

# Oakmont High School

## Viking Handbook

### 2024-2025



1710 Cirby Way Roseville, CA 95661  
(916) 782-3781 fax: (916) 782-4943

#### **Colors:**

Navy Blue, Columbia Blue and White

#### **Mascot:**

Vikings

#### **Yearbook:**

Odinboken

#### **Newspaper:**

Norse Notes

#### **Phone Extensions**

Principal	ext. 2001
Assistant Principals	ext. 2008
Attendance	ext. 2010
Career Center	ext. 2601
Health Center	ext. 2019
Athletic Director	ext. 2500
Activities Director	ext. 2143
Health Academy	ext. 2202
AP Coordinator	ext. 2310
IB Coordinator	ext. 2401

*Handbook was current at time of publishing.*

*Please visit [www.oakmont.org](http://www.oakmont.org) for up to date school information and updated/changed policies.*

## Table of Contents

<b>OAKMONT VIKING EXPECTATIONS.....</b>	<b>4</b>
<b>OAKMONT CAMPUS MAP.....</b>	<b>5</b>
<b>BELL SCHEDULE.....</b>	<b>6</b>
<b>VIKING EXPECTATIONS.....</b>	<b>7</b>
<b>ADMINISTRATION AND COUNSELING STAFF.....</b>	<b>9</b>
<b>CULTURAL DIVERSITY COMMITMENT.....</b>	<b>9</b>
<b>ACADEMICS.....</b>	<b>10</b>
Academic Honesty Policy.....	10
Counselors.....	12
Graduation Requirements for RJUHSD.....	12
Home Hospital.....	13
Interventions.....	13
Physical Education.....	13
Progress Reports.....	14
Teacher Aide Scheduling (Available for Juniors and Seniors only):.....	14
Weighted Grading System.....	14
<b>ATHLETICS.....</b>	<b>15</b>
Academic Eligibility.....	15
Academic Probation.....	15
Athletic Clearance Process.....	15
Cheer and Stunt Squad.....	16
Dance Team.....	16
Leaving a Team.....	16
Outside Competition.....	16
Residential Eligibility.....	16
Training Rules.....	17
Transportation.....	17
<b>ATTENDANCE.....</b>	<b>18</b>
Clearing Absences.....	18
Early Dismissal.....	19
Last Minute Appointments.....	19
Late Arrivals.....	19
Making-up Assignments.....	19
Short Term Independent Study.....	19
Tardies.....	21
Truancies.....	21
Types of Absences.....	21
18 Year Old Waivers.....	22
Chronic Illness.....	22
<b>DISCIPLINE.....</b>	<b>23</b>
Discipline Guidelines.....	23
Standard Disciplinary Consequences.....	23
Mandatory Recommendation for Expulsion.....	23

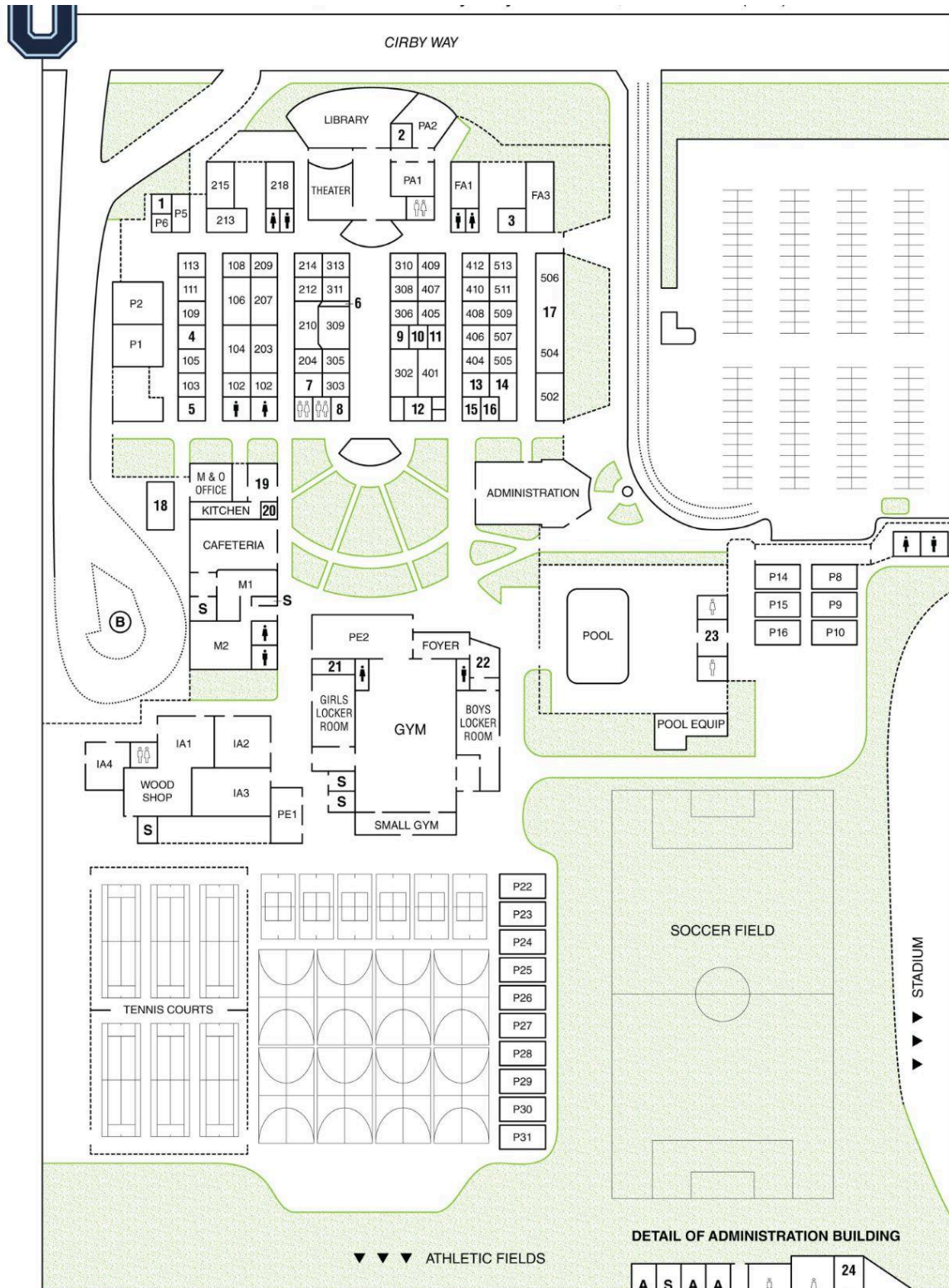
Violations of Disciplinary Policy that may Result in Immediate Suspension and/or other Consequences.....	24
Definition of Sexual Harassment.....	24
How to File a Title IX Complaint.....	25
What are my rights under Title IX?.....	26
How do I file a complaint of sex discrimination?.....	27
Uniform Complaint Form.....	28
<b>STUDENT INFORMATION.....</b>	<b>31</b>
Bus Conduct.....	31
Deliveries.....	31
Clubs and Student Organizations.....	31
Dances.....	32
Dress Code.....	32
Electronics.....	34
Field Trips.....	34
Hall Passes.....	34
Incident Investigations.....	34
Loitering.....	35
Parking.....	35
Police K9 Drug Unit.....	35
School Sponsored Events Rules of Conduct.....	36
Security/Surveillance Cameras.....	36
Senior Conduct.....	36
Skateboards.....	37
Sportsmanship and Fan Behavior.....	37
Student Body Cards.....	37
Suicide Prevention.....	37
Unlawful Harassment of Students.....	37
<b>STUDENT SERVICES.....</b>	<b>39</b>
Health Center.....	39
Communicable Diseases.....	39
Immunizations.....	39
Medications.....	39
Student Insurance.....	39
Library.....	39
Lockers.....	39
Lunches.....	40
Office Phones.....	40
Schoolwide Policies.....	40
Visitors.....	40
<b>STUDENT TECHNOLOGY/NETWORK/INTERNET ACCEPTABLE USE RULES.....</b>	<b>41</b>

Choose Respect  
Be Responsible  
Have Integrity  
Actively Engage

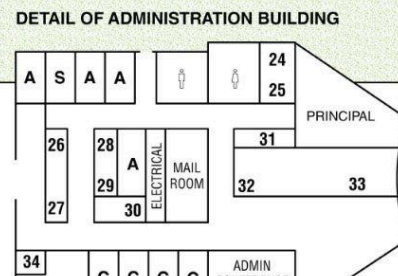


*Be the change you want to see in the world*  
- Ghandi

# OAKMONT CAMPUS MAP



- |                                 |   |                                 |                                      |
|---------------------------------|---|---------------------------------|--------------------------------------|
| 1...Book Storage (P7)           | 9...Tech Office (204)                             | 17...Culinary (504 & 506)       | 25...Lactation Space                 |
| 2...College & Career Center     | 10...Yearbook & Journalism                        | 18...Nutrition Services         | 26...Student Services                |
| 3...Art Gallery & Office (FA2)  | 11...English Office (403)                         | 19...Teacher Lounge & Work Room | 27...Athletics                       |
| 4...Math Office (107)           | 12...IB Office (400)                              | 20...Cafeteria Snack Bar        | 28...Assistant Principals' Secretary |
| 5...Boiler Room                 | 13...Social Science & World Language Office (402) | 21...Gym Snack Bar              | 29...Registrar                       |
| 6...Multimedia Storage (307)    | 14...Wellness Center                              | 22...Athletic Director's Office | 30...Counseling Desk                 |
| 7...Health Academy Office (202) | 15...School Psychologist/Behaviorist              | 23...Pool Lockers               | 31...Principal's Secretary           |
| 8...Student Store               |   | 24...Roof Access                | 32...Attendance                      |



# BELL SCHEDULE

## Two Lunch Schedules - First Lunch

Monday			
Viking Time Intervention			
1st lunch			
1st period	8:30	9:53	83
Intervention Period	9:53	10:21	28
2nd period	10:27	11:52	85
Lunch	11:52	12:22	30
3rd period	12:28	1:51	83
4th period	1:57	3:20	83
Friday			
Viking Time Intervention			
1st lunch			
1st period	8:30	9:53	83
2nd period	9:59	11:24	85
Lunch	11:24	11:54	30
3rd period	12:00	1:23	83
4th period	1:29	2:52	83
Intervention Period	2:52	3:20	28

Tuesday			
Viking Time Intervention			
1st lunch			
1st period	8:30	9:53	83
2nd period	9:59	11:24	85
Intervention Period	11:24	11:52	28
Lunch	11:52	12:22	30
3rd period	12:28	1:51	83
4th period	1:57	3:20	83

Thursday			
Viking Time Intervention			
1st lunch			
1st period	8:30	9:53	83
2nd period	9:59	11:24	85
Lunch	11:24	11:54	30
3rd period	12:00	1:23	83
Intervention Period	1:23	1:51	28
4th period	1:57	3:20	83

### 1st Lunch Classrooms

102, 204, 302, 303, 305, 306, 310, 311, 313,  
401, 404, 405, 406, 407, 408, 409, 410,  
412, 502, 504, 505, 507, 509, 511, FA1, FA3,  
IA1, P8, P10 (1st term), P14, P30

## Two Lunch Schedules - Second Lunch

Monday			
Viking Time Intervention			
2nd lunch			
1st period	8:30	9:53	83
Intervention Period	9:53	10:21	28
2nd period	10:27	11:52	85
3rd period	11:58	1:21	83
Lunch	1:21	1:51	30
4th period	1:57	3:20	83
Friday			
Viking Time Intervention			
2nd lunch			
1st period	8:30	9:53	83
2nd period	9:59	11:24	85
3rd period	11:30	12:53	83
Lunch	12:53	1:23	30
4th period	1:29	2:52	83
Intervention Period	2:52	3:20	28

Tuesday			
Viking Time Intervention			
2nd lunch			
1st period	8:30	9:53	83
2nd period	9:59	11:24	85
Intervention Period	11:24	11:52	28
3rd period	11:58	1:21	83
Lunch	1:21	1:51	30
4th period	1:57	3:20	83

Thursday			
Viking Time Intervention			
2nd lunch			
1st period	8:30	9:53	83
2nd period	9:59	11:24	85
3rd period	11:30	12:53	83
Intervention Period	12:53	1:21	28
Lunch	1:21	1:51	30
4th period	1:57	3:20	83

### 2nd Lunch Classrooms

103, 105, 106, 108, 109, 111, 201, 203, 207,  
210, 212, 213, 214, 218, 308, 513, IA4,  
M2, P1, P2, P5, P10 (2nd term),  
P15, P16, P23 - P29, P31,  
PA1, PA2, Gym, Wt Rm

## One Lunch Schedules

Wed Collaboration/PLT Day			
No Viking Time Intervention			
One lunch			
Teacher PLT	8:20	9:20	
1st period	9:30	10:45	75
2nd period	10:51	12:08	77
Lunch	12:08	12:38	30
3rd period	12:44	1:59	75
4th period	2:05	3:20	75
Midterm/Final Exam			
No Viking Time Intervention			
One lunch			
Final Exam	8:30	10:35	125
Break/Lunch	10:35	10:49	14
Final Exam	10:55	1:00	125

30 min Rally Schedule			
No Viking Time Intervention			
One lunch			
1st period	8:30	9:51	81
2nd period	9:57	11:20	83
Rally	11:26	11:56	30
Lunch	11:56	12:26	30
3rd period	12:32	1:53	81
4th period	1:59	3:20	81

Minimum Day			
No Viking Time Intervention			
One lunch			
1st period	8:30	9:26	56
2nd period	9:32	10:31	59
Lunch	10:31	11:01	30
3rd period	11:07	12:03	56
4th period	12:09	1:05	56

## VIKING EXPECTATIONS

CLASSROOM			
CHOOSE RESPECT	BE RESPONSIBLE	HAVE INTEGRITY	ACTIVELY ENGAGE
Use kind words and actions	Come to class prepared with materials	Demonstrate personal ethics	Show up-attend daily and arrive to class on time
Texting or phone use during passing period and lunch only	Keep handouts and organize them in a binder	Do your own work and tests	Support the efforts of others
Respect the space, property, and learning of others	Study for tests	Keep test questions to yourself Report cheating	Participate in classroom discussion and activities
Respect the rules of the classroom	Complete assignments to the best of your ability	Tell the truth	Keep personal belongings in your pocket or backpack
Follow teacher and guest teacher requests	Ask for help when needed	Attend school drug and alcohol free	Head up, hood off, eyes forward and visible
	Pick up after yourself		
QUAD AND HALLWAY			
CHOOSE RESPECT	BE RESPONSIBLE	HAVE INTEGRITY	ACTIVELY ENGAGE
Use kind words and actions	Walk at all times	Assist in keeping the peace	Make eye contact with others
Use normal voice volume	Use appropriate and safe behavior		Use "The Golden Rule"
Keep hands and objects to yourself	Arrive to class on time		Politely encourage others to engage in positive conversation and comments
Keep displays of affection brief and appropriate	Follow dress code		
Move directly to class without lingering	Clean up your trash		
Keep your pass visible at all times			

CAFETERIA			
CHOOSE RESPECT	BE RESPONSIBLE	HAVE INTEGRITY	ACTIVELY ENGAGE
Use kind words and actions  Clean up your trash	Clean up your trash	Pay for your own food  Keep your own place in line  Encourage others to clean up trash	Thank the cafeteria staff when they serve you  Use table manners  Participate in lunch time activities
SCHOOL EVENTS			
CHOOSE RESPECT	BE RESPONSIBLE	HAVE INTEGRITY	ACTIVELY ENGAGE
Use kind words and actions  Exercise proper etiquette for the event  Be respectful to the performers and athletes  Show your appreciation through positive cheering or clapping at appropriate times  Stand and sing the National Anthem in a respectful manner	Arrive prior to the start of the event  Clean up after yourself  Use equipment and facility appropriately  Leave everything better than you found it	Honor your school with good sportsmanship  Be welcoming and kind to visitors  Demonstrate school pride in a positive manner  Use only designated areas  Report vandalism  Pay admission	Focus on the event; take personal conversations outside  Enjoy the entire event  Participate and join in when encouraged to do so.
BATHROOM			
CHOOSE RESPECT	BE RESPONSIBLE	HAVE INTEGRITY	ACTIVELY ENGAGE
Use kind words and actions  Clean up any mess you make  Respect facility – no writing on anything  Give others privacy	Go directly to and from bathroom  Plan ahead and use bathroom between class – use bathroom pass privilege sparingly  Report cleaning needs to the office	Report vandals and vandalism  Carry bathroom pass	Move away from the mirror so others can wash their hands  Keep social conversations outside to respect the privacy of others.



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## ADMINISTRATION AND COUNSELING STAFF

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### Administration

Marc Buljan	Principal	ext. 2002
Michelle Mahoney	Asst. Principal	ext. 2005
Sondra Myles	Asst. Principal	ext. 2014
Cole Oliver	Asst. Principal	ext. 2020

### Counseling Staff

Gina Coiner-Lacoste	Counselor	ext. 2012
Albert Lee	Counselor	ext. 2015
Lisa Prasad	Counselor	ext. 2016
Bethany Olander	Counselor	ext. 2013
Sam Ryner	Speech Therapist	ext. 2514
Sheila Stein	School Psychologist	ext. 2051
Allison Pearl	Program Specialist	ext. 2059

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## CULTURAL DIVERSITY COMMITMENT

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Oakmont High School strives to provide a safe and healthy learning environment and a high-quality education to many students from many diverse backgrounds and with differing interests and goals. The concept of diversity includes tolerance, acceptance, and respect. We will embrace and celebrate diversity. Oakmont High School faculty and staff have a responsibility to provide an education that highlights different perspectives in and out of the classroom setting. The Oakmont staff works with all stakeholders to implement educational strategies that help to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

Oakmont recognizes different backgrounds and includes members of groups that experience discrimination or under representation. We demonstrate our integrity by protecting all members of our community against discrimination based on race, color, religion, sex, sexual orientation, age, national or ethnic origin, physical or mental disability, marital or veteran status or any other characteristic or status protected by state or federal laws is vital for our diverse population. At the same time, Oakmont is committed to helping engage our underrepresented students, so that they feel connected to Oakmont and its community.

## **Academic Honesty Policy**

### ***Our Philosophy***

Oakmont High School has a commitment to integrity. The Viking Expectation of Integrity affirms that we believe in the intrinsic value of learning, and that we therefore demand personal and intellectual integrity in all academic work.

Having academic and personal integrity means valuing and demonstrating:

1. Intellectual honesty
2. Personal truthfulness
3. Learning for the sake of learning
4. Respect for the creations and opinions of others (i.e., intellectual property)

### ***Academic Misconduct - Plagiarism***

Plagiarism is defined as using another person's words, pictures, charts, or ideas without properly giving that person credit. Using another person's intellectual property without citation is theft. At Oakmont High School, students are taught how to use the ideas of others as evidence to develop their thoughts, not as a substitution for their own ideas. Students are taught that plagiarism will not be accepted.

Common examples of plagiarism:

- Direct copying of material without proper citation of source material, including but not limited to websites, social media, books, articles, or any other source not your own original work.
- Use of segments of un-cited, copied wording mixed in with a student's own words. Students are expected to cite sources using MLA, APA, or Chicago style format.
- Relying heavily on a source instead of using the ideas in the source to establish a student's own thoughts.
- Buying and/or receiving academic work and portraying it as a student's own.

### ***Academic Misconduct - Collusion***

Collusion occurs when two or more students collaborate to gain an unfair academic advantage for any student.

It is important to note that collaboration is different from collusion. Ideal collaboration occurs where a group task is divided and equal contributions are made. Students, at times, are asked to collaborate with other students; a science lab where a group comes up with shared data would be a good example. In this case, however, the shared data should lead to the production of a unique piece of work.

Common examples of collusion:

- Sharing work with another student for them to copy.
- Sharing with another student what material appears on a test.

- Hiding the truth from a teacher when you know someone is cheating.

It is important to note that these policies also apply to Teacher Assistants (TAs).

### ***Use of Artificial Intelligence Technology Tools***

Opportunities created by AI tools reinforce that academic integrity is an ethical choice that students must make. Students need to be aware that OHS does not regard any work produced-even only in part-by such tools to be their own. Therefore, as with any quote or material from another source, it must be clear that any AI-generated text, image or graph included in a piece of work has been copied from such software. The software must be credited in the body of the text and appropriately referenced in the bibliography or works cited. If this is not done it is considered a form of academic misconduct.<sup>1</sup>

Common (although not exhaustive) examples of AI.

- Translation tools
- Math AI
- ChatGPT

### ***Maintaining Academic Honesty***

The Academic Integrity policy is in force for all students at Oakmont, and will be reviewed annually and adjusted to address the needs of the school and community. Students will be educated annually on academic integrity and the school wide policy, as well as additional details as they relate to the specific programs students are enrolled in.

Program Coordinators and Administrators are responsible for educating the Oakmont teachers about the:

- definition of Academic Misconduct
- appropriate ways of citation and acknowledgement of work
- ways to identify an authentic piece of work
- consequences if found guilty of misconduct

Teachers are responsible for educating the students about the:

- definition of Academic Misconduct
- appropriate ways of citation and acknowledgement of work
- consequences in their class and specific program if found guilty of misconduct

Students are responsible for:

- attending all lessons on academic integrity and understanding the policies

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<sup>1</sup> "Academic integrity policy. Appendix 6: Guidance on the use of artificial intelligence tools". Published by the International Baccalaureate, March 2023.

- ensuring that their work is authentic, with the work of others, properly cited/acknowledged (this includes but is not limited to quotations, diagrams, photographs, digital music, and AI)
- understanding the assignment deadlines and giving themselves plenty of time to review their final draft for authenticity
- communicating with their instructors/coordinator if a situation arises that might be a misconduct of academic integrity

Teachers are also responsible for validating student work as authentic, to the best of their ability. Teachers should allow students ample time to work on their assignments as well as having thorough planning stages that include an opportunity for students to seek guidance on proper citation techniques. The librarian is available to assist students with any referencing material questions they may have. At the beginning of each class teachers will review the policy with students, and include a section in their syllabus which review's the teachers policy as well as the teacher consequence for violating the policy. Parents and students should be asked to sign a document indicating that they acknowledge these policies.

### ***Enforcement of these policies***

To ensure proper conduct, teachers, students, program coordinators and school administration must work together. Students will be educated annually on schoolwide, program specific and classroom academic integrity policies.

Education and remediation will be included in every response to academic misconduct. Each incident of malpractice will be recorded in Aeries SIS. Consequences, beyond classroom consequences, may be administered based on the Program Coordinator's and/or Administrator's judgment of the severity, and intent of the misconduct. The number of incidents of misconduct will also be considered.

### **Counselors**

School counselors and school psychologists are available for student's academic and personal needs. Students can either email their counselor or see Mrs. Biggs to schedule an appointment.

### **Graduation Requirements for RJUHSD**

<i>a – g</i>	Subject	District Graduation Requirements	UC/CSU Entrance Requirements
<i>a.</i>	History/Social Science	3 YEARS World Studies (10th), US History (11th), Government & Economics (12th)	2 YEARS World Studies or AP European History US History or AP US History
<i>b.</i>	English	4 YEARS	4 YEARS
<i>c.</i>	Mathematics	2 YEARS (at and above IM 1)	3 years (4 recommended) (IM 1, IM 2, IM 3 OR Algebra 1, Geometry, Algebra 2)

d.	Laboratory Science	2 YEARS (1 year Life & 1 year Physical)	2 YEARS (3 recommended) (Biology and Chemistry)
e.	Language other than English	1 YEAR (or 1 year Visual / Performing Art)	2 YEARS (3 recommended) (of the same language)
f.	Visual and Performing Arts	1 YEAR (or 1 year Language other than English)	1 YEAR
g.	Electives	11 total elective courses (at least one CP elective)	1 YEAR (see 'a – g' Certified Course List)
Physical Education		2 YEARS (9th & 10th grades)	N/A
Health		1 YEAR	N/A

To graduate from Oakmont High School, students must:

- Pass all courses required for graduation (see below District Graduation Requirements)
- Earn a minimum of 260 total credits (credits earned for courses passed)
- Pass the online RJUHS Personal Finance Course

To best prepare for community colleges and to qualify for UC/CSU/4 year colleges and universities:

- Complete at least the minimum college preparatory 'a – g' courses with grades of "C" or better

### Home Hospital

Requests for home teaching due to extended illness must be made through a written medical request from a doctor to the appropriate administrator stating the nature of the illness and expected duration of the illness. The minimum time out of school is 2 weeks in order to qualify for home teaching. Home teaching is subject to the teacher availability.

### Interventions

- Intervention Period- Students attend Priority Period on:  
Mon-1<sup>st</sup> Period, Tues-2<sup>nd</sup> Period, Thur-3<sup>rd</sup> Period Fri-4<sup>th</sup> Period  
Open Areas are available to students meeting specific grade requirements.  
Students must have ID and Minga pass to attend Open Areas.
- Teachers may require Mandatory Intervention. Students not attending Mandatory Intervention requested by a teacher, may receive administrative discipline.
- Odin's Eye- The Learning Center is available after school most days of the week. Visit the Learning Center for more information.

### Physical Education

- Students may purchase PE clothes from the Student Store or they may use their own physical education-appropriate clothing. Such clothing must be worn during physical education classes and students must dress for and participate in Physical Education every day.

- Students who have physical or health problems that limit participation in a full physical education program are required to submit a medical restriction to the Health Center. There are forms available in the P.E. Department, the Health Center, and in the office. Students with certain disabilities may, upon presentation of a recommendation from a physician, be excused from regular P.E. or placed in a modified program.
- Students who have had a serious illness, injury or any other health complication need a doctor's clearance to re-enter the P.E. or athletic program.

### **Progress Reports**

- Report cards are issued at 9 and 18 weeks.
- Incomplete grades are given because of extended illness, justifiable absence or extenuating circumstances (must be made up within 15 school days after the end of the report period for which the grade is assigned).
- Grades issued at 4.5 and 13.5 weeks will serve as progress grades.

### **Teacher Aide Scheduling (Available for Juniors and Seniors only):**

- A maximum of 10 student aide credits may be applied toward total units required for graduation.
- Students must meet the guidelines and be approved to be a Teacher Aide.

### **Weighted Grading System**

- Courses designated as Advanced Placement and International Baccalaureate courses shall use a weighted grading system as described in BP 5121.1. The criteria for the Advanced Placement designation shall be the standards and curriculum established by the College Board and the National Testing Service. The criteria for the International Baccalaureate designation shall be the standards and curriculum established by the International Baccalaureate Organization.

## ATHLETICS

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### Fall Sports

- Football
- Cross Country
- Girls Golf
- Girls Flag Football
- Girls Tennis
- Girls Volleyball
- Water Polo
- Flag Football

### Winter Sports

- Basketball
- Wrestling
- Soccer

### Spring Sports

- Baseball
- Track and Field
- Boys Golf
- Lacrosse
- Softball
- Boys Volleyball
- Swimming
- Boys Tennis
- Diving

- Any student athlete needing accommodations or modifications are asked to please contact the head coach or athletic director prior to the first day of try-outs.
- As part of the process for being cleared for athletics, students and parents acknowledged receiving an Athletic Handbook. Athletes and parents are responsible to review the entire handbook at the start of each sport season.
- Oakmont student athletes and parents are required to attend a seasonal sport orientation meeting in order to participate in OHS athletics.
- Oakmont is a member of:
  - Pioneer Valley League (PVL)
  - Sac Joaquin Section (SJS)
  - California Interscholastic Federation (CIF)
- Oakmont is governed by the California Interscholastic Federation (C.I.F.) rules and regulations of C.I.F. will apply.
- Athletes are directed to carefully review the District Athletic Handbook for more specific explanations.

### Academic Eligibility

- Must be passing three of four (4 x 4 students) classes during the preceding grading period.
- G.P.A. of 2.0 in all enrolled classes at end of grading period

Grading periods for eligibility are checked at progress grades, mid-term, and term final grades.

### Academic Probation

- Two periods of probation during high school enrollment, beginning with the first school (9<sup>th</sup> grade) grading period.
- Granted only if the student has met one of the two academic eligibility requirements.
- BELOW BOTH STANDARDS WILL NOT BE GRANTED PROBATION

### Athletic Clearance Process

- Every athlete must have clearance prior to beginning practice.
- The student and the student's parent or guardian must complete the online athletic clearance process. The online process includes:
  - Insurance verification
  - Parent permission form for transportation and medical treatment
  - Yearly physical completed after July 1 of new school year

- Health history
- Parents or guardians will receive an email through the online system. Coaches have access to the online list of cleared athletes only. Clearance information can be obtained from the Athletic Admin Assistant in Student Services offices.

### **Cheer and Stunt Squad**

- Because of the dual responsibility of the school cheer squad, which includes performance and leadership roles, the squad is bound by both athletic and student leadership conduct. As an intrinsic part of the school leadership program, the squad's code of conduct and eligibility is congruent with that of student body officers. Because the cheer & stunt squad participates in outside competition, requirements for athletic clearance, academic probation, training rules, sportsmanship, attendance and procedures for leaving a team are congruent with athletic team guidelines. Competitive Cheer season follows all guidelines as stated in the CIF by-laws.

### **Dance Team**

- The OHS Dance Team generally performs at athletic half times, competitions and other events. Because the team participates in outside competition, requirements for athletic clearance, academic probation, sportsmanship, attendance and procedures for leaving a team are congruent with athletic team guidelines.

### **Leaving a Team**

- Refer to the athletic handbook for further details.
- Students are encouraged to try a variety of sports, and a student may leave a team during the first two (2) weeks of practice without penalty by personally notifying the coach that they no longer wish to participate. Students leaving a team after the two-week try-out period must communicate with the coach to determine the consequences, if any, for leaving the team.

### **Outside Competition**

- Students on a high school team become ineligible if the student competes in a contest on an "outside" team, in the same sport during the student's high school season of sport.
- Student guilty of competing on the student's school team after an infraction of the above rule becomes immediately ineligible for a number of contests equal to twice the number of contests of outside competition in which the student participated.
- Games, in which this student participated, after the infraction of the rule, shall be forfeited.
- A high school team member may participate in a spontaneous recreational activity or game in which sides or teams are chosen without regard to players representing any group or organization. Such participation would not cause loss of eligibility.

### **Residential Eligibility**

- The California Interscholastic Federation requires that students must be living with parents or legal guardians within the school's attendance boundaries or have obtained the permission to attend OHS through the Inter and Intra District process by the RJUHSD.
- All exceptions require special permission and that forms and letters of approval be on file before students can be declared eligible. Transfer students must be cleared through the SJS Section office before they are eligible to compete for OHS. Contact the Athletic Director for more information and to start the process.



**Training Rules**

The use of tobacco, alcohol, steroids or performance-enhancing substances, nicotine and/or related paraphernalia is not acceptable and will not be tolerated for high school student-athletes for health and safety reasons. Any student, who uses or possesses alcohol, steroids or performance-enhancing substances, tobacco, nicotine and/or related paraphernalia shall be ineligible based on the Athletic Handbook Guidelines. Athletes sign and agree to the RJUHSD Athletic Handbook each season of sport.

**Transportation**

- Students are normally expected to go and return on district-provided transportation when provided.
- At the coach's discretion, students may be signed off the bus by their parents only.
- Releasing students from returning on a bus requires a special release form and arrangements should be made at least one day prior to the contest.

## ATTENDANCE

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The Board of Trustees believes that regular attendance plays an important role in student achievement. The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws, and may use appropriate legal means to correct problems of chronic absence or truancy.

Absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons, as permitted by law, Board policy, and administrative regulations. (Education Code 48205)

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to law and administrative regulations. (Education Code 46014)

Inasmuch as school attendance and class participation are integral to students' learning experiences, parents/guardians and students shall be encouraged to schedule medical and other appointments during non-school hours.

Students shall not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or as authorized pursuant to Education Code 46010.1, for a confidential medical appointment.

*Board Policy 5113*

### **Clearing Absences**

*It is the parent or guardian's responsibility to clear their student's absence. All absences that are not cleared after three days will be automatically registered as a CUT in our computer system.*

- Please call the attendance hotline 916-782-0464 to clear your students' all day absence, except when written verification by a medical professional is required by Board Policy. Medical notes must be provided within 2 weeks of the absence.

OR

- Parents can send a written note from parent/guardian, parent representative, or student if 18 or older, except when written verification by a medical professional is required by Board Policy. The note must include:
  - a. Name of student
  - b. Date(s) of absence
  - c. Reason for absence
  - d. Phone Number
  - e. Name of parent/guardian or parent representative and signature

If your student was incorrectly marked absent, your student needs to pick up a blue period clearance slip from the Attendance Office, get it verified and signed by the teacher that the student was present and then return it back to the Attendance office.

*Forgery of a note or any other school document may result in student suspension.*

### **Early Dismissal**

- Students need to bring a note to the Attendance Window **before school** to pick up their “special” pass.

OR

- Call Attendance at 916-782-3781 x 2010 **before school** and have students come before school to pick up their pass.
- Students who are not feeling well should go directly to the Nurses office. The Nurse can make sure that the student is taken care of, call their Parents/Legal Guardians, and dismiss them from class.

### **Last Minute Appointments**

If an appointment is scheduled “last minute”, call the Attendance Office as soon as possible to allow enough time to pull your student. REMEMBER: Attendance needs a MINIMUM of 30 minutes to pull a student from class. *We will not accept requests for student dismissals in the last 30 minutes of the school day.* If your student is sick, students need to report to the school nurse.

### **Late Arrivals**

Students who arrive late to school must receive a readmit slip from the attendance office. Have the student bring a note or parent/guardian call 916-782-3781 x2010 to excuse the late arrival.

### **Making-up Assignments**

Students will have the number of days they were absent to complete any work assigned during an excused absence. It is the student's responsibility to obtain make-up assignments from the teacher when they return.

- Time begins the day after readmission to school and may be extended by the teacher.
- Assignments given before the absence will be due upon the day the student returns.
- Teachers may deny make-up work to students when the absence is unexcused.
- When a student has an administrative pre-approved absence, the student is responsible for contacting teachers in advance to arrange make-up work. No advance arrangements = No credit for work missed.
- Teachers may designate certain assignments as "long-term projects" and these assignments shall be submitted on the assigned due date even if absent.

*School Board Policy 5121.2*

### **Short Term Independent Study**

Short Term Independent Study is used for students who are out a minimum of three school days to a maximum of three weeks of school (15 school days). Requests for Independent Study must be made at least five school days prior to the beginning of the agreement period with the exception of students participating due to illness. It is requested that this process is initiated by the parent, in writing, using the process listed below. Please note: If a request for Independent Study is made and the student doesn't complete the contract by the deadline, the student will not be able to participate in Independent Study again for one calendar year from the contract date.

There are a few situations when Short Term Independent Study requests cannot be made: students on suspension, students who have a longer term illness and require Home Hospital services, and students on an IEP unless the IEP specifically provides for that participation.

Below is the overall process that will be followed at Oakmont High School in order to support students wishing to be on Short Term Independent Study and earn an attendance code of “Independent Study”

for their time away from the classroom.

- Parent/guardian will notify the school at least five school days in advance of the absence and initiate the process through the [Google Form](#). Please include the student's full name, 6 digit ID number, reason for absence and start and end dates of absence.
- If the student is out due to illness, please still complete the Google Form with the information above and a contract will be initiated by the staff and be filled out by the teachers. The contract will need to be signed by the parent and student once the staff has received the assignment information from the teachers. If the student has already initiated the contract digitally with teachers and won't need staff support in getting it filled out, please let us know.
- Staff will fill out the front page of the contract and give it to the student to walk around to their teachers for the back page to be filled out (please allow 24-48 hours for this process to be started).
- Student will walk the paper around to each of their teachers to be filled out and to get both parent and student signatures.
- Teachers will need time to accurately complete this step. Please be mindful of this as you are communicating with the teachers.
- Please keep in mind that this contract is just for the equivalent of the school work missed per period. Teachers may assign further assignments or assessments in order to fully complete the learning process and to be able to submit a grade for the student. Students need to work with each individual teacher to determine how they will know if further work will be required of them beyond the contract and those appropriate deadlines.
- Student will return the paper to the office for Ms. Biggs (counseling office) to review. We will keep the original in the office and give a copy to the student.
- Upon the date of return, the student will turn in their assignments each period and have the teacher sign the copy of the agreement in the final two columns on the back page.
- It is the responsibility of the student to ensure that they are also submitting a copy of ONE of the assignments that were submitted to the teacher for "period attendance". The teacher can assist the student with picking the sample. A hard copy of the sample can be stapled to the contract OR the teacher can upload a digital copy to Aeries on behalf of the student. This should be done as the teacher is signing the final column.
- This form must be fully completed prior to the "Final Due Date" listed on the bottom of the front page of the contract. Any issue with completing the form by the agreed upon "Final Due Date" should be communicated to Ms. Biggs [mbiggs@rjuhsd.us](mailto:mbiggs@rjuhsd.us) prior to the final due date. It should be noted that requests for extensions will be handled case by case but in most situations, the final due date is a firm deadline.

Please read the [entire contract \(Español\)](#) carefully for specific details and further information about this process. Staff is ready to guide you through the process in case you need to request this Contract for your student.

### Truancy and Tardy Policies

Attendance and on time arrival in class are important steps in every student's academic success at Oakmont High School. In addition, we feel that attendance and timely arrival to class helps students demonstrate the Viking expectations to be responsible, respectful and actively engage in the educational process.

## **Tardies**

*These will reset each 9-week semester*

Students are considered tardy if they are not in their seat at the time the bell rings. Interventions for tardiness will be recorded and monitored.

- Teachers should be diligent in taking attendance and marking students who are tardy
- Administrators will monitor students who are tardy. Tardies will be tracked by the attendance clerk with help from the AP secretary.
- Upon 4<sup>th</sup>, 6<sup>th</sup>, and 8<sup>th</sup> tardy (total tardies in all periods), students will be called up to an Assistant Principal's office and assigned a detention and/or work service. Parents will be contacted by the school messenger. Students will have one week to serve detention or work service.
- Continued tardiness or repeat offenses will be monitored. Additional disciplinary consequences including suspension from participation in extracurricular activities may result and is at the discretion of the principal.

## **Truancies**

*These do not reset and count from the first day of school.*

- Truancy Letter 1 – three unauthorized/unexcused same period and/or all day absences
- Truancy Letter 2 – six unauthorized same period and/or all day absences
- Truancy Letter 3 – nine unauthorized same period and/or all day absences

## **Types of Absences**

### **Excused**

*Student is expected to make work up*

A student's absence shall be excused for the following reasons:

1. Personal illness
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, optometric, or chiropractic appointments
4. Attendance at funeral services for a member of the immediate family
  - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
  - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household.
5. Jury duty in the manner provided by law
6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including but not limited to:
  - a. Appearance in court
  - b. Attendance at a funeral service
  - c. Observation of a holiday or ceremony of his/her religion
  - d. Attendance at religious retreats not to exceed four hours per semester
  - e. Attendance at an employment conference
8. Participation in religious instruction or exercises in accordance with district policy:
  - a. In such instances, the student shall attend at least the minimum school day

- b. The student shall be excused for this purpose on no more than four days per school month  
Board Policy 5113, Staff Rule 5113

Students may be excused by a parent or guardian up to 9 times in the school year. After that, a student's doctor's note or official document must be turned in to clear a student's absence.

### **Unexcused or Unapproved**

*Assignments missed may not be made up for class credit*

Absence due to traffic, oversleeping, car problems, DMV appointments, senior pictures, hunting, shopping, personal business, family vacations, family trips, etc.

### **18 Year Old Waivers**

18 year old students can invoke their rights as an adult for excusing their absences.

Students must meet with the appropriate administrator. Meetings will be held monthly and students can choose to attend by reserving their attendance with the AP secretary.

Students must fill out and return signed waiver.

### **Chronic Illness**

- If a student has a chronic illness, a Chronic Illness Packet must be on file with the nurse and attendance office.
- Chronic Illness packets must be filled out completely and accurately which includes a doctor's signature and parent signature stating the reason and the frequency of the absences to be expected.
- Absences not cleared through the process will be considered unexcused.

Oakmont Discipline Philosophy and Policy was created to:

- Provide students the opportunity to reach their full potential
- Positive, constructive and safe learning environment for staff and students
- Promote citizenship and respectful behavior
- Provide fair and consistent enforcement with clearly defined consequences
- Allow students to be provided with opportunities to improve their behavior.

### **Discipline Guidelines**

- Safety is the primary concern for expectation and rule enforcement.
- Our Viking Expectations are designed for the whole school. All staff, administrators, counselors, hall monitors, and students are responsible for upholding order.
- Classroom Expectations are designed to support the classroom teacher. The regulations of classroom behavior are left to individual teachers.
- Communication is a vital part of an orderly school. A commitment must be made to continue/establish communication links between:
  - School and parents
  - School and students
  - Teacher and students
  - Teacher and parents
  - Counselors and teachers
  - Administrators and staff
- Parents of students unable to follow classroom expectations and behavior guidelines will be contacted by phone by individual teachers as a "first warning".
- Students who continue to disrupt the learning environment will be referred to the office.
- Once a teacher refers a student to the administration, the administrator will assign the consequences working with the teacher to create a more positive learning environment for the student, teacher, and classroom.
- Restorative practices are used to rebuild cooperative working relationships in the classroom and at school between students and also between students and staff.

### **Standard Disciplinary Consequences**

- Detention – minor offenses only
- Work service
- Parent Conference
- Saturday School
- Suspension
- No Contact Contracts (student-student)
- Letter of conditional enrollment (contract to stay at Oakmont)
- Transfer to Continuation School
- Expulsion

### **Mandatory Recommendation for Expulsion**

- Caused serious physical injury to another person, except in self-defense.
- Possessed any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds.
- Unlawfully sold any controlled substance, as defined in Section 110007 of the Health and Safety Code.

- Committed robbery or extortion (Ed. Code Section 48915).
- Engaging in gang or behavior associated with gangs.

### **Violations of Disciplinary Policy that may Result in Immediate Suspension and/or other Consequences**

- Trespassing
  - Campuses are closed during the hours of 10:30 PM – 6:00 AM
  - Weekends and lawful school holidays
  - Athletic fields closed from one-half hour before – sunset to one-half hour after sunrise every day.
- Threatening, intimidating and menacing
- Any act of defiance or willful disobedience
- Use of profane, hateful, or indecent language
- Fire setting or attempted fire-setting
- Possession or use of firecrackers or other fireworks. NOTE: Fireworks or firecrackers may be classified as weapons and a recommendation for expulsion will be made on the first offense. Law enforcement agencies will be notified at the administration's discretion.
- Insulting or abusing teachers or other school personnel.
- Willful disruption of school
- Hazing
- Leaving school without permission
- Smoking or possession of tobacco
- Failure to identify oneself or giving false information to school personnel.
- Forging, falsifying, or altering school correspondence, passes or re-admits.
- Gambling and wagering
- Interfering with the peaceful conduct of the campus
- Failure to comply with the reasonable request of teachers or other school personnel.
- Loitering on campus
- Fighting – self-defense is defined as retreat and report. Trading blows, wrestling, etc. is fighting.

### **Definition of Sexual Harassment**

- The Title IX regulations define sexual harassment as conduct, performed on the basis of sex, that satisfies one or more of the following:
  1. A District employee conditioning the provision of an aid, benefit, or service of the District on a student or individual's participation in unwelcome sexual conduct;
  2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or,
  3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 1229(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30). These definitions are also available in AR 5145.7.

California Education Code section 212.5 defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:



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

## **How to File a Title IX Complaint**

Individuals who believe they have been discriminated against in violation of Title IX may file a complaint with the District or the Office for Civil Rights (OCR). If a crime is involved, such as sexual assault, individuals may also file a report with the local police department. A person may pursue one or all of these avenues at the same time. Below is a summary of each process.

**District Complaint:** Title IX complaints may be filed using the District's uniform complaint procedures Board Policy & Administrative Regulation 1312.3. All district Board Policies and Administrative Regulations can be found at (RJUHSD District Website) [www.rjuhsd.us](http://www.rjuhsd.us)

**Time Requirement:** A complaint with the District must be filed within six (6) months of the discrimination occurring or your awareness of the discrimination. (5 CCR 4630(b).) Upon written request setting forth the reasons for an extension, the Superintendent or designee may extend the time for filing a discrimination complaint for good cause. (5 CCR 4630(b).) If you have any questions about this time limit or if you believe, your complaint may be outside this time requirement but want to explore other options, please contact the Title IX Coordinator: Rob Hasty, Executive Director of Human Resources 1750 Cirby Way, Roseville, CA. 95661 or directly at (916) 786-2051 ex.1042 or via email at [rhasty@rjuhsd.us](mailto:rhasty@rjuhsd.us)

**Investigation Procedure:** Upon receipt of any complaint related to a potential Title IX violation, the District will ensure every allegation is investigated promptly, adequately and impartially. The District will also take steps to protect complainants from retaliation and ensure all parties are treated fairly throughout the District's investigation process. As part of its Title IX obligations, the District also takes steps to prevent recurrence of any unlawful discrimination, harassment, or sexual violence and remedy discriminatory effects on the complainant and others, as appropriate. The District's procedure for investigating a Title IX complaint can be found in Board Policy & Administrative regulation 5145.7 and Administrative Regulation 5145.71. All RJUHSD Board Policies & Administrative Regulations can be found on the district website at [www.rjuhsd.us](http://www.rjuhsd.us) Please contact the Title IX Coordinator if you have any questions.

## **Title IX – Sex-based discrimination is prohibited.**

Title IX of the Education Amendments of 1972 ("Title IX") prohibits sex-based discrimination in all educational programs and activities, including athletic programs, within educational institutions receiving federal financial assistance. Sex-based discrimination includes sexual harassment and sexual violence. No person shall, on the basis of gender, gender identity, gender expression, or sexual orientation, be excluded from participation in, be denied the benefits of, or be subjected to,

discrimination under any educational program or activity operated by the Roseville Joint Union High School District ("District"). Title IX protects all participants in the District's educational programs and activities, including students, parents/guardians, employees, and job applicants.

In addition to Title IX, the California Education Code prohibits discrimination based on sex in education programs and activities in schools. (Education Code sections 220-221.1)

Other state and federal laws also prohibit discrimination and ensure equality in education.

Title IX information provided here applies to every school site and to all District programs and activities.

### **What are my rights under Title IX?**

You have the following rights under Title IX, to the extent applicable at the District:

- You have the right to fair and equitable treatment and shall not be discriminated against based on your sex.
- You have the right to be provided with an equitable opportunity to participate in all extracurricular activities, including both academics and athletics.
- You have the right to inquire of the athletic director at your school or appropriate district personnel as to the athletic opportunities offered by the school.
- You have the right to apply for athletic scholarships if the District offers any.
- You have the right to receive equitable treatment and benefits in the provision of all the following related to athletics, if any are provided by the District:
  - Equipment and supplies;
  - Scheduling of games and practices;
  - Transportation and daily allowances;
  - Access to tutoring;
  - Coaching;
  - Locker rooms;
  - Practice and competitive facilities;
  - Medical and training facilities and services; and
  - Publicity.
- You have the right to have access to a sex/gender equity coordinator, referred to as the Title IX coordinator, to answer questions regarding sex/gender equity laws.
- You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on sex/gender equity laws.
- You have the right to file a confidential discrimination complaint with the United States Department of Education Office for Civil Rights or the California Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex.
- You have the right to pursue civil remedies if you have been discriminated against.
- You have the right to be protected against retaliation if you file a discrimination complaint. (California Education Code section 221.8)

The District has the responsibility to respond promptly and effectively to sex-based discrimination complaints, including sexual harassment and sexual violence. If the District knows or reasonably should know about sex discrimination, it must take action to eliminate the sex discrimination, prevent its

recurrence, and address its effects. The District must resolve complaints of sex discrimination promptly and equitably. Information on filing a complaint alleging sex-based discrimination is provided below.

- United States Department of Education Office for Civil Rights:  
<http://www2.ed.gov/about/offices/list/ocr/index.html>  
<http://www2.ed.gov/policy/rights/guid/ocr/sex.html> (sex discrimination)  
<http://www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.pdf> (prohibition against sexual harassment and sexual violence)  
<https://www2.ed.gov/about/offices/list/ocr/docs/dcl-factsheet-201104.html>  
(addressing sexual violence)  
<https://www2.ed.gov/about/offices/list/ocr/docs/dcl-know-rights-201306-title-ix.pdf>  
(pregnant or parenting individuals)
- California Department of Education Office of Equal Opportunity:  
<http://www.cde.ca.gov/re/di/eo>  
<http://www.cde.ca.gov/re/di/eo/genequitytitleix.asp> (Gender Equity/Title IX)
- District nondiscrimination/harassment statements, policies and regulations:
  - o Board Policy 4030 – Nondiscrimination in Employment
  - o Administrative Regulation 4030 – Nondiscrimination in Employment
  - o Board Policy 4119.11 – Sexual Harassment Prevention
  - o Administrative Regulation 4119.11 – Sexual Harassment Prevention
  - o Board Policy 5145.3 – Nondiscrimination/Harassment
  - o Administrative Regulation 5145.3 – Nondiscrimination/Harassment
  - o Board Policy 5145.7 – Sexual Harassment
  - o Administrative Regulation 5145.7 – Sexual Harassment

The District Title IX Coordinator:

Rob Hasty  
Executive Director, Human Resources  
Roseville Joint Union High School District  
1750 Cirby Way  
Roseville, CA 95661  
(916) 782-8663  
rhasty@rjuhsd.us

**How do I file a complaint of sex discrimination?**

A student, parent, guardian, employee, individual, or organization may file a written complaint alleging discrimination, harassment, intimidation, and/or bullying on the basis of a protected characteristic with the District and/or the Office of Civil Rights (“OCR”). If a crime is involved, such as sexual assault or rape, individuals may also file a report with the local law enforcement. A person may pursue one or all of these avenues at the same time. Below is a summary of each process:

**A. District Complaint**

Individuals may file a written complaint alleging discrimination, harassment, intimidation, and/or bullying on the basis of a protected characteristic under the District’s Uniform Complaint Procedure

("UCP") process by sending a complaint to:

Brad Basham  
Assistant Superintendent, Human Resources  
Roseville Joint Union High School District  
1750 Cirby Way  
Roseville, CA 95661  
(916) 782-8663  
bbasham@rjuhsd.us

To access the UCP information, click on one of the following links:

Board Policy 1312.3 – Uniform Complaint Procedures

<http://bit.ly/2xRBCHn>

Administrative Regulation 1312.3 – Uniform Complaint Procedures

<http://bit.ly/2xWvD5X>

### **Uniform Complaint Form**

<http://bit.ly/2xW8iRD>

You may file a complaint anonymously, but the District's ability to investigate and respond may be limited by a lack of information.

#### **1. Time Requirement**

A complaint alleging unlawful discrimination or retaliation must be filed no later than six (6) months from the date the discrimination or retaliation occurred, or six (6) months from when the complainant first learned of the unlawful discrimination. The Superintendent or designee may extend this timeline by up to ninety (90) days for good cause, upon written request by the complainant setting forth the reasons for the extension.

#### **2. Investigation Procedure**

Complaints related to a potential Title IX violation, filed under the District's UCP process, will be investigated and a written decision will be made within sixty (60) calendar days of the District's receipt of the complaint, unless the complainant agrees in writing to an extension. The District's compliance officer or designee may interview alleged victims, alleged offenders and relevant witnesses, as well as review available records, statements or notes related to the complaint, including evidence or information received from the parties during the investigation. The compliance officer may visit reasonably accessible locations where discrimination is alleged to have occurred. The complainant will be notified in writing when the decision is made.

The District will also take steps to protect all complainants from retaliation and ensure all parties are treated fairly throughout the District's investigation process. As part of its Title IX obligations, the District also takes steps to prevent recurrence of any sexual violence and remedy discriminatory effects on the complainant and others, as appropriate.

#### **3. Appeal Rights**

If the complainant or respondent is not satisfied with the decision, the complainant or respondent

may, within five (5) business days, file an appeal in writing to the District’s Board of Trustees. The Board of Trustees may consider the matter in closed session at a regularly scheduled board meeting.

The complainant or respondent also has the right to appeal the Board’s decision to the State Superintendent of Public Instruction, California Department of Education (“CDE”), within fifteen (15) calendar days of receipt of the decision. When appealing to CDE, the complainant or respondent must specify the reason(s) for the appeal and whether the District’s facts are incorrect and/or the law is misapplied. The appeal must include a copy of the original complaint to the District and the District’s decision. For more information, visit the CDE’s webpage on Uniform Complaint Procedures at <http://www.cde.ca.gov/re/cp/uc/>.

For complaints alleging unlawful discrimination based on state law, the complainant may pursue available civil law remedies, including seeking assistance from mediation centers or public/private interest attorneys, sixty (60) days after filing an appeal with CDE (California Education Code section 262.3). The sixty (60) day moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (California Education Code section 262.3)

## B. OCR Complaint

You may also file a discrimination complaint with the United States Department of Education Office for Civil Rights (“OCR”). For more information, visit <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

The electronic complaint form for OCR is available online at <https://ocr cas.ed.gov>.

You may contact the OCR at:

San Francisco Office

Office of Civil Rights

U.S. Department of Education

50 United Nations Plaza

Mail Box 1200, Room 1545

San Francisco, CA 94102

(415) 486-5555

Fax: (415) 486-5770; TDD: (800) 877-8339

Email: [ocr.sanfrancisco@ed.gov](mailto:ocr.sanfrancisco@ed.gov)

### 1. Summary

In summary, the OCR complaint form requires the name of the person subjected to the alleged Title IX violation, the name of the person filing the complaint, the name of the education institution, a description of the alleged Title IX violation, a report of any retaliation suffered by the person filing the complaint, the date of the last act that violated Title IX, and any attempt to address the alleged violation through another avenue, including the education institution’s internal grievance procedure or a court filing. Note that anyone may file a complaint with OCR. The person or organization filing the complaint need not be a victim of the alleged discrimination but may complain on behalf of another person or group.

### 2. Time Requirement

OCR requires that the complaint be filed within 180 calendar days after the alleged violation. As set forth in OCR's complaint form, the reporter can request a waiver of this requirement by explaining why the complaint was delayed. Please contact OCR, or visit the websites above, if you have any questions or concerns about this time requirement.

### 3. Investigation Procedure

Upon receipt of any complaint related to a potential Title IX violation, OCR first constitutes a violation of Title IX. OCR also assesses whether the complaint was filed within the 180 day requirement or provides a legitimate reason to waive this requirement. OCR may also seek more information from the person filing the complaint if needed to further assess the complaint.

If OCR determines that it will investigate the complaint, it will issue letters of notification to the complainant and the education institution. OCR may use a variety of fact-finding techniques in its investigation of a complaint. These techniques may include reviewing documentary evidence submitted by both parties, conducting interviews, and/or making site visits. At the conclusion of its investigation, OCR will determine with regard to each allegation whether the education institution failed to comply with Title IX. If the complainant disagrees with OCR's determination, he/she may submit a written appeal to OCR.

#### C. Police Report

As discussed above, if a crime is involved, such as sexual assault or rape, individuals may also file a report with the local law enforcement at:

Roseville City Police Department  
1051 Junction Blvd., Roseville CA 95678

Non-Emergency Phone: 916-774-5000

Placer County Sheriff's Office  
2929 Richardson Dr., Auburn, CA 95603  
Non-Emergency Phone: 530-889-7800

Sacramento County Sheriff's Department  
711 G Street, Sacramento, CA 95814  
Non-Emergency Phone: 916-874-5115

### **Bus Conduct**

- Students riding buses must have a current photo bus pass at all times.
- Students riding buses are required by law to be orderly and quiet in order that the safety of the riders is protected.
- No part of the body, head, or arms may be extended out of the window.
- Students must be seated as directed by the driver.
- Pupils are not permitted to eat or drink on the bus.
- Playing musical instruments, whistling, yelling, profane language, throwing articles, shooting rubber bands, scuffling, or any other unnecessary commotion is prohibited.
- Smoking or any use of tobacco on a school bus is prohibited.
- No intoxicating liquor or controlled substances shall at any time be used or possessed on a school bus.
- Any damage to the bus by a pupil that cannot be considered ordinary wear and tear must be paid for by the pupil.

### **Deliveries**

Food deliveries from Doordash, Foodjets or any other 3rd party are not allowed. Only individuals in your contact list may drop off food or other items on the table in the front office.

### **Cell Phones/Personal Devices**

For our purposes, “personal device” will include the following: all smart phones, earbuds, headphones, and/or any other device causing a distraction.

The use of personal devices is allowed only before/after school, lunch, passing period, during authorized breaks, or under the direction of a classroom teacher.

When entering class, students are expected to put all personal devices away and off their persons in one of two ways:

- Students will put their personal devices in their backpacks and leave them there for the duration of the period. Students may only access their personal devices during class when authorized by the classroom teacher, or in the event of an emergency.

OR

- Students may utilize a teacher-provided system (if applicable) for storing personal devices in a safe classroom location during instructional time. This may be a classroom device caddy or similar routine wherein students place their device in a designated slot or box and retrieve it at the end of the period, during class when authorized by the classroom teacher, or in the event of an emergency.

Appropriate accommodations will be made with individual students as needed for IEP/504 and medical needs (ie. blood sugar monitoring app)

There may be some circumstances when teachers may authorize use of personal devices in the classroom for instructional purposes only. Minga hall passes can be teacher-generated or created on student Chromebooks while devices are put away.

### **Clubs and Student Organizations**

The clubs and organizations are under the jurisdiction of the Student Government. All activities and fundraisers sponsored by them must be approved by the Student Government as well as by the

organization's advisor. Application forms for this purpose are available in the office. New clubs are approved only at the beginning of each term by Student Government and the administration. Clubs and organizations must have a faculty advisor.

Check the OHS website for a current listing of clubs, meeting times, and advisors.

## **Dances**

- Students **MUST** be a current student or approved guest with bid to be admitted. **NO EXCEPTIONS!**
- Students must leave campus or be picked up promptly. Students and guests not leaving campus or not picked up within fifteen minutes after the dance ends may lose future dance privileges.
- **DOORS CLOSE ONE HOUR AFTER THE DANCE BEGINS.**

### *Guest Dance Bids:*

- There may be special dances during the year to which guests may be invited. The student secures a dance bid and guest permission form from the office on which he/she names the guest he/she wishes to invite to the dance. If the dance bid is approved by the administration, the student may then invite his/her guest. If the guest misbehaves, the student may be (1) forbidden to secure another dance bid (2) not allowed to attend any more dances or (3) in an extreme case may be punished as if he/she had been the offender. Some dances may have a limit on the number of dance bids issued. They will be advertised and on a first-come, first-served basis.
- The following guidelines must be followed when using a dance bid:
  1. All guests must have proper identification.
  2. OHS students and guests must enter the dance together.
  3. All guests must be between the ages of 13 and 20 years inclusive.
  4. The intent of dance bids is to allow only couples to attend the dance.
  5. Cost is \$5.00.
  6. Guests must also have a dance ticket for entrance into the dance.

### *Dance Conduct:*

- No inappropriate or sexually suggestive dancing will be allowed.
- No dancing, which could cause harm to one's self or others.
- If a student leaves the dance he/she may not return to the dance. No students will be admitted after one hour from the start of the dance without prior approval from an administrator.
- Students, their guests and any personal items such as bags or purses are subject to search.
- Smoking, drinking, possessing or having consumed drugs or alcohol is prohibited.
- Only students with student body cards or bids will be allowed into the dance. Students with bids must have adequate identification (Driver's License, Student Body Card, etc.).
- Students shall dress appropriately according to the theme of the dance.
- There shall be no "gate crashing". A person aiding as a gate crasher shall be subject to the same penalty as the offender.
- Students shall be picked up or leave the school grounds no later than 15 minutes following the end of the dance.

Students who violate any of these rules will be removed from the dance and have possible additional consequences. Repeated violation may exclude a student from future dances.

## **Dress Code**

At Oakmont and the Roseville Joint Union High School District (RJUHS) we value and respect all students. We believe students should come to school dressed appropriately for the educational setting. Our dress code is designed to provide equitable educational access and is written in a manner that



does not reinforce stereotypes. 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 treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, household income, body type/size, religion, and personal style.
- All students should feel comfortable in what they're wearing without fear of unnecessary discipline or body shaming.
- All students 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 learning.
- School staff uses student/body-positive language to explain the code and to address code violations.

#### *General Dress Policy:*

Basic Principle : Certain body parts and undergarments must be covered for all students at all times.

- Clothing, with opaque fabric, must cover the areas where undergarments would typically be worn. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

Students Must Wear:

- A shirt made of opaque fabric that covers the front, back, sides and the majority of the torso (as defined by the covering of the majority of the chest and stomach region).
- Opaque fabric that covers the front, back, and on the sides.
- Pants or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts) that completely covers the buttocks.
- Footwear

Students May Wear (as long as these items do not violate the basic principle above):

- Hats, which allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Religious/cultural headwear.
- Students can wear hoodies on campus, but may be asked to remove hoods in class.
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps, or tube tops.
- Visible waistbands/straps on undergarments worn under other clothing (as long as this is done in a way that does not violate the basic principle above).

Students Cannot Wear:

- Any clothing that reveals visible undergarments (visible waistbands and straps are allowed).
- Images, language or items depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Images, language or items that depict a threatening, hostile, or intimidating environment.
- Images, language or items that depict weapons, violence or gang affiliation.
- Images, language or items with profanity, lewd, obscene, or sexually explicit/suggestive messages.
- Accessories that could be considered dangerous or could be used as a weapon.

- Any item that obscures the face (except as a religious observance or for health purposes).

#### *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 will not vary the requirements in ways that lead to discriminatory enforcement. The garment that initiated the dress code violation may be held in the office until the end of the school day.

- Students who violate the dress code will be asked to put on their own alternative clothing, will be provided with temporary school clothing, or alternative clothing can be delivered from home.

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, dances and prom. Consequences may include the following actions:

- Change clothing
- Parent/guardian notification
- Documentation in student information system (AERIES)
- Holding garments for parents to pick-up
- A change of clothing that meets the guidelines stored in the office
- Required check-in prior to school
- Detention assigned
- Further disciplinary action or intervention will occur if violation of the dress code is ongoing

#### **Electronics**

The school does not accept responsibility for theft or damage of these items or any other personal possessions. OHS may conduct an investigation of any stolen items that are not directly related to a course curriculum. The school has limited resources to investigate stolen property.

#### **Field Trips**

- Students attending a school-approved field trip must notify all their teachers at least 2 days before they leave campus. A signed teachers' permission and parent permission slip must be turned into the sponsoring teacher 48 hours prior to the event. Lack of valid academic progress in any class, may result in a student not being allowed to attend the trip. Appeals should be made to an assistant principal.
- Students are responsible for all class work missed. Quizzes, tests, projects, and other required assignments should be resolved between teacher/student prior to the field trip.
- School sponsored field trips are excused absences. Programs sponsored by off campus organizations will not be excused.

#### **Hall Passes**

- Hall passes will be electronic or otherwise students who leave a teacher's classroom for any reason must have a visible hall pass. Student's should be in the electronic system called Minga and are responsible for making sure their teacher has approved leaving the classroom.
- Reminder: Students who are out of class should not be on their cell phones.

#### **Incident Investigations**

- Students may be interviewed by administration or law enforcement officials during the course of an investigation.

- Oakmont administration will periodically work with Roseville Police Department to conduct canine drug sweeps in accordance with state and federal laws.

### **Loitering**

- Students should not loiter on or about private property adjacent to the high school at any time.
- Students with unscheduled periods must leave immediately.

### **Parking**

The school permits students to drive to and from school under the following regulations:

- DUE TO LIMITED SPACES, PARKING WILL BE LIMITED TO JUNIORS AND SENIORS ON A FIRST COME, FIRST SERVED BASIS.
- All student vehicles must have a parking ID displayed. Parking ID's may be obtained at student services. Parking permits are issued to one student and the vehicle(s) noted on the permit application. Permits are non-transferrable. All student vehicles must have a current school year parking decal displayed in the rear window.
- No parking on concrete islands or grass/dirt areas.
- Students should not park on the neighborhood streets where restricted signs are posted.
- Students should not park in the district office parking lot or the professional development center lot.
- The school does not accept responsibility for theft or damage to vehicles parked in the school parking lot.
- No vehicle may be moved during the school day except by special permission from student services.
- No students are permitted in the parking lot during the school day except by special permission of the office. Exceptions need administrative approval.
- Vehicles will be properly parked in the parking lot at all times. No parking along red curbs or blocking emergency exits/fire lanes. No parking in designated "staff", "carpool", "handicapped", or "visitors" spaces. (Violation in these areas may result in a parking ticket issued by the City of Roseville Police Parking Enforcement, loss of parking privileges, or towing at owner's expense.)
- Those who repeatedly violate the parking rules will be subject to administrative disciplinary action.
- Speed limit in the parking lot is 5 mph.
- Vehicles entering the parking lots of school property can be searched upon the judgment of school officials. Search may include the passenger compartment, engine compartment, trunk, and all containers locked or unlocked in or upon the automobile". This would apply to students and visitors.

Students violating any of these regulations may be subject to the following consequences:

- Move vehicle immediately, Detention/Work Service, Suspension to Parent
- Conference and/or revocation of parking privileges.

### **Police K9 Drug Unit**

- In an effort to keep the Oakmont HS free of drugs, RJUHSD may use specially trained non-aggressive Roseville PD dogs to sniff out and alert staff to the presence of substances prohibited by law, District policy, or California Educational Code.
- The dogs may sniff the air around lockers, desks, vehicles or unattended bags or items on school property or at school-sponsored events.
- Dogs are not allowed to sniff any person, and items shall not be sniffed if a person is close by.

- The use of the dogs on campus will be unannounced and may be made at the discretion of the Superintendent or designee.

### **School Sponsored Events Rules of Conduct**

- Students are expected to follow the same code of behavior at school events that applies to the regular school day.
- Students may be required to check in with their digital ID card (Minga) at school events including dances and football games.
- Students must be in attendance during the school day in order to participate in any after-school activity.
- Some dances and other activities are held on Saturdays. The rules for Saturday activities are the same as for regular school days.
- The use or possession of any drugs including tobacco or alcohol at any school function on or off campus will result in disciplinary action.

### **Security/Surveillance Cameras**

- The Board of Trustees for the Roseville Joint Union High School District is committed to providing a school environment that promotes the safety of all students, employees, and visitors to district facilities and school campuses. The Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft. This letter (In accordance with Board Policy 3515) is to inform you of the use of campus security/surveillance equipment at Oakmont High School.
- For the safety of our students, staff and visitors, the Roseville Joint Union High School District employs camera security/surveillance equipment for security purposes. This equipment may or may not be monitored at any time. Surveillance cameras will be utilized only in public areas where there is no “reasonable expectation of privacy.” Public areas may include school buses; building entrances; hallways; parking lots; front offices where students, employees, and parents come and go; gymnasiums during public activities; cafeterias; and supply rooms. However, it is not possible for security/surveillance cameras to cover all public areas of District buildings or all District activities. District security/surveillance cameras will not be installed in “private” areas such as restrooms, locker rooms, changing areas, private offices or classrooms.
- Pursuant to District Board Policy 3515, the District uses security/surveillance cameras on district campuses including Oakmont High School. The recordings from the surveillance cameras may be used in student disciplinary proceedings and may be referred to the local law enforcement, in accordance with District Board Policies and applicable laws and penal code regulations.

### **Senior Conduct**

- Senior Conduct is a district wide policy to support seniors, staff, and parents during the first and second term of the senior year. Violation may cause a student to lose the opportunity to participate in senior activities like Senior Picnic, Senior Ball, Quad Dance and/or graduation ceremony. Seniors not following the outlined procedures for dismissal will remain on Senior Conduct. The expectations are as follows:
- Students shall maintain expectations in academic, attendance, and conduct;
- Any “D” or “F” will be reviewed up until final grades are posted.
- 10 or more incidents of whole day absences or period absences during a year will be reviewed. Excessive number of specials will require verification.
- Conduct requiring school discipline will be reviewed.
- Seniors must attend an appeal meeting to determine outcome of their specific situation

## **Skateboards**

- Skateboards and scooters are not permitted to be used while on campus.

## **Sportsmanship and Fan Behavior**

- Oakmont High School students are proud of their sportsman-like attitude and good relations with other schools. Students are reminded that, in the event of unsportsmanlike conduct (especially painting and otherwise destroying property) before, during or after any athletic event on the part of students, alumni, or community, the school and/or individual can be held responsible and penalties imposed. Noisemakers of any type are not allowed in the gym during athletic contests. Oakmont is a part of the CIF Sac Joaquin Section and the Victory With Honor program. Our fans are important to the athletic programs and should support all of the participants with the Viking Expectations and positive encouragement before, during and after competition this includes posting information on social media.
- Student athletes represent Oakmont High School as such any violation of school policies may result in suspension or dismissal of athletic privileges per Principal's discretion.

## **Student Body Cards**

- Oakmont uses Mingo, a digital ID card platform for all students.
- Students who do not have a cell phone will receive a printed copy.

## **Suicide Prevention**

- Protecting the health and well-being of all students is of utmost importance to the school district. The school board has adopted a suicide prevention policy which will help to protect all students through the following steps:
- Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends. This will occur in all health classes.
- Each school will designate a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources.
- When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate local resources.
- Students will have access to national resources which they can contact for additional support, such as:
- The National Suicide Prevention Lifeline – 1.800.273.8255 (TALK), [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org) The Trevor Lifeline – 1.866.488.7386, [www.thetrevorproject.org](http://www.thetrevorproject.org)
- All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
- Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.
- For a more detailed review of policy changes, please see the district's full suicide prevention policy.

## **Unlawful Harassment of Students**

- The Roseville Joint Union High School District is committed to providing an education environment free of unlawful or offensive harassment.

- The District's anti-harassment policy applies to all persons involved in the District's educational environment and prohibits unlawful harassment by any student or any employee of the District. Violation of this policy by another student may result in discipline, up to and including suspension or expulsion, depending on the nature and seriousness of the violation.
- Unlawful harassment because of sex, gender identification, race, ethnicity, ancestry, physical or mental disability, age or any other protected basis includes, but is not limited to:
  - Verbal conduct such as derogatory comments or use of inappropriate languages
  - Visual conduct
  - Physical conduct such as assault, unwanted touching, blocking of normal movement
  - Retaliation for having reported or threatened to report harassment
  - Bullying-either personal, third person, or electronic
- If a student thinks he or she is being harassed because of his or her sex, race or ancestry or other protected basis, the student should immediately notify the principal or assistant principal.
- To file a complaint, the student should provide details of the incident(s), the names of the individuals involved and the names of any witnesses. The complaint should be, but is not required to be, in writing.
- The District encourages all students to report any incidents of harassment forbidden by this policy immediately so that complaints can be resolved quickly and fairly.

### Health Center

The Health Center is located in the administration building. The nurse provides assistance with health problems and individual health counseling for students, parents and staff. Students must have a pass approved by their teacher to come to the Health Center, but emergencies are seen without question.

- All students are required to have an EMERGENCY CARD completed in Aeries. This is submitted to the school office during registration.
- Health problems such as diabetes, epilepsy, heart disease, etc., are to be brought to the attention of the school nurse by parent/guardian. Written instructions by the student's medical provider should be provided for any limitations deemed necessary.

### Communicable Diseases

Contagious diseases such as pink eye, impetigo and ringworm require a written clearance for school attendance from a doctor. Parasites such as lice and scabies are causes for exclusion from school. A student that has had head lice needs to be free of all live lice and in order to return to school.

### Immunizations

California state law requires up-to-date measles, mumps, rubella, Hepatitis B, tetanus, diphtheria, pertussis, varicella, and polio immunizations for all students. Exemption for medical reasons must be completed by the student's medical provider and meet current state guidelines. Failure to meet these requirements will result in the student being excluded from school.

### Medications

Students are not allowed to carry medication on campus, except when permissible by state law. Personnel of the Roseville Joint Union High School District will cooperate with the pupil's parent/guardian and his/her physician by providing a safe place for the storage and dispensing of necessary medication. Medication must be in its original bottle and labeled with the student's name. Forms are available in the Health Center.

### Student Insurance

THE SCHOOL DOES NOT CARRY ANY ACCIDENT INSURANCE FOR STUDENTS. IT IS THE PARENT OR GUARDIAN'S RESPONSIBILITY TO PROVIDE INSURANCE COVERAGE

### Library

- The library hours are from 8:00 am to 3:45 pm of each school day, including lunchtime.
- A student identification card will be necessary to check out materials and use the computers.
- Books may be borrowed for 2 weeks, and renewed once. Reference books, current magazines, and reserved material may only be used in the library.
- It is essential that all materials be returned on time for the benefit of everyone who uses the library. Late materials will lead to an overdue notice and a fine.
- Any lost or damaged materials must be replaced at the expense of the borrower.
- Please do not loiter in the lobby area of the library/theater.

### Lockers

- A gym locker will be available to every student in physical education classes.
- The PE department provides locks for students.
- Students are financially responsible for damage to locks or lockers.
- Athletic lockers are available to in-season athletes.

- Students will be responsible for contents and proper upkeep of their lockers. Any difficulty with lockers should be reported immediately to their teacher.
- Lockers will be emptied and cleaned during the winter and summer breaks. Students should remove all contents at the end of their term in PE or at the end of their athletic season of sport. Any student property not removed before winter and summer breaks may be donated to local charity organizations.

### **Lunches**

- Student lunches are provided in the cafeteria, snack bar, and vending machines.
- Students are to deposit waste in the trash cans provided and to help keep the grounds clean.
- Students should remain in the quad and the cafeteria for lunch. There are designated “No Lunch Zone” areas on campus, due to classes being in session. These areas are clearly marked, and students are expected to remain within the authorized lunch areas at all times.

### **Office Phones**

- Students may not use office phones for personal calls during school hours without permission.

### **Schoolwide Policies**

As an IB World School, Oakmont High School has five school wide policies. These are guiding principles and philosophies that our staff follows:

[Academic Integrity Policy](#)

[Admissions and Access Policy](#)

[Assessment Policy](#)

[Inclusion Policy](#)

[Language Policy](#)

### **Visitors**

- OHS is a closed campus. This practice is in place for the safety of our students and staff. Students are required to remain on campus while school is in session.
- For school safety and supervision purposes, all visitors must:
  - o be approved by the Principal/designee at least one full school day in advance (to allow for teacher notification). Requests can be submitted to the principal via email or phone.
  - o complete the visitor’s log and receive the visitor’s badge at the front office.
  - o wear their visitor’s badge while on campus.
  - o check out at the front office and return the visitor’s badge.



The Roseville Joint Union High School District (RJUHSD) recognizes that technology, including network and Internet services offers a wide variety of opportunities to further educational goals and objectives and therefore provides technology services and network access to its staff and students. Access to these vast resources and information is an educational opportunity requiring responsible use by each individual. As such, every RJUHSD user should act in an ethical and legal manner consistent with district goals and objectives and should conform to educationally appropriate use and network etiquette that includes being polite, using appropriate language, and respecting the privacy of others. Users of RJUHSD technology and network services should remember that the level of confidentiality on district-owned computers may not be the same as that expected when using their own equipment or Internet services. Electronic communications\*, files and other Internet records may be examined for educational and administrative purposes and to verify that acceptable-use guidelines are being followed. (\*For purposes of this document, electronic communications include but are not limited to e-mail, chat, and instant messaging.)

RJUHSD has taken reasonable steps to ensure that technology services and network use is primarily for activities that support district goals and objectives. While the District has deployed Internet content filtering technology in the interest of keeping harmful and inappropriate content from being accessed, Internet content filtering is not a perfect science and it may be possible for users of the Internet to access information that is intended for adults. Likewise, computer security cannot be made perfect and it is possible that a determined user can make use of computer resources for inappropriate purposes. RJUHSD believes that the benefits of Internet access in the form of information resources and opportunities for collaboration far exceed any disadvantages. Ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow. Use of the District technology, network services, and the Internet is a privilege that may be revoked at any time for inappropriate conduct. The use of the Internet, network, and technology services are strictly limited to educational purposes.

As a user of the RJUHSD technology services, network and Internet connections, I agree to:

- Use my network access in an acceptable manner, follow all district rules and regulations regarding network use, including being polite, using appropriate language, and for educational purposes only.
- Use on-line time and other technology/network resources efficiently.
- Report any known misuse of technology or network services to the appropriate teacher, administrator, or the District Office.
- If I have been issued an individual network account, I will be the sole user of it. I will protect my account by not giving out my password and I will report any suspected misuse to the appropriate teacher or administrator. I will be responsible for all use by this account.
- Follow all applicable copyright laws. I understand that inappropriately copying or misusing other people's work may be considered plagiarism. Likewise, any work that I create through the use of the RJUHSD technology services/network is my own property, yet it is subject to all of the guidelines in this agreement.
- Assist in keeping the RJUHSD network free from virus or other malicious attacks by refraining from opening attachments from unknown sources and being alert to warnings.

INAPPROPRIATE TECHNOLOGY/NETWORK/ON-LINE CONDUCT includes, but not limited to:

- Using technology or network services for illegal activities, including unauthorized installation, use, storage, or distribution of copyrighted software or materials in violation of copyright laws.

- Unauthorized installation or use of any software or hardware not belonging to, or properly licensed by the District (e.g., games, applications, operating systems, “shareware”, computer components, and peripherals).
- Accessing, posting, submitting, publishing or displaying harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs. California Penal Code Section 313(a).
- Using technology or network services for private business, commercial enterprise, or for political activities.
- Use of another individual’s name, user account, or password.
- Allowing another user access to your account.
- Sharing electronic account passwords, leaving passwords available in obvious locations, or leaving “signed on” or “logged on” computers unattended.
- Disclosure, use, or dissemination of personal identification or “contact information” about oneself or others when using electronic communication. Students are also cautioned not to disclose such information by other means to individuals located through the Internet without the permission of staff members and are urged to discuss on-line privacy issues with their parents or guardian. Personal information includes the student’s name, address, telephone number, Social Security number, or other individually identifiable information.
- Reading or accessing other users’ electronic mail or files. *(Collaborative efforts will have appropriate and identified locations and/or resources for sharing files and information.)*
- Attempting to interfere with other users’ ability to send or receive electronic mail, or deleting, copying, modifying or forging other users’ mail or files.
- Sending or exchanging messages that are inconsistent with school or district policies.
- Distributing electronic media or files in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system (e.g., downloading huge files during prime time; sending mass electronic messages; downloading of video and audio files not directly related to district goals; excessive chat or instant message use for non-educational purposes; distribution of chain letters).
- Intentionally uploading, downloading, or creating computer viruses.
- Attempting to vandalize, harm, tamper with, intercept, or destroy district equipment, data, or materials including use and/or possession of “hacking” tools.
- Attempting to bypass, circumvent, or disable network security, virus protection, or Internet content filtering.
- Manipulating the data of any other user, school, or district resource.
- Unauthorized access to servers, computer systems, or network equipment.
- Use or connection of any personal equipment to the RJUHSD network.
- Using electronic resources and communication for other than educational purposes.

Students who violate the *RJUHSD Student Technology/Network/Internet Acceptable Use Rules*, misuse technology or network services, or violate state or federal laws may be subject to disciplinary action, loss of access privileges and/or legal action in accordance with law. The District Technology Department and site administration reserve the right to delete files or remove access to resources found to display or propagate inappropriate on-line conduct. We support the parent’s or guardian’s right to authorize or decline network/Internet access for their student.

## **NONDISCRIMINATION STATEMENT**

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The Roseville Joint Union High School District prohibits discrimination, intimidation, harassment (including sexual harassment) and bullying based on a person's actual or perceived race, color, ancestry, national origin, immigration status, ethnicity, ethnic group identification, age, religion, marital status, parental status, pregnancy, reproductive health decision-making, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, veteran or military status, medical information, genetic information, or association with a person or group with one or more of these actual or perceived characteristics. The RJUHSD nondiscrimination policy applies to any violations as they relate to school activities or school attendance within a school under the jurisdiction of the superintendent of the RJUHSD. For questions or complaints, contact Equity Compliance Officer & Title IX Coordinator: Rob Hasty, Executive Director, Human Resources, 1750 Cirby Way Roseville, CA 95661, 916-782-8663, rhasty@rjuhsd.us. For questions or inquiries related to 504's, please reach out to our Section 504 Coordinator: Craig Garabedian, Executive Director of Special Services, 1750 Cirby Way, Roseville, CA. 95661, 916-771-6570 cgarabedian@rjuhsd.us