

# **Student Handbook 2023-2024**

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**BE RESPECTFUL  
BE RESPONSIBLE  
BE SAFE**

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# Central High School Bell Schedule 2023-2024

## Tuesdays: Tutorial

### **Regular Day**

Monday, Thursday & Friday

Period	Start	End
1	8:30	9:20
2	9:23	10:13
Brunch	10:13	10:28
3	10:31	11:21
4	11:24	12:14
Lunch	12:14	12:44
5	12:47	1:37
6	1:40	2:30

Period	Start	End
1	8:30	9:15
2	9:18	10:03
Brunch	10:03	10:18
Tutorial	10:21	10:48
3	10:51	11:36
4	11:39	12:24
Lunch	12:24	12:54
5	12:57	1:42
6	1:45	2:30

### **Collaboration Day**

Wednesday

Period	Start	End
1	9:00	9:45
2	9:48	10:33
Brunch	10:33	10:48
3	10:51	11:36
4	11:39	12:24
Lunch	12:24	12:54
5	12:57	1:42
6	1:45	2:30

### **Minimum Day**

End of 6-Week Marking

Period	Start	End
1	8:30	9:02
2	9:05	9:37
3	9:40	10:12
Lunch	10:12	10:44
4	10:47	11:19
5	11:22	11:54
6	11:57	12:30

## **ABOUT CENTRAL HIGH SCHOOL**

Welcome to Central High School! We are the continuation high school that serves the Morgan Hill Unified School District.

This handbook will assist you in reaching your goals for education and career.

We support your academic and personal success by providing:

- Increased personalization by smaller classes

- Blended and online learning to support 21st-century learning
- Accelerated credit recovery
- College prep pathways
- Community partnerships

Central offers a standards-based academic high school curriculum as adopted by the California Board of Education and the Morgan Hill Unified School District (MHUSD). Central High School is fully accredited by the Western Association of Schools and Colleges (WASC).



## Central Students Are:

### **Effective Communicators who:**

- listen, read, write, and speak effectively
- work with others to solve problems and create positive results
- apply appropriate skills (e.g. mathematics, technology, etc.) as needed in problem solving

### **Academically Competent Learners who:**

- demonstrate skill literacy across the curriculum and can exhibit learning as a

demonstrate an understanding of, and participate in, the democratic process

- value diversity and accept others as contributing members of society

### **Lifelong Learners who:**

- understand the interconnected nature of learning
- identify and connect personal interests and life goals
- develop a personal education plan

### **Engaged Individuals who:**

- manage time effectively
- work with others to solve problems and create positive results
- can use appropriate technology in all environments

### **Self-Directed, Career Oriented Individuals who:**

- consider post-secondary opportunities
- identify and use appropriate job acquisition skills to join the workforce
- plan, direct, track, and evaluate progress toward explicit goals (e.g. develop a personal growth plan)

product, project, or presentation

- can research and develop logical solutions to problems, and formulate effective decisions and recommendations
- demonstrate academic skills using appropriate and available resources

### **Goal-Oriented Citizens who:**

- attend school regularly and productively

## **MISSION**

Central High School is a safe and inclusive learning environment where ALL students have access to opportunity

## **VISION**

Central High will create an environment of: Accountability. Compassion. Courage. Hope.

## **Community Pillars**

**Accountability:** We hold ourselves accountable for our own actions, admit when we failed our own standards, and always strive to be our best selves.

**Compassion:** We are a school that grows students who care for one another, are concerned about the suffering of others, and act to make a better world.

**Courage:** We are a school that boldly faces challenges and support each other through difficult moments in our learning and life.

**Hope:** We as a school possess a sense of hope that all students can do better therefore, we will utilize a variety of instructional strategies to support success for all.

## **Classroom Teacher Responsibilities**

- Teachers will teach, model, and practice each of the school-wide behavioral expectations and reteach these expectations throughout the year as needed.
- Teachers will establish their own classroom expectations based upon the school-wide expectations by developing a classroom matrix that will be posted in the teacher's classroom.
- Teachers will use the PBIS leadership team and school administrators when working with students who fail to meet school-wide and/or classroom expectations.
- Teachers will use CHS's PBIS established reward system for recognizing students who meet and/or exceed school-wide and classroom expectations.

## **Administrator Responsibilities**

Administrators will circulate among students and observe students to see that they are meeting school-wide expectations in all non-classroom settings of the school.

Administrators will use the PBIS team, the Three-Tiered Model (RTI), and the Behavioral Flowchart, when working with students who fail to meet school-wide expectations.

Administrators will develop and/or use PBIS established rewards for recognizing students who meet and/or exceed school-wide and classroom expectations.

Administrators will support staff accountability in fully implementing all components of PBIS.

Administrators will talk with students and provide feedback based on the school-wide expectations. Administrators will follow school-wide discipline procedures for handling infractions of school-wide expectations.

## **CENTRAL HIGH SCHOOL GRADUATION REQUIREMENTS**

Below are the various pathways for graduation from Central High School:

### **CTE Pathway (220 credits)**

- **English = 40 credits**
- **Social Studies = 30 credits** from the following categories:
  - World History = 10 credits
  - U.S. History = 10 credits
  - Civics = 5 credits
  - Economics = 5 credits
- **Mathematics = 30 credits**  
At least one mathematics course shall meet or exceed state academic content standards for Algebra I.
- **Science = 20 credits** from the following categories:
  - Physical Science = 10 credits
  - Life Science = 10 credits
- **Physical Education = 20 credits**
- **Visual and Performing Arts = 10 credits**
- **Career and Technical Education/Applied Arts = 10 credits**
- **Additional credits of the student's choice = 60 credits**

### **A-G Pathway (220 credits)**

- **English = 40 credits**
- **Social Studies = 30 credits** from the following categories:
  - World History = 10 credits
  - U.S. History = 10 credits
  - Civics = 5 credits
  - Economics = 5 credits
- **Mathematics = 30 credits**  
At least one mathematics course shall meet or exceed state academic content standards for Algebra I. Integrated Math 1, Integrated Math 2, and Integrated Math 3 are the minimum requirement, with 4 years of mathematics recommended. This can be accomplished through online courses.
- **Science = 20 credits** from the following categories:
  - Physical Science = 10 credits
  - Life Science = 10 credits
- **Physical Education = 20 credits**
- **World Language = 20 credits** (using online courses)
- **Visual and Performing Arts = 10 credits**



- **Career and Technical Education/Applied Arts = 10 credits**
- **Additional A-G or applied arts electives = 40 credits**

### **Transitional Pathway (180 credits)**

Students must have:

- 85% attendance
- Clear post-secondary plans
- No discipline issues
- Principal must recommend

- **English = 40 credits**

- **Social Studies = 30 credits** from the following categories:

- World History = 10 credits
- U.S. History = 10 credits
- Civics = 5 credits
- Economics = 5 credits

- **Mathematics = 30 credits**

At least one mathematics course shall meet or exceed Integrated Math 1 or the state academic content standards for Algebra I.

- **Science = 20 credits** from the following categories:

- Physical Science = 10 credits
- Life Science = 10 credits

- **Physical Education = 20 credits**

- **Visual and Performing Arts OR World Language = 10 credits**

- **Additional credits of the student's choice = 30 credits**

**Students who fail a course will be placed in an after school credit recovery program in order to maintain pace for their graduation goal.**

### **Schedule Changes**

Students will be placed in the classes they need for graduation credits and CTE Pathway interest.

### **WORK EXPERIENCE**

All high school students are required by the State of California to have a work permit, including those students over the age of 18 years. Work permits are issued to students based on attendance, behavior, and academic productivity. Students with jobs may obtain work permits and turn in pay stubs for elective credit. 36 hours of work experience = 1 elective credit. (Maximum of 15 credits per academic year.) Work permits may be revoked if work hours interfere with student attendance, discipline, or productivity. (See the secretary for forms in order to get your work permit.)

### **Adult Education Program**

This program is available for Central students who need additional credits.

### **CTE at Live Oak or Ann Sobrato High Schools**

CTE classes needed by students, but not available at Central High School (for students who meet admission criteria), may be attended by Central students upon request and if permission is given.

### **District Independent Study**

The student must be approved by the counselor and the principal. This program is located at Central High School. See the principal for the guidelines.

### **Gavilan College and Evergreen Valley College**

### **Online Classes**

### **COUNSELING, GUIDANCE:**

#### **Counselor**

The counselor will:

- Assist you in evaluating credits earned, and in planning a program of study.
- Provide you with educational guidance.
- Help you assess your strengths and areas of need in establishing realistic career goals.
- Discuss discipline and attendance problems with you and your parent/guardian.

#### **Personal and Peer Counseling**

Central High School coordinates group, personal, and peer counseling with community mental health agencies working in our school. Ask the Principal for a referral

#### **General Educational Development (GED)/HiSET Test**

This is an alternative to the traditional high school diploma, and is available through Adult Education for students who are 18 years of age or older.

#### **California High School Proficiency Exam (CHSPE)**

This test is an alternative to the traditional high school diploma. It is for students who are 16 and 17 years of age and who have the permission of their parent/guardian. A payment of a fee is also required. Information is available online at [www.chspe.net](http://www.chspe.net). This test is accepted as a high school equivalency **only** in the state of California.

### **ACADEMICS**

*The Governing Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty. (MHUSD BP 5131.9)*

Disciplinary consequences will result whenever it is determined that a student has cheated, lied, plagiarized, or committed any act of academic dishonesty. Consequences may include, but are not limited to, receiving a failing mark on the assignment in question.

## Grades

Grades are posted within one week after the end of the Marking Period. The last day of the marking periods are:

- Marking Period 1 = September 22, 2023
- Marking Period 2 = November 3, 2023
- Marking Period 3 = December 20, 2023
- Marking Period 4 = February 16, 2024
- Marking Period 5 = April 19, 2024
- Marking Period 6 = June 6, 2024

## Aeries Portals

Aeries Portals for teachers, parents, and students is a website that connects parents to teachers with any device. The main aim of this program is to increase communication between parents and teachers to help **ensure student success**. Parents and students can easily access critical information 24 hours a day, including real-time attendance, grades, and other information. Through Aeries Portals, parents can request automated emailed weekly progress reports to stay informed on student progress. Aeries Portals also helps parents and students stay up-to-date with school events and assignments with the portal calendar. Both parents and students can access Aeries Portals by going to:

<https://morganhillusd.asp.aeries.net/student>

## TESTING DATES

### MAP Testing Windows

- Fall = August 17 through November 9, 2023
- Winter = November 10, 2023 through March 9, 2024
- Spring = March 12 through June 8, 2024

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**Smarter Balanced Assessment Consortium (SBAC)** = April 14th through May 29, 2024  
**High School Code: 054524**  
**CDS Code: 43-69583-4334488**

## ATTENDANCE

Daily attendance is a crucial component to developing the skills needed to obtain a diploma, to enter the workforce, or to enter post-secondary school/training. Students/parents are expected to report their absences immediately to the office via a parent/guardian phone call or note signed by a parent/guardian. Central also utilizes a variety of positive intervention strategies to reward students who attend daily and on time. The Central staff works with families as well as the District Office to support student attendance. Students are referred to the SARB program when they have excessive unexcused absences.

### **Reporting Your Student's Absence**

State law requires that absence verification be made by parents/guardians. This verification must be done by a phone call to the administrative office or verified in writing. **Call 408-201-6300**, and leave a message if there is no answer.

### **Determination Reasons**

- **Excused Absence** – The school is notified with a legal reason for the absence (illness, a doctor or dental appointment, funeral, or court appearance). An absence may be excused by parents/ guardians by calling or sending a note to the front office staff within 3 days.
- **Unexcused Absence** – An absence with the knowledge of the parents/guardians, but not within the definition of the State Department of Education for excused absences.

**Any absence not excused within 3 days becomes an unexcused absence.**

- **Truancy/Cut Absence** – Student was absent from school without parent/guardian knowledge.

### **Tardiness**

Students are expected to be seated in assigned classes **when the bell rings**. Frequent tardiness makes learning more difficult for the student, and it disrupts instruction in the classroom.

### **Outside of Class Escort**

Any time a student is released from class, they are to be escorted by a designated student supervisor, or another school official, to and from their destination.

**Parents/guardians must come into the office to sign out students for appointments. Please contact students through the office telephone, 408-201-6300, during school hours. Please do not contact students via cell phone during class hours, as cell phones are not to be used for personal use during class.**

## **IN-OFFICE PROCEDURES**

### **Bus Transportation**

Public transportation is available. Students should check with the County Transit Authority at 800-894-9908 or 408-321-2300, or its website at [www.vta.org](http://www.vta.org).

**Closed Campus** :All schools of the MHUSD have closed campuses. Students may not leave the campus (including during brunch and lunch) without a campus pass from the Administrative Office. No passes will be issued without permission from a student's parent/guardian and the Administrative Office.

### **School Visitors**

Any individual visiting the school for any reason must report first to the Administrative Office. Teacher or room visitations may be arranged either by directly contacting the teacher or by requesting an appointment through the principal's office. It is extremely important that classroom activities are interrupted as seldom as possible.

### **Volunteers**

Volunteerism is appreciated and encouraged. All volunteers must have prior approval from an administrator and must sign in at the front office and receive a visitor's badge every time they arrive on campus to volunteer. Volunteers on campus and at school events are required to have fingerprints and tuberculosis test results on file at the Morgan Hill Unified School District office. This includes volunteers helping in classrooms, after school tutoring, driving on field trips, helping with lunchtime club activities, etc.

### **Medications**

California law prohibits school employees from giving students medications not authorized by parents/guardians. Prescription medications must be left in the office with a doctor's note (in writing) on official letterhead.

### **Illness/Injury**

If a student becomes ill or injured at school, he/she must get parent permission to leave school,

and sign out through the Administrative Office. Students will be allowed to leave campus due to illness with parent/guardian permission, or in case of emergency, with trained emergency personnel. Parents/guardians will be notified as soon as possible in the event of a medical emergency.

### **Health Services**

If a student gets hurt or sick, he/she must inform their teacher. Unless it is an emergency, do not request permission to leave class to go to the office

### **Food Service**

All students are eligible to receive breakfast and lunch at no cost.

### **Administrative Office Phone**

Use of the office phone is allowed only with the permission of the community liaison, the secretary, or the principal.

### **Parking**

Student parking at Central High School is a privilege. ! All vehicles entering, parking, and exiting Central High School's parking lot will be at the determination of the Administration. Student vehicles are subject to the regulations imposed by school and District policies as may be posted, written in the agendas, or otherwise verbally announced. All student vehicles, drivers, and passengers are subject to a search upon entering Central High School. Students may obtain a parking permit under the following conditions:

- Student possesses a valid California driver's license and has insurance coverage for the vehicle.
- Student agrees to park in the designated parking areas only.
- All students must check out through the office before leaving campus during school hours..
- Students will not have access to the parking lot during scheduled class time.
- Drivers will follow all safe driving protocols in the parking lot and surrounding roads.
- Upon arrival, students will turn off the engine and head into the cafeteria. **NO** hanging out by cars.

Permits may be obtained from the office. Students will not be allowed into the parking lot without a permit. Permits must be **visibly** displayed on the rear view mirror so that they can be viewed by any Central High School staff. Cars without visible permits may be issued citations by the Morgan Hill Police Department and/or towed at the student's expense. Permits may be withdrawn or suspended for failing to comply with the conditions cited at the discretion of the administration. Central High School is not responsible for theft or damage to vehicles. Students park at their own risk. **LOCK YOUR CAR! Important:** Central High School cannot void citations. If you receive a citation, it is your responsibility to work with the Police Department and/or Traffic Courts.

### **Lost and Found**

The Administrative Office serves as the location for Lost and Found items. If an article is found, it should be turned in to the school secretary. If something has been lost, ask at the office.

### **Textbooks/Lost Items**

Lost, damaged, or stolen books/packets must be paid for before transcripts will be issued. This includes any book fines, lost or damaged Chromebooks or chargers, etc. Books from other MHUSD campuses may be returned to Central High School.

### **Personal Lost Items**

The school is not responsible for electronic devices, books, materials, or personal items lost on campus, and it will not take any action regarding lost electronics.

## **ELECTRONIC DEVICES**

Purpose: To regulate the possession or use of portable communication devices by students while the students are on campus attending school-sponsored activities, or while under the supervision and control of school district employees.

Definition: **A portable communication device refers to any device carried, handheld or music devices, worn, or stored by a student to receive or communicate messages.** This definition will also include any new technology developed for similar purposes. Excluded from this definition is any particular device with communication capabilities which has been specifically approved for instructional purposes.

Any personal electronics (cell phones, iPods, speakers, smart watches, gaming devices, and other similar items) brought to school are done so at the student's own risk. The school takes no responsibility for stolen or lost items. Students are allowed to have cell phones and other electronic devices at school. However, they may be used only at brunch, lunch, passing periods, and before and after school outside of buildings. **In the classroom, electronic devices may only be audible or visible by explicit permission of the classroom teacher.** In the case of an emergency, students may request to use the front office phone. Also, there is no charging of cell phones in the classroom.

Families are to contact the office at 408-201-6300 if they have an emergency and need to talk to their student, as students are not allowed to take phones calls or text during class.

- **First offense:** Device is confiscated and held by the teacher or the principal until the end of the class
- **Second offense:** Device is held by the teacher until the end of the school day.
- **Third offense:** Device is confiscated or the student and device are sent to the principal's office. Parents will be notified that the student has violated the policy.
- **Additional offenses:** The student's parent must pick up the device.

## **Work Permits**

All students under the age of 18 must have work permits in order to be employed. To get a work permit: pick up a blank application from the Counseling Office, have your parent/guardian sign, and return the application to the Counseling Office. Actual work permits may be picked up the following day. **A work permit may be denied/revoked at any time if the student's school work, attendance or behavior becomes unsatisfactory. You must maintain a minimum 2.0 GPA to have a work permit., as well as 85% attendance. (Thyese restrictions were lifted due to CA Legislation during COVID).**

## **STUDENT ACTIVITIES**

In order for students to participate in club activities, they must meet school guidelines in behavior, attendance, and productivity.

### **Interact Club**

The Rotary-sponsored Student Interact Club meets on a regular basis. Its purpose is to help Central High School students develop leadership and organizational skills, coordinate school activities, and contribute to the community.

### **Other Clubs**

If students wish to form a new club, they must obtain permission from the principal and have a staff sponsor. Activities and aims should be suitable for an educational setting and must conform to the MHUSD guidelines for school clubs.

### **Dances, Proms, Other Special Events**

Students are allowed to attend school dances sponsored by the comprehensive high schools (Live Oak or Ann Sobrato), subject to the policies and approval of the hosting school. The hosting school will usually require the guest (the student not enrolled at the host school) to secure permission from the administrator at the guest's current school in order to attend the event. Escorts (dates) must also have permission to attend social functions. In order to be eligible to attend Live Oak or Ann Sobrato High School social functions (proms and dances), **Central students must exhibit good behavior, academic productivity, and maintain an 85% attendance rate.**

### **STUDENT CONDUCT**

The rules you are about to read in the code of conduct supplement are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.

### **STUDENT DRESS CODE**

Dress Code Philosophy Morgan Hill Unified School District, High School student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

#### **Our values are:**

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/ self-expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible. Our student dress code is designed to accomplish several goals:
  - Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
    - Allow students to wear clothing of their choice that is comfortable.
    - Allow students to wear clothing that expresses their self-identified gender.
    - Allow students to wear religious attire without fear of discipline or discrimination.
    - Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
    - Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or

other illegal conduct or activities.

- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as promoting gang affiliation, containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Dress Code Morgan Hill Unified School District, High School expects that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

### **1. Basic Principle**

Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

### **2. Students Cannot Wear:**

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).
- Any attire that depicts or promotes gang affiliation
- Bandanas of any color

### **3. Students Must Wear\* (while following the basic principle of Section 1 above):**

- A shirt (with fabric in the front, back, and on the sides under the arms),  
AND
- Pants/jeans or the equivalent (for example, a skirt, leggings, a dress or shorts),
- Shoes.



\*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).

#### **4. Students May Wear (as long as these items do not violate Section 1 above):**

- Hats (outside of the classroom). Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
  - Religious headwear
  - Hooded sweatshirts. Wearing the hood over the head is allowed, outside of the classroom, but the face and ears must be visible to school staff.
  - Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
  - Ripped jeans, as long as underwear and buttocks are not exposed.
  - Tank tops, including spaghetti straps; halter tops
  - Athletic attire
  - Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

#### **5. Dress Code Enforcement**

- To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.
  - Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 2 above. Students in violation of Section 1 and/or 2 will be provided three (3) options to be dressed more to code during the school day:
  - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
  - Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
  - If necessary, students’ parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school’s dress code more strictly against transgender and gender nonconforming students than other students.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. “Shaming” includes, but is not limited to:
  - kneeling or bending over to check attire fit;
  - measuring straps or skirt length;
  - asking students to account for their attire in the classroom or in hallways in front of others;
  - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted;
  - accusing students of “distracting” other students with their clothing.
- These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, rallies, and dances. Students who feel they have been subject to discriminatory

enforcement of the dress code should contact the principal.

- Inspired in part by Oregon NOW Model Dress Code.

### **Searches**

Any student, student belonging, backpack, purse, electronic device and its contents, and/or vehicle parked on campus is subject to search at any time (given reasonable suspicion of an effect on school environment/safety) by the Central High School administration. This may include breathalyzer testing.

### **Tobacco/Vape Devices**

Tobacco products and/or vape devices are not allowed on the Central High School campus nor at any school function. Offenders will be referred to the Principal. Offenders face parental conferences, and citation by Morgan Hill Police Department and suspensions.

### **Campus Disruptions**

Disruptive behavior on this campus is not allowed. Examples include, but are not limited to, food fights, spraying or throwing water/beverages, whistling or shouting, inappropriate hand gestures, swearing, movement or gathering of large groups of students, general horseplay, and repeated defiance within a classroom. These behaviors are subject to disciplinary measures up to and including suspension, arrest, and/or expulsion.

### **Unauthorized Areas**

Students are expected to be in their assigned classes or areas at all times during the school day, unless permission has been obtained from a teacher or administrator to be in another designated area. Students cannot go to the office, counseling office, or other areas without a pass from the teacher. Passing periods do not allow enough time for students to attend to other business, and students should be in class on time. Students cannot leave campus without following the proper procedure. A student must check out in the office and have permission from both the parent/guardian and the school.

### **CODE OF CONDUCT SUPPLEMENT**

The following Code of Conduct is to assist parents, staff, and students to ensure a positive and safe learning environment at Central High School. The understanding of these school rules and regulations will ensure due process for everyone. The school has the right to determine the appropriate level of discipline based on the particular facts of each incident of misconduct. The school may choose any **or** all of the listed disciplines, depending on the particular facts. Where the misconduct fits within more than one of these categories, the school can choose any **or** all of the listed disciplines within any **or** all of the categories.

The rules you are about to read in the Code of Conduct Supplement are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.

## **DISCIPLINARY PROCEDURES**

### **Alcohol Possession/Use**

Administrator/Parent/Student conference

1 to 5 day suspension

Referral to law enforcement

Expulsion recommendation\*

### **Alcohol Sale/Distribution**

Administrator/Parent/Student conference 5 day suspension

Referral to law enforcement

Expulsion recommendation\*

### **Altering of School Document**

Administrator/Parent/Student conference 1 to 5 day suspension

Expulsion recommendation\*

### **Arson**

Administrator/Parent/Student conference Restitution; Referral to law enforcement 5 day suspension

Expulsion recommendation\*

### **Assault/Battery on Another Student**

Administrator/Parent/Student conference Referral to law enforcement

5 day suspension

Expulsion recommendation\*

### **Battery with Weapon**

Administrator/Parent/Student conference Referral to law enforcement

5 day suspension  
 Expulsion recommendation\*  
**Breaking Closed Campus Policy**  
 Administrator/Parent/Student conference 1 to 5 day suspension  
 Referral to law enforcement  
**Bullying/Harassment/Hazing**  
 Administrator/Parent/Student conference 1 to 5 day suspension  
 Referral to law enforcement  
 Expulsion recommendation\*  
**Cheating**  
 Administrator/Parent/Student conference Zero credit on assignment  
**Computer Misuse/Vandalism**  
 Administrator/Parent/Student conference 1 to 5 day suspension  
 Restitution; Restriction from computer use Expulsion recommendation\*  
**Controlled Substances (Distribution/Possession/Usage)**  
 Administrator/Parent/Student conference  
 Referral to law enforcement  
 5 day suspension  
 Expulsion recommendation\*  
**Controlled Substances (Sale)**  
 Administrator/Parent/Student conference  
 Referral to law enforcement  
 5 day suspension  
 Expulsion recommendation\*  
**Disruptive Conduct (Classroom or School Activities, Field Trips)**  
 Administrator/Parent/Student conference  
 1 to 5 day suspension  
 1-year restriction from field trips  
 Referral to law enforcement  
 Expulsion recommendation\*

**Drug Paraphernalia (Distribution/Possession/Sale)**  
 Administrator/Parent/Student conference  
 1 to 5 day suspension  
 Referral to law enforcement  
 Expulsion recommendation\*  
**Electronic Device (Possession)**  
 Parent must pick up  
**Explosive Devices (Distribution/Possession/Sale)**  
 Administrator/Parent/Student conference  
 1 to 5 day suspension  
 Referral to law enforcement  
 Expulsion recommendation\*  
**Explosive Devices (Use)**  
 Administrator/Parent/Student conference  
 5 day suspension  
 Referral to law enforcement  
 Expulsion recommendation\*  
**Extortion**  
 Administrator/Parent/Student conference  
 5 day suspension  
 Restitution; Referral to law enforcement  
 Expulsion recommendation\*  
**False Fire Alarm**  
 Administrator/Parent/Student conference  
 5 day suspension  
 Referral to law enforcement  
 Expulsion recommendation\*

## **DISCIPLINARY PROCEDURES (continued)**

**Forged Administrator's or Teacher's Signature Theft of School/Staff/Student Property**  
 Administrator/Parent/Student conference Administrator/Parent/Student conference 1 to 5 day suspension 1 to 5 day suspension  
 Expulsion recommendation\* Restitution; Referral to law enforcement **Forged Note** Expulsion recommendation\*  
 Administrator/Parent/Student conference **Threatening Harm to Another Student** 1 to 5 day suspension  
 Administrator/Parent/Student conference Expulsion recommendation\* 1 to 5 day suspension  
**Gambling** Referral to law enforcement Administrator/Parent/Student conference Expulsion recommendation\* 1 to 5 day suspension **Threatening Harm to Staff**  
 Referral to law enforcement Administrator/Parent/Student conference Expulsion recommendation\* 1 to 5 day suspension  
**Gang-Related Activity** Referral to law enforcement Administrator/Parent/Student conference Expulsion recommendation\* 1 to 5 day suspension **Tobacco Possession or Use**  
 Referral to law enforcement Administrator/Parent/Student conference Expulsion recommendation\* 1 to 5 day suspension  
**Hate Crimes/Speech** Referral to law enforcement Administrator/Parent/Student conference Expulsion recommendation\* 1 to 5 day suspension **Trespassing**  
 Referral to law enforcement Administrator/Parent/Student conference Expulsion recommendation\* 1 to 5 day suspension  
**Inappropriate Attire** Referral to law enforcement Clothing item is changed or removed Expulsion recommendation\* Parent contact **Vandalism**  
 Detention Administrator/Parent/Student conference Repeated offense – 1 to 5 day suspension 1 to 5 day suspension  
**Insubordination** Restitution; Referral to law enforcement Administrator/Parent/Student Conference Expulsion recommendation\* Detention **Verbal Abuse of Staff**  
 1 to 5 day suspension Administrator/Parent/Student conference **Mutual Student Fighting** 1 to 5 day suspension  
 Administrator/Parent/Student conference Referral to law enforcement 1 to 5 day suspension Expulsion recommendation\*  
 Referral to law enforcement **Weapons Possession, Including Imitation Firearms** Expulsion recommendation\*  
 Administrator/Parent/Student conference **Obscene Acts/Gestures** 5 day suspension  
 Administrator/Parent/Student conference Referral to law enforcement 1 to 5 day suspension  
 Expulsion recommendation\* Referral to law enforcement  
 Expulsion recommendation\*

**Parking Violation**

Citation or tow  
Referral to law enforcement

**Profane or Abusive Language**

Administrator/Parent/Student conference  
1 to 5 day suspension  
Referral to law enforcement

**Robbery**

Administrator/Parent/Student conference \***Expulsion recommendation with school board approval. While expulsion is pending, Restitution; Referral to law enforcement suspension may be extended until school board Expulsion recommendation\* decision.**

**Sexual Battery/Assault**

Administrator/Parent/Student conference  
5 day suspension  
Referral to law enforcement  
Expulsion recommendation\*

**Sexual Harassment/Verbal**

Administrator/Parent/Student conference  
1 to 5 day suspension  
Referral to law enforcement  
Expulsion recommendation\*

**CENTRAL HIGH SCHOOL'S ANTI-HARASSMENT POLICY (CA Ed. Code 48900 and Board Policy 5145.3)**

Every person at Central High School has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent sexual harassment, bullying, or harassment based on gender, race, national origin, ethnicity, religion, disability, sexual orientation, or gender identity.

1. A harasser may be a student or an adult. Harassment may include the following when related to gender, race, national origin, ethnicity, religion, sexual orientation or disability:
  - Name calling, teasing, derogatory comments, slurs
  - Remarks or rumors about an individual's sexual activities, sexual jokes, catcalls, or whistles ● Leering, winking, sexual gestures, pinching, patting, intentional rubbing against another individual's body
  - Graffiti, offensive graphic posters or book covers
  - Derogatory notes or cartoons
  - Unwelcome touching or rubbing of a person or clothing, grabbing, or fondling ● Violent acts or threats
  - Restricting another's movement
  - Electronic harassment by e-mail or other electronic media
2. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal, or the District's Compliance Officer.
3. If you believe that you or someone else has been the victim of harassment, you should report the alleged acts to a teacher, counselor, principal, or the District's Compliance Officer. The report may be verbal or written. You are not required to complete a written form, but if you want to use a form, one is available from the school or District office.
4. Your right to privacy will be respected as much as possible, consistent with the district's legal obligations and the need to investigate harassment allegations and take remedial and corrective action.
5. We take seriously all reports of sexual harassment and harassment based upon gender, race, national origin, ethnicity, religion, sexual orientation, or disability.

**Staff will take all appropriate action to investigate such claims, to eliminate the harassment, and to discipline any persons found to have engaged in such conduct.**

6. The District will also take action if anyone tries to intimidate you, or threatens to take action to harm

you because you made such a report.

7. This is a summary of this district's policy against sexual harassment and harassment based on gender, race, national origin, ethnicity, religion, sexual orientation, or disability. A complete copy of the policy is available upon request at the school or District Office.

### **MHUSD Civil and Human Rights**

"The Morgan Hill Unified School District shall take reasonable steps to provide a school environment without unlawful harassment, including sexual harassment, and shall maintain an environment in which all students and adults model this behavior and are treated with dignity and respect. Therefore, no student or adult shall be subjected to sexual overtures or conduct, either verbal, visual, physical or perceived, which are intimidating, hostile, offensive, or unwelcome. Such conduct is unacceptable and will not be tolerated. Sexual and other unlawful harassment violates state and federal law, and District policy. Physical or verbal harassment, physical abuse, profanity, slurs, and any other actions or words, actual or perceived, are not permitted. Harassment based on sexual orientation, gender identity, race, national origin, ethnicity, religion, age, physical or mental disability, or any other basis protected by federal, state, or local law, ordinance or regulation to the extent protected by law is prohibited. Violators of this rule will be subject to disciplinary action, which may range from parent conference, counseling, suspension, expulsion, and referral to the appropriate law agency."

### **Anti-Harassment Policy**

Everyone at Central High School has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent sexual harassment, and harassment based on gender identity, race, national origin, ethnicity, religion, sexual orientation, or disability. A harasser may be a student or an adult. Harassment may include the following when related to sexual orientation, gender identity, race, national origin, ethnicity, religion, or disability:

- Name calling, teasing, derogatory comments, slurs
  - Remarks or rumors about an individual's sexual activities, sexual jokes, catcalls or whistles
    - Leering, winking, sexual gestures, pinching, patting, intentional rubbing against another individual's body
  - Graffiti, offensive or graphic posters or book covers
  - Derogatory notes or cartoons
  - Unwelcome touching of a person or clothing, grabbing, fondling
  - Violent acts or threats
- If any words or actions make you feel uncomfortable or fearful,

you need to tell a teacher, counselor, assistant principal, the principal or the District's Compliance Officer at (201-6030). If you believe that you or someone else has been the victim of harassment, you should report the alleged acts to a teacher, counselor, principal or the District's Compliance Officer. The report may be verbal or written. You are not required to complete a written form, but if you want to use a form, one is available from the school office. Sexual Orientation/Gender Identity Harassment "The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in district complaint processes." If you believe that you or someone else has been the victim of harassment based upon real or alleged sexual orientation or gender identity, you should report the alleged acts to a Compliance Coordinator. The Compliance Coordinators for Central High School are the Principal and the Counselor. You may also make your complaint to any teacher, or other staff member. The report may be verbal or written. You are not required to complete a written form, but if you want to use a form, one is available from the Compliance Coordinator. Your right to privacy will be respected consistent with the District's legal obligations and the need to investigate harassment allegations and take remedial and corrective action. We take seriously all reports of sexual harassment, and harassment based upon sexual orientation, gender identity, race, national origin, ethnicity, religion, or disability and will take all appropriate action to investigate such claims, to eliminate the harassment, and to discipline any persons found to have engaged in such conduct. The District will also take action if anyone tries to intimidate you or take action to take action against you because you made a complaint.

This is a summary of this District's policy against sexual harassment, and harassment based on gender, race, national origin, ethnicity, religion, sexual orientation, or disability. A complete copy of the policy is available at the School office upon request.

Bullying is intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another who has less power. Bullying happens in several different forms, including

- Physical bullying involves harmful actions against another person's body.
  - Physical bullying also involves the interference with another person's property.
  - Verbal bullying involves speaking to a person or about a person in an unkind or hurtful way.
  - Emotional bullying involves behaviors that upset, exclude, or embarrass a person.
  - Sexual bullying singles out a person because of gender and demonstrates unwarranted or unwelcome sexual behavior.
  - Racial bullying involves rejection or isolation of a person because of ethnicity.
  - Cyber bullying is a form of indirect or social bullying that uses technological communications to humiliate, harass, embarrass, tease, intimidate, threaten, or slander another person.
  - Cyber bullying is the act of being cruel to others by possessing or sending or posting harmful material or compromising photographs online or via any electronic device.

### **Hazing**

Hazing violates the MHUSD School Code of Conduct. This may be directed toward an act which ridicules, humiliates or embarrasses. Examples include, but are not limited to:

- Identifying students by demeaning names
- Intentional isolation
- Scaring students with what may happen at initiation
- Requiring students to wear ridiculous costumes or perform ridiculous activities
- Stunt or skit nights/events with demeaning and/or crude skits and/or poems
- Requiring students to perform personal service to students such as carrying books, running errands, performing maid duties, etc.
- Forced alcohol consumption
- Forced ingestion of vile substances
- Gang initiation
- Assault including paddling, beating
- Birthday bashing

The commission of any of the above acts will garner disciplinary consequences which may include suspension and/or an arrest by MHPD.

### **MHUSD Special Education**

The Individuals with Disabilities Education Act (IDEA) is a federal law that mandates a "free and appropriate public education" to children with disabilities. Morgan Hill Unified School District follows the education code for special education to be in compliance with the IDEA. Students become eligible for special education services through a formalized process of evaluation. Anyone who suspects that a student is disabled may request an evaluation in writing. Requests will receive a response from the school site within 15 days. Usually a Student Study Team is asked to determine whether an assessment is necessary. If recommended, assessments will take place within 60 days of the initial request. If an assessment is not recommended, the Study Team will explain their reasoning in writing. Once a student has been assessed, an Individualized Education Program (IEP) meeting is held to determine a student's eligibility for services..

### **MHUSD Non-Discrimination Policy**

"The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics."

"Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects

a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.”

“Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.”

“The Coordinator for Nondiscrimination will handle complaints regarding discrimination, harassment, intimidation, or bullying, and will answer inquiries regarding the district's nondiscrimination policies: call Human Resources at (408) 201-6015”

### **MHUSD Notice of Compliance**

The California Department of Education sets policies and procedures that district's must follow to ensure compliance with state and federal regulations. We are required to provide notice of the information below to all parents and students in grades kindergarten through twelve regarding pregnant, lactating and parenting students. The LEA provides reasonable accommodations to a lactating pupil on a school campus to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding. A school shall be required to provide reasonable accommodations specified only if there is at least one lactating pupil on the school campus.

(a) Reasonable accommodations under this section include, but are not limited to, all of the following:

(1) Access to a private and secure room, other than a restroom, to express breast milk or breast-feed an infant child.

(2) Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk.

(3) Access to a power source for a breast pump or any other equipment used to express breast milk. (4) Access to a place to store expressed breast milk safely.

(b) The district provides a lactating pupil on a school campus with a reasonable amount of time to accommodate her need to express breast milk or breast-feed an infant child.

(c) The district ensures that a pupil does not incur an academic penalty as a result of her use, during the school day, of the reasonable accommodations specified in this section, and pupils are provided the opportunity to make up any work missed due to such use.

**EC § 222(a), (b), (e)**

## COMMUNITY RESOURCES

Student Assistance Listed below are Community Services and Hotline Numbers to assist you with any personal problems.

Suicide and Crisis Hotline ----- 988  
24-7 Teen Line ----- 1-888-247-7717  
AIDS Hotline ----- 1-800-342-AIDS  
AIDS Testing----- 1-408-885-7000  
AIDS 24-Hour Hotline----- 1-800-FOR-AIDS  
California Youth Crisis Line ----- 1-800-843-5200  
Gay Youth Hotline ----- 1-800-246-7743  
Planned Parenthood ----- 1-408-847-1739  
Rape Crisis Hotline----- 1-408-779-2113  
Safe Place – Runaway ----- 1-408-243-0222  
South Valley Pregnancy Center (24 hour) ----- 1-408-778-1175  
Suicide Prevention ----- 1-408-683-2482  
Teenage Health Resource (Confidential) ----- 1-888-711-8336

### ABUSE (Child, Domestic Violence):

Child Abuse Reporting (24 hour) ----- 1-408-299-2071  
Child Protective Services ----- 1-408-683-0601  
Children's Shelter----- 1-408-558-5400  
Community Solutions Domestic Violence Line----- 1-408-683-4118  
Contact (Teens & Adults)----- 1-408-279-8228  
Crisis Counseling ----- 1-408-683-4118

### ALCOHOL/DRUGS/TOBACCO;

24-Hour Drug and Alcohol Referral Network ----- 1-888-304-9797  
AL-ANON (Alcohol Support Group)----- 1-408-379-1051  
Alcoholics Anonymous ----- 1-408-295-0920  
Child, Adolescent & Family Services ----- 1-408-299-2304  
FLASH (Families Learning About Substances & Health) ----- 1-408-842-7138  
No BUTTS (Tobacco)----- 1-800-766-2888  
Resource Alliance NCADD (Help Line) ----- 1-408-292-9945

### CRISIS/HELP;

24-Hour Crisis Hotline ----- 1-408-294-0579  
Bill Wilson Center----- 1-408-850-6125  
Center for Living with Dying----- 1-408-980-9801  
Community Solutions ----- 1-408-779-2113  
East Field Ming Quong Family Services----- 1-408-379-3790  
Gay and Lesbian Hotline----- 1-408-293-4525  
Suicide & Crisis Hotline ----- 988