

COLLEGE PARK HIGH SCHOOL

A CALIFORNIA DISTINGUISHED SCHOOL

201 VIKING DRIVE
PLEASANT HILL, CA 94523
(925) 682-7670
www.cphs.mdusd.org

Parent/Guardian STUDENT HANDBOOK 2021-2022

Name: _____

STUDENT HANDBOOK
TABLE OF CONTENTS

Administration, Counseling, and Office Staff Information.....3

Vision and Mission Statement 4

Student Learning Outcomes (SLO's)..... 5

Academics 6-10

Attendance Procedures..... 11-12

Tardy and Truancy Policy.....13-14

Athletic and Extra-Curricular Eligibility15

CPHS Policies and Procedures16-20

Student Parking Procedures/ Visitor Passes21

Sexual Harassment Policy 22

Disciplinary Procedures..... 23-30

Uniform Complaint Procedure..... 31

Student Community Resources..... 32-33

Bell Schedules..... 34

Safety Procedures 35

Evacuation Map..... 36

College Park High School Staff

Administration Team

Principal	Kevin Honey ext.3200 email: honeyk@mdusd.org
Vice Principal	Gary Jensen (A-G) ext.3204 email: jenseng@mdusd.org
Vice Principal	Vicki Wilson (H-O) ext. 3211 email: wilsonv@mdusd.org
Vice Principal	Jen Mahmood (P-Z) ext. 3212 email: mahmoodj@mdusd.org

Counseling Team

Counselor A-D	Morgan Gillette ext.3259 email: gillettem@mdusd.org
Counselor E-Le	Mitze Chacon ext.3203 email: chaconm@mdusd.org
Counselor Li-Re	Tamara Prosis ext.3208 email: prosiset@mdusd.org
Counselor Rh-Z	Rebecca Woo ext. 3221 email: woor@mdusd.org
College Counselor	David Walters ext. 3227 email: waltersd@mdusd.org

Office Team

Office Manager	Cheri Cheng ext. 3201 email: chengc@mdusd.org
Registrar	Julie Hood ext. 3216 email: hoodj@mdusd.org
Treasurer	Julie Carpenter ext.3217 email: carpenterj@mdusd.org
Attendance Secretary	Johanna Zamora Rivera ext. 3213 email: zamorariveraj@mdusd.org
Activities Secretary	Lisa Thompson ext. 3207 email: thompsonl@mdusd.org
Athletics Secretary	Jenny Smith ext. 3205 smithjenny@mdusd.org
Student Resource Tech.	Nathalie Keating ext. 3210 keatingn@mdusd.org
Secretary	Erica Medow ext. 3206 medowe@mdusd.org
Textbooks	Gabriela Lindheimer x3222 lindheimerg@mdusd.org

COLLEGE PARK HIGH SCHOOL

VISION:

At College Park High School, we believe that all students can learn. We work as a team to ensure student achievement by providing the content, skills, and processes needed to be successful.



COLLEGE PARK HIGH SCHOOL

MISSION STATEMENT:

Our mission at College Park High School is to prepare our students for their futures. Student-centered learning is fostered in an environment which encourages personal achievement, self-reliance, independent thinking, and good decision-making. We expect appropriate behavior and the acceptance of individual and cultural differences.

Effective Communicator: Proficient in writing, speaking, and listening adapted to audience, task, purpose and discipline.

Global Citizen and Responsible Worker: Demonstrates integrity, adaptability, and ethical behaviors by acting responsibly and working effectively in an ever-changing society.

Health and Wellness Advocate: Demonstrate a commitment to physical and mental well-being of self and others to make a positive and healthy choice.

Complex Thinker: Thinks critically and creatively by identifying problems, assessing evidence and solutions and draws on multiple perspectives when approaching complex issues and adapting to challenges. Applies knowledge, skills while investigating, interpreting, and analyzing information in order to develop and implement creative solutions to complex problems.

Effective and Ethical User of Technology: Ethically and thoughtfully employs a variety of digital media and technology to communicate, analyze and organize information, and create products and solutions.

Self-Directed Learner: Independently seeks and uses resources including teachers, peers, print and digital reference with perseverance and endurance to engage in new learning toward academic, professional and personal goals.

Community Contributor: Uses acquired cultural awareness and sensitivity to work in teams to share ideas and responsibilities, solve problems, and achieve shared goals.

ACADEMICS

ACADEMIC LETTER

Students who earn a 3.5 GPA or higher for 4 semesters, will earn a block academic letter. Interested students should contact the CPHS Block Letter Advisor, Jenny Smith, in Student Services South. Students are responsible for purchasing their own academic letters. The cost of the letter is \$10.00.

ACADEMIC INELIGIBILITY

Students who do not earn a 2.0 grade point average will not be eligible to attend dances, senior activities, extracurricular activities, including but not limited to drama productions, concerts, art exhibits, and camp counselor trips or participate in athletic events.

Students with a grade point average between 1.5 and 1.9 are eligible to utilize one academic waiver their 9th grade year and one academic waiver through their 10th-12th grade year. This waiver will allow students to participate in extracurricular activities for a grading period of 9 weeks or for one event/dance. Once students utilize this waiver, they must meet the 2.0 grade point average for ANY event, athletic participation, and VAPA participation that is not directly related to their grade.

CPHS COLLEGE & CAREER CENTER

College Park High School College & Career Center Coordinator, David Walters (ext. 3227)
The College and Career Center is available to all students of College Park High School. The goal of the Center is to provide helpful advice and information regarding the college and/or career discovery, planning, and placement process. Students and parents are welcome to use the many information sources available at the College and Career Center. Students are strongly encouraged to familiarize themselves with the center in the ninth grade.

Information Available at the College and Career Center:

- Study guides for SAT's and other admission tests
- Computer search programs for all U.S. two- and four-year schools
- Scholarship and financial aid information
- Career assessment tools
- Career training information
- Presentations by College Representatives
- College catalogues
- College applications
- ROP information

TESTING DATES 2021-2022

ACT Test Dates	ACT Test Dates September 11th, 2021 October 23 rd , 2021 December 11 th , 2021 February 5 th , 2022 April 9th, 2022 June 11, 2022 July 16 th , 2022	ACT Registration Deadline August 6th, 2020 September 19th, 2021 November 5th, 2021 January 7th, 2022 March 4th, 2022 May 6 th , 2022 June 10 th , 2022
SAT/SAT Subject Tests (Anticipated)	SAT Test Dates August 28 th , 2021 October 2nd, 2021 November 6th, 2021 December 4th, 2021 March 12th, 2022 May 7th, 2022 June 4, 2022	SAT Registration Dates Please check College Board website
PSAT/NMSQT	October 16 th , 2021	
ELPAC Testing	February 2022-June 2022	
PSAT 10	April 2022	
CAASPP Testing	April 2022-June 2022	
AP	May 2nd, 2022- May 13th, 2022	

High School Graduation Table

Subject	Units	Grade 9	Grade 10	Grade 11	Grade 12
English**	40	English I	English II	English III or AP English	English IV, AP or ERWC
Mathematics*	30	Math	Math	Math	
Social Studies World History 10 US History 10 US Gov't/Econ 10	30		World History	US History	US Gov./Econ
Science Life Science 10 Physical Science 10	20	Living Earth	Physical*** Science		
Fine Arts, Foreign Language and/or Career Technical Education	20	Fine Arts, Foreign Language or CTE	Fine Arts, Foreign Language or CTE		
Physical Education	20	PE 9	PE		
Electives	60				

***Students must pass Algebra I** either in middle school or high school in order to graduate. Students who have already passed Algebra I in middle school must pass at least 30 units of additional mathematics courses in order to meet the graduation requirement.

**ELD will count toward 10 units of English for our English learner students

***Physical science can be completed between 10th -12th grades

CONCURRENT ENROLLMENT IN COLLEGE CLASSES

Students may enroll in courses at colleges and universities with administrator approval if comparable classes are not available at College Park High School. Students must turn in a completed Concurrent Enrollment Form to the College Park Registrar with signatures from the student, a parent/guardian, and a College Park administrator no later than the date the college/university allows a student to drop a class without it appearing on the college transcript. Students must indicate on the Concurrent Enrollment Form whether they want to receive high school credits or college units.

This decision CANNOT be changed at a later time.

College Park High School will accept college units on the following basis: Less than 1 college unit = no high school credit

- 1 college unit = 3 high school credits
- 2 college units = 6 high schools credits
- 3 or more college units = 10 credit

WARNING: College courses are more rigorous than high school courses; therefore, the grades earned in college courses could result in a lower high school G.P.A. Consult the college catalog for the course descriptions and prerequisites. Please be aware that the University of California system will not give college units for college courses that appear on a high school transcript.

It is the responsibility of the STUDENT to provide a copy of the college report card or college transcript to the College Park High School Registrar. The grade from the college will be the grade recorded on the high school transcript. Missing grades for courses used for high school credit will be recorded as "I" (Incomplete), which is the same as an "F" grade in calculating the grade point average. Additional grade points for Honors will only be given for specific courses which are more advanced than College Park's most advanced college preparatory courses and which are approved by College Park as Honors courses.

REPORT CARDS:

1st Quarter Ends	October 8 th
2nd Quarter/1st Semester Ends	December 17 th
3rd Quarter Ends	March 18 th
4th Quarter/2nd Semester Ends	June 2 nd

Progress Reports

Progress Reports are sent home with students at the mid-point of quarterly grading periods. Report cards are mailed home.

Incomplete Grades

If a student receives an "Incomplete" (I) grade because course work is not completed before the end of the semester, **THE INCOMPLETE WORK MUST BE COMPLETED DURING THE FOLLOWING SIX (6) WEEKS** or the "I" grade will become an "F". It is the responsibility of the STUDENT to contact the teacher to make up work missed, obtain a "grade change" form from the Registrar, and to take the form to the teacher once the missing work has been completed within the 6 week period.

HONORS UPON GRADUATION

College Park High School honors students who have achieved academic excellence by designating on their diplomas and transcripts three types of academic honors upon graduation as follows:

- A. Top 1% of students are awarded **HIGHEST HONORS**,
- B. Top 5% of students are awarded **HIGH HONORS**, and
- C. Top 10% of students are awarded **HONORS**.

This is equivalent to the university standard of *Summa Cum Laude*, *Magna Cum Laude*, and *Cum Laude*. These academic honors are based on the student's cumulative high school grade point average at the end of the seventh (7th) semester of high school attendance.

SEAL OF BILITERACY

The Seal of Biliteracy is an award given by a school, district, or state in recognition of students who have studied and attained proficiency in two or more languages by high school graduation. Applications are sent out in February to students to assess if they have met the requirements. If you have any questions, please contact Vice Principal, Jen Mahmood.

CREATIVE ARTS GRADUATION HONORS

Students who will successfully complete FOUR YEARS of enrollment in college preparatory arts classes with a GPA of 3.5 above, and an overall GPA of 3.0. Students approved for the Creative Arts Graduation Honor will receive an honor cord to wear at commencement ceremonies. Students apply for Creative Arts Graduation Honors by March 15th of their senior year. Application for this honor is found on the district website. Qualifying coursework must be UC/CSU designated "F" electives, CTE courses in the Arts, Media, and Entertainment sector, or commensurate coursework from out-of-state high schools. Qualifying coursework must be continuous and consecutive (i.e., no semesters without being enrolled in a creative arts class). Classes taken for credit in other disciplines (e.g., dance courses taken for PE credit) do not qualify.

CPHS LIBRARY

College Park High School Librarian (ext. 3239)

Library Hours: 7:30-3:05 Two days per week, as scheduled during the school year.

What's here? <http://destiny.mdusd.k12.ca.us>

- A book collection which supports the CPHS curriculum and students' recreational reading interests,
- Subscriptions to magazines and newspapers,
- Networked computers with Microsoft Office Suite and Internet access. Save to your own account on the school server or to a personal storage device. Print to the networked black & white printers (.10 per page).
- Copy machine (.10 per copy),
- Commonly used textbooks (in-library use only),
- CPHS yearbooks from the past (in-library use only).

How it Works:

- Use your College Park student I.D. to check out library materials and access your computer account.
- Most books may be checked out for 2 weeks and renewed if still needed.
- Reference books may be checked out for overnight use only.
- For the benefit of all students, overdue fines will be charged to encourage the prompt return of all books. 10 cents/day for regular circulation and 1.00/day for reference books. Unlimited renewals are allowed as long as the book is not overdue. Students with overdue books or fines will not be allowed to check out more books until their account is settled.
 - Computer use follows all the rules set down in this handbook under CPHS COMPUTER USE GUIDELINES
 - ASK THE LIBRARIAN – for any help you might need – finding information, selecting a book, working on the computer, etc. etc.
 - Please be responsible: Return books on time leave food and drink outside the library, maintain appropriate behavior for all students to be able to read and study together.

NO
FOOD OR SOFT DRINKS
ARE ALLOWED IN THE CPHS LIBRARY

ATTENDANCE PROCEDURES

CLEARING ABSENCES

All absences must be cleared within **72 hours** (weekends and holidays excluded). Individual period absences will not be cleared if a student does not check in/out with the Attendance Office. If you call after 12:00 p.m. the absence will not be cleared until the next day. The following options are available to report an absence:

1. Call the 24-hour attendance line at 925-682-7670, ext. 3333 to report your student's absence.
2. Send in a note with your student.
3. Email Johanna Zamora Rivera at zamorariveraj@mdusd.org

Please always use the following format when reporting an absence:

- *Students' name/grade (spell last name please)*
- *Date(s) of absence*
- *Reason for absence (very brief please)*
- *Relationship to student*
- *Your day time phone #*

EXAMPLES OF LEGAL EXCUSES FOR ABSENCES

1. Illness or injury of the student (*code = L)
 2. Student doctor, dental, orthodontist, or other medical appointment. Verification of the appointment will be required from your provider. (*code = E)
 3. Funeral service of an **immediate** family member (*code = E)
 4. A quarantine imposed by a city or county health official (*code = L)
 5. Student service on a jury (*code = E)
 6. Up to five days to obtain required immunizations (*code = O)
 7. Exclusion from school due to head lice, lack of immunization, or physical examination (*code = O)
 5. Appearance in court (*code = E)
 6. Employment interview or conference (*code = E)
- (* = Absence code found on HomeLink)

Absences for any other reason will be considered Unexcused (code = U) and will contribute to the calculation for Truancy letters. Three (3) unexcused absences will result in the parent/student being notified of their habitual truancy by mail.

If your student arrives after 8:30AM, the student **MUST** check-in with the Attendance Office to obtain an admit slip **BEFORE** going to class. The parent/guardian **MUST** either call the Attendance office at 925-682-7670, ext. 3213 or send a note with their student the same day.

****COLLEGE PARK IS A CLOSED CAMPUS****

ANYTIME A STUDENT ARRIVES LATE OR LEAVES CAMPUS EARLY THEY MUST HAVE PROPER CLEARANCE TO EXCUSE THE ABSENCE.

PERMITS TO LEAVE

MDUSD has a "closed campus" policy. If you need to take your student out of school during the school day for any reason, please send a note with your student or call

925- 682-7670, ext. 4444 at least 2 hours before they need to leave. If you have an emergency that requires your student to be released with less than 2 hours' notice, please call 925-682- 7670 ext. 3213. The attendance office will write a pass, deliver it to your student, who will then meet you at the location you have agreed upon. Please don't pick up your student without a permit to leave and call in later to clear the absence. Absences will not be cleared - they will be recorded as a truant.

ATTENDANCE CALLS /E-MAILS HOME

If your student is marked absent by a teacher, an automated phone call will go out that evening to the “home” number you have listed on your student’s emergency card. If you provided the school with an e-mail address, you will also receive an e-mail for the same absence. If your student has a “single period” absence, and believes it is an error, they must go to the Attendance Office to obtain a correction form to be completed by the teacher for each period where attendance was reported incorrectly. Please do not call to report these absences as no action can be taken by this office. The student and teacher have to resolve and clear the absence.

EMERGENCY CARDS

Emergency cards are only to be filled out by a parent or guardian. Please do not allow your student to complete this form. NOTIFY THE ATTENDANCE OFFICE IMMEDIATELY OF ANY CHANGE TO THE INFORMATION ON YOUR STUDENT’S EMERGENCY CARD. This information is extremely important in order for you to receive school correspondence and correct phone numbers are needed in case of a student or school emergency.

REPORT CARDS & ABSENCES

All absences are reflected on the progress reports & report cards. It makes no difference if the absence is “Excused” or “Unexcused”. A printout of your student attendance can be obtained from the Attendance Office or the information can be found via **HomeLink**.

MDUSD HOMELINK

College Park High School links a program to a Student Information System that allows all parents/guardians access to their student’s information live, 24 hours a day, via HomeLink (www.mdusd.org/homelink). With access to HomeLink, you can view your student’s attendance, grades, and other useful information by obtaining a District letter that includes your student’s unique verification code to create your own log on. If you have not yet signed up, please do so at walk-thru. HomeLink letters will be available in the attendance office after walk-thru.

AVERAGE DAILY ATTENDANCE (ADA) INFO

The District does not receive ADA (funds per student from the state) when a student is absent from school whether it is a legal reason or not. If you have reported your student absent for the whole day, but the student comes to school in the afternoon because he/she feels better, please be sure to call the Attendance Office and have your student check-in so that the absence can be recorded correctly.

Every effort should be made to discourage students from missing school because of minor illnesses. Medical appointments should also be made at a time that least disrupts student’s instructional time and attendance.

Please be aware that if your student misses 13 days of school due to illness you will be required to provide medical verification to this office for future absences (MDUSD AR 5113).

SHORT-TERM INDEPENDENT STUDY

If a student is going to be absent from school for 5 days or more because of medical reasons or family matters and you know about the absence at least two weeks in advance, please call the Attendance Office to request an Independent Study Contract. If the contract is completed correctly, we will receive ADA for the days that the student is absent and the student will receive credit for the work completed.

MEDICATION AT SCHOOL

Students are not allowed to carry medication on campus, whether it be prescription or over-the-counter, unless they have written permission from their doctor and signed by the parent/guardian. Medication can be stored and administered in the attendance office after an “Authorization to Administer Medication During School Hours” form has been completed by the parent/guardian/Doctor and turned in to the Attendance Office. Please call the Attendance Office for more information, 925-682-7670 ext. 3213.

GOING ON VACATION WITHOUT STUDENT?

If you are going to be out of town or on vacation for a number of days, please be sure to send in a note to the Attendance Office or call in with information of the person responsible for your student during your absence.

PROLONGED MEDICAL ABSENCE

If your student is absent for 5 consecutive school days, a doctor’s note is required for documentation purposes.

TARDY AND TRUANCY POLICY

Education Code 48200 stipulates that each person between the ages of 6-18 years of age, with some exceptions under provision of this chapter, is subject to compulsory full-time education. Each parent, guardian, or other person having control of any child between the ages of 6 and 18 years, not exempted from compulsory education, is responsible for the student's attendance in a full-time education program.

At College Park High School, we expect all students to maintain regular school attendance because when students miss a learning opportunity, that learning opportunity cannot be duplicated simply by making up missed work. If a student fails to comply with the tardy and attendance policy consequences have been put in place in order to help rectify the situation. Listed below are the Tardy and Attendance Policy guidelines used at College Park High School

TARDY POLICY

When the student's tardiness is deemed excessive, the student will be referred to the office for disciplinary action. Clearly, it is the responsibility of the student to check with the teacher to make sure that an "absence" is changed to a "tardy" whenever a student comes in late for whatever reason.

Administration will assign progressive penalties for tardies as follows:

- A. Detentions
- B. Saturday school (based on missed detentions)
- C. SART / SARB (as appropriate)
- D. Parent and student meeting scheduled with counselor and/or administrator.
- E. 15 day / 30 day activity restriction, including extra-curricular activities/athletics or until detentions and/or Saturday schools are served

SART LEVEL 1	Truancy Letter #1 is sent to parents/guardians when a student has 3 unexcused periods of absences or 3 full days of unexcused absences.	
SART LEVEL 2	Truancy Letter #2: is sent to parents/guardians after 6 unexcused periods of absences or 6 full days of unexcused absences.	A mandatory meeting is held at school to discuss the student's attendance. At that meeting, a Saturday School detention is assigned to the student and the student is placed on SART Level 2.
SART LEVEL 3	Truancy Letter #3 is sent home to parents/guardians once a student receives 9 unexcused periods of absences or 9 full days of unexcused absences.	Parents/guardians and the student are requested to attend a SART meeting at the district office. This places a student on SART Level 3.
SART LEVEL 4	Truancy Letter #4 is sent for 9 or more unexcused periods of absences or 9 full days of unexcused absences.	At the recommendation of the SARB panel, the student may be sent to Juvenile Court. This places a student on SART Level 4.

ALL 9-12 GRADE STUDENTS WILL BE SUBJECT TO HAVING ACTIVITIES REMOVED UPON SART LEVEL 3 OR BEYOND OF THE SART/SARB PROCESS

Definition of Terms and Clarity of Rules

Detention- A 45 minutes after school consequence assigned by an administrator.

Saturday School- A 4 hour 20 minutes consequence on select Saturdays. Saturday school is typically used for truanancies (which will clear a one day full truancy/absence). Saturday School may also be used as Other Means of Correction (OMC) for disciplinary consequence.

SART-School Attendance Review Team is established at school sites in order to intervene with attendance and behavior problems at an early stage, before they escalate. The SART team usually includes site administrator, counselor, child welfare and attendance worker, student, parent/guardian.

SARB-Student Attendance Review Board intervenes once attendance problems escalate. This team includes the same member as SART but also involves district administrators and student services staff.

Activity Restriction-Includes any extra-curricular activity affiliated to school. This includes, but is not limited to, athletics (practice and games), band, choir, drama, and dances.

Truancy-Either a full day absence that does not meet the criteria of being excused or a 30+ minute tardy.

Truant:

Pursuant to Education Code 48260 Any student subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or the superintendent of the school district.

MOUNT DIABLO UNIFIED SCHOOL DISTRICT ATHLETIC AND EXTRA-CURRICULAR ELIGIBILITY RULES

All students of the Mt. Diablo Unified School District participating in athletic and extra-curricular activities shall be subject to the following eligibility rules pursuant to MDUSD Policy 6145(a) Eligibility to Represent the School.

INITIAL ELIGIBILITY

1. Student must achieve a 2.0 grade point average on a 4.0 scale during the previous grading period. Grades, which count for eligibility, are the first quarter grades; first semester grades; third quarter grades; second semester grades.
2. Students will be currently enrolled in a minimum of 20 units or the equivalent.
3. Students will have passed a minimum of 20 units or the equivalent in the previous grading period.
4. Students will demonstrate minimum progress towards graduation. For the purposes of this rule, minimum progress is defined as the successful completion of 50 units by the beginning of 10th grade; successful completion of 105 units by the beginning of the 11th grade; and successful completion of 160 units by the beginning of the 12th grade. Work completed in summer school, adult school, or alternative education programs before the beginning of each academic year shall be counted towards meeting the requirements.
5. All students entering from the eighth grade must have achieved a grade point average of 2.0 on a scale of 4.0 for initial eligibility.
6. Students will demonstrate a good citizenship record, both on and off campus, as determined by the principal or principal's designee.
7. Students must adhere to the attendance policy to meet initial eligibility and to remain eligible.

PROBATIONARY STATUS

Students who fail to meet academic requirements for eligibility may seek probationary (waiver) status under the following guidelines:

1. Probation status (waiver) may be granted only twice during a student's high school attendance. A one-time waiver is available to students during their ninth (9th) grade academic year. A second waiver is available to students during grades ten (10) through twelve (12). The ninth (9th) grade waiver may NOT be "saved" for use during the tenth (10th) through twelfth (12th) grades.
Students do not get a separate waiver for dances/activities.
2. Probation will be for a period of one grading period (approximately nine weeks or 1 event/dance).
3. Probation will be granted to students only for a failure to achieve a 2.0 grade point average and/or failure to maintain minimum progress towards graduation.

**Students with less than a 1.5 grade point average
will NOT be eligible to apply for probationary (waiver) status.**

4. Students must apply in writing to the Principal or the Principal's designee for probation.
5. Students who fail to comply with the conditions of probation shall immediately lose their eligibility. They will not have another opportunity for probationary (waiver) status.
6. Any rule infraction resulting in a school suspension will result in the student being suspended from all extra-curricular and co-curricular activities for a period equal to three (3) times the number of days of the school suspension.
7. Students are cautioned to use the probation opportunity wisely. Using the probationary waiver during the ninth and tenth grade years may preclude them from participation in the eleventh and twelfth grade years.

Students do not get a separate waiver for dances/activities.

ATHLETIC EQUIPMENT STORAGE

Student athletes are not permitted to carry excess equipment with them throughout the school day. This includes but is not limited to the following: Baseball/softball bats, lacrosse sticks, football helmets, pads, rackets, balls, etc. Teams must arrange storage options with their coach and/or team managers or store equipment in their personal/PE locker.

VARSITY LETTERS/AWARDS

Each varsity sport creates their own lettering system for their sport and student athletes. Students are responsible for purchasing their own Varsity Letters and Awards for their jackets. Please see treasurer for purchase.

CPHS POLICIES AND PROCEDURES

ANIMAL AND PET POLICY

Under no circumstances are students to bring any animal and/or pet to school without written permission from their teachers and Vice Principal. Animals may present a health and safety hazard to students and school staff. In addition, a crowded school campus may cause extreme anxiety to the animal/pet. College Park High School accepts no responsibility and/or liability for any animal brought on campus.

BICYCLES/SKATEBOARDS/SCOOTERS

Students must park their bicycles in the designated available spaces. Bicycles locked in areas not designated for bikes will have the locks cut and bikes confiscated. Bikes should be locked with a strong lock when unattended. Students need to park their bikes on campus at their own risk and College Park High School assumes no liability for damage to or loss of student bicycles. Students must not be in possession of a skateboard during school hours. Skateboards must be stored. Bicycles, scooters and skateboards are not to be ridden on campus. In case of theft, please contact the Pleasant Hill Police Department at (925) 288-4600.

CPHS COMPUTER USE GUIDELINES

In order to ensure that the College Park High School Macintosh/P.C. Labs, laptops, and classroom computers are maintained in optimal working order for all students, each student is required to observe the following guidelines while using lab facilities and/or classroom computers:

- All students wishing to use College Park High School computers must submit a signed copy of the [CPHS Internet Access Acceptable Use Policy](#). Students are not permitted in the computer labs unless a *supervising* teacher is present.
- No food or drinks are allowed in the computer lab.
- Students must use only the computer station assigned by the supervising teacher in the lab.
- Students must leave their work area clean at the end of the period.
- Installation of unauthorized software on the hard drive is prohibited.
- Unauthorized modification(s) of the system software is prohibited.
- Copying any software, other than personal data files, from the hard drive is prohibited.
- Students shall not attempt to acquire another person's account password(s), nor share improperly obtained passwords with any other person.
- Students shall not access/alter files of another person without expressed permission of that person or the instructor.
- Handle all computer hardware (e.g., keyboard, mouse, disk drive, display) with care.

FAILURE TO COMPLY WITH ANY OF THE RULES STATED ABOVE MAY RESULT IN ANY COMBINATION OF THE FOLLOWING THREE (3) CONSEQUENCES:

1. Revocation of all College Park High School computer use privileges
2. School suspension
3. Payment of financial restitution

DANCE RULES

Dances are a privilege, not a right. The administration has the authority to cancel a dance at any time for any reason. If you are caught dancing inappropriately, you will receive a warning. The second offense will result in you leaving the dance floor and waiting for a parent or guardian. No refunds will be given if you are removed from the dance for dancing inappropriately or violating rules.

Appropriate Dancing Means:

- No Body parts other than feet on the ground
 - You must be in an upright position at all times
 - You may not pick up (lift) your partner
 - Your legs may not wrap around your partner
 - When your hands are on your partner, they must be in appropriate areas
 - No grinding or sexual activity or motion
1. Student must achieve a 2.0 grade point average on a 4.0 scale during the previous grading period. Grades which count for eligibility are the first quarter grades; first semester grades; third quarter grades, second semester grades. Students must have at least a 1.5 grade point average to utilize a waiver and attend a dance.
 2. Probation status (waiver) may be granted only twice during a student's high school attendance. A one-time waiver is available to students during their ninth (9th) grade academic year. A second waiver is available to students during grades ten (10) through twelve (12). The ninth (9th) grade waiver may NOT be "saved" for use during the tenth (10th) through twelfth

(12th) grades. This is the same waiver used for dances/activities (there will be no repeated waivers given). Students with less than a 1.5 grade point average will not be allowed into the dance.

3. Only currently enrolled College Park High School students may attend on site dances. For Junior Prom and Senior Ball outside guests must abide by the guest rules.
4. A completed College Park dance permission form must be turned in to the College Park Treasurer prior to each dance.
5. No "in-and-outs" are permitted.
6. Students are expected to follow all school regulations while attending College Park-sponsored events/functions.
7. Any unlawful possession or use of any controlled substance will result in up to a five (5) day suspension, a drug and alcohol workshop, and suspension from all extra-curricular and co-curricular activities for up to 15 school days. Any student suspected of being under the influence of a controlled substance/alcohol will be subject to taking a breathalyzer/drug test.
8. No backpacks, large purses, duffel bags, etc. are allowed inside the dance. Any person attending a College Park High School dance is subject to search at any time.
9. Students must adhere to the attendance and tardy policy to remain eligible to attend each dance.

REQUIREMENTS FOR COLLEGE PARK HIGH SCHOOL JUNIOR PROM AND SENIOR BALL

Senior Ball and Junior Prom are open to outside guests of a College Park High School student. College Park High School reserves the right to exclude outside guests from school functions at any time. Students who do not attend College Park may attend Senior Ball and Junior Prom only if the following conditions are satisfied:

1. One guest per College Park High School student.
2. The guest must be 20 years of age or younger.
3. The College Park student must submit a completed permission form, with all required signatures, *and* secure administrative approval.
4. If the outside guest is a high school student, he/she must be in good standing with their school of attendance. Their school administrator's signature on the College Park permission slip must acknowledge this fact.
5. If the guest is not a CPHS student, then a Non-CPHS Permission Form must be completed with a government photocopy ID attached prior to the event and submitted to their appropriate VP for approval.
6. Students must adhere to the attendance and tardy policy to remain eligible to attend each dance.

CPHS DRESS CODE

- NO clothing/apparel/jewelry/accessories that display references to, advertisements for, promotions for, or endorsements of the use of drugs, alcohol, tobacco, or weapons.
- NO clothing/apparel/jewelry/accessories that display writing, pictures, symbols or any other insignia that are crude, vulgar, profane, obscene, libelous, slanderous, sexually suggestive, or promote unlawful acts.
- NO clothing/apparel/jewelry/accessories that degrade any cultural, religious or ethnic values or that advocate racial, ethnic, or religious prejudice or discrimination.
- NO gang-related clothing, apparel and/or accessories.
- Footwear that covers the soles of the feet must be worn at all times.
- NO accessories and/or jewelry that may be used as a weapon (e.g., pocket/wallet chains, spiked bracelets/wristbands/epaulets, sharp medallions, etc.).
- Clothing must be worn in a manner in which underwear remains completely covered at all times.

CONSEQUENCES FOR DRESS CODE VIOLATION(S)

A policy of progressive discipline will be followed with regard to enforcement of the College Park High School Dress Code.

STUDENTS WILL NOT BE SENT HOME TO CHANGE CLOTHES

Consequences for Dress Code violation(s) include:

- Parent/guardian contacted
- Change into P.E. clothes
- Turn apparel inside out
- Remove offensive apparel, when possible
- Confiscation of offensive apparel/accessories and returned to parent or guardian
- Change into clean clothing provided by College Park High School. In this case, clothes must be laundered before being returned to College Park High School. Failure to return College Park-issued clothing within three (3) school days will result in a fine.

Repeated violation of the CPHS Dress Code will be considered defiance of valid authority and may result in suspension from College Park High School.

Legal Reference:

Education Code 35185; 48907

Title 5, Section 302

Penal Code 186.22; 13826-13836.7 (cf. 5333)

ELECTRONIC DEVICE POLICY

- Cell phones and iPods are to be turned off and out of sight during class.
- Cell phone use is permitted during brunch and lunch only.
- Personal electronic devices (including but not limited to head sets) are not to be used during the instructional period either in class or on campus. Violation of this will result in confiscation, whereby the parent will need to come in person to retrieve the device.
- At no time are portable stereos (boom boxes) or video cameras permitted on campus. Students are advised not to bring any electronic devices to school because they are frequent targets of theft. Mt Diablo Unified School District and College Park High School are not responsible for the theft / loss of personal electronic devices at school or at school-sponsored events.

FINES, FEES, AND STUDENT CHARGES

Students who owe money to the school for lost or damaged books, unpaid fees, overdue library materials, athletic uniforms, or other school property will NOT receive grade transcripts or diplomas until the charges are paid in full through the College Park Treasurer's office or online through the school's web store: <https://cphs-falcons.myschoolcentral.com>. To make other arrangements please contact your Vice Principal. Parents and/or students who submit personal checks which are later returned due to insufficient funds ("NSF") will be charged an additional processing fee of \$22.00, with the requirement that all future financial transactions with College Park High School be on a cash, money order, or Visa/MasterCard basis only. Beginning May 1st, all bills must be cleared either by paying cash, money order or Visa/MasterCard; no checks will be accepted. Upon Payment, a receipt will be issued immediately.

HALL PASSES

In general, students are not allowed outside of class during regular class times unless they have a hall pass from their teacher. Regulations regarding hall passes are:

1. Hall passes must clearly state the date and the time the student leaves class.
2. Students may NOT leave class for any reason (family or medical emergencies excepted) during the first fifteen (15) minutes of class.
3. Teachers will carefully review each student's request for a hall pass and limit issuance of a pass to emergency and/or urgent situations only.
4. Teachers will maintain and enforce an active "No Pass" list for students who abuse hall pass privileges. Students on this list will not receive passes to leave the classroom during class time for the remainder of the school year.
5. A student who is out of class without a valid hall pass will be escorted back to their class by an administrator or campus supervisor. Repeated violations of the hall pass policy will result in further

administrative disciplinary action.

6. Teaching Assistants (T.A.'s) must wear designated T.A. identification necklaces at all times when out of class. Failure to observe this policy may result in loss of T.A. position and placement in another class.

HONESTY POLICY

The College Park High School staff believes that students should act in an honest and responsible manner toward other students, teachers, staff and school administrators. Violations of the College Park Honesty Policy include, but are not limited to, the following examples:

- Copying the homework assignments/projects of another student.
- Providing class assignments to another student for the purpose of copying.
- Providing any previously-scored assessments and/or assignments to another student without specific teacher approval.
- Asking or informing students from another period the content of test/quizzes/assessments.
- Representing as your own work, in whole or part, work completed by other student(s).
- Failure to take reasonable measures to protect your test/quiz/assignment/project for use by another student.
- Changing a teacher's grade on an assignment/test/quiz/project and claiming that the teacher made an error.
- Falsely accusing a teacher of losing an assignment or making a grading error.
- Using electronic devices to cheat by prerecording unauthorized formulas, answers or processes.
- Communicating unauthorized information during a test/assessment to another student by electronic, written, or other means.
- Using unauthorized "cheat sheets" during a test/quiz/assessment.
- Falsifying a parent excuse for absence in order to "make up" missed work as a result of that absence.
- Falsifying data for assignment/project/class activity and representing false data as accurate and true.
- Plagiarism* (see below)

*To PLAGIARIZE, according to The American Heritage Dictionary of the American Language, is to "...steal and use the (ideas of writing of another) as one's own; to appropriate passages of ideas from (another) and use them as one's own; to take and use as one's own the writings or ideas of another."

It is essential that students understand the definition of plagiarism and give due credit through citations, footnotes, and/or bibliographies for ideas, passages, and quotations taken from outside sources. For example, students must know that downloading information from online sources, copying from written sources, or transcribing from oral sources without providing appropriate citation is plagiarism. In addition, failure to paraphrase and/or summarize ideas taken from outside sources, or simply changing several non-essential words and appropriating the idea as one's own, is plagiarism.

CONSEQUENCES FOR VIOLATION OF THE CPHS HONESTY POLICY

Consequences for violations of the CPHS Honesty Policy are applicable for the entire academic year.	
<u>1st Violation</u>	<ul style="list-style-type: none">● Failure of assignment/test/quiz/project/activity● Documented parent/guardian contact by teacher regarding the violation
<u>2nd Violation</u>	<ul style="list-style-type: none">● Failure of the Quarter in which the second violation occurs● Referral to administrator● Parent/Guardian/Teacher/Administrator/Student Conference
<u>3rd Violation</u>	<ul style="list-style-type: none">● Failure of the Semester in which the third violation occurs● Parent/Guardian/Student/Teacher/Administrator Conference

LOCKERS

All student lockers are under joint control of College Park High School and the Mt. Diablo Unified School District. Consequently, student lockers are public property and subject to periodic and/or emergency inspection at any time, in or out of the presence of the student to which it is assigned. College Park High School and the Mt. Diablo Unified School District assume no responsibility for valuable personal items and/or money stored or left in student lockers. Students may NOT store any materials in their locker which are a violation of Mt. Diablo Unified School District, College Park High School, California, and/or federal law or regulations.

Students are issued a locker and a combination lock by College Park High School. Students may not use their own lock and/or a locker not assigned to them. The school will cut off private locks and students will not be reimbursed. Failure to follow these guidelines will result in the loss of locker privileges. Students will be charged for lost school-issued locks.

STUDENT PARKING PROCEDURES

PARKING PERMIT RULES AND REG

A parking permit is the property of the school and is issued to the student and can be revoked for misuse. Parking permits are \$25. Parking permits are non-refundable. Replacement permits that are lost or stolen are \$25 and must be approved by students Vice Principal.

Students must abide by the following rules regarding parking at CPHS

- All vehicles parked in CPHS lots without a permit or that are parked illegally are subject to ticketing and/or towing at owner's expense, C.V.C. 22658 (A)
 - Pleasant Hill Police 925-288-4600
 - ABC Towing 925-685-0860
- Parking permits must hang from rear view mirror and be visible from the front of the car.
- Students may be cited for mechanical and license violations as well as parking violations
- All vehicles parked on or adjacent to the school campus are subject to search by the administration or a designee.
- A student does not have the right to copy, sell or lend his/her permit to another student. Students/non students who give, sell, or obtain a parking permit from another student/non student will face disciplinary action and may lose all parking privileges at CPHS.
- School Administration may revoke your parking permit for driving we deem unsafe and for behavior that is detrimental to others
- Students must return the parking permit to the treasurer's office in the event of an early graduation or school transfer.
- Students may only park in student lot.
- Parking lot speed is 5 mph. All directional arrows must be observed.
- Park, lock and leave your car promptly-no loitering
- REMINDER: Campus parking lots are off limits during school hours
- Students will not be allowed to enter parking lot without permit to leave
- Do not use your car as a locker-bring your lunch, books, etc. with you when you leave
- No loitering in parking lots after school hours.

VISITORS

VISITOR PASSES

As a matter of security, College Park High School requires all campus visitors to sign in at the Main Office and obtain a Mt. Diablo Unified School District Visitor's Pass. School staff members are directed to question any visitor they do not recognize. School-aged visitors are generally refused permission to visit campus during school hours and students are generally not allowed to bring "guests" to school during regular school hours. Parents/guardians of College Park students are welcome on campus as visitors and should follow the aforementioned check-in procedure when visiting College Park.

SEXUAL HARASSMENT POLICY

Education Code 212.5

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s employment, academic status, or progress.
- (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- (c) The conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- (d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution. (Amend. Stats. 1998, Ch.914)

Examples of Sexual Harassment

Sexual harassment includes, but is not limited to:

- Unwelcome leering, sexual flirtations, or propositions.
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.

- Graphic verbal comments about an individual’s body, or overly personal conversation.
- Sexual jokes, stories, drawings, pictures, or gestures.
- Spreading sexual rumors.
- Teasing or sexual remarks about students enrolled in a predominately single-sex class.
- Touching a student’s body or clothes in a sexual way.
- Purposefully limiting a student’s access to educational tools.
- Cornering or blocking normal movements.
- Displaying sexually suggestive objects in the educational environment.

*Sexual harassment by any student is forbidden and will result
in disciplinary action up to and including expulsion.*

COMPLAINT PROCESS

Any student who believes he or she has been subject to sexual harassment prohibited by Board Policy 5145.7 should immediately report incidents to the principal or other school administrators. Any student who feels that he or she is being harassed may file a written complaint in accordance with the procedures set forth in the Uniform Complaint Procedures described in Board of Education Policy 1312.1. Each complaint shall be promptly investigated.

CPHS DISCIPLINARY PROCEDURES

The College Park High School discipline policy is based on the philosophy that no student will be allowed to engage in behavior that is not in their best interest and/or the best interest of other students or members of the school staff. Our primary responsibility is the education, safety, and general welfare of all College Park students.

Teachers establish supplemental class policies, suitable to grade level and subject taught which support a positive learning environment in classroom. Referral to the vice principal is used as a last resort after teachers have employed a progressive discipline policy and have exhausted all other appropriate preventative and corrective measures. Each disciplinary case will be handled as rapidly, firmly, and fairly as possible. In most instances, the student's parent/guardian will be notified by a teacher and/or administrator regarding the particular disciplinary issue.

Other Means of Correction: [OMC]

Effective January 1, 2013, Assembly Bill ("AB") 1729 expands administrator authority to use alternative means of discipline before suspending or expelling students, including students with disabilities.

Existing law authorizes the suspension or expulsion of a student, including a student with a disability, for certain offenses listed in the Education Code. AB 1729 modifies Education Code sections 48900 and 48900.5 to allow administrators to use alternatives to suspension or expulsion that "are age appropriate and designed to address and correct the student's misbehavior." New language also specifies that

administrators *may* document use of alternative means of correction and include them in the student's file.

AB 1729 introduces additional "means of correction," including:

- Conferences with student's parents, study teams, and other behavioral groups;
- Referrals to a psychologist or other school support service personnel;
- Enrollment in a restorative justice, anger management, or prosocial behavior program;
- Referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an IEP or Section 504 plan;
- Positive behavior support with tiered interventions occurring during the school day; and
- After-school programs that address behavioral problems and/or expose students to positive activities.

The law continues to allow suspension for first time offenses under Sections 48900 (a) through (e) without attempting other means of correction.

FOUR STEP CLASSROOM DISCIPLINE POLICY

The Four Step Classroom Discipline Policy is applied when student behavior disrupts the learning environment. Disruptive and defiant student behavior is defined as "any behavior which actively disrupts the learning environment for other students and/or challenges, refuses to obey, or respect the directive, authority or position of the classroom teacher

Note: In the case of serious classroom disruption or defiance of authority, the teacher may proceed directly to Step Three and submit a disciplinary referral to an administrator.

4 Step Classroom Disciplinary Policy		
Step #1	Teacher contacts parent/guardian and makes record of contact.	
Step # 2	Teacher contacts parent/guardian and makes record of contact.	
Step # 3	Teacher submits a disciplinary referral to an administrator <i>AND/OR</i> teacher suspends student from the remainder of the current class, with the option of continuing the suspension through the next class period.	Class Suspension: 1. The teacher completes the class suspension form, notifies parent/guardian. 2. submits the completed class suspension form to the appropriate Vice Principal.
Step # 4	Teacher submits a disciplinary referral to the appropriate Vice Principal for administrative disciplinary action, which may include student suspension from school.	

CLASSROOM SUSPENSION

Classroom suspension is the temporary removal of a student from their regular classroom by a teacher or administrator. In the case of a teacher suspension from class, the student will remain on campus and report to the designated Vice Principal's office during the period from which he/she is suspended. Teacher suspensions may be for the remainder of the class period OR the remainder of the class period AND the following class period. The suspending teacher will contact the student's parent(s)/guardian(s).

SCHOOL SUSPENSION

School suspension is the removal of a student from school from one (1) to five (5) days by an administrator. While on suspension, the student may not participate in any school activity or be on any MDUSD school campus. If suspension encompasses the weekend, the student will be excluded from all school activities during the weekend.

E.C. 48900.5

Suspension shall be imposed only when other means of correction

fail to bring about proper conduct. However, a Pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process. (Amend. Stats. 1985, Ch. 907.)

Except in the case of an emergency situation, the school administrator will attempt to contact the parent/guardian prior to a school suspension. Parents/guardians will be encouraged to attend an administrative conference regarding the matter. Students suspended from school may NOT return to College Park High School or any other Mt. Diablo Unified School District campus during the suspension. Supervision of the student on suspension is the sole responsibility of the student's parent/legal guardian. Students are not allowed to participate in or attend any school activities, including practices and/or rehearsals, for the duration of the suspension.

EXPULSION

Expulsion is the removal from enrollment in all district schools as ordered by the Mt. Diablo Unified School District Board of Education. The MDUSD Board of Education may order expulsion when other means of correcting student behavior have failed or if the continued presence of the student on the school campus is considered to be dangerous to the physical safety of others. Students may not be on any campus in the school district or attend any school-sponsored activities once they are expelled by the Board of Education.

- It is the policy of the Mt. Diablo Unified School District that any school-related possession, use, sale, furnishing, or receiving of any weapon, including but not limited to a firearm, knife, explosive or any other injurious object not necessary for the academic purposes of the student and capable of inflicting substantial bodily injury—shall not be tolerated.
- Law enforcement shall be notified regarding student violations of this policy. In addition, students who violate this policy shall be subject to disciplinary action up to and including expulsion from the Mount Diablo Unified School District.

LAW ENFORCEMENT INVOLVEMENT

The primary responsibility of College Park High School is the education and safety of all students. Therefore, school officials reserve the right to contact and involve law enforcement officials/agencies in school matters when such intervention is deemed necessary and/or appropriate.

Violation	1st Occurrence	2nd Occurrence	Additional Occurrences
Caused, attempted to cause, or threatened to cause physical injury to another person	OMC or possible 1-2 day suspension.	1-5 day suspension, may be required to check in with administration upon return, may notify police.	2-5 day suspension, may be required to check in with administration upon return, may notify police
Willfully used force or violence upon the person of another, except in self-defense.	OMC or possible 1-2 day suspension.	1-5 day suspension, may be required to check in with administration upon return, may notify police.	2-5 day suspension, may be required to check in with administration upon return, may notify police
Possession, sale, or furnishing of any knives or other dangerous objects *knife is less than 3.5 inches and non-locking blade	OMC or possible 1-2 day suspension, may notify police.	1-5 day suspension, Principal's Conference, may notify police, and possible recommendation for expulsion.	2-5 day suspension, Principal's Conference, may notify police, and possible recommendation for expulsion.
Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance or an intoxicant of any kind	OMC or possible 1-2 day suspension. May Notify police or IUPUI/Care Team Referral. *Sale of a controlled substance will result in charge of 48915(c)3	1-5 day suspension, principal's conference, may notify police.	2-5 day suspension, Principal's Conference, may notify police, and possible recommendation for expulsion.
Offering, arranging, or negotiating to sell drugs, alcohol or any intoxicant and then substituting a look a like substance intended to represent drugs, alcohol or an intoxicant	OMC or possible 1-2 day suspension. May notify police. *Sale of a controlled substance will result in a charge of	1-5 day suspension, Principal's Conference, may notify police, and possible recommendation for	2-5 day suspension, Principal's Conference, may notify police, and possible recommendation for expulsion.

	48915(c)3	expulsion.	
Committed or attempted to commit robbery or extortion	OMC or possible 1-2 suspension. May notify police. *Robbery or extortion will result in charge of	1-5 day suspension, may notify police	2-5 day suspension, Principal's Conference, may notify police and possible recommendation for expulsion.
Caused or attempted to cause damage to school or private property (including tagging/graffiti)	48915(a)(1)(D) OMC, may notify police, reparation to school or private property.	1-2 day suspension, may notify police, reparation to school or private property	2-5 day suspension, Principal's Conference, may notify police, reparation to school or private property

Violation	1st Occurrence	2nd Occurrence	Additional Occurrences
Possession of an imitation firearm that is substantially similar in physical properties to an existing firearm as to lead to a reasonable person to conclude that the replica is a firearm	1-2 day suspension, may notify police	2-5 day suspension, Principal's Conference, may notify police, possible recommendation for expulsion	3-5 day suspension, Principal's Conference, may notify police, possible recommendation for expulsion.
Committed sexual assault or battery	OMC or 1-2 day suspension, may notify police counseling referral	1-5 day suspension, may notify police	2-5 day suspension, may notify police
Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding for the purpose of intimidation or retaliation	OMC or 1-2 day suspension	1-5 day suspension	2-5 day suspension
Unlawfully offered, arranged to sell, negotiated to sell , or sold the prescription	or 1-2 days suspension, may notify police, Drug and Alcohol	1-5 day suspension, may notify police	2-5 day suspension, may notify police

drug Soma	Workshop		
Possessed, offered, arranged, or negotiated to sell any drug paraphernalia	OMC	OMC or 1-2 days suspension	1-3 day suspension
Willful defiance and/or disruption of school activities and/or the learning environment	OMC, reparation to school or private property	OMC, reparation to school or private property	OMC, reparation to school or private property
Knowingly received stolen school or private property	OMC, may notify police, reparations to school or private property	1-2 day suspension, may notify police, reparations to school or private property	2-5 day suspension, may notify police, reparations to school or private property
Engaged or attempted to engage in an act of hazing initiation or pre-initiation into a student organization	OMC or 1-2 days suspension.	1-5 days suspension	2-5 day suspension

Violation	1st Occurrence	2nd Occurrence	Additional Occurrences
Stealing, or attempting to steal school or private property	OMC or 1-2 day suspension, may notify police, reparation to school or private property	1-5 day suspension, may notify police, reparation to school or private property	2-5 day suspension, may notify police, reparation to school or private property
Possessed or used tobacco or nicotine products	OMC, TUPE Referral	OMC or 1-2 day suspension	OMC or 1-3 day suspension
Committed an obscene act or engaged in habitual profanity or vulgarity	OMC, Anger Management Workshop	1-2 day suspension	2-5 day suspension
Engaged in an act of bullying, including, but not limited to electronic act, directed toward a pupil or school personnel	OMC or 1-2 days suspension	1-5 day suspension	2-5 day suspension
Aiding or abetting infliction or attempted infliction of physical injury to another person	OMC or 1-2 days suspension	1-5 day suspension	2-5 day suspension
Committed sexual harassment	OMC or 1-2 days suspension, Counseling Referral	1-5 day suspension	2-5 day suspension
Caused, attempted to cause, threatened to cause, or participated in any act of hate violence	OMC or 1-2 days suspension	1-5 day suspension	2-5 day suspension
Engaged in harassment, threats or intimidation, directed against school or district personnel or pupils	OMC or 1-2 days suspension	1-5 days suspension	2-5 days suspension

Violation	1st Occurrence	2nd Occurrence	Additional Occurrences
Making terroristic threats against students, school officials and/or property	OMC or 1-2 days suspension	1-5 days suspension	2-5 days suspension
Causing serious physical injury to another person except in self-defense	1-5 days suspension, Principal's Conference, may notify police, possible recommendation for expulsion	1-5 days suspension, Principal's Conference, may notify police, possible recommendation for expulsion	1-5 days suspension, Principal's Conference, may notify police, possible recommendation for expulsion
Unlawful possession of any knife, or other dangerous object of no reasonable use to pupil *knife is longer than 3.5 inches and/or locking	1-5 days suspension, Principal's Conference, may notify police, possible recommendation for expulsion	1-5 days suspension, Principal's Conference, may notify police, possible recommendation for expulsion	1-5 days suspension, Principal's Conference, may notify police, possible recommendation for expulsion
Possession of any controlled substance except for the first offense of possession of not more than one ounce of marijuana	1-5 days suspension, Principal's Conference, may notify police, possible recommendation for expulsion	1-5 days suspension, Principal's Conference, may notify police, possible recommendation for expulsion	1-5 days suspension, Principal's Conference, may notify police, possible recommendation for expulsion
Robbery or extortion	1-5 days suspension, Principal's Conference, may notify police, possible recommendation for expulsion	1-5 days suspension, Principal's Conference, may notify police, possible recommendation for expulsion	1-5 days suspension, Principal's Conference, may notify police, possible recommendation for expulsion
Assault or battery upon a school employee	1-5 days suspension, Principal's Conference, may notify police, possible recommendation for expulsion	1-5 days suspension, Principal's Conference, may notify police, possible recommendation for expulsion	1-5 days suspension, Principal's Conference, may notify police, possible recommendation for expulsion

Violation	1st Occurrence	2nd Occurrence	Additional Occurrences
Possession, selling, or otherwise furnishing a firearm. Must be verified/witnessed/observed by district employee	5 day out of school suspension, Principal's Conference, notify police and mandatory recommendation for expulsion.	See 1st	See 1st
Brandishing a knife	5 day out of school suspension, Principal's Conference, notify police and mandatory recommendation for expulsion.	See 1st	See 1st
Selling a controlled substance	5 day out of school suspension, Principal's Conference, notify police and mandatory recommendation for expulsion.	See 1st	See 1st
Committing or attempting to commit sexual assault or battery	5 day out of school suspension, Principal's Conference, notify police and mandatory recommendation for expulsion.	See 1st	See 1st
Possession of an explosive	5 day out of school suspension, Principal's Conference, notify police and mandatory recommendation for expulsion.	See 1st	See 1st

UNIFORM COMPLAINT PROCEDURE

Dear Student,

The district has procedures that are meant to give guidance to anyone, including students, who wish to file a complaint of unlawful discrimination. If you have a complaint of unlawful discrimination, please try to resolve the complaint with the school principal or program manager.

If you are unable to resolve your complaint with the school principal or program manager, please submit your complaint in writing to the appropriate district compliance officer:

Director of Secondary Education, Samantha Allen
1936 Carlotta Drive
Concord, CA 94519
Phone (925) 682-8000 ext. 4043
Email: allens@mdusd.org

The compliance officer will give you a copy of District Board Policy 1312.3 and District Administrative Rules 1312.3. These documents will explain the complaint procedures in greater detail, including a description of your option to use mediation to resolve your complaint.

You may file a complaint of unlawful discrimination if you feel that you or someone else has suffered unlawful discrimination. You must initiate your discrimination complaint no later than six months from the date that the alleged discrimination occurred, or from the date that you first learned of the facts of the alleged discrimination.

Within five working days of receiving any complaint, the compliance officer may hold a meeting to investigate your complaint. The compliance officer will invite you to the meeting. You may bring a representative to this meeting. At the meeting you, or your representative, will have the opportunity to present information supporting your complaint.

Within thirty days of receiving your complaint, the compliance officer will send you a report on the investigation and a written decision regarding your complaint. If you are not satisfied with the compliance officer's decision, you may appeal in writing to the district's Board of Education within five days by contacting:

Dr. Adam Clark
1936 Carlotta Drive, Concord, CA 94519
Phone (925) 682-8000 ext. 4010 Fax: (925) 689-1649
Email: clarka@mdusd.org

The Board of Education will consider your appeal at its next regular meeting or at a special meeting. The compliance officer will inform you of the Board's decision:

- The Board may decline to hear your appeal, in which case the compliance officer's decision will be the district's final decision.
- The Board may hear your appeal in which case the compliance officer will send you a written copy of the Board's decision within 60 days of the district's initially receiving your complaint, or within the time period that was specified in writing in an agreement between you and the compliance officer.

In either case, the compliance officer will inform you in writing of the appropriate procedures in the event that you wish to appeal the Board's decision to the California Department of Education. You have the right to appeal the district's decision to the California Department of Education within 15 days of receiving the district's decision.

The district will strive to protect anyone filing a complaint from retaliation of any sort for filing the complaint. The investigation of all discrimination complaints will be conducted in a manner that protects the individual's confidentiality. The entire district procedure of complaint investigation and final decision will be concluded within a sixty calendar-day period.

You are entitled to pursue available civil law remedies outside of the district's complaint procedures. For example, you may seek assistance from mediation centers or attorneys. Courts may impose such civil law remedies as injunctions and restraining orders. For discrimination complaints, however, you must wait until sixty days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The sixty-day moratorium does not apply to injunctive relief.

Crisis/Emergency/Support Services

General Emergency (<i>Paramedic/Fire/Police</i>)	Call 911
AIDS (<i>Information and Counseling</i>)		
National HIV and AIDS Information Hotline	1-800-232-4636
California HIV/AIDS Hotline	1-800-367-2437
Alateen (<i>Support for teens coping with an alcoholic relative</i>)	932-6770
Alcoholics Anonymous (<i>Support for teen alcoholics</i>)	939-4155
Battered Women's Alternative (<i>Emergency intervention/counseling for abused teens and adult women</i>)	1-888-215-5555
Children's Protective Services		
<i>(Emergency intervention for youth, who are being physically, sexually, or emotionally abused by parents)</i>		
Contra Costa Crisis Center (<i>Emergency shelter</i>)	1-800-808-6444
Crisis/Suicide Intervention	1-800-833-2900
Grief Counseling	1-800-837-1818
Narcotics Anonymous (<i>Support for recovering drug addicts</i>)	685-HELP
National Runaway Hot Line (<i>Information/Support</i>)	1-800-621-4000
Northern Calif. Family Center		
<i>(Runaway and Homeless Youth Hotline)</i>		
Psychiatric Emergency and Assessment	646-2800
Poison Control Center		
<i>(Emergency Service/Information on drugs and dangerous substances)</i>		
		1-800-876-4766
Rape Crisis - Community Violence Solutions	1-800-670-7273
AIDS Testing/Treatment		
Contra Costa HIV/AIDS Health Services	313-6770
Alcohol/Drug Problems		
Alanon/Alateen/Alcoholics Anonymous	932-6770/939-4115
Alcohol and Drug Abuse Council of Contra Costa County	932-8100
California Dept. of Alcohol/Drug Programs Resource Center	1-800-879-2772 Contra Costa
County Substance Abuse Services	1-800-846-1652 Kaiser Hospitals
Walnut Creek	295-4145
Martinez	688-8910
New Connections	676-1601
Contra Costa Children's Council	676-KIDS
Emergency Food, Clothing, Shelter		
Contra Costa Emergency Shelter	1-800-808-6444
Contra Costa Food Bank	676-7543
Hillcrest Community Church (404 Gregory Lane, Pleasant Hill)	689-8260
Shelter, Inc. (1875 Arnold Drive, Martinez)	335-0698
Employment		
California Employment Development Center	602-1521
Neighborhood Youth Corps (CCC Youth Development Services)	942-3300
Diablo Valley College Job Replacement Service	685-1230 Ext. 370
Family Planning/Pregnancy Counseling/STD Clinic		
Contra Costa County Health Services	646-5275
Grief Counseling	1-800-837-1818

Mental Health

Contra Costa County Mental Health Services (Youth Services)	646-5468
Mental Health Association of Contra Costa County	603-1212
Parent Connection (Center for Human Development)	687-8844
Psychiatric Emergency and Assessment	
Contra Costa Regional Medical Center (Merrithew)	646-2800
Teen Health Clinics	
Teen Age Program (TAP)	646-5450

COLLEGE PARK HIGH SCHOOL
2021-2022 BELL SCHEDULES

Monday, Tuesday, Friday (6 period day)		
0°	7:40 -	8:25
1°	8:30 -	9:25
2°	9:33 -	10:28
Brunch	10:28 -	10:38
3°	10:46 -	11:41
4°	11:49 -	12:44
Lunch	12:44 -	1:14
5°	1:22 -	2:17
6°	2:25 -	3:20

Early Release Wednesday (Once a Month)		
0°	7:45 -	8:25
1°	8:30 -	10:05
Brunch	10:05 -	10:15
2	10:23 -	11:58
Lunch	11:58 -	12:28
5°	12:36 -	2:11

Wednesday/Thursday		
0	7:40 -	8:25
1°/3 °	8:30 -	10:05
Brunch	10:05 -	10:15
2°/4 °	10:23 -	11:58
RTI	12:06 -	1:03
Lunch	1:03 -	1:33
5°/6 °	1:41 -	3:16

CPHS Rally Schedule		
0°	7:45 -	8:25
1°	8:30 -	9:10
2°	9:18 -	9:58
Brunch	9:58 -	10:08
3°	10:16 -	10:56
Rally/Assembly A and B	11:04 -	1:04
Lunch	1:04 -	1:34
5°	1:42 -	2:22
6°	2:30 -	3:10

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKOUT! GET INSIDE. LOCK OUTSIDE DOORS.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance



LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

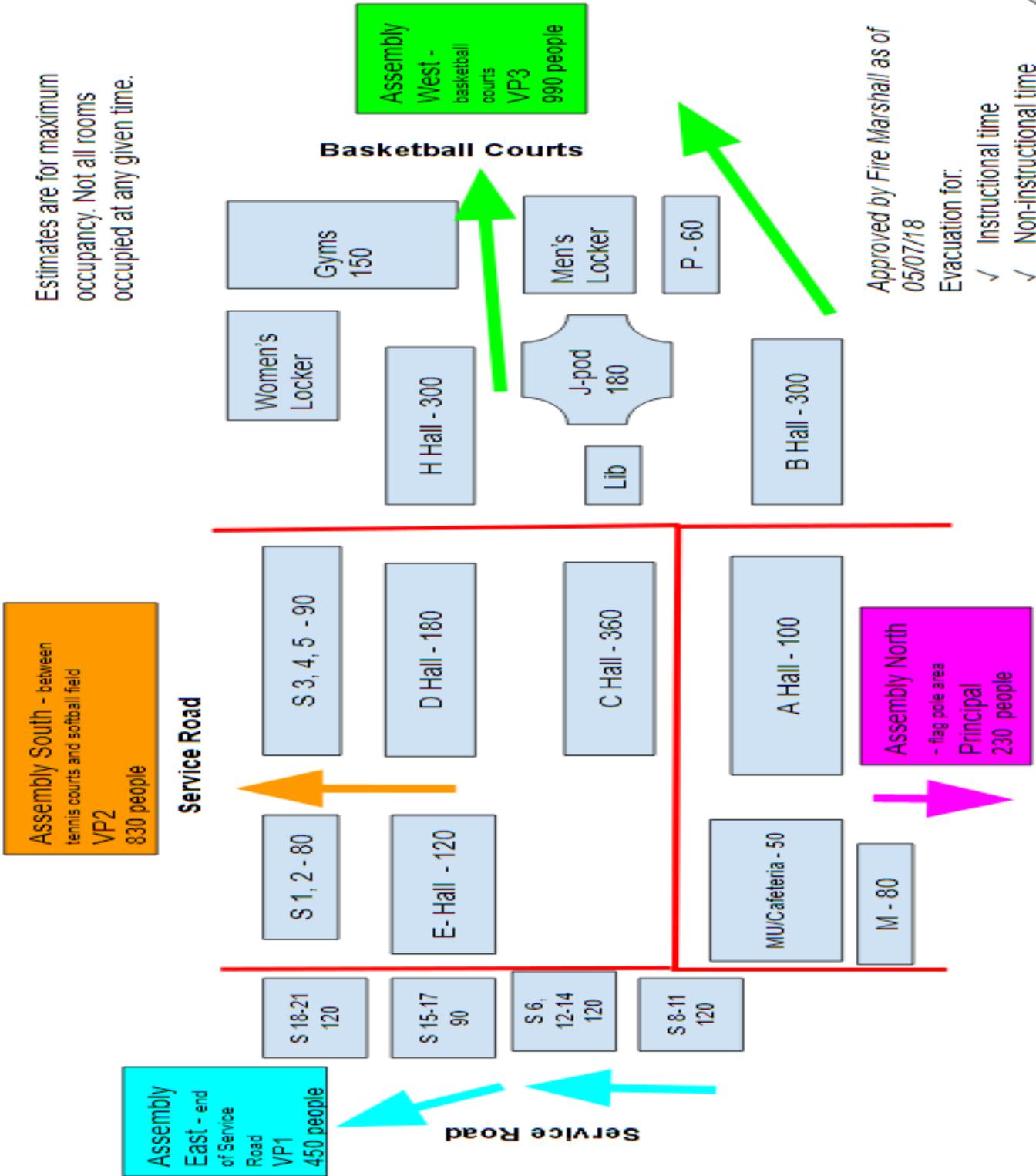
TEACHER

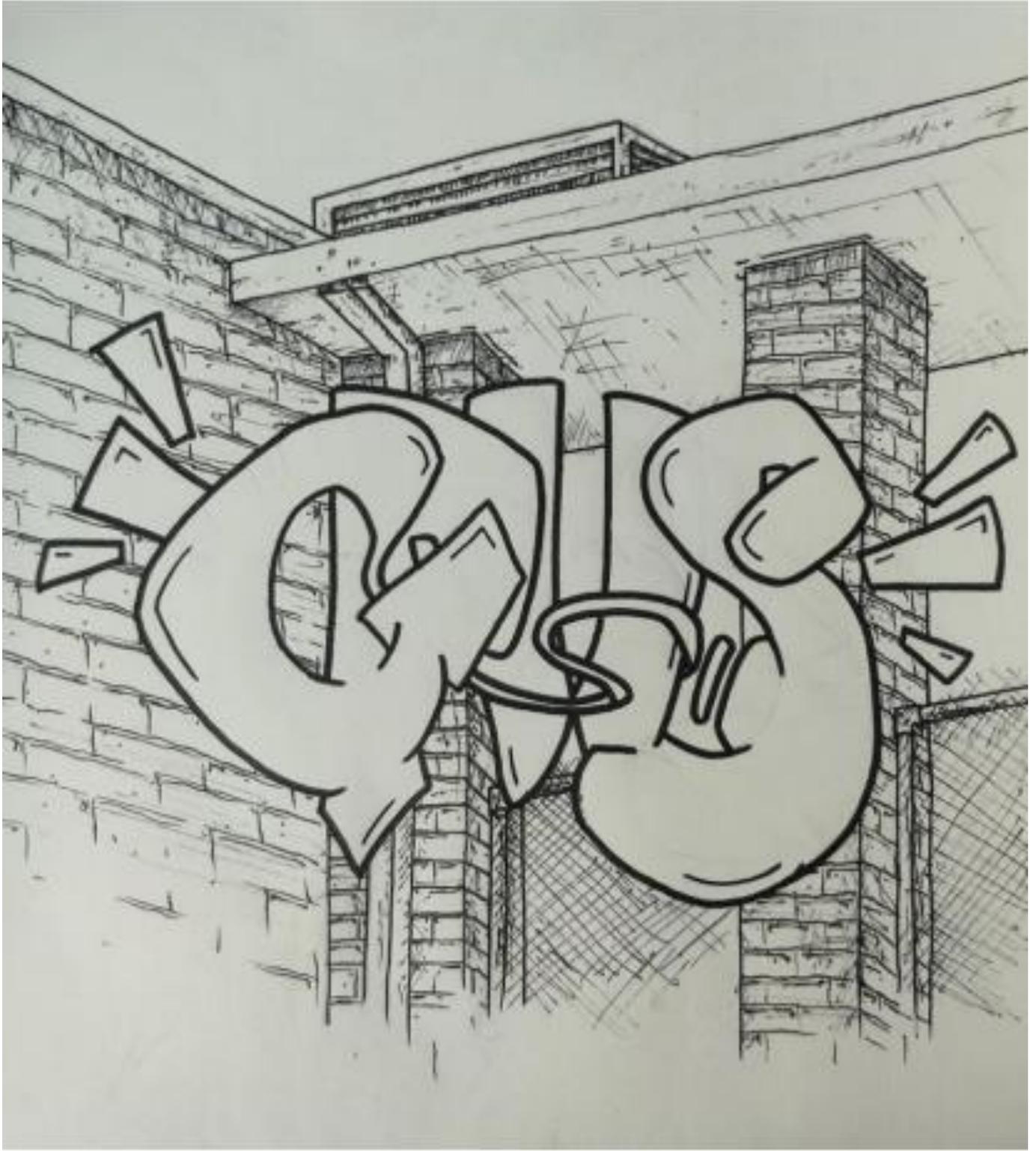
Lead safety strategy
Take attendance



Evacuation Map

Estimates are for maximum occupancy. Not all rooms occupied at any given time.





Bird's Eye View of College Park

