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# ORANGEWOOD HIGH SCHOOL

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## Student Handbook 2022 – 2023



Home of the Dragons

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# GENERAL INFORMATION

## BELL SCHEDULE 2022-2023

Period	Time
0	7:40 - 8:23
1	8:30 - 9:45
2	9:45 - 10:00
3	10:03 - 11:18
4	11:18 - 11:48
5	11:51 - 12:34
6	12:37 - 1:20

\*\*No Zero period on Wednesdays

## MINIMUM DAY BELL SCHEDULE

Minimum Days – Sep. 2, Dec. 16, 2022, April 21, June 6 -9, 2023

First Bell	8:25
Warning Bell	8:27
Period 1	8:30 – 9:00
Period 2	9:03 – 9:33
Nutrition Break	9:33 – 9:43
Period 3	9:46 – 10:46
Period 4	10:49 – 11:19
Period 5	11:22 – 11:52

## DATES TO REMEMBER

Staff Professional Activity Days	August 8-9
<b>Student Materials Pick-up Days</b>	<b>August 9</b>
<b>First Day of School</b>	<b>August 10</b>
Labor Day Holiday	September 5
OHS Back-to-School Night/ <b>Minimum Day</b>	September 13
Staff Professional Activity Day - <b>NO SCHOOL</b>	November 1
Veterans Day Holiday	November 11
Thanksgiving Holidays	November 21 - 25
<b>End of 1<sup>st</sup> Semester – Minimum Day</b>	December 15
Staff Professional Day – No Classes	December 16
Winter Recess	December 19 – January 6
School Resumes	January 9
Martin Luther King Day Holiday - <b>NO SCHOOL</b>	January 16
Presidents' Day Holiday - <b>NO SCHOOL</b>	February 20
Spring Recess	March 20 – March 31
School Resumes	April 3
Spring Open House/ <b>Minimum Day</b>	April 21
Memorial Day Holiday	May 29
<b>Minimum Days</b>	<b>June 5 - 8</b>
<b>OHS Graduation</b>	<b>June 5</b>
<b>Last Day of School</b>	<b>June 8</b>

# ORANGEWOOD HIGH SCHOOL ADMINISTRATION AND STAFF

## **Administration**

Carli Norris, Principal

## **Counseling Staff**

Georgina Pinto, Counselor

Jason Knight, Counselor

## **College and Career Teacher**

Deborah Severo\*

## **Support Staff**

Regina Carlin, Office Manager

Carolina Humildad, Attendance Clerk

Kate Malinowski, Records Clerk

Carol Harshman, Campus Safety Officer

Charles Thaxton, Campus Safety Officer

Michael Fellows, Campus Monitor

Alfred Cabral, Lead Custodian

Mynel Shelton, Evening Custodian

Cindy Duran, Child Nutrition Services

Adriana Verduzco, School Psychologist

## **Instructional Staff**

Vanessa Aranda, Social Studies

Norma Beckwith, Social Studies

Bob Blanck, English/Yearbook

Tito Costakes, Credit Recovery

Patricia Faragher, Art & Music

Louise Gonzales, Math

Pam Green, Science

Kim Harris, Science

Kimberly Lott, English

Phyllis Lozoya, Math

Mark Perkins, Physical Education

Lou Ann Perry, English & AVID

Stephen Plumb, Social Studies & CTE

Neil Price, SAI

Stephanie Sachs, CTE & OASIS

Matt Stewart, CTE & Leadership

Karen Wilson, Social Studies & OASIS

## SAFETY PROTOCOLS

Do your part to help keep our staff and fellow students safe. To help prevent the spread of COVID-19 and other viruses, the CDC recommends the following:

- Wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home if you are sick.
- Avoid close contact with people who are sick.
- Put distance between yourself and other people. This will be referred to as physical or social distancing.
- Cover your mouth and nose with a cloth face covering when around others.
- Remember to cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- Clean and disinfect frequently touched surfaces.

# Wash Your Hands





## OASIS ORIENTATION PROGRAM

A very special feature at Orangewood High School is our orientation program known as OASIS. This is a three-week program, which all entering students must complete. **OASIS stands for: Orientation, Assessment, Study Skills, Insight and Success.** The intent of the three weeks is to introduce students to our campus and allow us the opportunity to get to know the students better before they enter regular classes. This is the only course at OHS in which either the full 4 credits are earned, or no credits are received. Students can also earn extra credit toward an elective class through our Credit Recovery portion of OASIS. It is our hope that during these first three weeks students will learn the importance of attendance and participation and will experience a renewed sense of excitement and motivation to complete high school and achieve future personal and academic goals.

## GRADUATION REQUIREMENTS

Students must earn 225 units of credits in grades 9 through 12, including the following required courses:

English.....	40.0 credits
Mathematics (incl. Algebra 1) .....	20.0 credits
Life Science (Laboratory).....	10.0 credits
Physical Science (Laboratory).....	10.0 credits
Fine Arts or Foreign Language.....	10.0 credits
World History.....	10.0 credits
US History.....	10.0 credits
American Government/Economics.....	10.0 credits
Physical Education.....	20.0 credits
Electives.....	85.0 credits

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225.0 credits

5<sup>th</sup> Year Process: Students who do not receive their diploma their senior year may complete their diploma program at the Redlands Adult School (RAS). Students must be 18 to attend RAS. Students who have yet to turn 18 may return to OHS to continue their diploma track. All students will be transferred to RAS on or near their 18<sup>th</sup> birthday.

# COURSES OFFERED AT OHS

At Orangewood High School the curriculum is aligned to the Common Core State Standards. All courses focus on post-secondary college or career success. OHS requires all students to take at least one college or career course: CTE Engineering, Graphic Design, Video Productions, and Culinary Arts or AVID.

## **English:**

English 9, 10, 11, ERWC (12)

## **Mathematics:**

Consumer Math

Integrated Math I, II & III

## **Physical Education:**

General Physical Education

Athletics

## **Science:**

Earth Science

Biology

Environmental Science

## **Social Studies:**

World History

US History

American Government

Economics

Ethnic Studies

## **Fine Arts:**

Art

Sculpture

Music

## **World Language:**

Spanish I & II

Latin I, II, & III (Telepresence)

## **CTE:**

Engineering I and II

Culinary Arts I and II

Multimedia Design I and II

Graphic Arts

## **College Preparatory:**

AVID

## **Miscellaneous:**

Leadership

Career Education

Yearbook

Digital Journalism

Academic Prep.

Computer Applications

Math Support

English Language Support

Sports Management

Office Assistant

Teacher Assistant

Credit Recovery

Study Skills

Business Education

OASIS

## COUNSELING

Orangewood High School's counselors are always available to help you with academic, social, and emotional and post-secondary supports. Your counselor will:

1. Help you with your schedule.
2. Be available when you might have an emotional or social problem.
3. Help you work out conflicts that you have with peers or staff members.
4. Help establish a career plan.
5. Help you keep track of your credits.
6. Change your class schedule when you complete a course.
7. Help with your plans for college or the working world.

To make an appointment to see your counselor, come into the office during a break or at lunch, do not use classroom instructional time for sign-ups. Sign-in at the front desk kiosk and they will call for you when they are available.

In addition to the regular school counselors, OHS also offers career counseling through other support services, therapeutic group counseling and personal counseling through contracted agencies. You may check with your school counselor about these services.

## OHS CAREER CENTER

The OHS Career Center provides personal and academic counseling, assistance with career or college research and planning, financial aid and scholarship information, and community service opportunities. The Career Center sponsors a fall college fair for 4-year college programs and a spring fair for 2-year, technical, and military programs. In addition, work permits, assistance with resumes, job applications, interviewing skills and help finding a job can all be found in the Career Center. See our Career Center web page for more information.

Students may also earn elective credits by participating in the career education course. Students must be employed, hold a valid work permit, and complete the career education course. Please see your counselor or the Career Center Teacher for more details.

## CREDITS AND PROGRESS ADVISORY

OHS students earn credit on an ongoing basis throughout the school year. OHS teachers give partial credit before complete course completion. Credit is earned at Orangewood by completing coursework, finishing projects, maintaining passing grades and/or earning productive hours. Traditionally, every fifteen productive hours is equal to one unit of credit. When a student completes a course unit and earns a grade of "A – D," this will be reflected on the Block Progress Report. Students will earn No Credit (NC) for a grade of "F." The Block Progress Report tracks productivity and progress toward graduation. The report is in your Google Drive and will be updated regularly via weekly Advisory support sessions. Advisory allows students the opportunity to check their progress, meet with their mentor teacher, and are given specific activities to reinforce organization, time-management, and life skills.

## PRODUCTIVITY REQUIREMENT AT OHS

Students are expected to earn a minimum amount of credit each block. A block at OHS is a 3-week period and we have a total of twelve throughout the year. **Students should earn at least 1 credit per 1-period class per block or 2 credits per blocked class.** To achieve this, students need to have good attendance, arrive to class on time, ready to learn, and consistently productive. If students do not meet minimum requirements, they may be referred to the SART committee and/or be recommended for an Intervention Study Team Meeting with teachers and parents. If a student completes three grading blocks without significant credit, they will no longer be considered a student in good standing and the student will be placed on Academic Probation. Failure to improve will result in the student returning to their comprehensive school or other alternative placement. To remain in good standing:

1. Attend school regularly (no more than 9 absences for the school year)
2. Arrive to class on time, ready to learn
3. Follow school-wide expectation for student behaviors

“How many credits should I be earning?”

This is a frequently asked question by students and parents. You should earn at least 1 credit in each 1 period class per 3-week block. For example, if you have 5 periods of classes then you should earn 7 credits every 3 weeks (blocked classes = 2 credits, single classes = 1 credit; 7 credits total). The following chart shows how many credits are possible to earn in a semester with regular attendance and passing grades given the number of classes you are enrolled in:

5 periods of classes = 42 credits per semester

6 periods of classes = 54 credits per semester

\*\* Additional credit may be earned if a student completes credit recovery, career exploration (formerly work experience) and/or independent study.

All OHS students are expected to carry a binder and their district issued Chromebook to school every day. It is the student’s responsibility to maintain their own school supplies.

Most OHS teachers maintain a class web page and/or Google Classroom through the OHS website. <https://www.redlandsusd.net/ohs> Students and parents can access these web pages and resources to keep informed on current class assignments, deadlines, and important resources, as well as activities, calendars, and special announcements. Additionally, it is strongly encouraged that all parents/guardians track their student’s progress via the Aeries Parent Portal (see below).

## AERIES PARENT AND STUDENT PORTAL

OHS uses the Aeries.Net Student and Parent Portal. The Portal allows registered parents and students to access current school records on-line. Parents can see attendance records in real-time as well as access teacher grade books, student progress reports and transcripts. All Student Portals are created automatically using the district student email account.

Parent wishing to establish a Portal will need to visit the Portal webpage to sign up. For more information on the Parent Portal, check the OHS website.

## INDEPENDENT STUDY

Students who are in good standing in ALL their classes (good attendance and productivity) can contract for independent study (I.S.) with their counselor. The counselor will determine if the student is eligible for I.S. To be approved, the student must meet the following criteria:

- Have no more than 2 days absence in the last Block.
- Have no unexcused absences in the last Block.
- Have no discipline referrals in the last Block.
- Have no more than 3 tardies in the last Block.
- Have no NC marks in the last Block.
- Have no unpaid fees or fines.
- Earn at least 6 credits in the last Block.
- Does not have any other I.S. work assigned.
- All IS contracts will be issued for 3 credits or less.
- All IS contract will include AT LEAST two face-to-face meetings with the student and teacher. All meetings will take place before or after school.
- All assigned work will replicate the work completed in the seated course and the District Scope and Sequence.

The independent study teacher will have the final decision about the credit earned. Students initiate independent study requests by seeing their counselor and enrolling in the Credit Recovery class period 8. No new I.S. contracts can be initiated during block 12.

## OTHER WAYS TO EARN ELECTIVE CREDIT

Students may earn additional elective credits toward OHS graduation by successfully completing credits from:

1. Regional Occupational Program Classes (ROP)
2. Community volunteer work approved in advance by the counselor and/or career center teacher
3. Dual Enrollment College Courses
4. Career Education Credit: Students who are employed must see the Career Center Teacher to enroll in Career Education to earn additional credits. Students must meet GPA and Attendance requirements and complete the Career Education Course to maintain a work permit and receive the elective credits.
5. Credit Recovery – Independent Study. OHS offers a credit recovery program in several classes through both classroom based work and on-line instruction via Edgenuity.

## ENRICHMENT PROGRAMS

It is the philosophy of Orangewood's staff that all students who engage with the campus and the extra-curricular activities are more engaged in school, and, ultimately more successful. We strongly encourage all students to engage in school +1. This philosophy encourages all students to participate in one alternative or extra activity within the school community. These programs offer students the opportunity to earn credits, get involved within the school and Redlands community, and experience new adventures.

1. **Athletics:** OHS belongs to the Inland Empire Alternative School League along with other alternative schools. Students can participate in interscholastic sports if they have good attendance, good grades, no suspensions, and as their academic schedules permit. An OHS Athletics Handbook is available, and student and parent contracts must be signed prior to participation, as well as completion of an athletic clearance physical.
2. **Field Trips:** OHS classes participate in off-site learning through field trip excursions.
3. **Publications:** OHS proudly offers Digital Journalism and Yearbook. Students may expand their writing and photography skills in these exciting elective courses.
4. **Student Government/Leadership:** This group makes decisions about student activities on campus, represents OHS at community events, conducts fundraisers, and helps to organize annual events like rallies, carnivals, and Blood Drives.
5. **Clubs:** Depending on student interest, clubs may be started with administrative approval. Clubs that have been offered recently on our campus include Speech and Debate, Fitness, Leadership, Chess Club, Friends of Rachel, Dance Club, and Pep Club. If you have an idea for a new club, see the Principal for more information.
6. **Art Department:** The OHS Art Department sponsors an art show each year, where student work is displayed for the public to enjoy, and Art Awards are given.
7. **Honor Roll:** OHS has an honors program where students are recognized for their productivity and good citizenship at the end of each quarter. To be eligible students must meet the following requirements:
  - Be enrolled for the entire quarter
  - No suspensions in the Quarter
  - No assignments to Intervention Class
  - Earn 25 or more credits: Bronze – 1 quarter, Silver – 2 quarters, Gold – 3 quarters, Platinum – 4 quarters
  - Earn a “B” average, w/ no NC marks

## ORANGEWOOD HIGH SCHOOL ATHLETICS

Orangewood High School participates in a competitive athletic league, the IEASL, the Inland Empire Alternative Schools League. We compete in three seasons of sport:

- Fall - Boys' and Girls' Softball and Boys' and Girls' Volleyball
- Winter – Co-ed Basketball
- Spring – Boys' and Girls' Soccer.

Please refer to the comprehensive OHS Athletics Handbook and Clearance Packet for more information but listed below are some things to be aware of if you are interested in playing on an OHS sports team.

### **Complete the Student-Athlete Clearance/Participation Packet early**

To download forms, go to the following website [www.redlandsusd.net/ohs](http://www.redlandsusd.net/ohs) and click on Athletics. The Athletic Clearance/Participation Packet includes: a medical emergency information sheet, a physical form that must be returned, stamped and signed by a M.D., a proof of medical insurance form, and a signed student and parent code of conduct. The completed Athletic Clearance/Participation Packet must be submitted to the Orangewood High School Office prior to your first day of tryouts. You will be given the proper clearance slip to give to your coach so you may participate/tryout for the team. No one will be allowed to tryout without this clearance slip. There are no exceptions.

**All student-athletes must have insurance coverage to participate in athletics.**

### **Attendance:**

Team members must continually meet Orangewood's attendance requirements. In athletics, more than one absence will result in consequences, even to the point of suspension from game play or dismissal from the team. Tardiness on the day of a game may result in not being allowed to attend that game. Any exceptions to this or special circumstances must be discussed with and approved by the coach.

### **Practices**

Practice times are determined by the coaches and facility availability. Depending on your sport, practice could be during school or after school. Orangewood High School teams do not practice or play games on Sundays. Team members are expected to participate in every practice. Team members must be a part of the Athletics class.

### **Practice Clothing**

All team members must wear appropriate clothing that they can stretch and move in comfortably for practice. Athletic shoes and shorts/sweats are required. All practice clothing must adhere to the OHS dress code standards.

### **Behavior**

Team members will represent OHS by demonstrating positive sportsmanship, attitude, and behavior at all times. Poor sportsmanship, verbal or physical altercations with team members or other schools is cause for termination or suspension, not only from the team, but also from school. A school suspension will result in automatic termination from the team. All team members are required to sign the RUSD Code of Conduct.

### **Eligibility requirements**

To be eligible to participate on an athletic team, an OHS student must meet all the following criteria:

1. Annually complete a physical exam from a medical doctor and all additional Athletic Clearance Packet information, including appropriate medical insurance coverage.
2. Must have met minimum attendance requirements (no more than 3 absences and 5 tardies) the previous three-week Block, and each Block during the season.
3. Must earn a minimum of 5 credits per Block the previous three-week Block and each Block during the season.
4. No suspensions during the previous three-week Block and each Block during the season.
5. Must maintain a “C” average the previous three-week Block and each Block during the season.

### **Equipment**

An OHS uniform will be issued to you. You are responsible for the maintenance of this uniform. Loss of the uniform and/or alterations of any kind will result in the replacement cost of \$35.00. If you wish to purchase a jersey the cost is \$35.00.

### **Team Rules**

Team rules require the athlete’s compliance with the established team rules, procedures, and instructions of the coach. Coaches have the authority to suspend an athlete temporarily from the team for failure to comply with rules and procedures, or when the athlete’s safety or safety of others requires such action. Permanent removal from the team may occur only after consultation with the site administrator in charge of athletics. All athletic events are considered school activities and appropriate consequences will be administered should student-athletes not adhere to the RUSD Athletic Code of Conduct and/or established RUSD Behavior Guidelines. Each student-athlete will need to sign a contract outlining “team expectations” outlining team rules.



# OHS SCHOOL-FAMILY COMPACT

## **Administrators will:**

1. Provide instructional leadership and fiscal management to ensure appropriate instructional practices, high academic standards, and adequate student support.
2. Provide a safe, orderly, and positive learning environment.
3. Maintain open communication with the home through newsletters, advisory reports, conferences, school wide meetings and the provision of a school calendar.
4. Respect the school, students, staff, and families.

## **Teachers will:**

1. Motivate students to learn by providing appropriate instruction and a positive approach that actively involves students and maintains high standards.
2. Provide a safe, orderly, and caring classroom environment conducive to learning.
3. Establish regular two-way communication with families about student progress.
4. Respect the school, students, staff, and families.

## **Parents will:**

1. Emphasize the importance of the student's completing his/her education and monitor progress by monitoring student grades and attendance via the Aeries Parent Portal.
2. Encourage regular, prompt attendance, and report every absence.
3. Make an effort to learn about the school program and ways to support the student's education by attending school conferences, meetings, and other school/family functions. Read all school communications and respond when appropriate.
4. Respect the school, students, staff, and families.

## **Students will:**

1. Come to school positively focused on achieving academic and personal success.
2. Attend school daily and on time. Come to school prepared to learn and follow school rules.
3. Remain in "good standing" at all times.
4. Keep parents informed regarding the school program and attend conferences, meetings, and other school/family functions.
5. Respect the school, students, staff and families.

# POLICIES AND REGULATIONS

## ATTENDANCE

Regular attendance is expected. Students who have poor attendance will not earn productive credit in classes and could be referred to the SART or SARB committees or Adult Ed. if the student is over 18.

- The OHS auto-caller will notify parents when students miss any class period on any day.
- Students with poor attendance may lose class credit opportunities.
- Students with poor attendance will be put on an attendance contract and/or probation.
- *A warning letter will be sent home when a student's absences are becoming excessive. The letter will warn the parent/guardian that they may be referred to the District Attorney's office and may have to attend a School Attendance Review Team meeting if student attendance does not improve.*

More than 18 period absences in a block, excused or unexcused, or violation of the attendance contract will result in a SART Referral and/or disenrolled at OHS.

Parents/Guardians: Please notify the Attendance Office to report the reason for the absence within 48 hours. **(909) 307-5380**

When calling please be prepared with:

- Parent/Guardian's name and phone number
- Student's first and last names (spell the last name please)
- Student's grade
- Reason for the absence
- Date of the absence

All absences must be called in by a parent/guardian every day of the student's absence prior to 3:00 pm.

Notes from parents/guardians addressing absences are accepted; always include a phone number on all notes. Each note is evaluated for authenticity and parent contact will be made if needed. In the event a parent is not reached, the note is considered invalid until the call is returned and the note verified.

## CLOSED CAMPUS

Consistent with DISTRICT policy, Orangewood High School is a **closed campus**.

Students must remain on the school grounds from the time they arrive until the completion of their school day - even during breaks and lunch. School grounds DO NOT include the parking area, or any part of the RISE/eAcademy complex. During breaks students need to stay in the courtyard. Students should not be out front, out of sight behind buildings, on the fields or anywhere off the school grounds. No student is to go into the RISE/eAcademy building or restrooms without an OHS campus pass and express permission to do so.

## TARDY POLICY

Orangewood High School staff believes that success in school is dependent upon punctual, regular attendance and quality use of instructional time. It is also the goal that all members of the school community represent the values OHS: Safe, Responsible, Respectful. To this end, students must regularly attend class, be on time and be ready to learn.

### **Tardiness is defined as:**

1. A student who is NOT in their classroom or assigned instructional area when the bell rings.
2. Any student who is tardy by more than 30 minutes will be recorded as an unexcused absence for the period.

### **Consequences**

- Tardy 1-4: Warning – Teacher
- Tardy 5: Parent Notification
- Tardy 6: After School Beautification
- Tardy 7-12: After School Beautification and Community Service

### **Excessive tardies**

- Parent may be notified by phone or letter, or both, if student is chronically tardy.
- Excessive tardies will also result in student being put on an attendance contract.
- Violation of the attendance/tardy contract will result in assignment to SART / SARB and progressive interventions.

## ACADEMIC HONESTY

### **Philosophy/Rationale:**

Academic honesty is highly valued at Orangewood High School. Our school is committed to advancing the pursuit of intellectual excellence and to maintaining the highest standards and expectations for academic integrity among all students. We believe in establishing a school climate and educational environment that promotes ethical and responsible student conduct. Each student is responsible for helping to keep this environment intact. Teachers and administrators at OHS understand that pressure to get good grades might create the incentive to cheat. However, we are also certain that neither pressure for grades, inadequate time for studying or completing an assignment, nor unrealistic parental expectations justify students acting dishonestly. As a professional learning community, we affirm that “learning for learning’s sake” is intrinsically valued, and we will not tolerate any infractions that create or result in an unfair academic advantage for one student, or a disadvantage for another. Additionally, Orangewood High School asserts the need to prepare our students for the reality created by the technology explosion for the world of college and work, where cheating and plagiarism have dire consequences.

### **What is academic integrity?**

Having academic integrity means valuing and demonstrating positive regard for:

- Intellectual honesty
- Personal truthfulness
- Learning for its own sake

- The creations and opinions of others (i.e., intellectual property) You are acting with academic integrity to the extent that you demonstrate these values, and in particular:
- Take full credit for your own work and give full credit to others who have helped you or influenced you, or whose work you have incorporated into your own.
- Represent your own work honestly and accurately.
- Collaborate with other students only as specifically directed and authorized by your teacher.
- Report breaches of academic integrity to a teacher, counselor or administrator.

In a nutshell, academic integrity means doing schoolwork honestly. Cheating is gaining an unfair advantage and is dishonest; plagiarism, a form of cheating, is presenting someone else's words or ideas as if they were your own. Students are sometimes legitimately unsure about what is acceptable, and what isn't. Teachers should clearly communicate their expectations to students and make every effort to avoid situations in which students are confused about how they are expected to meet assignment requirements. Likewise, if a student is confused about what is unacceptable, they should consult their teacher before handing in the final version/draft of the assignment in question.

**Instances of Misconduct: Examples of misconduct include, but are not limited to:**

- Plagiarism: defined as the representation, intentionally, or unintentionally, of the ideas, works or work of another person without proper, clear and explicit acknowledgement (ex. properly citing information)
- Collusion: supporting academic misconduct by another student, for example allowing one's work to be copied or submitted for assessment by another
- Duplication of work: the presentation of the same work for different assessment components and/or core requirements (ex. submitting the same work for two assignments)
- Any other behavior that gains an unfair advantage for a student or that affects the results of another student (for example, sharing assessment questions, disclosure of information to and receipt of information from another student about the content of an examination via any form of communication/social media either before, during or after an exam/quiz).

It is the responsibility of each teacher to clarify expectations about homework, research papers and projects with their classes, preferably in writing on their course syllabi. It is the responsibility of the student to be aware of what constitutes any infraction in a particular course.

Appeals Board (composed of RHS certificated and administrative staff) within 5 days of the initial consequence. Final appeals must be submitted to the principal within 5 days of the Board's decision.

## ACADEMIC PROBATION (4 or less earned per block):

To ensure academic success, students must remain in “good standing” at all times. This is accomplished by attending classes regularly and on time, participating in all classes, and completing assignments in a timely manner. Students must also continually and regularly earn credits in their courses. Failure to comply with these expectations may result in a student being placed on academic probation.

First block: A deficiency notification will be emailed home by the advisor.

Second block: The student will be referred to their counselor. Parent contact will be made by the counselor. Academic Probation will be discussed.

Third block: SST Meeting will be scheduled with all teachers, parent, and student. The student will be placed on academic probation.

Please note, students will not be allowed to participate in extracurricular activities, field trips or athletics if placed on academic probation or is not in good standing.

## BICYCLES AND SKATEBOARDS

The riding of bicycles or skateboards on campus is prohibited. Bicycles are to be parked and locked in the area provided. Skateboards are **NOT** allowed on campus. The school is NOT responsible for bicycles or skateboards that are damaged, lost or stolen.

## CAMPUS PASSES

No student should ever be out of an assigned class without a campus pass, which states where he/she is going, the time he/she left class, and what class he/she is coming from. Student Office Assistants and Teacher Assistants will wear a pass at all times. No student will visit a class that he or she is not assigned to without teacher and admin approval.

## CELL PHONES AND ELECTRONIC DEVICES

Cell phones, smart watches, ear-pods, and other electronics are highly discouraged at Orangewood. If they are brought on campus, **STUDENTS MAY NOT USE THEM DURING CLASS TIME**. Teachers may allow the use of a cell phone or electronic device for a specific educational opportunity or emergency. Explicit permission must be given prior to using an electronic device. If a student uses an electronic device without permission, the student will receive a warning. If the student violates the policy for a second time, the device will be confiscated by the administration and returned at the end of the school day. If the policy is violated for a third time, the phone will be confiscated, and the parent/guardian must come to school to claim the device. Orangewood is not responsible for stolen, lost, or damaged electronic devices, and strongly recommends they remain at home or turned off and in the student’s backpack.

**1st offense: Warning; parent/guardian contacted**

**2<sup>nd</sup> offense: Confiscation for the remainder of the school day; released to the student**

**3<sup>rd</sup> offense: Confiscation for the remainder of the school day; released to parent/guardian**

## COMPUTER POLICY AND EXPECTATIONS

In the era of technological advances, it is common to use computers and other electronic devices to network and communicate.

The district has a network use policy that states that computers and the school network will be used appropriately on campus, including any time on the internet. Additionally, the District utilizes a software detection system that alerts administration when a student misuses their G-Suite applications, accesses inappropriate materials, and exhibits harmful language. Administration will investigate all reports and school consequences may apply.

However, it needs to be noted that student's communications off campus can also become a problem at school. If you inappropriately use computers, or other electronic devices at home to threaten, bully, sexually harass, or explicitly text, other students and it becomes a disruption on campus, you may be disciplined at school. Remember – the internet is forever.

## DISTRICT STUDENT DRESS GUIDELINES

The Board of Education has determined that a student may not remain at school dressed in a manner that (1) creates a safety hazard for said student or for other students at school, and/or (2) when the dress disrupts campus order. When the site administration determines that a student's attire is in violation of this policy, the student will be required to modify their clothing and/or apparel in such a way that no longer violates this policy. Refusal to take steps as directed by the administration may result in disciplinary action.

1. Shoes must be worn at all times. A substantial sole is required, and enclosed toe and heel footwear is highly encouraged. Athletic shoes are required for Physical Education classes.
2. Clothing will always cover all undergarments. Undergarments may not be worn solely as clothing (e.g., bra tops, boxer briefs). A jacket or cover-up to conceal brief clothing that reveals undergarments is not acceptable. Extremely brief garments are not appropriate. No garments should be so revealing/brief as to show undergarments while seated or standing.
3. Clothing or accessories shall be free of writing, pictures or any other insignia or logo which are crude, violent, obscene or sexually suggestive or which advocate racial, ethnic or religious prejudice or slogans or pictures depicting or promoting drugs, alcohol, tobacco or controlled substances are not appropriate. Specifically, no clothing that might incite hatred or unrest between students is allowed.
4. Earrings, jewelry, or accessories, which present a safety hazard to the wearer or others, are not suitable for school wear. Spiked/sharp accessories of any kinds will not be allowed.
5. Only prescription sunglasses may be worn in class. Other types of sunglasses may be worn on campus outside of class.

6. Identified gang attire or any gang paraphernalia is prohibited. The administration has the right to ban any clothing or accessory that indicates gang affiliation.
7. Hats or any type of sun-protective headgear may be worn on campus, as long as it does not violate any other section of the Dress Code. Hats should be removed while indoors on campus.

If this policy is violated, students will be asked to report to administration and will be provided the opportunity to change into an approved garment. Multiple violations will result in progressive disciplinary action consistent with other means of correction for defiance of school policies.

## LEAVING CAMPUS

Students who have a legitimate reason to leave campus must bring a written parental request to the attendance office to obtain a permission slip to leave campus. This applies to students of all ages. Students are required to sign in and out at the attendance office whenever they leave or return to campus.

## PARKING

OHS does not have a dedicated parking area for students. Students can use street parking on Stuart Street or Texas Street. Lined spaces along Stuart St. are reserved for RISE/eAcademy parents and students only. All students driving to school need to register their car in the OHS office and pick-up a parking tag to display in their vehicle. Students are not allowed in their cars during school hours. Student parking is NOT permitted in the Staff parking lot.

## NUTRITION

The Child Nutrition Services Office provides breakfast and lunch for all OHS students, free of charge. In addition, the Student Store will be open during the nutrition break with snack items available for sale. OHS adheres to the RUSD Wellness Policy, serving only healthy food choices.

## VISITORS

**NO STUDENT VISITORS ARE ALLOWED DURING THE SCHOOL DAY ON THE ORANGEWOOD HIGH SCHOOL CAMPUS.** Also, OHS students are not to be on another school campus without administrative approval. All adult visitors, including parents, must check-in at the school office before coming on campus. All visitors will be scanned through the Raptor visitor software system.

# STUDENT CODE OF BEHAVIOR

## OHS Students will be Safe, Respectful, and Responsible

Behaviors	Classroom	Hallways	Bathroom	Lunch Line	Office	All Activities
<b>Safe</b>	Keep hands and feet to self Follow directions Pay attention	Be aware of personal boundaries Behave appropriately Report dangerous situations to adults	Keep the restroom clean Wash your hands Behave appropriately	Wait your turn Keep hands, feet, and objects to yourself	Respect privacy of others Put earbuds and phone away	Follow all safety rules and laws Inform families and guests of policies Follow directions of adults Stay with your group
<b>Respectful</b>	Respect classroom rules and property Use appropriate language Listen to others	Be kind Be mindful of classes in session Keep to your business Be on time to each class	Give others privacy	Wait patiently Be polite Follow instructions	Be polite Be patient Use appropriate language Keep information confidential	Show good sportsmanship Use quiet and respectful language
<b>Responsible</b>	Be on time Be prepared Be ready to learn Be productive	Keep campus clean Stay on campus Always have a pass in hand	Use the facility appropriately Return to class promptly Return restroom pass	Throw trash away Keep the line moving	Return to class promptly	Clean up after yourself Know and follow the rules Be on time and prepared

Orangewood High School is dedicated to the development of each student’s fullest potential in academic and social matters. To ensure the safety and security of staff and students, the school must be free from disruptions which interfere with teaching and learning. While the administration has the responsibility for maintaining a safe environment, which will allow good education to take place, it is recognized that all members of our community (teachers, classified staff, students, and parents) must assume the responsibility of promoting a positive learning environment.

### DISCIPLINE PHILOSOPHY

Orangewood High School takes the safety and security of the students and the campus very seriously. It is expected that all students follow behavioral expectations communicated by staff as well as Ed. Code. Students who are not in compliance with behavioral expectations or who violate Ed. Code will be referred to administration. Consequences for violation of policies and/or Ed. Code are issued to address behavior. Ed Code dictates the use of ***other means of correction*** when it’s determined that they will assist in deterring repeated offenses, however some violations may result in immediate suspension and/or recommendation for expulsion. All students are entitled to due process and are part of the disciplinary process.

To ensure you are aware of the legal parameters that OHS is bound to enforce, please be aware of the following:

### CYBER BULLYING/CYBER THREATS

If the content that is stated has a negative effect on staff, student, and/or the school community in general or what is stated is hateful language and it has created an atmosphere where someone feels threatened as well as causes harmful effects, the perpetrator can receive disciplinary actions from the school.



## EDUCATION CODE 48900

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

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code .
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, “hazing” does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2)(A) “Electronic act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

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

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

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

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

(iii) An act of cyber sexual bullying.

(I) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described

above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(II) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

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

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

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

(1) While on school grounds.

(2) While going to or coming from school.

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

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

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

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

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

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

## MANDATORY RECOMMENDATIONS FOR EXPULSIONS AND EXPULSIONS

**(a) Mandatory Recommendations, Permissive Expulsions:** 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 at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:

- (1) Causing serious physical injury to another person, except in self-defense.
- (2) Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
- (3) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 1053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis. (For second offense, any amount, expulsion recommendation is mandatory. (AR 5131.6)
- (4) Robbery or extortion.
- (5) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

**(b) Dual finding required for 48915(a) and 48900(a), (b), (c), (d) and (e):** Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of section 48900. A decision to expel shall be based on a finding of one or both of the following:

- (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

**(c) Mandatory Expulsions (one year from date of expulsion):** 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. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
- (2) Brandishing a knife at another person. As used in this section, “knife” means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade longer than 3 ½ inches, a folding knife with a blade (any size) that locks into place, or a razor with an unguarded blade.
- (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code. (any amount)
- (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.

## Arrestable Violations

### **P.C 404.6: Inciting a Riot**

Urges fight to continue or urge others to commit acts of force or violence.

### **P.C 487: Grand Theft**

Student intentionally steals an item where the worth has been established to fall into the category of grand theft.

**H&S 11359: Possession for sale of Marijuana**

Large quantity/ large amount of money/ drugs are packaged

**C.C 1708.5: Sexual Battery**

A student acts with the intent to cause a harmful or offensive contact with an intimate part of another, and sexually offensive contact with another by the use of his or her intimate part, and a sexually offensive contact with that person directly or indirectly results.

**P.C 243.2: Battery**

A battery is any willful use of force or violence upon another person

**P.C 245: Assault with a Deadly Weapon**

Any person who commits an assault upon the person of another with a deadly weapon or instrument or by any means of force likely to produce great bodily injury.

Examples:

- Kicking someone when they are down
- Hitting someone repeatedly with an object without the other person being able to defend him or herself.

**P.C 422: Terroristic Threats**

A person who willfully threatens to commit a crime that will result in death or great bodily injury to another person.

**P.C 626.10: Dirk, Dagger, Knife**

Possession of a knife having a blade longer than 2 ½ inches, folding knife with a blade that locks into place, or blade that is sharpened on both sides.

## Juvenile Citations

The following disciplinary violations are subject to citations from school police and/or other police agencies:

**P.C. 415 Disturbing the Peace on School Grounds**

Fighting

**P.C. 308b Minor in Possession of Tobacco Products**

Smoking cigarettes/lighters/chewing tobacco

**P.C. 488 Petty Theft (Under \$400.00)**

Stealing

**P.C. 487 Grand Theft (Over \$400.00)**

Stealing

**P.C. 594 Vandalism**

Defacing with graffiti

Destruction of school or private property

**P.C 594.2 Possession of Graffiti Instrument/Paraphernalia**

Every person who possesses a masonry or glass drill bit, a carbide drill bit, a glass cutter, a grinding stone, an awl, a chisel, a carbide scribe, an aerosol paint container, a felt tip marker, or any other marking substance

**C.C 25.022 Daytime Loitering on School Days**

Minors. It is unlawful for any minor under the age of eighteen years, who is subject to compulsory education or to compulsory continuation education, to loiter, idle, wander,

stroll or play in or upon public street, highway, road, alley, park, playground, parking area, or other public ground, public place or public building, place of amusement or eating place, vacant lot, or any place open to the public in the unincorporated area of the County of San Bernardino, State of California during those hours that his or her school is in session.

**P.C. 653m Threatening or Harassing Phone Calls**

**PC 25608 Possess Alcohol on School Grounds**

Any alcoholic beverage

**PC 25658 Minor Consuming Alcohol**

Under the Influence of Alcohol

**H&S C 11357e Possession of Marijuana on School Grounds**

**H&S C 11364 Possession of Drug Paraphernalia**

Pipes, Zig-Zag papers, roach clips, homemade tools to do drugs, syringes

## Board Policies

Please click on the links below to access the RUSD Board Policies concerning student behavior and reporting.

[Redlands USD Board Policy: Sexual Harassment](#)

[Redlands USD Administrative Regulation: Sexual Harassment](#)

[Redlands USD Board Policy: Nondiscrimination/Harassment](#)

[Redlands USD Administrative Regulation: Uniform Complaint Procedures](#)

