

College Park High School Student Handbook 2024-2025



201 Viking Drive Pleasant Hill, CA 94523
PHONE (925) 682-7670 FAX (925) 676-7892
[College Park Website](#)

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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.

CPHS Admin Team

Levirt Griffin Principal	griffinl@mdusd.org Ext.3200
Neal Finch Vice Principal	finchn@mdusd.org Ext. 3204
Dr. Michael Miller (H-O) Vice Principal	millermt@mdusd.org Ext. 3211
Stephanie Marple Vice Principal	marples@mdusd.org Ext. 3212

CPHS Counseling Team

Morgan Gillette (A-D) Counselor	gillettem@mdusd.org Ext. 3259
Mitzi Chacon (E-Le) Counselor	chaconm@mdusd.org Ext. 3203
TBD Counselor	
Tamara Prosis (Rh-Z) Counselor	prosiset@mdusd.org Ext. 3208
David Walters College & Career Counselor	walterd@mdusd.org Ext. 3227
Charisee Segee Social Work Specialist	segeec@mdusd.org Ext. 3281

CPHS Office Team

Cheri Cheng Office Manager	chengc@mdusd.org Ext. 3201
Julie Hood Registrar	hoodj@mdusd.org Ext. 3216
Johanna Zamora Attendance Secretary	zamorariveraj@mdusd.org Ext. 3213
Elsa Guerra Activities Secretary	guerrae@mdusd.org Ext. 3207
Lennette Gargalikis Athletics Secretary	gargalikisl@mdusd.org Ext. 3205
Nathalie Keating Student Resource Technician	keatingn@mdusd.org Ext. 3210
Erica Medow Secretary	medowe@mdusd.org Ext. 3206
Hasmig Gregorian Treasurer	gregorianh@mdusd.org Ext. 3217
Julian Martinez IMC	martinezjul@mdusd.org Ext. 3222

College Park High School Student Learning Outcomes

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.

Academic Information

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 catalogs
- College applications
- ROP information

Graduation Requirements

- Minimum total credits to graduate from College Park HS: **220 credits**
- Students earn five (5) credits for every semester course they complete with a "D" or better.
- All students are guaranteed enrollment in (6) courses each semester. Seniors may have a 5-period day if they earn 180 units by the end of their 11th grade year
- The following specific requirements must be included:

Subject	Units	Grade 9	Grade 10	Grade 11	Grade 12
English*	40	English I	English II or Accelerated English	English III or AP Lang.	English IV, ERWC or AP Lit.
Mathematics**	30	Math	Math	Math	
Social Studies	30		World History	US History	Gov/Econ
Science Life Science 10 Physical Science 10	20	Living Earth	Physical*** Science		
Visual and Performing Arts OR World Language OR Career Technical (CTE)	20	Fine arts/World Language or CTE	Fine arts/World Language or CTE		
Physical Education	20	PE 9	PE		
Electives	60				

*ELD can count for 10 units of English for our English learners

**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.

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

Please check the College Park website under the Counseling/College and Career tab for information on UC/CSU A-G eligibility requirements for college

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.

****Per MDUSD policy, students can not get high school credit for a DVC class if is offered at College Park****

Report Cards

1st Quarter Ends	October 1, 2024
2nd Quarter/1st semester ends	December 20, 2024
3rd Quarter Ends	March 14, 2025
4th Quarter/2nd semester ends	June 3, 2025

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 the Vice Principal.

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 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.

California State Seal of Civic Engagement

To earn the seal, students must demonstrate excellence in civic learning, participation in civics-related projects, contributions to their community, and an understanding of the United States Constitution, the California Constitution, and the American democratic system. Students may earn the seal on a transcript, diploma, or Certificate of Completion.

Golden State Seal Merit Diploma

The Golden State Seal Merit Diploma (GSSMD), established in 1997, provides recognition to public school graduates who have demonstrated mastery of the high school curriculum in various subject areas. MDUSD seniors must have 'Standard Met' on their 11th grade CAASPP in Language Arts and have a "B" or higher in the following courses:

- English
- Mathematics
- Science
- U.S. History
- World History
- VAPA course

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: 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

- Illness or injury of the student (* code = L)
- Student doctor, dental, orthodontist, or other medical appointment. Verification of the appointment will be required from your provider. (*code= E)
- Funeral service of an immediate family member (*code = E)
- A quarantine imposed by a city or county health official (*code = L)
- Student service on a jury (*code = E)
- Up to five days to obtain required immunizations (*code = O)
- Exclusion from school due to head lice, lack of immunization, or physical examination (*code = O)
- Appearance in court (*code = E)
- 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 8:30 AM, 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 /EMAILS 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 email 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 into 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's parent/guardian will be contacted and detention will be assigned. 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 45 minute detention is assigned after 5 tardies
- Saturday school (based on missed detentions) and/or added to the Activity Restriction List
- SART / SARB (as appropriate)
- Parent and student meeting scheduled with counselor and/or administrator.
- 15 day / 30 day activity restriction, including extra-curricular activities/athletics or until detentions and/or Saturday schools are served

SART Level 1	Letter 1: sent to parent/guardians after 3 unexcused periods of absence or 3-full days of unexcused absences.	A letter is sent home informing parents and a meeting may be requested.
SART Level 2	Letter 2: sent to parent/guardians after 6 unexcused periods of absence 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	Letter 3: sent to parent/guardians after 9 unexcused periods of absence 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 the student on the SART Level 3 which places the student on the restriction list.
SART Level 4	Letter 4: sent to parent/guardians for 10 or more unexcused periods of absence or 10-full days of unexcused absences.	At the recommendation of the SARB Panel, the student may be sent to Juvenile Court. This places the student on the SART Level 4 which continues the student on the restriction list.

Definition of Attendance Terms

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

Saturday School- A 4-hour consequence on select Saturdays. Saturday school is typically used for trancies (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 unexcused 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 & Extra-Curricular Eligibility Rules

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

INITIAL ELIGIBILITY

1. Students 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. Students must adhere to the tardy and truancy 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.
2. Students do not get a separate waiver for dances/activities.
3. Probation will be for a period of one grading period (approximately nine weeks or 1 event/dance).
4. 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.
5. Students must apply in writing to the Principal or the Principal's designee for probation.
6. 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.
7. 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.
8. 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 with less than a 1.5 grade point average will NOT be eligible to apply for probationary (waiver) status.

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 the Athletics Secretary, for more information.

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/Scooters/Skateboards

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 Chromebooks and classroom computers are maintained in optimal working order for all students, each student is required to observe the following guidelines while using Chromebooks 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.

Some examples are:

- Students shall not acquire other students' passwords, or share passwords
- Access/alter files of another person without permission
- Search inappropriate websites on their Chromebook
- Use profanity or inappropriate language on Google Docs, etc.

Students who damage their Chromebooks without purchasing insurance coverage will be assessed a fine. This includes Chromebook chargers as well.

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
- Students 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.
- Student may not have more than 9 truancies and/or a SARB Level 3

Students must have at least a 1.5 grade point average to utilize a waiver and attend a dance.

- 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.
- 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.
- A completed College Park dance permission form must be turned in to the College Park Treasurer prior to each dance.
- No "in-and-outs" are permitted.
- Students are expected to follow all school regulations while attending College Park-sponsored events/functions.
- 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.
- 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.
- Students must adhere to the attendance and tardy policy to remain eligible to attend each dance.

CPHS Clothing Guidelines

CPHS believes that students should be given as much choice as possible in how they dress for school. We believe students should be comfortable at school and be allowed to express themselves; however, we do believe that students should dress safely and appropriately for an academic setting.

Basic Principle: Certain body parts must always be covered for all students. Clothes must be worn in such a way that private parts and buttocks are covered with opaque material. All items in the categories below must meet that principle.

1. Students must wear:
 - a. Shirt
 - b. Bottom: pants/sweatpants/shorts/skirt/leggings/dress
 - c. Shoes: activity specific shoe requirements are permitted (sports, PE)
2. Students may wear:
 - a. Hats, including religious headwear
 - b. Hoodie sweatshirts
 - c. Pajamas
 - d. Ripped jeans as long as underwear is not exposed
 - e. Tank tops, including spaghetti straps, crop tops, halter tops and tube tops
 - f. Athletic attire
 - g. Clothing with commercial or athletic logos provided they do not violate #4 below.
3. Students cannot wear:
 - a. Violent images or languages
 - b. Images or language depicting drugs, alcohol or any other illegal item or activity
 - c. Hate speech, profanity, pornography
 - d. Images that create a hostile or intimidating environment
 - e. Visible underwear, including bralettes and swimwear. (Exception: Visible waistbands or straps/undergarments worn under other clothing are not a violation)

Consequences for Dress Code Violations

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

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.

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

Students will not be sent home to change clothes.

Cell Phone Policy

- Cell phones and Air Pods are to be turned off and out of sight during class.
- Cell phone use is permitted during brunch and lunch only. All other use is at teacher discretion.
- Cell phones need to be left with the teacher when students use the hall pass.

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.

Consequences for confiscated electronics:

- 1st offense - Student's phone is confiscated and returned at the end of the day
- 2nd offense - Student's phone is confiscated and parent is contacted
- 3rd offense - Parent must pick up phone from school and meet with Vice Principal
- 4th offense - Parent must pick up phone, sign a contract and meet with Vice Principal

Fees, Fines, 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 10, or last 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 or may have a campus supervisor escort them during class time.
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 such as students needing an escort to use the restroom.
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.

Academic 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 pre recording 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

- 1st Violation
 - Failure of assignment/test/quiz/project/activity
 - Documented parent/guardian contact by teacher regarding the violation
- 2nd Violation
 - "F" in the quarter in which the second violation occurs on a summative test
 - Referral to administrator
 - Parent/Guardian/Teacher/Administrator/Student Conference
- 3rd Violation
 - "F" in the Semester in which the third violation occurs on a summative test
 - 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 assumes 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 REGULATIONS

- 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 the 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

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
- 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.
- Students may NOT open gates for students and please direct them to go to the front of the school

CPHS Student Conduct Code



College Park Expectations for Students

Students are expected to:

1. Arrive on time to class. Students must have a valid pass when they are out of class.
 - a. One student out of class at a time
 - b. Use clearly designated hall pass
 - c. Limit Hall Pass Usage: 1st 10 minutes, last 10 minutes if possible
 - d. Leave cell phone behind when leaving class
2. Come to class fully prepared with all necessary materials.
3. Store all phones and personal devices "on silent" inside backpacks or purses when the bell rings. Students may only take out and use them if the teacher says they may.
4. Be respectful to their peers, school staff, school property, and themselves at all times.
5. Practice ethical academic behavior (no cheating or plagiarism)

Harassment and School Safety

Everyone deserves to be safe at school. A safe school is one where teaching and learning are not distracted; disruptions are minimized; violence, drugs, bullying and fear are not present; students are not discriminated against; expectations for behavior are clearly communicated; and consequences for infractions are consistently and fairly applied. ([Source](#))

Hate-Motivated Behavior or Harassment

Hate-motivated behavior is any act or attempted act against a student or staff member that is motivated all or in part by hostility to the victim's race, ethnicity, sexual orientation, religion, national origin, or gender identity.

California Law, AB 537 makes it ILLEGAL TO HARASS or discriminate against students based on real or perceived sexual orientation and gender identity.

Note: None of the below definitions should be considered exhaustive and other situations that are not specifically listed, but qualify as harassment will be dealt with under these policies as well. See CA Education code for details.

- Whether or not conduct qualifies as harassment is not dependent on the subjective intentions of the person who has been accused.
- The existence of harassment is dependent upon how the target of the behavior feels about the acts or language which were directed towards them and also
- The feelings of onlookers to whom the behavior is not specifically directed but who feel threatened or provoked by the behavior or the language that was used

Sexual Harassment

The Mt. Diablo Unified School District prohibits sexual harassment/threat/intimidation of any student by any employee, student or other person in the district. Sexual harassment includes a pattern of unwelcome sexual advances, requests for sexual favors, and other unwanted verbal, visual or physical conduct of a sexual nature. A single incident may also be considered harassment depending upon the circumstances.

Examples of Sexual Harassment

- Unwelcome leering, sexual flirtations, propositions, 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 and/or cornering or blocking normal movements.
- Displaying sexually suggestive objects in the educational environment.

General Harassment

In the school environment, harassment includes threats, intimidation, slurs, epithets, verbal or physical abuse, and derogatory degrading comments.

- Bullying is a repetitive form of harassment and includes physical, verbal, or exclusionary practices by a student or group of students.
- Actions threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property will not be tolerated and may be reported to Pleasant Hill Police.

Cyberbullying

Harassment also occurs through the use of electronic or communication devices and can involve electronic text, photos, and/or videos. All types of bullying create a hostile, disruptive, environment and is a violation of any persons right to be safe and secure.

Examples of Cyberbullying

Examples includes but are not limited to:

- Sending/posting false, cruel, hurtful, embarrassing or vicious messages/comments/pictures
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Sending, sharing, viewing, or possessing: text messages, emails, or other material of sexually explicit, graphic, or disruptive nature on any device is prohibited on a school campus.
- Posting to or creating a burn page.
- Creating a false profile or credible impersonation (of another actual pupil) for the purpose of items outlined in paragraph one.
- If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students or school staff to be secure, school administration may impose consequences. The Administration may also report Cyber Bullying or Harassment to the police.

Disciplinary Policies

Our primary responsibility is the education, safety, and general welfare of all College Park students.

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

Law Enforcement Involvement

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.



Classroom Discipline Policy

The 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

1. Teacher contacts the parent/guardian and makes a record of contact.
2. Teacher submits a disciplinary referral to an administrator AND/OR teacher suspends student from the remainder of the current class, with the option of continuing the suspension through the next class period. Parent/Guardian must be contacted.
3. Teacher submits a disciplinary referral to the appropriate Vice Principal for administrative disciplinary action, which may include detention, In School Suspension, or student suspension from school. The law states that no student is entitled to interfere with the learning of others.

Class Suspension

Classroom suspension is the temporary removal of a student from their regular classroom by a teacher or administrator. 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 must contact the student’s parent(s)/guardian(s).

1. The teacher completes the class suspension form, notifies parent/guardian.
2. The teacher submits the completed class suspension form to the appropriate Vice Principal.
3. This is a last resort for classroom discipline

Outside Of Classroom Policy

- **Fighting:** A fight includes anyone engaging in or threatening an act which causes or might cause harm to another person. It also includes mutual combat between two or more people.
- **Theft/Possession of Stolen Property:** Theft is the taking or attempting to take property which does not belong to you, or knowingly being in possession of stolen property.
- **Assault:** An unlawful attempt, coupled with present ability, to commit violent injury to someone.
- **Defiance:** In order to maintain a safe and orderly campus, students are expected to comply with reasonable requests of staff members in a respectful and cooperative manner.
- **Vandalism to School or Private Property:** Any person who vandalizes any property on school grounds will be subject to restitution as well as the discipline matrix on p. 27-33

School Consequences

Other Means Of Correction (OMC) - Detention, Saturday School, and ISS

Existing law authorizes the suspension or expulsion of a student, including a student with a disability, for certain offenses listed in the Education Code and to allow administrators to use alternatives to suspension or expulsion that “are age appropriate and designed to address and correct the student’s misbehavior.”

- 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.

Detention

- Assigned by administrators for infractions of school rules, excessive tardies, and/or other violations or disruptions to the learning environment
- Detentions are held on Thursdays after school for 45 minutes.
- Students are required to bring study materials to detention.
- Students asked to leave detention for misconduct or students failing to attend an assigned detention will have their entire detention reassigned and/or possibly doubled. Failure to serve detentions will also place the student on the activity restriction list.

Saturday School

- Assigned by an Administrator for failure to serve detentions, excessive absences, violation of school policies, etc.
- Saturday School will be held one Saturday a month. Students are expected to bring study materials. No electronics will be allowed for use during Saturday School
- Failure to attend or being asked to leave may result in the entire Saturday School reassigned and/or possibly doubled.

In School Suspension

In School Suspension is an effort to provide another option for discipline. ISS takes place on the College Park Campus with a teacher. Students can be assigned 1-5 consecutive days depending on the infraction and circumstances. It is only assigned by an administrator and must be served in order to return to regular classes. If a student is suspended for any reason from ISS or taken home by a parent/guardian, they MUST serve the ISS time upon return before returning to regular classes. Students MUST show a clearance form from ISS teacher in order to return to general classes.

Out Of School Suspension

Suspension is the “Temporary removal of a student from on-going instruction.” Suspension is usually implemented as a result of progressive discipline (i.e., warning, detention, Saturday School), although not always the case depending on the infraction. The law continues to allow suspension for first time offenses under Sections 48900 (a) through (e) without attempting other means of correction.

Mandatory Suspension: Ed Code 48915(A)

The following infractions will result in mandatory suspension and possible recommendation for expulsion from the MDUSD. The school has jurisdiction for these behaviors occurring: while on school grounds, while going to or coming from school, during the lunch period whether on or off the campus, and during or while going to or from a school sponsored activity:

- Causing serious physical injury to another person except in self-defense
- Possession of any knife or other dangerous object of no reasonable use to the pupil
- Possession of any controlled substance except for the first offense of possession of not more than one ounce of marijuana
- Robbery or extortion
- Assault or battery upon a school employee

Except in the case of an emergency, the school administrator will attempt to contact the parent or guardian prior to a school suspension. Parents/guardians will be expected to attend an administrative conference regarding the matter upon return. 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 or guardian. Students are also placed on the activity restriction list for one week for every one day of suspension. For example, a 2-day suspension results in 2 weeks on the activity restriction list. Students are not allowed to participate in or attend any school activities, including practices and/or rehearsals, for the duration of the activity restriction.

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.

Mandatory Expulsion: Ed Code 48915(C)

The following infractions will result in the mandatory recommendation for expulsion from the MDUSD. These behaviors must have occurred at school or at a school activity off school grounds. Administrators must consult with the Principal and Assistant Superintendent before utilizing any of these charges:

- Possession, selling, or otherwise furnishing a firearm.
- Brandishing a knife
- Selling a controlled substance.
- Committing or attempting to commit a sexual assault or battery
- Possession of an explosive

California Ed Code for Students

Students who display inappropriate behavior may be subject to suspension as outlined in the California State Education Code 48900 and 48915. A student may be suspended or expelled for acts which are related to school activity or attendance while on the school grounds, while going to or coming from school, during the lunch period whether on or off campus, and during or while going to or coming from a school sponsored activity.

EDUCATION CODE, SECTION 48900:

A student who has committed the following acts is subject to discipline by suspension or expulsion:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

EDUCATION CODE, SECTION 48900 (continued):

- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
 - (2) Except as provided in Section 48910, a pupil enrolled in Kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in Kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph shall become inoperative on July 1, 2018, unless a later enacted statute that becomes operative before July 1, 2018, deletes or extends that date.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261,266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization of body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

EDUCATION CODE, SECTION 48900 (continued):

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

(2) (A) "Electronic act" means the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication.

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

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

(I) Posting to or creating a burn page. "Burn page" means an Internet Website created for the purpose of having one or more of the effects listed in paragraph.

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph

(1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

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

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

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

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

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period whether on or off the campus.
4. During, or while going to or coming from, a school sponsored activity.

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

MDUSD Complaint Process

Any student who feels that he/she is being harassed, threatened or intimidated should immediately contact either the school personnel, principal or designee. A written complaint can be filed 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. Harassment is prohibited by Board Policy 5145.7 and incidents should immediately be reported to the principal or other school administrators.

If a situation involving harassment/threat/intimidation is not promptly remedied by the school personnel, principal or designee, a complaint may be filed with the Student Services Director who shall determine which complaint procedure is appropriate.

California Law, AB 537 now makes it ILLEGAL TO HARASS or discriminate against students based on real or perceived sexual orientation and gender identity. District Campus Safety Hotline 825-1641.

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.

MDUSD Complaint Process (continued)

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

CPHS ALMA MATER

"All Hail"

College Park, our alma mater

All hail to thee, all hail.

We'll sing thy praises forever,

And thee we'll never fail.

Thy truths shall always suffice:

Courage, Pride, Honor, Sacrifice.

College Park, our alma mater

All hail, all hail.

CPHS SCHOOL SONG

"Here Come Those Falcons"

Here come those Falcons,

Listen to our song.

The song of alma mater,

Go marching and singing along.

Let's raise a cheer for those Falcons

Hail to our colors bright.

For it's F-A-L-C-O-N-S,

Falcons fight!

College Park High School

2024-2025 Bell Schedule

Monday, Tuesday, Friday		Wednesday	
0°	7:40 - 8:25	0°	7:40 - 8:25
1°	8:30 - 9:25	1°	8:30 - 10:05
2°	9:33 - 10:28	Brunch	10:05-10:15
Brunch	10:28 - 10:38	2°	10:23 - 11:58
3°	10:45 - 11:41	RTI	12:06 - 1:03
4°	11:49 - 12:44	Lunch	1:03 - 1:33
Lunch	12:44 - 1:14	5°	1:41 - 3:16
5°	1:22 - 2:17		
6°	2:25 - 3:20		
		Early Out Wednesday	
		0°	7:40 - 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
		Early Out Wednesday Dates	
		9/11/2024	1/15/2025
		10/9/2024	2/11/2025
		11/13/2024	3/12/2025
		12/11/2024	4/16/2025
			5/14/2025
Thursday			
0°	7:40 - 8:25		
3°	8:30 - 10:05		
Brunch	10:05-10:15		
4°	10:23 - 11:58		
RTI	12:06 - 1:03		
Lunch	1:03 - 1:33		
6°	1:41 - 3:16		

Crisis/Emergency/Support Services	Dial
General Emergency (Paramedic/Fire/Police)	911
National HIV and AIDS Information Hotline	1-800-232-4636
California HIV/AIDS Hotline	1-800-367-2437
Alateen (Support for teens coping with an alcoholism)	(925)932-6770
Alcoholics Anonymous (Support for teen alcoholics)	(925) 939-4155
Battered Women's Alternative	1-888-215-5555
Children's Protective Services	(925)646-1680
Contra Costa Crisis Center (Emergency shelter)	1-800-808-6444
Crisis/Suicide Intervention	1-800-833-2900
Grief Counseling	1-800-837-1818
Narcotics Anonymous (Support for recovering drug addicts)	(925)685-HELP
National Runaway HotLine (Information/Support)	1-800-621-4000
Northern Calif. Family Center	1-800-718-4357
Psychiatric Emergency and Assessment	(925)646-2800
Poison Control Center	1-800-876-4766
Rape Crisis-Community Violence Solutions	1-800-670-7273
Contra Costa HIV/AIDS Health Services	(925)313-6770
Grief Counseling	1-800-837-1818
Mental Health Youth Service	(925)646-5468
Mental Health Association of Contra Costa County	(925)603-1212
Parent Connection (Center for Human Development)	(925)687-8844
Psychiatric Emergency and Assessment	(925)646-2800
<u>Alcohol/Drug Problems</u>	
Alcohol and Drug Abuse Council of Contra Costa County	(925)932-8100
California Dept. of Alcohol/Drug Programs Resource Center	1-800-879-2772
Contra Costa County Substance Abuse Services	1-800-846-1652
<u>Teen and Children Services</u>	
Contra Costa Children's Council	(925)676-KIDS
Contra Costa Emergency Shelter	1-800-808-6444
Contra Costa Food Bank	(925)676-7543
Hillcrest Community Church (404 Gregory Lane, Pleasant Hill)	(925)689-8260
Shelter, Inc. (1875 Arnold Drive, Martinez)	(925)335-0698
California Employment Development Center	(925)602-1521
Neighborhood Youth Corps (CCC Youth Development Services)	(925)942-3300
Diablo Valley College Job Replacement Service	(925)685-1230 Ext. 370
Contra Costa County Health Services	(925)646-5275

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE!

Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

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