

Tokay High School Student Handbook



2022-2023

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Principal

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Vice Principal

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TBD (Gom-Ok)
You Lor (Ol-Z)
Assistant Principals

Student Name: _____

Address: _____

City & ZIP: _____

WELCOME TO STUDENTS AND PARENTS

To Tokay High Students, Parents, and Guardians:

Welcome to the 2022-23 school year at Tokay High School – a campus with some great additions following new construction last year. Tokay now has 20 new classrooms and a new / additional gym and weight room added to our site.

The faculty, classified staff, counselors and administration at Tokay High School are committed to providing a quality instructional program for all students. To facilitate each student's academic success, Tokay's Student Handbook includes information on school policies and procedures, college and career planning, and general school information. All staff at Tokay will work to enable all students to achieve their greatest potential and enhance their learning experience.

Expectations for learning at Tokay High School are high, and all staff recognizes that all students can and should achieve to a high level. Students are expected to be at school and in class daily and on time, prepared with any necessary homework or class materials (including a fully charged Chromebook), ready to do all class work and participate in all class activities. Together with their teachers and the Tokay staff, all students are expected to take an active role in their academic success.

Parents, please review the contents of this handbook with your student and make sure both you and your student are familiar with the school policies and procedures. There are a few changes from past years, so we ask that you read this document thoroughly. Students are expected to know and adhere to all school policies. If you have any questions, please contact your counselor or assistant principal.

We look forward to another great year at Tokay High School, and wish to continue to achieve the great success upon which this school's reputation has been built.

Enrique Avalos

Principal

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Welcome to the jungle.

Tiger PRIDE is our law.

Personal Accountability

- Take responsibility for your actions

Respect

- Show regard for others

Integrity

- Do what's right, even when no one is watching
- Have good moral character

Diversity

- Be open and accepting of others

Excellence

- Being top notch
- Consistently doing your best

Students are acknowledged by staff for showing Tiger PRIDE. Teachers and staff members distribute Tiger PRIDE tickets to students who are seen showing Tiger PRIDE. Students can use these to enter drawings for prizes throughout the year.

Thank you to our PTSA for supporting our Tiger PRIDE program.

Mission Statement

The students at Tokay High School, with the support of staff, will demonstrate the academic skills and personal responsibility necessary to enter the post-secondary option of their choice.

Vision Statement

As a vibrant school community, Tokay High School's staff, parents and students strive to support growth and fulfillment of individual potential.

Hear us ROAR!

Tokay students are...

Reflective Communicators who

- Demonstrate competence in reading, writing, language and speech
- Deliver presentations that demonstrate poise, command of language, clear enunciation, and confidence
- Actively listen and appropriately respond to what is presented

Original Thinkers who

- Critically identify, analyze, and integrate available resources and information
- Construct and judge the validity of arguments
- Develop justifiable solutions to problems
- Apply technology as an educational tool

Academic Achievers who

- Meet or exceed California State Standards in English, Mathematics, Science and Social Science
- Graduate with skills that help them attain their college and/or career goals

Responsible Citizens who

- Exhibit good study and work habits, attend school regularly, and effectively manage their time
- Resolve conflict through positive, non-violent actions and foster acceptance for individual differences
- Respect the school environment, public and private property

Telephone Directory

Office Hours

7:15 am – 4:45 pm

Main phone number (dial for ALL Tokay voice calls)

(209) 331-7990

Fax

(209) 331-7168

REGARDING

CONTACT

AT EXTENSION

Absences	Attendance Office	3
Assistant Principal (A-L)	Dr. Seamus Eddy	4
Assistant Principal (M-Z)	Dr. You Lor	4
Athletic Office	Marisa Gomez	7
Ayuda en Español	Sra. Blanca Salas	9
College & Career Center	Ms. Barbara Roehrich	8, 2
Counselors	Mrs. Zoila Camargo	5
Library	Mr. Jeff Johnston	8, 1
Lost & Found	Attendance Office	3
Principal	Mr. Erik Sandstrom	8, 3
Secretary	Ms. Cori Abel	8, 3
Registrar	Mrs. Cathie Hines	6
	Registrar fax	209-331-7849
School Resource Officer	Officer Hettie Stillman	340-028
Student Services	Mrs. Debbie Maciel	4
Teachers	Dial by name directory	# key
Vice Principal	Mrs. Kathleen Whisler	8, 3
Secretary	Ms. Joanna Culham	8, 3

Bell Schedules

Regular Schedule				Common Planning/Minimum Day Schedule	
SSR/Per. 1	8:30 – 9:41			Period 1	8:30 – 9:12
Period 2	9:47 – 10:42			Period 2	9:18 – 9:55
Period 3	10:48 – 11:43			Period 3	10:01 – 10:38
<i>Early Lunch</i>	11:43 – 12:17	Period 4	11:49 – 12:44	Period 4	10:44 – 11:21
Period 4	12:23 – 1:18	<i>Late Lunch</i>	12:44 – 1:18	Period 5	11:27 – 12:04
Period 5	1:24 – 2:19			Period 6	12:10 – 12:47
Period 6	2:25 – 3:20			<i>Lunch</i>	12:47 – 1:10

ACADEMIC HONOR CODE

Honesty, integrity and responsibility are the foundations of academic success. The purpose of Tokay's Honor Code is to promote and support student success while students and faculty accept

responsibility for creating an atmosphere of academic integrity that will last a lifetime. The Honor Code is designed to reinforce the Academic Honesty Policy adopted by the Lodi School Board (Policy 5131.9)

Student Responsibilities

- To maintain and support the academic integrity of the school community by completing all assigned work, activities and tests according to the stated policies without engaging in cheating, plagiarism, fraud or conspiracy
- To understand *and abide by* the Honor Code and individual teacher assignment guidelines
- *If you see something, say something.*

Parent/Guardian Responsibilities

- To support the academic integrity of the school
- To become knowledgeable of the Honor Code and individual teacher guidelines
- To support the imposition of penalties if the Honor Code is violated

Unacceptable Behaviors

Academic integrity includes the expectation that no student will engage in any of the following:

- 1) Cheating, defined as the “dishonest violation of rules or giving or receiving of unauthorized information in an academic, extracurricular or other school work, so as to give or gain an unfair advantage” (*American Heritage Dictionary*)

Examples of cheating include but are not limited to:

- a) Copying or allowing others to copy information from someone else’s work (e.g. test paper, homework, electronic information, etc.)
 - b) Using unauthorized materials and methods including study aids, cheat sheets, notes, book, formulas or information in calculators/computers, electronic information, cell phone or other forms of electronic communication, or other sources
 - c) Deliberately being absent on the due date of a project, paper, quiz or test
 - d) Violating test or assignment procedures established by the teacher
 - e) Gaining access to test questions or answers before a test without permission of the teacher
 - f) Transmitting answers by any means during a test or quiz
 - g) Obtaining copies of test questions or answers before or during a test
 - h) Sharing copies of test questions or answers with others by any means
- 2) Plagiarism, defined as copying the language, structure, idea, and/or thought of another person and representing it as one’s own original work or using information obtained from printed or electronic sources that is not appropriately cited
 - 3) Fraud, defined as a “deception deliberately practiced in order to secure unfair or unlawful gain” (*American Heritage Dictionary*)

Examples of fraud include but are not limited to

- a) Attempting to pass off someone else’s work, imagery or technology as your own

- b) Forging signatures or tampering with official records
- 4) Conspiracy, defined as
- a) Gathering as a group to create a false story to cover up actions that may prove incriminating, essentially lying, or
 - b) Remaining silent despite knowledge of wrongdoing, essentially a conspiracy of silence, or
 - c) Engaging in a secret agreement to keep silent about an occurrence, situation, or subject especially in order to promote or protect selfish interests

Consequences

Violations of the Honor Code accumulate throughout a student's high school career.

First offense: Zero points or F grade equivalent on the assignment and notification of student's AP, counselor, and parent/guardian.

Additional offense(s): As above, and the student will appear before an Honor Code review board (an administrator and/or counselor and the teacher(s) who reported the plagiarism) for further consideration with consequences including but not limited to detention, in school suspension, removal from school honor societies (NHS, CSF, consideration for valedictorian, etc.)

ATHLETICS

FALL	WINTER	SPRING
Cross Country	Basketball	Baseball
Football	Soccer	Badminton
Women's Golf	Wrestling (Men's & Women's)	Men's Golf
Women's Tennis		Men's Tennis
Women's Volleyball		Men's Volleyball
Water Polo (Men's & Women's)		Swimming & Diving
		Softball
		Track & Field

Athletic Conduct Code

Pursuant to the Lodi Unified School District's Athletic Code, athletes must reside in the district's attendance area and must uphold their responsibilities as representatives of the district. Primary to their responsibilities is maintaining good grades, attendance and discipline.

The athletes will be informed of the Athletic Code by their coaches. The use or possession of alcohol, tobacco, and/or a controlled substance during the season, at school or during a school-sponsored event will bring disciplinary action.

Medical Clearance

All student athletes must pass a physical examination and show proof of insurance before starting sport practice. Athletic physicals are periodically offered through the Athletic Department for \$20. Monitor the daily bulletin for dates of upcoming physicals. If a student wishes to obtain a physical examination from his/her own physician, they must utilize the official forms available in the Athletic Office. These need to be completed and with the athlete at the time of the physical examination will not be given to an athlete until he/she possesses a completed medical insurance form.

Scholastic Eligibility

An athlete must maintain a "C" average (2.0 GPA), must be enrolled in a minimum of five classes in the second semester of a senior's year, and must not have more than one "F" per quarter grading period. A coach has the right to allow scholastically ineligible athletes to practice with the team, but ineligible students cannot participate in games or travel with the team. Incoming freshmen are automatically eligible until first quarter grades are posted.

Substance Abuse and Inappropriate Activity

Student-athletes are expected not to use, possess, or sell alcohol, controlled substances (drugs) or tobacco 24 hours a day, seven days a week at any time during the school year. This applies when the student is both at school and not at school and is verified by a school district employee or law enforcement personnel. The athlete will be subject to the athletic penalties noted, including a 45 school-day social probation. Athletes suspended for fighting will automatically be put on the 45 school-day social probation. Failure to follow this expectation will bring consequences for an athlete, in addition to the school district's suspension and expulsion consequences for all students.

ATTENDANCE POLICIES & PROCEDURES

The Tokay High School administration and staff firmly believe that class attendance is an integral and vital part of a successful learning experience. There is a direct correlation between attendance and achievement. In short, successful students are seldom absent and make attending all classes a priority.

California law requires children to go to school. The laws apply to children between the ages of 6 and 18. These children are subject to compulsory education. California's truancy laws are found in the Education Code. One of them is California Education Code 48260. This law defines a truant as a child who, without a valid excuse, is:

- absent for 3 full days in a single school year,
- tardy 3 times in a year,
- absent 3 times for more than 30 minutes, or
- any combination of the above.

Students can also be chronically truant. California Education Code 48263.6 defines chronic truants as children who have missed 10 percent of the school year.

Types of Excused Absences (State Law C.A.C. title 5, Sec. 420)

- (a) Illness (including mental health per SB14)
- (b) Quarantine directed by a county or city health officer.
- (c) Having medical, dental, or optometry services rendered.
- (d) Attending funeral services of a member of the pupil's immediate family

Lodi Unified School District board policy Rule 5113 further permits absences for these reasons:

1. Jury duty
2. The illness or medical appointment during school hours of a child to whom the student is the custodial parent
3. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to:
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observation of a holiday or ceremony of his/her religion
 - d. Attendance at religious retreats not to exceed four hours per semester
 - e. Attendance at an employment conference
 - f. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process
4. Service as a member of a precinct board for an election pursuant to Elections Code 12302
5. To spend time with his/her immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position, or is on leave from or has immediately returned from such deployment
6. Participation in religious exercises or to receive moral and religious instruction in accordance with district policy
 - a. In such instances, the student shall attend at least the minimum school day
 - b. The student shall be excused for this purpose on no more than four days per school month.

If a student becomes ill during the school day, he/she must report to the Attendance Office. If it is determined that he/she should go home, the necessary arrangements will be made by the office staff. *Students not following this check-out process will be recorded as truant.*

Parents, guardians, and emergency contact persons must show proper identification (California driver's license or California identification card) before a student will be released from school into their custody. Students will not be released to anyone who is not listed on the student's emergency card.

Attempts to forge, falsify or alter school attendance forms, and/or falsifying phone calls and notes to clear an absence may result disciplinary consequences, such as in-school suspension.

Checking students out during the day

If a parent or guardian must take a student out of class for any reason, the parent/guardian must contact the attendance office. Please do not call your student during class and ask them to meet you. Students who do not check out through the attendance office will be marked absent and not excused. It is extremely difficult for us to call students from class between 2:00 and 2:10 p.m.

Prearranged Absences

Excused prearranged absences for non-school activities are granted only for reasons specifically allowed by the California Education Code. FILLING OUT AND SUBMITTING A PREARRANGED ABSENCE FORM DOES NOT GUARANTEE THAT YOUR ABSENCE WILL BE EXCUSED.

Unexcused absences can be cleared by serving Saturday School when you return.

Prearranged absence forms are available in both attendance and student services offices. These must be completed and submitted 5 days before the absence. Allow one week to get all the needed signatures before turning the form in to the attendance office.

Parents and guardians are encouraged to schedule their student's trips, vacations and other activities during weekends or calendared vacation days. It is important not to jeopardize your student's academic standing and attendance record. If you have any questions regarding this or other policies, please feel free to contact a counselor or an assistant principal.

Attendance Reporting

Tokay High School utilizes an automated attendance system. It is the student's and parent's responsibility to clear an absence when one occurs. All absences must be cleared within ten school days. If an absence is not cleared within ten days, it will be recorded as truancy. Please provide the following information when writing a note to clear a student's absence:

- First and last name of student
- Reason(s) for absence(s)
- Date and/or period(s) of absence(s)
- Grade level of student
- Student identification number
- Parent daytime phone number

Method of Notification

When an unexcused absence occurs, the student and parent/guardian shall be notified and informed of the district's policy regarding excessive unexcused absences. The student and parent/guardian shall have a reasonable opportunity to explain the absence. If the absence is not verified as excusable within ten (10) school days, it shall be recorded as unexcused. The person receiving any explanation of the absence by the parent/guardian shall make a record of this explanation and the date it was given.

Unexcused Absences – Physicians Verification

When a student has had 14 absences in the school year for illness verified by parents or guardians, any further absences for illness shall be verified by a physician.

Saturday School

Students have the option of attending Saturday School to clear one all-day or single period of unexcused absence or trancies. Saturday School may **not** be used to clear tardies. Students must register in the Student Services Office prior to the date they wish to attend.

Available dates are listed in the school's bulletin. Saturday School is held in the cafeteria from 7:55 a.m. until noon on assigned days. Students must bring their school ID card and appropriate student materials. Students who are tardy, misbehave and/or show up without appropriate study materials will be asked to leave and will not receive Saturday School credit.

Saturday School clears attendance for the purpose of receiving an off campus card and participating in extracurricular activities. *Depending on the reason for the original absence, Saturday School may or may not stop truancy proceedings through Child Welfare and Attendance.*

Attendance Requirement for School Activities

Students must attend a minimum of four class periods to participate in or attend extracurricular activities. Student ID cards must be presented for admission into all school events: games, shows, dances, and other activities outside the normal school day. Students with more than 2 periods of absence for any reason will not be admitted to the event. Students on social probation will not be admitted to school events.

When Attending Events at Other LUSD schools

Students from visiting schools are welcome at athletic events and must show their ID at the gate. Students from schools not represented at an event (i.e., you, a Tokay student attending Lodi vs. Bear Creek game) must be accompanied by an adult parent or adult guardian.

CLUBS AND CAMPUS LIFE

Tokay High School has something for everyone. From academics to athletics, the extra-curricular programs at Tokay High School provide an opportunity for students to enhance their education experience. Clubs and athletics are a great way to learn leadership and social skills that cannot always be learned in the classroom. Students are encouraged to get involved with school activities. Join the clubs, try out for the teams, and cheer your classmates on as they play against other schools in all our sports.

Just look at what Tokay High School has to offer.

A Capella Club

Improv Club

Go Green Club

Mock Trial

AVID	Club de Español	GSA	NHS
Band	Feminist Club	Interact Club	STEAM Team Tokay
Christian Club	FCCLA	Japanese Club	Sports Zone
Club FX	French Club	Leos Club	Tokay Tiger Project
Computer Science	FFA	MECHA de Tokay	Unity Club
Club	Foto Club		

CAMPUS PROCEDURES

Cafeteria & Meal Service

Starting in the 2022-2023 school year, universal free meals will be offered at no cost to any student enrolled in the Lodi Unified School District, when they are in attendance. The California Universal Meals Program will provide students access to breakfast and lunch during each school day free of charge regardless of their income or eligibility. Breakfast is offered in the cafeteria before the start of each school day. No application is needed for meals, but we do request that you complete a Household Family Survey to help qualify your school for supplemental program funding.

All students getting food in the cafeteria must enter their ID numbers at the cashier station. Current guidelines require students to take at least 3 of the 5 components (protein, grain, fruit, veg, milk) offered and at least 1 of the 3 must be a fruit or vegetable. This enables students bringing a lunch from home to add fruit, vegetable, and milk at no charge. If a student only wants milk, a la care pricing applies and a charge of \$0.50 will apply since it doesn't meet the federally mandated meal requirements of three components minimum.

Additional or a la carte items may be available to purchase that meet the Smart Snacks in Schools regulations. Students will need to have funds available online at www.myschoolbucks.com prior to purchase. No credit allowed for a la carte items. The school office does not have access to meal account information and/or balances. All items may not be available every day at every school.

Food substitution accommodations will be considered for students with disabilities or medically documented food allergies. Families need to complete a [Medical Statement to Request Special Meals](#) form found on the Nutrition website under Menu/Diets. The form must be signed by a recognized medical authority. Return completed forms to the school cafeteria or office for review by the District Nutritionist.

For additional information about the Nutrition Services Department and program, menus, P-EBT eligibility, nutrition education and fundraisers, please visit <https://bit.ly/lusdnutrition>.

To eliminate school disruption, the school does not accept lunch drop-offs, lunch delivery services, etc., at any time.

Homework Request

When a student is out of school or plans to be out for more than three days, parents need to request homework by calling the Attendance Office before 8:00 a.m. It takes one to two days for teachers to prepare requested student homework.

Library

Monday-Friday:	7:00 a.m. – 5:00 p.m. (ASP Program)
Minimum Days:	7:00 a.m. – 1:10 p.m. (No ASP)
Finals Week;	Hours will be posted on library door

Library services include library book checkouts, textbook checkouts, and Chromebook management. All students will be issued a Chromebook for school use. Insurance coverage for damage to devices is available for a fee. Students may be issued a loaner device upon request, provided they return it at the end of the day, and that they have not previously been issued an unreturned loaner device.

Library books may be checked out for 3 weeks. Students with overdue books, damaged book fines, or any other school bills will not be allowed to check out books until bills are paid. Students are expected to have patron, library, and textbook fines cleared prior to accessing privileges such as prom attendance and off-campus cards. Textbooks should be covered.

Eating or drinking in the library is not permitted. Students must have a hall pass from their teacher when using the library any period other than lunch.

Lockers

Lockers are school property and are subject to being opened by school staff. A \$10.00 rental donation to PTSA is requested. Tokay High School is not responsible for theft, damage, or loss of any property stored in these lockers.

Do not share your locker with anyone. Do not allow friends to use your locker. If your locker becomes damaged or jammed, please report this immediately to the Student Services Office. You may be assessed a fee for damaging or defacing your locker.

Parent Responsibility Damage/Money Due

Any school district or private school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the district or private school authorized to make the demand, may, after affording the pupil his/her due process rights, withhold grades, diploma and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages thereto, as provided in subdivision (a) E.C. 48904.

Personal Messages and Deliveries

Personal messages for students will only be accepted and/or delivered in the event of an emergency. Personal belongings such as sack lunches, gym clothes, and books will not be delivered to students

during school hours. **Parents and friends may NOT deliver lunch to students during lunch period. Door Dash and other meal delivery services will be turned away.** The school will not accept flowers, balloons, or other gifts for delivery to students. Office phones are not for student use unless approved by an administrator.

Physical Education Uniforms

All students enrolled in physical education classes are required to wear a uniform. The uniform is a solid white t-shirt, purple sweat pants or shorts, white socks, and athletic shoes. The uniform may be purchased in Student Services or provided by parents.

Visitors

Students are not allowed to bring visitors on campus. Parents, guardians, and people with legitimate business are requested to report to the Administration Office upon entering the school campus during school hours. All visitors entering campus are required to present government issued identification and receive a visitor pass. The pass must be returned to the administration office when the visit is complete. Visitor parking is located in the front portion of the staff parking lot facing Century Boulevard.

Work Permits

Federal law permits minors 14 years of age and over to work subject to certain restrictions. Only those 16 and over may work during the time school is in session. If you are under 18 years of age and wish to work, you must obtain a Work Permit Application, Work Permit Guidelines and the Rules from Mr. Nicolaou in SS3. First, go to the Attendance Office to have your attendance checked and verified for eligibility. All unexcused absences must be cleared before a work permit will be issued. Once your attendance has been approved, take the forms to your prospective employer for him/her to fill out and to sign the work permit application (green form).

The student's parents/guardians must sign both forms. Return both forms to Student Services and you will then be issued a work permit. Sign the permit and take it to your employer. Once a work permit has been issued, you need to maintain the following standards in order to keep it:

- Perfectly cleared attendance
- Pass all classes or earn at least a 2.0 GPA with no more than one F grade

If you cannot meet these standards, you need to spend more time studying and not working. To that end, your work permit will be revoked for at least one quarter, pending your grades and attendance record at the end of the next grading period. All work permits expire 5 days after school starts in August, thus making it necessary to obtain a new work permit each school year.

CAMPUS SAFETY

The safety of our students and staff is always our number one priority. Tokay participates in safety drills each year including fire, earthquake, and lockdown.

An agreement between Lodi Unified and the Lodi Police Department provides a school resource officer stationed on our campus. Our SRO has an office in student services.

School rules are in place to protect all students and staff. Please respect and follow the rules.

Drug, Alcohol, Weapon Control

In an effort to keep L.U.S.D. schools free of drugs, weapons, and alcohol, the district may utilize the services of trained detection canines to sniff out and alert staff to the presence of substances and/or items prohibited by law and/or district policy.

The detection canines may sniff lockers, desks, bags, personal effects or vehicles on school property or at school sponsored events, but shall not be permitted to sniff any person or be used in classrooms occupied by students except for demonstration purposes.

Off Campus Cards

The Lodi Unified School District has a closed campus policy. Tokay's campus will be closed for the first two weeks of the school year to all students. Petitions for off-campus cards will be available in student services for students in grades 11 and 12 during that time. There is a \$2.00 fee to obtain an off-campus card.

The guidelines for the off-campus lunch privilege are as follows:

1. A student must have earned enough credits for junior status (110 credits/1st semester and 140 credits/2nd semester) or senior status (170 credits/1st semester and 200 credits/2nd semester).
2. A student shall not have more than six tardies total in each quarter.
3. A student shall not have more than 3 period absences in each quarter.
4. A student shall not be truant for any class period during each quarter.
5. A student must have a 2.0 GPA in the previous quarter to be eligible.
6. A student shall not have any days of suspension during each quarter.
7. A student who violates school rules may lose his/her off-campus privileges.
8. A student holding an off-campus card must exit only at gates designated by the school.
9. A student must have no outstanding money dues (lost/damaged books or school property.)

Student records are checked each quarter for continuing qualification. Off campus privileges will be revoked for students not meeting eligibility criteria. All absences must be cleared (excused or cleared by serving Saturday School) before the end of the prior quarter in order to keep off campus privileges.

Searches

Administration has the responsibility to provide a safe learning environment. Students are subject to search by administration any time there is a reasonable suspicion that a student has in his or her possession any item that may be disruptive or dangerous to the school environment. Book lockers,

PE lockers, student vehicles parked on school grounds, backpacks, purses, bags, pockets, jackets, hats, and shoes are all subject to search. (Refer to LUSD Board Policy 5142.12)

COUNSELING SERVICES

The Counseling Department is proud of its service to students, parents, staff and community. Here is a brief listing of those services. Please ask your counselor if you need further information.

Education Services to Students

- Provide orientation to school programs.
- Placement based on special needs and/or abilities.
- Explore students' academic futures.
- Specialize in the unique nuances of each grade level.
- Administration and interpretation of the PSAT, PLAN, SAT I, SAT II, ACT, Career Inventories, and other college entrance examinations.

Vocational Service to Students

- Provides career information as needed by students through the Career Center.
- Personal counseling for students.
- Recommendations for CTE placement
- Helps in the development of long-term goal planning.
- Conducts one-on-one counseling and group work.
- Helps students explore social relationships.
- Assists with personal adjustment.
- Helps students develop better decision making competencies.

Services to Parents

- Interprets school program.
- Plans academic future with parents in realistic terms.
- Fosters communication through personal contact.
- Interprets meaningful information about students.
- Acts as consultant on child growth and development.

Services to Staff

- Advises faculty and administration regarding student needs.
- Referrals to Special Services for testing, evaluation, referral or treatment, and coordination of such services.
- Confers with staff regarding individual student issues.
- Participates in co-curricular assignments.

Services to Community

- Tokay refers students/families to special community agencies.
- Tokay confers with appropriate authorities to aid students/families.
- Tokay informs the School Board, newspapers, and community members regarding the status of the counseling program and services rendered.

Career Center

The Career Center is located in the Tokay Library. Materials are available here for career and college planning. There is a multitude of programs available to meet every student's career and higher education needs as they plan for a fantastic future.

COURSE AND SCHEDULE CHANGE POLICY

Before School Starts

During the week prior to the start of school, Tokay High's counselors are available to work with students and parents regarding scheduling needs. The priority for counselors is to complete the incomplete schedules, but they do their best to meet the needs of students requesting schedule changes as well, based on need, policy and availability.

Course and Schedule Change Policy

During the second semester, each continuing student is asked to complete a Course Request Form with his/her parents and school counselor to select courses for the following school year. While every attempt is made to provide the first choice of courses for each student, students are encouraged to select alternates in case they are needed to complete an individual schedule. Changes to the Course Request Form may be made in the spring by setting an appointment with the counselor and submitting a Course Change form with a parent signature. Based primarily on the numbers generated from these requests, Tokay's master schedule for the next school year is built in the summer.

Once the master schedule is built, the following criteria are utilized to determine if a schedule change is possible:

- Incomplete schedule
- Completion of course work over the summer that necessitates a class change
- Academic courses must be replaced by academics, electives replace electives
- Space available in the course to be added

Schedule changes will NOT be made for the following reasons:

- Lunch change request
- Teacher preference – unless as specified by LUSD policy
- Switching class periods for a specific course
- Dropping/Adding courses to be with a friend

Schedule/Course Changes during the School Year

When students sign up for a class, they are committing to that course. During the first 15 school days of each semester, students may request schedule changes from their counselor.

Mid-year course changes will be considered for only the following reasons:

- Teacher request for a level change.
- Changes to a student's IEP, special education status and/or English Learner status.
- Administrative course changes based on the greater need of the school community (this happens only on rare occasions, and may include such reasons as school safety, changes in staffing, etc.)

High School Graduation Requirements

There are two important tasks that students must successfully complete in order to earn a high school diploma from Lodi Unified School District and the state of California:

1. Minimum number of earned credits = 230
2. Subject Requirements

Subject	Years	Credits
English	4	40
Math (Algebra I or equivalent is required)	2	20
Science (10 Life/10 Physical)	2	20
World History	1	10
U.S. History	1	10
Government/Economics	1	10
Freshman requirement	1	10
Physical Education	2	20
Fine Arts, Performing Arts, World Language, or CTE	1	10
Electives		80

University of California and California State University Requirements (A-G)

A	History & Social Science	History & Social Science courses, including 1 year of U.S. History/Government, and 1 year of World History, Cultures, and Geography. (2 years required)
B	English	Composition, Literature, etc. (4 years required)
C	Mathematics	Algebra I, Geometry, and Algebra II or Math 1, 2, and 3 (3 years required, 4 recommended)
D	Laboratory Science	2 years of laboratory science providing fundamental knowledge in a least two of these three areas: Biology, Chemistry, and Physics. (2 years required, 3 recommended)
E	World Language	Spanish, French, Japanese, etc. (2 years of the same language required; 3 recommended)
F	VAPA or CTE	1 year
G	College Preparatory Electives	1 year in addition to those required above, chosen from the following areas: visual and performing arts, history, social science, English, advanced

		mathematics, laboratory science and language other than English. (1 year required)
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HEALTH POLICIES

Medical and Hospital Services

The medical cost of students' accidents is normally the responsibility of their parents.

Medications at School

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

- All medications with appropriate forms must be turned in to the Student Services Office where a designated school employee will administer prescribed medication during school hours only upon written request of both the physician and parent of the students.
- Physician and parent request forms must be filled out completely, including both physician and parent's signatures. No medication will be administered without detailed physician instructions.
- Prescribed medication taken at school must be furnished in its pharmacy labeled bottle or in an original pharmacy labeled medication kit.
- Non-prescription medication such as aspirin will not be administered at school, even at a parent's request.
- Parents have the right to bring medication to school and administer it.
- Students are not to keep medication on their person or in lockers, backpacks, purses, etc.

Illness

Illness must be verified by parent or guardian. This may be done by sending a note, an email, or calling our attendance line at 209-331-7990 x 3. Parents/guardians may excuse up to 14 days for illness per school year. Any ill or medical days beyond 14 will only be excused by bringing in a doctor's note. Students leaving during the school day are required by law to check out through the Attendance Office.

Emergency Response to Illness and Injury

All students are required by law to have an emergency card on file. The card lists emergency contact names and provides other useful information in case of emergency. Changes to the emergency card are the responsibility of the parent/guardian.

Do Not Resuscitate Orders

Do Not Resuscitate Orders, either written or verbal, from parents, guardians, or medical professionals will not be allowed or followed by school staff. District employees are expected to respond to emergency situations and make any necessary attempt to safeguard and maintain life.

INTRA-DISTRICT AGREEMENTS

Applications for intra-district transfers are accepted during the months of December and January for the following school year. The deadline for applications is February 1. Once approved, the transfer is continued as long as students meet the requirements. Students on Intra-District agreements to attend Tokay High School are subject to the following guidelines:

- Grades must be appropriate and a minimum GPA of 2.0 must be maintained.
- Attendance must be consistent without a pattern of chronic tardiness or absences.
- Behavior must be appropriate and student discipline policies must be followed.

If any one of the above conditions is violated, the Intra-District Agreement may be revoked at any time by the school administration. If revoked, the student will be referred to the school site in his/her attendance area.

Transferring to a Different School

If you move out of the Tokay High School attendance area, you will need to check out of school. Your parent or guardian must be with you to do that. All books must be returned. All fines must be paid. You must turn in your I.D. card. Failure to complete these requirements will delay your exit process.

If your new residence is in Lodi Unified, and you wish to continue at Tokay, you may apply for an Intra District Transfer. Required forms are available in the principal's office. If your new residence is outside of Lodi Unified but within daily driving distance of Tokay, you may apply for an Inter District Agreement. The required forms are available at Child Welfare and Attendance, 13451 N. Extension Road, Lodi, 95240.

TESTING

ACT ASSESSMENT: The ACT test is a college admissions placement test used by most four-year colleges. This test incorporates reading, writing, math, science, and English. The ACT is designed to assess high school students' general educational development and their ability to complete college-level work.

ADVANCED PLACEMENT (AP): Students in courses designated AP take the standardized AP tests in the spring. Successful completion of each test may result in college credit for the content area of the test.

ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB): A multiple aptitude test offered free by the Department of Defense to estimate students' performance in five occupational areas. Results aid counselors in students' career planning. (Note: The military will not contact any student unless requested by the student.)

CAASPP: These exams are the annual testing required by the state of California. The program will give valid, reliable, and comparable individual, grade/school/district level scores, and alignment of

assessments with statewide academically rigorous content and performance standards. CAASPP testing takes place each spring. It is anticipated that only 11th grade students will take the test.

ELPAC: The English Language Proficiency Assessments for California (ELPAC) are annual, mandated exams to assess the language development of our English Language Learners. ELPAC takes place in the spring.

PSAT/NMSQT: The Preliminary SAT/National Merit Scholarship Qualifying Test provides firsthand practice for the SAT Reasoning Test. It also gives students a chance to enter the National Merit Scholarship Corporation (NMSC) scholarship program.

SAT: The SAT test is a college admissions placement test used by most four-year colleges. Students take the SAT in their junior year and can retake it during their senior year.

TRANSPORTATION

Bikes and Skateboards

Students may not ride/use bicycles, skateboards, roller blades, etc. on school grounds. All bicycles must be placed and locked in the bike racks (located outside the Student Services office, and near the front of the gym). Skateboards may not be carried around campus – they must be placed and locked in the skateboard rack outside the Student Services office. Students must provide their own lock, and must remove them when taking their skateboard out of the rack. LOCKS LEFT ON EMPTY SLOTS FOR MORE THAN TWO WEEKS ARE SUBJECT TO REMOVAL. Students will be notified in the bulletin and by notice on the skateboard rack at least 48 hours prior to locks being removed. Tokay High School / LUSD is not responsible for lost, damaged or stolen property.

Parking on Campus

All parking laws are enforced at Tokay High School under C.V.C. 21113. Other driver and vehicle infractions are subject to citation by the Lodi Police Department as well. Students are expected to park in the student lot, located at the corner of Ham Lane and Century Boulevard. Students may not park in the staff parking lot, nor in the church parking lots adjacent to the school.

No cars are to be parked on campus at any time without a parking permit. Student parking permits are available at no cost in student services. The parking permit allows the school to quickly locate the driver of a vehicle in the event of an emergency or other time of need.

School Bus

Riding the school bus is a privilege that should not be abused. Students riding the bus are under the school jurisdiction from the time they leave home until they return home. The transportation office can (and does) issue suspension from the bus when students break rules.

Students must comply with the following bus rules:

- In order to board the bus, students must provide an identification card upon demand.

- Students must obey the bus driver at all times.
- Students must remain seated while the bus is in motion.
- Student must not shout, gesture, or act in any manner that may distract the driver and/or jeopardize the safety of others.
- All school rules apply on the bus and at the bus stops.

SCHOOL RULES

Assembly Behavior

Behavior at an assembly is different from that of a rally. In an assembly, students' behavior at all times should be polite and courteous. An indication of the cultural level of the school is the conduct of the student body at an assembly. A good impression of our school can be compromised by unacceptable conduct such as whistling, inappropriate clapping, rowdiness, and talking during a program.

Cell Phone and Personal Electronics Policy

Current state law permits cell phones to be on school campuses. This law also gives school district and school sites the flexibility to determine their school's usage policy. The policy below clarifies Tokay High School's cell phone and personal electronics (MP3 players, CD players, iPods, etc.) usage policies and consequences.

All devices will be turned off and put away during class and passing periods. Students may use cell phones or their personal electronic device before 7:20, during their lunch periods, and after school dismisses for the day at 2:10 pm. During minimum days, cell phones and electronic devices may be used after 12:00 or upon leaving campus. Personal cameras of any kind may not be used to photograph other students without their permission. Students are responsible for all their online activity, both photographic and written.

- First Offense: Confiscation of device by a staff member. Staff member gives the cell phone or electronic device to an Assistant Principal. The device will be returned to the student at the end of the day.
- Second Offense: Confiscation of device by a staff member. Staff member gives the cell phone or electronic device to an Assistant Principal. The device will be returned only to a parent or guardian.
- Third Offense: Confiscation of device by a staff member. Staff member gives the cell phone or electronic device to an Assistant Principal. Student will be assigned after school detention. Any further incident will result in additional consequences, up to and including in school suspension.

If a parent or guardian come to retrieve a confiscated phone before the phone has been surrendered to the office, staff will not interrupt class in session to retrieve the phone for the parent.

Please do not call or text your student during class. This is disruptive to them, their classmates, and their teacher. If an emergency arises and you must contact your student during the day, please contact student services (209-331-7990 x 4). We understand this is an inconvenience, but it is

important to respect the instructional environment. Learning that one's relative or pet has died is never easy, but to learn it while sitting in history class is even worse. We will be happy to assist you by calling your student to the office so you may share the important information in a private setting.

Dress Code

It is not the intent of the administration to override the prerogatives of parents in determining what constitutes appropriate dress and grooming. The administration's concern is for the health, safety and well-being of all of students, and the avoidance of distractions to the learning environment.

In accordance with that, the following modes of dress are expected on campus:

- Tops will cover tops of shoulders, torso (including cleavage), and undergarments.
- Sleeveless tops will completely cover bra straps.
- Shorts and skirts will cover the buttocks and undergarments, while the wearer is seated *and* when the wearer is moving.
- Pants, shorts, and skirts will fit at or just below the natural waist, and will completely cover undergarments.

These are inappropriate for school, and students will be requested to change or remove items which...

- Display logos for weapons, alcohol, tobacco, or other illegal substances.
- Display degrading messages or inappropriate pictures.(i.e., the person pictured on the shirt must also follow dress code!)
- Display violent or gang-related symbols, messages and/or gang colors.

Any display of gang affiliation is prohibited. Gang related tattoos must be covered. Hats, belts, bandanas, certain logos and other accessories that indicate gang affiliation are not allowed at school.

Students who repeatedly violate the dress code will be subject to disciplinary consequences.

Hat Policy

Senate Bill 310 provides for wearing of hats outdoors on school campuses to provide protection from the sun. It also empowers each school site to set policy regarding the type of hats that can be worn. A hat is defined as brimmed (baseball caps, visors, etc.) or non-brimmed (knit beanie-type hats only- no scarves, do-rags, hair nets, etc.) To enhance school spirit and to provide protection from the sun and cold weather, Tokay High School will permit hats under the following condition:

- Hats may be worn OUTDOORS, not indoors, and not on the bus. Hats worn indoors will be confiscated following the conditions set below.
- Hats must be worn in their intended orientation (baseball caps may not be worn backwards or to the side, etc.)
- Any logos on hats must be school appropriate (no drugs, alcohol, profanity, gang affiliation, etc.) Champion brand hats are considered gang related, and are not permitted.
- Hats of some professional sports teams are commonly used by gangs to show affiliation. Team hats that are not permitted include (but may not be limited to): San Francisco 49ers,

Oakland Raiders, Seattle Mariners, Oakland A's, Minnesota Twins, Philadelphia Phillies, Pittsburgh Pirates, Houston Astros, Chicago Bulls, Cincinnati Reds, St. Louis Cardinals, Washington Nationals, and LA Dodgers. This list is subject to change.

Students who violate the hat rules are subject to the following consequences:

- First Offense – Confiscated hat returned to student at end of the school day the following Monday.
- Second Offense – Confiscated hat returned only to a parent or guardian.
- Third and subsequent offense – disciplinary consequences (detention, in school suspension, etc.)

Identification Cards

An ID card will be issued to each student and must be carried at all times on campus and at school events. A lost card can be replaced in Student Services for \$5.00. The ID card is required for checking out textbooks and library books, participating in the cafeteria lunch programs, obtaining attendance printouts, bus transportation, attending athletic events, dances, and various other school related activities.

Locker Hallways and the White Line

Locker hallways will be open during the school day. Students are to use their lockers only during passing periods, before or after school.

Students must not be in the closed academic area, east of the white line, during the lunch periods. The white lines between the cafeteria and the administration/performing arts building are to be observed during the lunch periods.

Students eat lunch in the designated lunch areas only, not outside the school gates or in the student parking lot.

Smoking and Tobacco Use

By law, using tobacco in any form is not permitted anywhere on campus, including the parking lot. This includes cigarettes, chewing tobacco, or any other type of tobacco use device. E-cigarettes, vape pens, hookahs, and all other types of smoking equipment and paraphernalia are not permitted on campus or at school activities. Students found in possession of these items are subject to disciplinary consequences.

Sports and Rally Etiquette

Students are expected to sit in their designated area at athletic events. Good sportsmanship is required of all students, athletes, and spectators alike.

During rallies, students will sit with their assigned class and teacher in a designated area. No class or group may boo, jeer, or otherwise denigrate any class, group or individual.

School unity in support of our teams, programs or clubs is the goal of rallies. Individual class spirit should be expressed in positive cheering for that class and with posters. Backpacks are not permitted at rallies. Students should channel their energy into enthusiastic support of the teams and each other, demonstrating appropriate respect (i.e. no booing, jeering, or put-downs).

No objects may be thrown from the crowd. No class or group may shout obscenities, profanities or offensive cheers. All performances at rallies should be greeted with enthusiastic support. Students will follow instructions of all school staff at rallies. No sign may be displayed that is not accord with the rest of the rally policy (i.e. no obscenities, denigration of class, etc.). Failure to comply with the above policy may result in student suspension and/or cancellation of future rallies. The student discipline rules are enforced at rallies.

Tardy Policy

Tokay High School recognizes that punctuality is a habit to be mastered for long term professional and personal success. With this in mind, Tokay has incorporated the following Tardy Policy.

The first 3 times a student arrives tardy to a class, the teacher assigns classroom consequences.

If a student arrives tardy to the same class for a fourth time:

- Teacher will inform the parent of the tardy situation.
- Teacher must notify administration that the student has accumulated 4 tardies.
- Assistant principals will meet with the student and assign an Administrative Tardy Contract. From this point on, if the student arrives tardy to ANY class, he or she will receive progressive discipline starting with detention, leading to on campus suspension.
- Tardy contracts, once written, are enforced for the remainder of the quarter.

STUDENT DISCIPLINE

It is essential to maintain an atmosphere that is conducive to and supportive of the learning community at Tokay High School. No individual student or group of students has the right to infringe upon the rights of the stakeholders in our learning community.

The administration will support teachers in maintaining discipline of students. Students who exhibit problematic behaviors that violate any sections of the California Education Code (Section 48900) will be subject to disciplinary action by the administration in accordance with Board policies, State law, and the L.U.S.D. Student Conduct Code.

PAWS

Tokay High School has implemented an alternative to at-home suspension. Our in school suspension program is called PAWS (Positive Actions With Solutions). Students referred to PAWS will spend the majority of the school day in an alternate setting on Tokay's campus. Classwork from regular classes and enrichment activities will be provided.

Progressive Discipline

Informal Talk – The teacher will talk to the student and try to reach an agreement regarding how the student should behave appropriately.

Conference – A formal conference is held between the student and one or more school officials. During the conference the student must agree to correct his/her inappropriate behavior(s).

Detention – Students may be detained in school for disciplinary or other reasons for a maximum of one hour after the close of the school day.

Referral – Teacher referral or assigned by an Assistant Principal.

Saturday School – Student may be assigned to school on Saturday as a consequence for truancy or to clear unexcused absences. Saturday School will clear absences to restore on campus privileges, but may or may not stop truancy proceedings, depending on the nature of the unexcused absence.

PAWS (Positive Action With Solutions) - In school suspension may be assigned for non-violent offenses. Students may be assigned 1-5 days to in-school suspension in lieu of off campus suspension.

Teacher Assigned Class Period Suspension – A teacher has the right to suspend a student from his/her class for up to two days with notification of the parent.

Suspensions & Expulsions

The school principal or designee has the right to suspend a student for a period of up to five school days (California Education Code – Section 48900). In cases of this type, an informal hearing between an administrator, student, and other appropriate persons will be conducted if possible. Based on the outcome of the hearing, the administrator will decide if a suspension is necessary.

The administrator will attempt to contact the parents/guardians of the student before a suspension is given to the student. Students and parents have the right to appeal a suspension to the principal of Tokay High School. The disciplinary action will be documented in the student database and a written notice will be sent to the parent/guardian of the student.

In more serious cases, the school principal also has the right to recommend to the district superintendent that a student should be expelled.

The student will be informed that he/she is subject to expulsion. When this happens, the student will be informed regarding the due process procedure which is initiated immediately. The student's parent(s)/guardian(s) is notified by phone and be certified letter that the student is subject to expulsion. Notification to the parent(s)/guardian(s) must include clear instructions regarding the due process procedure. In cases of this type, a hearing will be conducted at the district office before the Lodi Discipline Review Board. If findings warrant, the school district superintendent will recommend to the Board of Education that the student be expelled.

Expulsion does not become effective until the due process procedure has been completed. Board action will be recorded in the student's file.

Student and/or Parent Appeals

The student or the student's parents have the right to appeal a suspension or expulsion. An appeal may be filed at the district office only after a student has been suspended or expelled and the parent/guardian has met with site Assistant Principal and Principal.

Student Rights and Due Process

All students are entitled to due process. This means there are certain procedures that school officials will follow prior to taking appropriate disciplinary action. There are also procedures which students must follow if they do not agree with the school's actions. Hopefully, students will not find themselves in a situation that would require them to have to exercise their rights of due process.

During Suspension

Students are expected to be under the supervision of a parent/guardian during school hours when serving suspension days (7:00 a.m. – 2:10 p.m.)

Students shall not appear on or about any school site in the district during the period of suspension unless coming to the office on official business with the parent/guardian and by prior arrangement with a school administrator.

Students are not to attend any school sponsored event on or off any district school campus during the suspension. This is extended to include weekend and/or holiday activities and would include, but not be limited to, field trips, athletic events, theater events, proms, dances, band events, graduation, etc.

Upon request by parent/guardian, teachers will provide homework for students during a suspension or during the extension of a suspension.

Grounds for Suspension and Expulsion

A pupil may be suspended or expelled for any of the acts listed in this section, if related to school activity or attendance that occurs at any time including but not limited to any of the following:

- While on school grounds
- While going to or coming from school
- During the lunch period, whether on or off campus
- During, or while going to or coming from a school sponsored activity

Social Probation - LUSD Board Policy/Rule 6145

A student suspended for fighting, or for possession, use or being under the influence of an alcoholic beverage and/or any controlled substance shall be automatically placed on 45 school days of social

probation. This precludes student participation in any and all extra or curricular activities (athletic events, practices, cheer, drama, band, dances, etc.) *In the case of a 12th grade student or senior, being placed on social probation could prevent them from participating in events such as the prom and the graduation ceremony.*

California Education Code

48900, 48900.2, 48900.3, 48900.4 and 48900.7

A pupil may be suspended or expelled for any of the acts listed in this section, if related to school activity or attendance, that occur at any time, including by 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 campus, (4) during, or while going to or coming from, a school sponsored activity.

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or dangerous object.
- (c) Possessed, used, sold, furnished, or under the influence of a controlled substance listed in the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Offered, arranged, or negotiated to sell any controlled substance listed in the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or furnished to any 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 any products containing tobacco or nicotine.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Possessed, offered, arranged, or negotiated to sell any drug paraphernalia listed in the Health and Safety Code.
- (k) Disrupted school activities or willfully defied the valid authority of supervisors, teachers, administrators, school officials, other school personnel in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm (a replica of a firearm 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 PC 261, 266c, 286, 288, 288a, or 289 or committed sexual battery as defined in PC 243.4.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose 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 as defined in Section 32050.

- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (s) Aids or abets the infliction or attempted infliction of physical injury to another person as defined in Penal Code 31.
- (.2) Committed sexual harassment as defined in Education Code 212.5. (applies grades 4-12)
- (.3) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 33032.5. (applies grades 4-12)
- (.4) Intentionally engaged in harassment, threats, or intimidation, directed against another pupil or group of pupils severe enough to disrupt class work, create substantial disorder, and create an intimidating or hostile educational environment. (applies grades 4-12)
- (.7) Made terroristic threats against school officials or school property, or both, pursuant to EC 48900.7 (b).

Examples of Disruptive Behavior

- Profanity directed at faculty/staff.
- Willfully cause disruption of school activities or interfere with peaceful conduct of the activities of a school.
- Slurs/profanity (racial, ethnic, sexual, religious, handicapped, etc.).
- False fire/emergency alarm.
- Willful defiance of authority.
- Falsification or forgery.
- Cheating or plagiarism.
- Failure to identify oneself or to giving false identification.
- Dress Code violation that exhibit any dress, grooming or appearance which disrupts or tends to disrupt the educational process or affect the health and safety of individuals.
- Possessing disruptive or prohibited items.
- Gambling (Penal Code 330).
- Violating district/school regulations or computer use.
- Knowingly receive stolen school or private property.

Expulsion and Board Action for Expulsion and Procedure – E.C. 48915 (a) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed during school or at a school activity on or off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the circumstance:

- A. Causing serious physical injury to another person, except in self-defense.
- B. Possession of any knife, explosive or other dangerous object of no reasonable use to the pupil.

- C. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Sections 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis.
- D. Robbery or extortion.
- E. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

EC 48915 (c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

- 1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- 2) Brandishing a knife at another person.
- 3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- 4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
- 5) Possession of an explosive.

Transfer to Continuation or one. Schools

Students with a history of repeated or habitual discipline infractions may be recommended for involuntary transfer to continuation or voluntary transfer to continuation or voluntary program one.school.

A proposed involuntary transfer notice may be sent to the parent/guardian to initiate the transfer for the student. Parents and students have the right to appeal the transfer to the principal of the school.

DISTRICT POLICIES, PROCEDURES, AND NOTIFICATIONS

TOBACCO

Smoking presents a health hazard that can have serious consequences both for the smoker and the nonsmoker. Students shall not be allowed to smoke, chew ,or possess tobacco or nicotine products on school property or while attending school sponsored activities, or while under the supervision and control of district employees. Students who violate this policy shall be subject to disciplinary procedures that may result in suspension from school. (Education Code 48900) The District shall provide instruction regarding the effects of smoking on the human body and shall take steps to discourage students from making it a practice to smoke. (Education Code 48901, 51502)

Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form,

and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. Tobacco products include: (1) A product containing, made, or derived from tobacco or nicotine that is intended for human consumption whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco or snuff. (2) An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah. (3) Any component, part, or accessory of a tobacco product, whether or not sold separately.

These prohibitions do not apply to a student's possession or use of his/her own prescription products. However, student possession or use of prescription products in school shall be subject to the district's policy and regulation for addressing the administration of medications on campus.

Diversity and Non-Discrimination

The Lodi Unified School District recognizes the diversity of its students and community. The Governing Board directs the superintendent to create a school environment that respects the background, uniqueness and dignity of all students enrolled in the district.

No student of the Lodi Unified School District shall on the basis of sex, race, religion, ancestry, national origin, lack of English language proficiency or handicap/disability, be excluded from equitable participation in, or be denied the benefits of, or be subject to discrimination or harassment in connection with any education program or activity administered by the district.

Students shall be treated without discrimination in regards to access to and participation in course offerings, counseling, co-curricular activities, athletics, or any other activities.

In order to promote equity, the Governing Board shall take into account racial and ethnic balance of the schools when establishing or changing school attendance boundaries. No person shall be the subject of intimidation, coercion, or retaliation because he/she attempted to secure for himself/herself or for others the rights and privilege established by this policy.

Gender Equity

Federal Law: No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under the education program or activity receiving federal financial assistance. (Title IX of the Education Amendments of 1971)

California State Law: It is the policy of the state of California to afford all persons, regardless of their sex, equal rights and opportunities in the educational institutions of the state (Chapter 1117 of the 1982 Statutes)

Notice of Non-Discrimination

Lodi Unified School District does not discriminate on the basis of race, color, national origin, lack of English proficiency, religion, sex, age or handicap in the district's educational programs and activities as required by Title VI of the Civil Rights Act and Title IX of the Educational Amendments, The Age Discrimination Act, Section 504 of the Rehabilitation Act, Vocational Educational Act and the Americans with Disabilities Act.

The district will not tolerate the sexual harassment of any student pursuant to Education Code 212.5 and 230.

Students, parents or others who wish further information about these regulations or who wish to file a complaint, should contact the site administrator or the district Title IX officer.

Prohibition of Harassment Policy

It is the policy of Lodi Unified School District that racial, sexual, religious, sexual orientation or disability harassment will not be tolerated under any circumstances. We firmly believe that all persons are to be treated with respect and dignity.

Harassment incidents will be responded to in a matter that effectively deters future incidents. Racial, sexual, religious, sexual orientation or disability harassment refers to anything unwelcome that makes the recipient feel afraid, embarrassed, helpless, angry, or unsafe to the point where he/she cannot learn, cannot teach, or be effective at school or at his/her job.

Harassment is prohibited between students, and from members of the public directed at students, or staff on school property or at school sponsored events. Some examples of harassment may include but are not limited to:

- Unwelcome patting
- Pinching
- Physical contact
- Obscene gesturing or name calling
- Ethnic or racial slurs
- Threats, insults
- Assaults against someone due to their race, sex, religion, sexual orientation or disability

If a staff member or student feels that his/her emotional well-being, his/her sense of safety and security or sense of self-worth is being affected by such conduct, a complaint should be filed by contacting his/her principal or by calling the District Office of Complaint at (209) 331-7061.

Disability Harassment

Disability harassment includes harassment based on a person's disabling mental or physical condition and includes any verbal, written or physical conduct directed at the characteristics of a

person's disabling condition, such as imitating the manner of speech or movement, or interference with necessary equipment when the conduct:

- Has the purpose or effect of creating an intimidating, hostile, or offensive environment.
- Has the purpose or effect of interfering with an individual's work or performance.
- Has an adverse effect on an individual's employment or education opportunities.

Sexual Harassment LUSD Policy/Rule 5145.5

Unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
- Submission to or rejection of the conduct by an individual is used as the basis for academic decisions affecting the individual.
- The conduct has the purpose or effect for having negative impact on the individual's academic performance, or of creating an intimidating, hostile or offensive education environment.
- Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding honors, programs, or activities available at or through the school.
- Other types of sexual conduct which are prohibited in LUSD and which may constitute sexual harassment include:
 - Repeated and persistent unwelcome sexual flirtations, propositions, or physical contact.
 - Verbal abuse of a sexual nature.
 - Graphic verbal comments about an individual's body.
 - Sexually degrading words used to describe an individual.
 - Display of sexually suggestive objects, pictures, or clothing in the educational environment.
 - Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Sexual Harassment Complaint Procedure for Student-to Student Harassment

- Level I: Complaints are reported to a site administrator (i.e. principal, vice principal, and/or assistant principal). The administrator investigates the allegations.
- Level II: The principal or the grade level administrative director reviews the allegations and consults with the director of the LUSD's personnel department.
- Level III: If not satisfied, the complaint may appeal to the next level. A formal written complaint shall be filed by the student or parent with the grade-level administrative director who will hear the appeal.
- Level IV: If not satisfied, the superintendent/designee will have the final review.

Social Media

Lodi Unified School District has adopted social media guidelines to help direct students as they use technology to communicate. The guidelines are not intended to supplant parental authority, but to inform students, parents, and guardians of the potential dangers of indiscretion. Please refer to the Social Media Guidelines in your first-day packet. Inappropriate use leading to harassment is a primary concern. Please be aware of the types of harassment to avoid.

Grievance Procedure - LUSD Policy 5145.4

It is the Board of Education's intent to provide students and parents with a means to seek redress for alleged violation, misinterpretation, or inequitable applications of Lodi Unified School District policies and practices relative to provisions of federal, state, and local anti-discrimination legislation. Please contact the principal's secretary for specific information regarding filing a formal grievance.

Complaints by Constituents - LUSD Policy 1312

Constituents, including parents and guardians of pupils, may have complaints regarding policies, procedures, or the action or inaction of district employees. It is the intent of this policy to provide the means for judging each complaint in a fair and impartial manner, and to seek a solution where appropriate.

The resolution of complaints shall be in accordance with Board policies and the applicable section of the employee contracts. The constituent is encouraged to discuss the concern directly with the employees in an appropriate setting.

Should the issue not be resolved in that discussion or should it be impractical to contact the employee, the constituent and/or his/her representative should discuss the complaint with the employee's immediate supervisor.

Failing to find a resolution that is deemed appropriate, the constituent should direct the complaint in writing to the superintendent on a form provided by the district for that purpose. The procedural references to "constituent request" in Board Bylaw 9323, Construction of the Agenda shall be followed in placing constituent concerns on the agenda.

In determining whether to hold a hearing the Board will consider these questions:

- Is the issue an appropriate one for the Board to resolve?
- Have the steps outlined above been followed?
- Is the requested hearing in accord with the state law and the appropriate employee group contract?

If the Board determines that a hearing is appropriate, the Board will instruct the superintendent to recommend a time, place, and any appropriate conditions for the hearing. The superintendent will then notify the constituent relative to the Board's decisions concerning holding a hearing and any other pertinent information.

The superintendent shall prepare material for the Board, recommend a hearing procedure appropriate to the issues and the Board's discretion, seek legal advice as necessary and assist both the constituent and the employee in understanding the Board's process.

The nature of the complaint and applicable state laws will determine the format of the meeting.

In an attempt to correct a perceived injustice, a procedure, or an action, or an in-action of any employee, a constituent shall pursue their concern by implementing the following steps:

- Initially, the constituent shall attempt to resolve the matter through direct discussion with the district employee involved in the incident. If the matter is resolved at the level, no further action is needed.
- If the matter is not resolved to the constituent satisfaction, and the constituent wishes to pursue the matter further, the constituent shall discuss the complaint with the immediate supervisor of the person most directly involved in the incident.
- If the matter is not resolved to the constituent's satisfaction by the immediate supervisor of the person most directly involved in the incident, and the constituent wishes to pursue the matter further, the constituent shall present the unresolved complaint to the superintendent in writing or district form provided for that purpose. The superintendent may appoint a designee to respond to the complaint. The superintendent or his/her designee shall respond in writing to the constituent no later than 10 working days following the receipt of the written complaint.
- If the matter is not resolved to the constituent's satisfaction by the superintendent or designee and the constituent wishes to pursue the matter further, the constituent may request that the Board hear the complaint.

Constituent requests to the Board to hear a complaint shall be directed in writing to the superintendent as secretary to the Board of Education on district form provided for that purpose. No later than 21 days after the request for a hearing is received, the Board will instruct the superintendent to notify the constituent in writing of the Board's determination as to whether to hold a hearing. The superintendent will also notify the constituent of the time, place, and any appropriate conditions for conducting the hearing. If the board decides not to hold a hearing, the decision of the superintendent or designee will be considered final.

Complaints heard by the Board pursuant to this policy will be considered in open meeting or in closed session and appropriate to the issue and in accordance with the law.



CAMPUS MAP

