats, backpacks, or binders that is gang-affiliated, crude, vulgar, profane, sexually suggestive, racially, ethnically, or religiously intolerant, which promotes the use of drugs and alcohol, or which in the opinion of the Plaza Robles High School administration is disruptive to the learning environment, will NOT be allowed. The same rules also apply to any writing on the skin.

### **Gang Apparel is Prohibited!**

Jewelry, accessory, notebook or manner of grooming (including haircuts) which by virtue of its color, arrangement, trademark or any other attribute denotes membership in a gang or group is prohibited. No clothing or articles of clothing (including but not limited to gloves, bandannas, shoestrings, wristbands, belts, jewelry) related to group or gang that may provoke others to acts of violence are prohibited. Belt buckles with initials or red, blue, or brown web belts, belts hanging out of pants, red, blue, or brown bandanas either worn in hair or displayed in clothing, gloves, towels, suspenders or other items hanging from rear pants pockets or from belt, excessive clothing items of predominately one color, old English style writing on clothing or notebooks are prohibited. If a student is determined to have violated the dress code by wearing gang colors, he/she will be banned from wearing specific colors or any gang related apparel by being placed on a Color Contract. Students who violate the contract may face home suspension.

**Driving:** All drivers are to observe existing code provisions, school regulations and common sense while operating their vehicles. Students who endanger the lives of others in the parking lots by speeding or reckless driving are subject to citation by local police and disciplinary action.

**Eighteen Year Old Students:** Eighteen years of age or older, who are having attendance and/or behavior problems, may be placed on contract. Eighteen.-year-old students who transfer to Adult School may not be allowed to transfer back to high school. Students requesting to check out will be required to contact a parent prior to being able to exit campus. Principal's discretion.

**Outside Food, Drink:** To maintain high academic standards and clean classrooms, gum, food and drink are NOT to be brought into the classrooms. Due to Federal Free and Reduced Lunch Policies, Food from outside Commercial Vendors are not allowed. Only Staff Members can order and provide food from Outside Vendors.

**Gang-related Conduct/Activity**

Gang-related conduct/activity on all school campuses and/or adjacent to the campus during all school sponsored events is a threat to the safety of others and is STRICTLY PROHIBITED.

**Litter**

Keep Campus Clean. Please do not litter on school grounds, classrooms or the Great Hall.

**OTHER LUSD CAMPUSES:** Plaza students are PROHIBITED from being on any other LUSD campus without prior approval & notification of purpose for their presence.

**Student Searches**

School officials may conduct searches of students and their personal belongings while on school property or at school sponsored events. Personal belongings include, but are not limited to: backpacks, brief cases, bags, vehicles, etc. Searches of students and personal belongings will be conducted when there are reasonable grounds to suspect that the search will provide evidence that the student is violating the law and/or school regulations. The scope of the search will be related to the objectives of the search, the age and gender of the student, and the nature of the violation. Refer to District Policy/Rules for more information.

School properties under joint control are also subject to being searched by school officials. These places include, but are not limited to lockers and desks. Lockers and desks are school property and may be searched at any time. Searches may be random and without cause of any kind. There is NO expectation to privacy. (Board Policy 5145.12)

**Medications**

Students who need to take medication (prescription or non-prescription) during the school day are REQUIRED to have a District medical form on file in the school office prior to such administration. Once the medical form is on file, designated school personnel MUST assist the student in administering the requisite medication including any tests for medical reasons such as those required for diabetic students.

A student who brings a medication (prescription or non-prescription) to school and either (1) gives or sells the medication to another student or (2) self-administers a medication without the proper District medication form on file, will be subject to appropriate disciplinary action. (EC 49422, EC 49423, Board Policy/Rule 5141.21)

**Due Process / Right to Appeal Procedure**

No student will be suspended or expelled without being afforded due process. Parents and students have the right to appeal any disciplinary consequence imposed by school officials. Refer to Board Policy/Rules 5144.1 for more information.

## Cell Phone & Personal Electronics Policies

- Students May
  - Use their electronic device during break and during lunch time ONLY. Students may listen to music with ear buds.
- Students May Not
  - Students **may not** use their electronic device during passing periods.
  - Students **may not** use their electronic device in class unless allowed by staff for academic or school purposes.
  - Students **may not** listen to music out loud, either with the devices integrated speaker or with a speaker that connects to the device.
- The following is considered abuse of the electronic device policy and will result in disciplinary action being taken against the student.
  - Video recording, audio recording any individual, including students and staff without their permission or during any incidents will result in home suspension.
  - Listening to music out loud
  - Using the electronic device when they should not be
- Phones and ear buds/headphones must be put away while students are in class. Students in class on their phones or receiving calls or messages or with their ear buds/headphones on without permission will be sent to the office. Refusal to surrender the phone and ear buds/headphones may result in a suspension.
- When a student fails to use his or her electronic device in an appropriate and responsible manner the device will be confiscated.
  - 1<sup>st</sup> offense returned at the end of the day
  - 2<sup>nd</sup> offense returned at the end of the day
  - 3<sup>rd</sup> offense returned at the end of the day
  - 4<sup>th</sup> offense returned at the end of the day and warning from Admin.
  - 5<sup>th</sup> offense parent or guardian pick up
  - 6<sup>th</sup> offense parent pick up and ½ day On Campus Suspension
- Students understand that they use their electronic devices at their own risk. Plaza Robles and the Lodi Unified School District will not be held liable for electronic devices that lost, stolen or damaged. Plaza Robles will not conduct a search of any person or property if an electronic device is reported lost or stolen.

**Graffiti:** Gang graffiti, tagging, or other marks made on school or private property is strictly prohibited. Plaza Robles High School **will not tolerate** any type of graffiti. Violators are subject to disciplinary action that may include a recommendation for expulsion, as well as possible criminal charges. Parent(s)/guardian(s) and the student will be liable for any costs related to the repair and/or clean up of any damage caused by their child.

**Insubordination/Disrespect for Teachers, Staff, Substitutes, or School Guests:** If a student is defiant or hostile toward any teacher, administrator or school employee, or if a student refuses to comply with any rule set forth by a teacher or administrator, that student will be subject to immediate disciplinary action, up to and including recommendation for expulsion.

**Public Displays of Affection:** Public displays of affection are not appropriate to a school setting and are therefore not allowed. Inappropriate displays of affection shall be defined as heavy kissing, petting, prolonged hugging, and/or hugging in a suggestive manner with body touching, rubbing etc. Students violating the display of affection policy will be issued one warning. The second violation will result in administrative disciplinary action.

**School Property:** It is everyone's responsibility to help maintain a clean and safe campus. Students are expected to assist the custodial staff in keeping the buildings clean by not throwing papers, sunflower seeds, etc., on the floors or in hallways. Writing or carving on walls, desks and chairs is destructive and is inconsiderate of the many other students who use the facilities. **Students/parents will be charged for all damages or losses that occur to school buildings, books, or equipment.**

**Controlled Substances, Tobacco, Alcohol, Use & Abuse LUSD (Policy 5131.6):** It shall be the policy of the Lodi Unified School District to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents in the schools involving the possession, sale, and/or use of controlled substances, alcohol, inhalants, and drug paraphernalia. Students involved in the possession, sale, and/or use of controlled substances shall be subject to disciplinary procedures which may result in suspension or expulsion.

**Tobacco:** The Board recognizes that smoking presents a health hazard which can have serious consequences both for the smoker and the non-smoker and desires to discourage students' use of tobacco products. Students shall not be allowed to smoke, chew, or possess tobacco or nicotine products on school property or during school hours, at school-sponsored events, or while under the supervision of district employees. Students who violate this policy shall be subject to disciplinary procedures which may result in suspension from school.

***Students may not stand or loiter in front of school on Colt Avenue or Thornton Road.  
Smoking is not permitted within 500 feet of school property***

**Consequences for Alcohol/Drug Use and/or Possession**

Students are prohibited from using any drugs or consuming any alcohol or being under the influence of any drugs or alcohol or intoxicant of any kind while on school property, during school-sponsored activities and under school jurisdiction. Possession of drugs and/or alcohol or intoxicant of any kind, either actual or constructive, by students on school property, during school-sponsored activities, or under school jurisdiction is also expressly prohibited. Possession of drugs, alcohol or intoxicant of any kind includes, but is not limited to, actual physical possession or control of such substances, possession of such substances in a student's car, locker, desk, backpack or other container or being in close proximity to such substances with the intent to use or possess such substances. Each offense will result in multi-day home suspension, notification of law enforcement and a required



parent conference prior to returning to school. Any student that accumulates two (2) alcohol and/or drug offenses in a school year may be recommended for expulsion.

**CLOSED CAMPUS:** Once a student has arrived on campus they may not leave with officially checking out. A call to parents will be made to verify the check-out REGARDLESS of student's age.

### **WORK PERMIT REQUIREMENTS**

Students under the age of eighteen must obtain a Work Permit at Plaza Robles High School prior to securing employment. The following procedures will apply:

- Work permit requests and work permits may be picked up from the Work Experience Teacher.
- There will be a two-day processing period for work permit applications (i.e., if your application is turned in *before* school on Monday, your work permit may be picked up on Wednesday *after* school).
- Students in the Lodi Unified School District with work permits are required to maintain appropriate attendance and school performance to maintain their work permits.
- Students who are truant three (3) or more school days (or 18 class periods) within a school year will have their work permit revoked. Employers will be notified of the revocation of the work permit.
- If the work permit is revoked, students may apply to have their work permit reinstated if attendance and/or academic performance has improved. Ages, and maximum hours per day and per week
- A day of rest from work is required if the total hours employed per week exceed 30 hours or if more than 6 hours are worked on any one-day during the week.
- Minor's work must be performed between specified hours:  
16 - 17 years: 5 a.m. to 10 p.m. (12:30 a.m. when no school the next day)
- When regulations of enforcement agencies differ, the more restrictive regulation applies.

## Acknowledgment of Student/Parent Handbook

### PLAZA ROBLES HIGH SCHOOL ACKNOWLEDGMENT OF THE STUDENT /PARENT HANDBOOK

The district's regulations concerning student discipline were distributed and are available on request at the principal's office in any district school.

#### PLEASE PRINT

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

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student ID #

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Date

I have read and understand the Plaza Robles High School Student/Parent Handbook which includes information regarding discipline, harassment, support information and other pertinent Plaza Robles H.S. resources.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Work Phone Number

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

\_\_\_\_\_  
Cell Phone Number

This acknowledgment must be signed and returned to the school office.