



GRANITE BAY HIGH SCHOOL

Home of the Grizzlies

Student Handbook



Granite Bay High School - #1 Grizzly Way, Granite Bay, CA 95746 - Roseville Joint Union High School District

Phone (916) 786-8676 - Fax (916) 786-0766 - Website www.granitebayhigh.org

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Welcome to the 2025-26 school year!

Granite Bay High School has many opportunities for you to explore, and my hope is that each and every one of you will find your niche, as well as a sense of purpose, throughout your high school career.

As we move forward with over twenty years of tradition and excellence behind us, we are continuing to revisit our roots in Pride while reinventing what it looks like to be a Granite Bay High School Grizzly. With that in mind, every action will be viewed through the lens of personal responsibility, respect, integrity, dignity and engagement—in other words, PRIDE.

Here at GBHS we strive to focus on more than GPA, and believe that each and every student's behavior is a reflection of the values within our community. While it is your responsibility to understand the guidelines and the consequences within this handbook, overall we want you to remember who you are and what you represent as a Granite Bay High School Grizzly.

Have a fantastic year!

Greg Sloan

Principal

Granite Bay High School



Mission Statement

Granite Bay High School is a positive learning community of high expectations that prepares ALL students for postsecondary success.

Guiding Principles

- Students will be challenged by a relevant and rigorous curriculum that emphasizes critical thinking and provides high standards and expectations for every level of ability and interest.
 - Students will have multiple opportunities to make informed decisions in a supportive, caring environment.
 - Students will attend an emotionally & physically safe campus where students, staff and the community promote social and individual responsibility, as well as integrity in all areas.
 - Students will be served through a process of continuous assessment and feedback that values the active participation and contributions of students, staff, parents and other stakeholders.
 - Students will be exposed to high quality co-curricular programs that recognize and reward participation, personal growth, leadership, and achievement.
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GBHS - Regular Day and Intervention Day Bell Schedules

2025/26 School Year

Regular Day Schedule - 1st Lunch (Mon, Tues, Thur, Fri)		Regular Day Schedule - 2nd Lunch (Mon, Tues, Thur, Fri)		Intervention - One Lunch Schedule (Wed)	
Period	Schedule	Period	Schedule	Period	Schedule
0 Period	7:30 - 8:20	0 Period	7:30 - 8:20	1st Period	9:30 - 10:14
1st Period	8:30 - 9:59	1st Period	8:30 - 9:59	1st Period Intervention	10:14 - 10:42
2nd Period	10:07 - 11:36	2nd Period	10:07 - 11:36	2nd Period	10:50 - 11:42
Lunch	11:36 - 12:06	3rd Period	11:44 - 1:13	2nd Period Intervention	11:42 - 12:10
3rd Period	12:14 - 1:43	Lunch	1:13 - 1:43	3rd Period	12:18 - 1:02
4th Period	1:51 - 3:20	4th Period	1:51 - 3:20	3rd Period Intervention	1:02 - 1:30
				Lunch	1:30 - 2:00
				4th Period	2:08 - 2:52
				4th Period Intervention	2:52 - 3:20

Please visit our website for more bell schedule information

Contact Information for School Staff

Main Office: (916) 786-8676

Administrative Team	Name	Extension
Principal	Greg Sloan	5123
Asst. Principal	Jeff Dietrich	5105
Asst. Principal	Sara Wetteland	5102
Asst. Principal	John Pichon	5103
Asst. Principal	Jennifer Buschmann	5104
Support Staff	Name	Extension
Principal Secretary	Marie Hollwager	5123
Asst. Principal Secretary	Quillan Donnis	5106
Counseling Support	VACANT	5020
Registrar	Heather Clemmer	5122
Counselor	Tiffani Gieck	5021
Counselor	Navi Singh	5025
Counselor	Nancy Muñoz	5022
Counselor	Tasman Nicolodi	5023
Counselor	Holly Minor	5024
Program Specialist	Bryce Lauritzen	5842
School Psychologist	Rachael Barnett	5841
School Psychologist	Nikki Harrington-Orozco	5843
Speech and Language Pathologist	Andrew Basham / Nicole Snashall	5845
Learning Support Specialist	Robert Saenz	5120
School Nurse & LVN	Galen Guerrero & Silvia Shulga	5126
Youth Services Officer	Shon Schoer	5110
Librarian	Megan Blue	5706
Library Technician	Rhonda Cobian	5704
College/Career Center	Teri Keeney	5109
Athletic Director	Tim Healy	5152
Activity Director	Tamara Givens	5507
Advanced Placement Coord.	Austin Lundquist	5150
International Baccalaureate Coord.	Bernadette Cranmer	5156
Wellness Center	Anna Marie Houston	5070
Wellness Center	Alexandria Anderson	5072
Student Services	Name	Extension
Attendance	Tammie Cruz	5107
Student Services	Crystal Thorns	5127
Athletics	Jennifer Crawford	5137

Academics

Grading Periods

September 15, 2025	Progress report
October 10, 2025	Midterm grades (placed on transcript)
November 10, 2025	Progress report
December 19, 2025	First term grades (placed on transcript)
February 6, 2026	Progress report
March 13, 2026	Midterm grades (placed on transcript)
April 24, 2026	Progress report
May 28, 2026	Second term grades (placed on transcript)

Contacting Teachers

Staff email addresses are the person's first initial and last name, plus the district's mail address. For example, to email Tom Smith, the address would be tsmith@rjuhsd.us. See the website for a complete listing of staff. Please note that teacher telephones do not ring in the classroom during the school day. Please dial the teacher's extension and leave a message.

Counselors

The GBHS counselors are available for academic and personal needs. Students may sign up in the Counseling Center to see their counselor or submit a counselor request slip to the front office.

Homelink

Homelink is a website that grants parents access to their student's attendance and grades. The website is <http://homelink.rjuhsd.us/>. Parents may access current student information with an assigned security code. Letters will be sent to incoming freshmen and new students during the beginning of the school year with directions on how to access Homelink and the verification code required. Returning students who need help accessing Homelink should contact the GBHS Registrar.

Extended Learning Opportunities

GBHS offers a comprehensive range of honors and Advanced Placement and International Baccalaureate classes for students interested in a challenging learning environment. Honors and AP/IB classes are designed to prepare students for university work and will receive weighted credit on the student's transcript. For a complete listing please visit the course catalog on the GBHS website.

Graduation and College Entrance Requirements

SUBJECT	DISTRICT GRADUATION REQUIREMENTS	CSU/UC ENTRANCE REQUIREMENTS
Social Science	3 years World Studies (10th) US History (11th) Government & Economics (12th)	2 years World Studies/AP Euro History/ AP Human Geography (10th) US History/AP US History (11th)
English	4 years	4 years
Mathematics	2 years at or above CCIM1	3 years (4 years recommended) Minimum: CCIM1, CCIM2, CCIM3
Science	2 years total 1 year of Life Science (Biology) 1 year of Physical Science (Chemistry or Earth Science)	2 years laboratory science (3 years recommended)
World Language	1 year OR 1 year visual/performing art	2 years of the same language (3 years recommended)
Visual & Performing Arts	1 year OR 1 year world language	1 year
College Preparatory Electives	X	1 year
Physical Education	2 years	X
Health & Safety	1 course	X

Notes on Requirements

- To graduate from Granite Bay High School, students must:
- Pass all district graduation requirement courses
- Earn a minimum of 260 credits.
- To qualify for CSU/UC entrance and be college-ready students must:
- Take the SAT or ACT (for the school who require them)
- Complete CSU/UC entrance requirement coursework with grades of 'C' or better

College Courses

Please refer to Board Policy 5121.1 on the Roseville Joint Union High School District website for information on college courses.

Where to get Academic Help?

Intervention Time –

- Embedded intervention time takes place after every period on Wednesdays. It is designed to help advance learning for all students and to provide additional time for students who need support. Students may also be receiving extra support services during this allocated time.

Tutoring –

- Walk in program offers a place to study in English, Math, Sciences and World Languages.
- Peer Tutors will be available as a resource for most subjects.
- Open Mon, Tues, Thurs, Fri from 7:25–8:25 am and from 3:20–4:15 pm in Room 925.
- Please contact Mrs. McCann (smcann@rjuhsd.us) with any questions.

Homework Center (In the Library) –

- A quiet place to get homework done or to make up a test or quiz.
- Open Monday – Friday from 8:00 a.m. – 4:00 p.m.

Library

GBHS Library Mission Statement

The [Granite Bay High School Library](#) strives to foster a positive school culture and sense of community by placing students at the center of everything we do. Through our equitable and accessible library services and programming, we

- establish a “sense” of place for students to interact, communicate, and collaborate with one another,
- forge key relationships and partnerships with teachers to plan and deliver meaningful instruction,
- create inclusive and accessible collections that celebrate diverse experiences in order to inspire the reading lives of students and staff,
- enable students’ beliefs in their own ability to seek and use information successfully,
- contribute to students’ rigorous application of skills, knowledge, and behaviors necessary for thriving in today’s global society, and
- empower students to practice intellectual freedom, explore, innovate, and take risks in order to develop the skills necessary to be college and career ready and self-directed, lifelong learners.

Library Hours

The GBHS library is open from **8:00 am to 4:00 pm** on school days. Occasionally, the library will be closed for special events or meetings. Parent Square will notify students and parents of library closures through our monthly library newsletter.

Library Resources

All GBHS Library resources, including research resources, can be accessed on our website at bit.ly/GBHSLibrary. Research resources can also be accessed directly from our library catalog at bit.ly/gbhdiscover under Learning Resources or at bit.ly/GBHSResearch.

Library Policies

A student ID card or ID# is required to check out materials. Library materials may be checked out for **three weeks** for regular circulation and **six weeks** for Book Club/SSR books. Books can be renewed two times, as long as there are no holds on the title. A total of **five** books may be checked out at any one time. **eBooks** and **audiobooks** may also be checked out online. They are automatically checked in after three weeks. Students can access our library catalog at bit.ly/gbhdiscover. They will log in as follows: **Username:** firstname.lastname; **Password:** student id#

Overdue Items

Daily fines are not charged to students; however, if a book is more than **60 days late**, the book will be **marked lost**, and the student will be charged for the **entire cost of the book** unless the book is **returned**. Books should be returned **on time** so that **other students have the opportunity to read the books as well!**

Damaged Books

Students are responsible for taking care of our library books. If a book is damaged, the student will be charged for the cost to repair or replace the book.

Chromebook Repairs

Students can come to the Library during open hours to complete a repair form, or they can complete the online repair form prior to coming to the Library. Once a student has completed the repair form, they will be given a loaner **Chromebook (CB) AND charger** until their Chromebook is repaired. The library will notify the student and their parents when their repaired Chromebook is available for pickup. Students need to bring their **loaner CB AND charger** with them when they pick up their repaired CB. They will not be able to pick up the repaired CB unless they return both the loaner CB AND charger.

Chromebook Loaners

If students **forget** their Chromebooks or run out of battery power during the school day, students may use their teachers' classroom Chromebooks/chargers when available. If their teacher does not have any available Chromebooks or chargers for them to use, students may come to the **Library** to check out a **Daily Loaner Chromebook**. We do not loan chargers to students.

[Chromebook Loaner Policy \(Fines, and Technology Locks\)](#)

Chromebook Insurance

Chromebook insurance can be purchased on the GBHS Webstore for **\$30 per year**. Insurance covers **loss or damage** to the Chromebook. The insurance does not cover lost or damaged chargers. Chargers cost \$30 to replace.

Academic Integrity

Honesty and integrity are the foundation of trust, and one's character, competence, and human interactions are governed by trust. The integrity of our school as an academic institution is predicated on the principle that the advancement of knowledge requires all students and instructors to respect the integrity of one another's work and to recognize the importance of acknowledging and safeguarding intellectual property. Our academic community will be judged by the honesty of our communications, spoken and written. To that end we recognize that students or staff who engage in any academic malpractice create situations that are detrimental to their academic and ethical development and progress. Academic malpractice of any form (including plagiarism and cheating) is an obstacle to achieving our goals. This includes the use of AI (artificial intelligence) modes.

- Students have the responsibility to complete all academic assignments by themselves (unless otherwise instructed) and avoid situations that might contribute to academic dishonesty.
- Students should learn how to properly acknowledge and cite source material in papers or assignments to ensure their work is authentic and the works of others are properly cited.
- Students will communicate to their teacher or administrator if a situation arises that might be a misconduct of academic honesty and will abstain from unauthorized assistance on assignments (includes paying for papers or essays).
- Students should ask for clarification from teachers about academic honesty as situations arise and they are unclear as to how to proceed.

Academic malpractice constitutes acts which result or may result in an individual gaining an unfair advantage.

- **Plagiarism:** taking work, words, ideas, pictures, information or anything that has been produced by someone else and submitting it as one's own. This includes the unauthorized use of AI.
- **Collusion:** supporting malpractice by another student, as in allowing your work to be copied or submitted for assessment by another student.
- **Copying:** taking the work of another student, with or without his or her knowledge or giving your work to another student for copying purposes.
- **Duplication of work:** presentation of the same work for different assessment components or curriculum requirements.
- **Misconduct during an examination:** including the possession of unauthorized materials (ie. phone) during an assessment or exam, communicating with another student without teacher permission or having unapproved student aides, using cheat notes or stealing tests.
- **Dishonest reporting:** creating or altering data or signatures; collecting information in an inappropriate manner including the falsification of any records such as grades, personal project, and community service or CAS records.
- **Fabricating:** making up or creating unsubstantiated research and or data.

Examples of Plagiarism include (but are not limited to) the following:

- copying answers to homework from a friend during tutor group
- cutting and pasting material off the internet and using it in a speech or essay without citing the original source
- having a tutor edit and rewrite parts of work
- having an outside source build a model or paint something
- repeating the exact words used by a teacher (verbally or in writing)
- copying dance sequences from music video sequences
- pasting pictures in research work without citing the original source
- rewriting a paragraph in own words, but clearly only using the ideas and structure of the source you are reading
- changing the lines of a published play without the consent of the playwright
- Using AI and submitting the work as your own.

Examples of collusion include (but are not limited to) the following:

- giving a friend in the same class a copy of the homework
- allowing an assignment or project to be copied
- telling a student what material appears on a math test
- hiding the truth from a teacher when it is known that someone is cheating
- passing a project to another student to be used as their own work
- sharing of work between siblings in different year levels

Examples of cheating include (but are not limited to) the following:

- using notes on a test when notes are not permitted
- using answers from another student on an assignment or assessment
- looking up solutions to a test from a website
- inputting formulas into a calculator prior to an exam
- texting solutions to another student or receiving solutions from another student
- obtaining an assessment before the assessment is administered
- unauthorized use of a calculator or computer on an assignment

Examples of fabrication include (but are not limited to) the following:

- making up data from a science experiment
- listing a source in a works cited page when the source was not used
- lying about a need for an extension for an assignment
- tampering with a gradebook

Academic Integrity

Consequences

Students who violate the Academic Integrity Policy as determined by teacher or administrator are subject to the following consequences*:

1st Instance/Level 1*

- A. Teacher will confer with the student.
- B. Student may lose credit or be asked to redo the assignment or complete an alternate assignment.
- C. Teacher will notify the parents/guardians.
- D. Teacher will refer the student's name to administration.

2nd Instance/Level 1 or 2*

- A. Teacher will confer with the student.
- B. Student may lose credit or be asked to redo the assignment or complete an alternate assignment.
- C. Teacher will notify the student's counselor.
- D. Teacher will notify the parents/guardians.
- E. Teacher will refer the student's name to administration.

3rd Instance/Level 1, 2 or 3*

- A. All third instances will be reviewed by an Academic Integrity Committee comprised of a counselor, an administrator and at least two teachers.
- B. Administrator will arrange a student/ parent/ teacher/counselor conference if requested by any of the parties involved.
- C. Same as 2nd Instance
- D. Administrative action/sanctions will be decided by the committee and could include:
 - Detention and/or Suspension
 - Loss of honors weighting credit for course
 - Denial of position as a Teacher Assistant or Teacher Intern
 - Loss of eligibility in any site Honors Societies (e.g. NHS, CSF)
 - Loss of eligibility for any academic merit recognition

** It is possible that an infraction may be of such a serious nature, such as cheating on a final exam or plagiarizing a semester project or an IB essay, than the teacher and principal may need to bypass any part of all of the first two steps and the "3rd Instance/Level" consequences may be administered.*

Any infraction is recorded in student records and could also affect student's consideration for academic awards, participation in academic merit clubs, and consideration for valedictorian and/or salutatorian. If a student's name is placed on the Academic Integrity list, after one calendar year a student may appeal and submit a reflection paper and meet with the Academic Integrity Committee to request his or her name be removed.

Appeal Process

Students have the right to appeal any consequence resulting from an academic integrity violation. Appeals must be submitted in writing to the site administrator. Once received, the appeal will be reviewed by the Academic Integrity Committee, and a final decision will be communicated to the student after the review process is complete.

IB Academic Policies

[Click here for International Baccalaureate policy.](#)

Student Services (Attendance & Truancy)

Absence Expectations and Absence Reporting

Students are expected to attend class on time each day to fully benefit from instruction. School attendance is compulsory until age 18 or high school graduation, and attendance procedures still apply after a student turns 18.

All absences, whether for one period, one day, or multiple days, *must be verified within 3 days to avoid a truancy mark.*

Parents/Guardians should use the [absence reporting form](#) as the preferred method to clear absences; phone calls are also accepted when necessary.

How to Report an Absence

In an effort to be as efficient as possible with our limited clerical resources, we need families to follow this process for reporting absences:

<p>*Preferred Method*</p> <p>ABSENCE REPORTING FORM</p>	<p>We need all families to complete this Absence Reporting Form to report all absences. Please bookmark this link, and/or save it on your phone. This will help us immensely in the office.</p> <p>This is a new process for 2025/26.</p> <p>Medical Notes can be submitted to: gbhsattendance@rjuhsd.us</p>
<p>Second Option</p> <p>Phone Call to Attendance Office</p>	<p>If you do not have access to internet or means to complete the form please call us at one of the two extensions:</p> <p>FULL DAY ABSENCE – (916) 786-8676 ext. 5101 (Leave a voicemail)</p> <p>EARLY EXCUSAL / LATE ARRIVAL – (916) 786-8676 ext. 5107</p>
<p>Third Option</p> <p>Written Note</p>	<p>A handwritten note from a parent brought to the office on the day after returning from a full day absence, or the morning of an early departure can be accepted if the other two means of reporting are not available.</p>
<p>We are discontinuing the method of emailing our attendance office to clear an absence. Single emails have flooded our attendance office inbox and slowed down our workflow. We appreciate your cooperation with this change.</p>	

Auto Dialer / Voicemails

GBHS and RJUHSD utilized the auto-dialer feature to notify parents that a student was absent. The auto dialer goes out each morning, two hours into the school day. We welcome communication to clear the absence or find your student asap. Please use the above form, or call asap.

Excused Absences

A student may be excused legally from school when the absence is due to:

- Personal illness or injury
- Quarantine under the direction of a county or city health officer.
- Medical, dental, optometric, or chiropractic services rendered.
- Attendance of funeral services for a member of the immediate family (1 day in state, 3 days out of state).
- Jury duty in the manner provided by law.
- Pupil is custodial parent of a child who is ill or has a medical appointment during school.
- Exclusion for failure to present evidence of immunization (Education Code 48216)
- Exclusion from school because student is either the carrier of a contagious disease or not immunized for a contagious disease (Education Code 48213)
- Pupils in grades 7-12 who leave school (with prior approval of the Principal or his/her designee) to obtain confidential medical services. The pupil is to return a copy of the medical professional's appointment verification form.

NOTE: Using “*personal*” is not an excused absence.

Upon written request of the parent or guardian and prior approval of the Principal or his/her designee and pursuant to board policy, a student's personal justifiable absence may be excused. Reasons include, but are not limited to:

- Appearance in court.
- Observation of a holiday or ceremony of his/her religion.
- Attendance at religious retreats not to exceed four (4) hours per semester.
- Employment interview or conference.
- Attendance at funeral services (for other than the immediate family)

Unexcused absences totaling more than (3) will trigger **Truancy Documentation** as outlined in California Education Code. Truancy Letters will be mailed after (3), (6), (9) and up. Student Attendance Review Team (SART) Meetings will be organized after (9) unexcused absences and students are subject at that time to an attendance contract and county (SARB). When a student has reached nine full or partial days of the same period missed during any school year, a letter will be sent home to the parent/guardian notifying the parent/guardian that they will no longer be able to excuse an absence without a note from a school or medical professional. Absences without a note from a school or medical professional will be reported as unexcused absences/truancies and may result in disciplinary and legal action.

Per Education Code Section 48205, reasons may include but are not limited to: *Traffic, oversleeping, car problems, vacation, work, hunting, shopping, or personal business, or an absence not authorized by a parent/guardian.* Students are recommended to communicate with teachers to arrange for make-up work and/or exams. A period truancy is defined as a student missing 30 minutes or more in a period without a valid excuse.

If a student is identified as being truant, the following steps will be implemented:

Truancy Letter 1	<p>Issued when a student has 3 unauthorized absences.</p> <p>Action: Letter mailed home, parent contacted student may be disciplined and student referred to the Wellness Center for attendance support.</p>
Truancy Letter 2	<p>Issued when a student has 6 unauthorized absences.</p> <p>Action: Letter mailed home, parent contacted, student may be disciplined and Administrative conference</p>
Truancy Letter 3	<p>Issued when a student has 9 unauthorized absences.</p> <p>Action: Served Notice to Appear to Student Attendance Review Team (SART) at Granite Bay by School Resource Officer and student may be disciplined.</p>

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. (Education Code 48205).

Tardy Policy

Grizzlies arrive on time! This means that you are in your seat and ready to work before the tardy bell rings. If by chance you are tardy more than 15 minutes go to the attendance office to check in and get a tardy pass prior to going to class. Excessive tardiness will result in the following:

Tardy # 1-4	Teacher will warn student, note tardy in Aeries AND contact parent
Tardy # 5-9	Detention assigned by Admin
10 or more tardies	Referral to wellness/SART/Other means of correction by Admin

Closed Campus

Granite Bay High School is a closed campus. Student visitors are not permitted. Pre-authorized visitors must check in with the front office and wear a badge at all times. Parents, pre-scheduled guest speakers, or military guests need to sign in at the GBHS reception desk.

Permission to leave campus must be communicated by the [absence reporting form](#), written note, phone call, or a personal appearance by the parent/guardian prior to the school authorizing the student to leave campus.

Parent's Responsibility to include in the form, note, or call:

- Student's first & last name.
- Date, time, and reason the student is leaving.
- Your signature and daytime phone number.

Student's Responsibility:

- If you have a note, bring a note to the attendance window before school, break, or lunch for a check-out slip.
- Show the "Special" check-out slip to the teacher at the beginning of class and watch the clock to leave on time.
- Agree with parent/guardian on a place to be picked up.
- Students MUST check in at the attendance window upon late arrival or return to campus any time after 8:30 a.m. and before 3:20 p.m.

*** It may take up to 30 mins to get your student, so plan accordingly *** (Lunch / PE)

If your student contacts you and indicates they are not feeling well please direct them to go to the nurse's office so that we may monitor them while they wait for you to arrive.

Students who leave campus without properly checking out at the attendance office will be assigned detention.

A forged note or call will result in disciplinary action.

Student Services

Student Insurance

The school does not carry any accident insurance for students. It is the responsibility of the parent or guardian to provide insurance coverage. Information for the purchase of student insurance may be obtained in the office.

Health Office

- The Health Center is located in the administration building. The nurse provides assistance with school related health problems, health instruction in classrooms upon request, and individual health counseling for students, parents, and staff. Students must have a teacher signed student pass to come to the Health Center, but emergencies are seen without question.
- All students are required to have emergency contact information on file in Homelink. Information is submitted to the school online at registration time or when a student begins school. *If you change your address, phone number, or other emergency information, please update in your parent Homelink account.* It is important for the school to be able to reach parents/guardians in the event of an emergency.
- Health problems or any serious or chronic medical conditions are to be brought to the attention of the school nurse with written medical instructions for limitations (if necessary) at the beginning of each fall term.
- California State Law requires at the time of registration up-to-date measles, mumps, rubella, tetanus, diphtheria, chicken pox immunization or disease history, Hepatitis B vaccine series and polio immunizations for all students. Exemptions for religious or medical reasons must be filed in writing in the permanent school health records. Failure to meet these requirements will result in the student being excluded from school. As of January 2016, Religious/Personal Belief Exemptions (PBE) are no longer accepted in California.
- **Students are not allowed to carry medication with them. Asthma Inhalers, Epipens, and Glucagon are allowed only with doctor's orders on file in the Health Office.** Only medication prescribed by a physician may be given to students. School personnel will cooperate with the student's physician by providing a safe place for the storage of necessary medication. **The school must have written permission from both the parent AND the physician for over the counter OR prescription medication to be given.** The medication must be in the original container. Forms are available in the Health Office and can also be found on the GBHS website.
- Students who have physical or health problems that limit participation in a full physical education program are required to submit a medical restriction form to the Health Center. Forms are available in the PE Department, the Health Center, and the office all year long. Students with certain disabilities may, upon presentation of a recommendation from a physician, be excused from regular P.E. and placed in a modified program. Students who have had a serious illness, injury, or any other health complication need a doctor's clearance to reenter P.E. or athletic programs.

- Requests for home hospital due to medical reasons (two weeks or longer with a doctor's note) must be made through a written medical request on a district form to the principal stating the nature of the illness and the expected duration of the illness. Contagious diseases such as pink eye, impetigo, and ringworm require a written clearance for school reentry from a doctor. Parasites such as lice and scabies are causes for exclusion from school.

Social-Emotional Resources

Students are encouraged to contact the Wellness Center, school counselors, or school nurse to discuss any concerns or problems that may be impacting them personally. Below, you will find more information about our Wellness Center services and all our free social, emotional, mental health, and wellness services we offer to students and families. Other community resources include:

Suicide Crisis Line* 988		AA	(916) 454-1100
*You can call or text the new national 988		Narcotics Anonymous	(800) 600-4673
Domestic Violence & Sexual Assault	(800) 575-5352	California Youth Crisis Line	(800) 843-5200
Child Abuse	(800) 422-4453	Hotline Drug Abuse	(800) 662-HELP
		Alateen	(916) 334-2970

Wellness Center Services

Students Our Wellness Center at Granite Bay is excited to offer students and families a spectrum of services and resources to promote the wellbeing of all students. Whether you want to talk about academic stress, sadness, family or relationship troubles, or you just need to vent, we are here for you! We also support students to help increase school attendance, provide school supplies, and help families with basic needs such as food and community resources. We can also support families to get connected to outside therapy services. You can email the Wellness Center directly at [GBHS Wellness](#) or students can [fill out this form](#) to have a direct request for support sent to the Wellness Center Staff. Remember, all Wellness Center services are FREE and CONFIDENTIAL!

[Here is a link](#) to our RJUHSD Wellness Center website where more information about our program, services, and resources can be found.

Parents & Caregivers If you would like to talk with someone in the Wellness Center, you can email [GBHS Wellness](#) or you can [fill out this form](#) for a direct referral to Wellness Services.

Food Services

GBHS offers free Breakfast daily for all students starting 30 min prior to school starting and will be offered until 11:00 am through vending machines. Free lunch is offered to all students during their scheduled lunch times and through vending machines until 2:00 pm.

For more comprehensive information please see the [RJUHS Website](http://rjuhsd.us). Please email Shalene Tirone at stirone@rjuhsd.us with any questions.

Messages and Deliveries

The office staff does not deliver student messages or items to classrooms. Students may check the table in the front of the office for messages or deliveries if they believe something has been dropped off for them.

All items left for student pick-up are left at your own risk. Cash may not be left for students.

Per the CA Ed. Code, food delivery services and apps (pizza delivery, DoorDash, etc.) may not be used by students or for students during the school day.

Transportation

Students driving on campus are subject to the same laws governing the roads and highways. Laws pertaining to reckless driving, exhibition of speed, mechanical violations, registration, and parking are applicable to all vehicles in the parking lot.

Any law enforcement officer is authorized to patrol and cite. Pedestrians have the right-of-way. The campus maximum speed limit is 10 m.p.h. Vehicles may not be driven through campus. Students found operating their vehicles in an unsafe or reckless manner (including exceeding the 10 m.p.h. limit) may be fined and/or referred to an Assistant Principal and may lose their parking privileges on campus.

Parking

A displayed permit is required to park at GBHS. Because there are more student drivers than there are student parking spaces, **only juniors and seniors are eligible for parking permits.** To receive a parking permit the vehicle must be registered with the school at Student Services in the main office. You will need a copy of your driver's license and proof of insurance in order to complete the application. The parking permit must be current for the school year and displayed in plain view on the backside of the inside rearview mirror. Students who are issued permits are expected to abide by all rules. Parking in the following locations/situations is prohibited:

- Parking outside designated parking spaces (a designated space is a defined space between 2 white lines)
- Double parking
- Staff Only areas
- Visitors Parking area

- Painted curbs (red, yellow, green)
- Fire lanes
- Any area behind the school or theater
- Handicapped (unless you have a permit)
- Traffic lanes
- Bus loading zone

Parking and/or parking lot infractions may result in fines, and/or loss of parking privilege up to suspension. Fines for parking violations are listed on your registration form and range from \$35 to \$280.

Due to limited supply, there is a lottery system each year for seniors to purchase reserved parking spaces through Student Government. Please note that these spaces are only “reserved” until 8:30 am, and after this time become open to all vehicles.

Parking Alternatives

Since there is limited parking on the street and on the campus, students are encouraged to work with their parents to find alternative means of transportation. If parking on public streets students are expected to adhere to standards of civility, including safe driving, abiding by all laws, having polite interactions with homeowners, using appropriate language, and leaving no litter. While the Feist Park parking lot is a viable alternative, please note that the gate between the school and the park is locked during school hours, and therefore access to student vehicles will not be available.

Student ID & Digital ID Card

All students will be given access to digital ID cards that they can access on their phone or Chromebook for the purpose of checking out library materials, entrance to school dances, and student discounts. **Students must be able to produce their ID card (digital or physical) at all times while on campus or at any school event, and must identify themselves to any and all staff members (or parent volunteers) upon request.**

Hard copy ID cards will be issued upon requests. The first card is free of charge. There is a \$7 fee to replace a lost physical ID card.

Students with unscheduled periods, or other off-campus classes, must show their student body card in order to be scanned as they exit the front gate during school hours. Students may not leave without having their student body card scanned.

Student ID cards are required for admission to all school dances (must show at the entrance door—students will not be permitted entrance without it), to receive the discount student rate for tickets to athletic events, and also serves as a library card.

Clubs

To form a club at GBHS, students need to obtain a faculty advisor who is willing to supervise club meetings and help run the club. Prior to holding meetings or events, a club constitution must be submitted to the Student Government teacher (Mrs. Givens) for approval. Clubs may open a club account in the Finance office. Additional details of the process of forming a club are available through the Activities Director. See the GBHS website for a list of active clubs.

Clubs must have written permission from both the ASB and the site administration for any on campus fundraising event. Fundraiser request forms are available from Student Government.

Posting of Signs/Distribution of Literature

All signs, flyers, etc. must be associated with the school or a school organization. Blue painters tape is the only allowable manner to post signs.

Students distributing literature must exercise this right within the time, place, and manner established for the school. The full text of the policy is available on the district website. Please note that the policy prohibits the distribution of commercial advertising and flyers advertising parties.

Campus Restriction

Skateboarding, riding bicycles or scooters, or any other wheeled/motorized transportation on campus is prohibited, as aforementioned. ***Students must leave the GBHS grounds 15 minutes after the close of the school day unless they are in a supervised academic or athletic environment (tutoring, athletic practice, library, etc.)***

Loitering on campus is not permitted. Students with an unscheduled (or off-campus) period must leave immediately after their last class.

Students must be picked up within 15 minutes of the end of a school sponsored event (game, dance, etc.). The GBHS campus is closed during weekends and school holidays. The athletic fields are closed from one half hour before sunset to one half hour after sunrise every day.

Student Conduct

Grizzly P.R.I.D.E.

Granite Bay High School conduct is focused on five behavioral expectations that are positively stated and easy to remember. Those expectations for in person learning are:



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In the...	PERSONAL RESPONSIBILITY	RESPECT	INTEGRITY	DIGNITY	ENGAGEMENT
LEARNING ENVIRONMENT	Come to class prepared	Value everyone's contribution	Maintain academic honesty and originality of work	Use appropriate voice and language	Be present and participate
LEARNING CENTER	Leave things as you found them or better	Value others both in person and online	Be a / Model good digital citizen	Use appropriate voice and language	Stay on task; be purposeful
CAFETERIA / LUNCH TIME	Dispose of your trash	Be courteous to staff and peers	Model good social behavior	Use appropriate voice and language	Make connections with others
QUAD / HALLWAY	Manage your time wisely	Maintain personal space of others	Report concerning behavior	Use appropriate voice and language	Kindness to others
BATHROOM	Use bathroom during passing period (and during class sparingly)	Treat the facility with care	Use the bathroom for intended purposes	Only one student at a time in the bathroom stall	Return to class immediately after using the facilities
PARKING LOT	Dispose of trash into trash containers	Be a safe and polite driver	Park only with a permit, license, and insurance	Park only in parking designated for students	Be attentive
FRONT OFFICE	Own your behavior	Treat all office personnel kindly	Be truthful and cooperative	Use appropriate voice and language	Interact with office staff in a courteous manner
LOCKER ROOM	Clean up your space	Maintain personal space and privacy of others	Value the personal property of others	Demonstrate modesty/humility	Be an upstander

Dress Code

Parents and guardians of students have the primary responsibility for establishing and implementing appropriate standards of dress and grooming. It is RJUHSD's responsibility to establish a classroom and campus atmosphere that creates the appropriate environment for teaching and learning. Clothing worn on campus must reflect *good taste, a sense of modesty, and common sense to promote a safe atmosphere that is conducive to learning.*

General Dress Policy

- Footwear must be worn at all times, per state law.
- Shirts must cover the majority of the chest and midriff and may not be see-through
- Shorts, skirts and dresses must be appropriate in length. The buttocks may not be exposed at any time.
- Clothing with messages promoting drug culture or displaying pictures, symbols depicting drugs, alcohol, tobacco, profanity, violence or disrespect for members of the opposite sex or differing cultures is regarded as offensive and intimidating and therefore, is not permitted.
- Accessories such as studded or metal belts, wristbands, chains (including wallet chains), and handcuffs are not permitted.
- Dark glasses are not permitted in classrooms.
- Clothing and jewelry that imitate gang attire or gang colors is strictly prohibited.
- All dress must also adhere to the [RJUHSD dress code](#).

Consequences for Dress Code Violations

- First Offense: Change clothing, parent/guardian notification, violation will be documented in Aeries.
- Second Offense: Change clothing, parent/guardian notification, detention assigned and documented in Aeries.
- Third Offense: Parent/Guardian conference with student and administration, further consequences will be determined by administration.

Student Conduct Policy (9-12th grade policy)

At GBHS we are committed to excellence. As part of our effort to support our students and increase accountability, all students who repeatedly choose not to comply with our school's behavior and attendance policies will be placed on the student conduct list and will be ineligible to participate in some school sponsored activities such as school dances, field trips, etc. This policy will allow us to create consistency amongst all grades levels. Our goal with this list is to ensure we create a positive and safe campus for all students.

Reasons to be on conduct list include but are not limited to:

- Poor Attendance
 - 10+ Tardies in any class in a quarter
 - 3+ Unexcused absences in a quarter
- Behaviors
 - Any Suspension
 - Missed Detention
 - Other behavior infractions at the discretion of the administration

Students on the conduct list may lose privileges to dances or other school sponsored activities.

Due Process and Appeal Process

We recognize the importance of fairness and student voice in all disciplinary matters. As such:

- Students will be notified in writing when they are placed on the Conduct List, including the specific reason(s) and the duration of the impact.
- Students have the right to request a review of their status by submitting an appeal to the assistant principal or designated administrator.
- The appeal process includes a meeting between the student and the school administrator. Students are encouraged to share context, corrective actions, or any new information they wish to be considered.
- After review, the administrator will provide a written response outlining whether the student's status will be adjusted or upheld.

Our aim is to support all students in making positive choices and to ensure that any restrictions on participation are applied consistently, equitably, and with an opportunity for restorative dialogue.

Assemblies and Rallies

Assemblies and Rallies are a regular part of the educational process. They include programs for education, entertainment, elections, and pep rally functions. They help create better school spirit and develop leadership and talent. Appropriate student conduct is necessary for successful assemblies. See the Grizzly PRIDE behavior expectations described on page 18 of this handbook.

Student Conduct at Extracurricular Events

Students are expected to follow the same code of behavior at school functions that applies to the regular school day. Students must be in attendance during the regular school day for at least three hours (2 class periods) in order to participate in any school activity. Students suspended from school may not be on campus or at any off-campus school activity during the period of suspension. All GBHS activities held on the weekends and/or off campus hold the same rules as a regular school day.

In order to participate in school functions, students must be in good standing. This includes good attendance, grades, and behavior. Any student not meeting these criteria may be placed on the “no-go list.” Students on the no-go list must initiate a meeting with the grade level assistant principal after 4 weeks to request removal from the list.

Student Conduct at Dances

The following policies are designed to promote an environment in which all students and adults feel safe and comfortable. Enforcement of the dress and dance codes are at the discretion of attending Granite Bay High School staff.

General Dance Policy

- Current student ID Card is mandatory to purchase tickets and attend the dance (shown upon entrance).
- Doors will close one hour after dance begins. Once a student leaves the dance, they will not be readmitted to the dance.
- Students are to be in designated dance areas. Students found outside of the designated areas will be escorted off school property.
- All regulations pertaining to student conduct in school and in dances are in effect.
- Anyone suspected of substance abuse will not be admitted, will be subject to disciplinary action and will be unable to attend the next two dances.
- No purses, bags or backpacks (or shoes for dances in the gym) will be allowed into the dance. Students may check them into the proper facilities.
- Guests from other schools will only be admitted with a Guest Pass, a current photo ID and a date who attends GBHS.
- If a student is removed from the dance for inappropriate dancing, intoxication or possession, they will not be allowed to attend the next dance.
- **Students must be picked up 15 minutes after the dance ends.**
- Students without a dance ticket may not get pictures taken.

Dress Code Policy for Dances

Students in violation of the Dress Code will not be allowed to enter the dance. Students found to be in violation following entrance to the dance will be removed from the dance. RJUHSD dress code applies.

- All undergarments must be covered at all times
- All shirts must cover the majority of the chest and midriff
- Skirts and shorts must cover the buttocks
- No swimsuits may be worn
- Spandex may only be worn underneath other garments
- See-through or sheer material may not be worn

Students who violate any of these rules will be removed from the dance and barred from the next two dances. Any student who uses alcohol or any other controlled substance prior to coming to a dance or at a school dance will be suspended and barred from the next two school dances.

Athletics

Athletes and their parents/guardians need to read the [RJUHSD Athletic Handbook](#) in its entirety. Athletes are responsible for reading the information and following the rules. Please be advised that school disciplinary actions may result in a loss of athletic eligibility. Granite Bay High School's athletic program is run under the authority of the California Interscholastic Federation (CIF). GBHS is in the Sac Joaquin Section, and the Sierra Foothill League. Please read the RJUHSD Athletic Handbook for more details.

Questions regarding athletic eligibility, academic probation, residential eligibility, athletic clearance, training, conduct or other athletic issues should be directed to:

- Athletic Director, Mr. Healy, at 786-8676 ext. 5128 or
- Asst. Principal (Athletics), Mrs. Wetteland at 786-8676 ext. 5102.

See a complete list of sports, the GBHS Athletic Handbook and the athletic packet on our website.

Fan & Student Cheering Section Behavior

We encourage all students and members of the GBHS community to support GBHS athletics by attending athletic events. Students wishing to sit in the designated student cheering section must be wearing school spirit attire, which is available at the Student Store and other selected events. Students with financial hardship should see Mrs. Wetteland.

Positive and appropriate fan behavior is expected. Direct your comments and support to our teams. Derogatory, negative, or unsportsmanlike behavior directed to the opponent or the referees/officials is unacceptable. Students and adults may lose attendance privileges if behavior at athletic and other school events is disrespectful of the participants and/or attendees.

Personal Device Policy *(Adopted June 2025)*

Personal Device Policy

Granite Bay staff have collectively worked to create a site-level plan to ensure students have access to the best educational experience. Limiting phone and non-educational electronic device use in classrooms is key to an environment free from distractions. **Therefore, 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.**

We ask that families partner with us in our effort to protect valuable learning time. In addition to the benefits of increased engagement in the classroom, students adhering to this expectation will be rewarded throughout the school year.

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

Upon entrance into the classroom, students must put all personal devices away and off their persons in one of two ways:

1. 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

2. 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)*

**In accordance with testing protocols, smart watches may also be restricted.*

There may be *some* circumstances when teachers may authorize use of personal devices in the classroom for instructional purposes only. Five Star hall passes can be teacher-generated or created on student chromebooks while devices are put away; personal devices should remain in backpacks/alternate locations when leaving for the restroom.

Staff will clearly communicate classroom expectations and redirect students to put devices away if they are out during class/instructional time. After a verbal warning occurs to prompt the individual student to put away the personal electronic device, staff will document each Electronic Device Infraction (EDI) thereafter; these will accumulate until restarting at the quarter mark. Progressive discipline will be applied accordingly:

- Infraction #1-2: Teacher/Staff prompts the student to put the device away; notification to the individual student will occur to remind the student of the personal device policy.
- Infraction #3-5: Teacher/Staff prompts the student to put the device away; notification to the individual student will occur to remind the student of the personal device policy. Email is sent home to notify parent/guardian of violation.
- Infraction #6+: If a student violates the policy again, then the student will be assigned detention for each violation thereafter. The violation count is reset at the quarter. Repeated violations may result in being placed on the no-activity list for events, work service, conference with administration, and/or parent conference. Notification of infraction will go to both student and parent/guardian each time.
- Behavior Referral: Non-compliance or classroom disruption associated with the infraction may result in a referral to an administrator. Frequent violations may also be referred to an administrator.

Use of personal devices is *strictly prohibited in bathrooms and locker rooms*.

Granite Bay is not responsible for lost, stolen, and/or damaged electronic devices; students who bring an electronic device to school do so at their own risk.

In the event of needing to contact a student immediately during class time, a parent/guardian may contact the office directly.

This policy is in accordance with the state of California adopted Assembly Bill 272 in July of 2019. The bill declares that there is growing evidence that unrestricted use of smartphones by students during the school day interferes with the educational mission of schools; lowers pupil performance, promotes cyberbullying; and contributes to an increase in teenage anxiety, depression, and suicide. The bill further encourages local agencies to adopt policies to address cell phone use in schools. RJUHSD has a Board Policy that aligns with AB 272.

[RJUHSD Board policy BP 5131.8](#)

California Ed Code § 48901.7

Technology

Computers on campus, or any other devices connected to the school network, are to be used for educational purposes only. Any inappropriate use of technology on campus will be considered a violation of the Student Technology Acceptable Use Policy and may result in disciplinary actions, including but not limited to, loss of student network account, school discipline, and civil/legal consequences. The complete Student Technology AUP is available at www.rjuhsd.us/aup.

Drugs and Weapons

The school recognizes that students and staff have the right to a safe and secure campus free from physical and psychological harm and desires to protect them from the dangers presented by drugs/intoxicants, firearms and other weapons--real or imitation.

The school encourages students to promptly report the presence of alcohol, drugs, weapons, injurious objects, or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

School and Personal Property

Students are responsible for textbooks, chromebooks, library books, and other school property loaned to them. If textbooks, chromebooks, library books, CDs or other school equipment are lost, damaged, or stolen, the student is held responsible until the financial obligation is cleared. Diplomas and school activities (e.g. dances) will be withheld from students with outstanding financial obligations.

The school is not responsible for the loss or theft of personal property. To prevent potential loss or theft, please keep the following in mind:

- Students are strongly advised to leave expensive personal property at home.
- Cell phones & other electronic devices, jewelry, expensive make-up are targets of theft.
- Students should never leave personal property unattended in backpacks or in the locker rooms.
- PE locks should always be used.

School authorities may inspect school properties and student belongings in the interest of health and safety. Inspections for the location of all behavior-affecting substances as defined above, paraphernalia as defined above, as well as for weapons and poisons, relate to the health and safety of students and may be considered reasonable. Such searches shall be conducted in accordance with law, Board policy, and administrative regulations.

Motorized Scooter/Mopeds & Other Modes of Transportation

Electric Scooters, Mopeds, HoverBoards, etc.

Bicycles, Skateboards, Skates, Shoe Skates, Scooters

All motorized scooters/mopeds or other modes of transportation (examples listed above) are not to be in classroom areas or buildings. If used on campus they will be subject to confiscation (with return only to parent or guardian). Repeated offenses may result in suspension.

They should be parked and locked in the designated areas. The school is not responsible for vandalism or theft; however, report all thefts/vandalism to the Assistant Principals.

Behavior Policy & Grizzly PRIDE

All students should be provided with the opportunity to experience positive and worthwhile learning experiences at GBHS as aligned to PRIDE. The goals of the discipline policy are to maintain a positive, safe, and effective learning environment. Students are expected to demonstrate the behavioral expectations of Grizzly PRIDE on a consistent basis at all locations on campus as well as at all school sponsored events: Personal Responsibility, Respect, Integrity, Dignity, and Excellence.

Possible consequences for violations of the disciplinary policy and/or school rules:

- Detention
- Referral to After-School Academic Interventions
- Parent Conference
- Suspension
- Letter of Conditional Enrollment (contract to stay enrolled at GBHS)
- Transfer to Alternative Education
- Expulsion

Any school disruption may result in school consequences. Some examples of behavior violations that may result in suspension or expulsion include but not limited to:

- Arson
- Assault or battery on school personnel (California Ed. Code 48915)
- Bomb Threat/False Alarm
- Bullying
- Causing serious physical injury
- Fighting
- Forgery / Theft
- Gang Affiliation Display
- Harassment
- Hate Speech
- Physical and Verbal Aggression
- Possession of a knife or dangerous object
- Possession of a controlled substance

- Property Damage (Vandalism)
- Robbery or extortion
- Sale of a controlled substance
- Sexual assault
- Use, Possession, or distribution of Controlled Substances (alcohol, drugs, including vape pens/e-cigarettes)
- Use, Possession, or distribution of drug paraphernalia (pipes, papers, vape devices/components)
- Use, Possession, or distribution of Combustibles (fireworks/explosives)
- Use/Possession of Weapons

Please note that:

- Prescription and over the counter drugs are not allowed on campus unless they are checked in with the school nurse (Per California Ed. Code 49422-49427).
- Sale of items on campus during school hours is not permitted (Per California Ed. Code 49430).
- All parking lots (main, back, athletic, etc.) are considered part of the GBHS Campus. Vehicles parked within these areas are subject to search (Per California Ed. Code 48900-48915).

The following violations require a mandatory recommendation for expulsion:

- Possession/furnishing a firearm
- Brandishing a knife
- Sexual battery
- Possession of an explosive

Unlawful Harassment of Students

The Roseville Joint Union High School District and GBHS are committed to maintaining an educational environment free from unlawful harassment. This policy applies to all students and staff and prohibits harassment by anyone in the school community. Violations may result in disciplinary action, including suspension or expulsion, depending on severity. [The district's sexual harassment policy may be viewed here.](#)

Unlawful harassment because of gender, race, ancestry, physical or mental disability, age, or any other protected basis includes, but is not limited to

- verbal conduct such as derogatory remarks
- visual conduct such as staring
- physical conduct such as assault, unwanted touching, or blocking of normal movement
- harassing contact made electronically, such as text messages, internet postings, email, etc.
- any retaliation for having reported or threatened to report harassment

If a student thinks they are being unlawfully harassed, the student should immediately notify any school administrator so that complaints can be resolved quickly and fairly. To file a formal complaint, the students should provide details of the incident(s), the names of the individuals involved, and the names of witnesses. A written complaint is recommended, but not required.

Bullying

The Roseville Joint Union High School District believes that all students have a right to a safe and healthy school environment. The District, schools and community have an obligation to promote mutual respect, tolerance and acceptance. The Roseville Joint Union High School District will not tolerate behavior related to school activity or attendance that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact such as hitting or shoving, verbal assaults, such as teasing or name calling, social isolation or manipulation, and cyber bullying. Students who engage in bullying related to school activity or attendance are in violation of this policy and are subject to corrective and/or disciplinary action up to and including expulsion.

The Roseville Joint Union High School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. Students may request that their names be kept in confidence to the extent allowed by law. Staff members are expected to intervene immediately when they see a bullying incident occur. Each complaint of bullying should be investigated promptly and resolved in accordance with site-level procedures. To prevent bullying on school campuses, the Roseville Joint Union High School District may provide staff development training that addresses bullying prevention, early warning signs of harassing/intimidating behaviors, and effective prevention and intervention strategies.

The District will also endeavor to cultivate acceptance and understanding in all students and staff so as to build each school's capacity to maintain a safe and healthy learning environment.

Any form of bullying may be reported anonymously through the school-managed website at:

<https://tinyurl.com/gbhs-catapult>

Cyberbullying

Cyberbullying includes, but is not limited to, the posting of harassing messages on the Internet, social networking sites or other digital technologies which may include social cruelty, direct threats or other language or expression unprotected by law. Cyberbullying may also include breaking into another person's Internet account and assuming that person's identity in order to damage that person's reputation or friendships.

When a student is suspected of, or reported to be, using electronic or digital communications to engage in cyberbullying against other students or staff or to threaten district property, the investigation shall include documentation of the activity, identification of the source, and a determination of the relationship with, and the impact or potential impact on, school activity or school attendance. Students are encouraged to save and print any messages sent to them that they feel constitute cyberbullying and to notify a teacher, assistant principal or other employee so the matter may be investigated. Students who engage in cyberbullying related to school activity or attendance are in violation of this policy and are subject to corrective and/or disciplinary action up to and including expulsion.

Cyberbullying, regardless of the location and equipment used to perpetuate it, may be subject to discipline in accordance with the law, district policies and regulations. If a student is using a social networking site or service that has terms of use that prohibit posting harmful material, the Superintendent or designee may also file a complaint with the Internet site or service to have the material removed.

Students may be disciplined for conduct related to school activity or attendance that occurs at any time including, but not limited to, while on school grounds, while going to or coming from school or school activities, while at school activities whether on or off campus, during lunch period and while on district transportation.

Any form of bullying may be reported anonymously through the school-managed website at: [Catapult – Anonymous Community Reports](#).

Bus Conduct

Students riding buses are required by law to be orderly and quiet in order to protect the safety of the riders and adhere to all rules established by the district. The same standards of behavior expected of students in the classroom are expected of students on the bus. Students not following bus rules will be disciplined in accordance with school rules. Bus passes must be purchased from Transportation. Please call the Transportation Department at 786-2723 for more information.

Student Conduct

Students are responsible for maintaining acceptable standards in academics, attendance, conduct and citizenship. Failure to do so, as determined by GBHS administration, may cause students to lose the opportunity to participate in special student activities including games and dances.

Students whose conduct and/or citizenship require school discipline (unserved detentions and suspensions) may lose the right to participate in one or more student activities.

Student conduct appeals: Please see your assistant principal for more details on the appeal process or general student conduct questions.

Senior Conduct

Students are responsible for maintaining acceptable standards in academics, attendance, conduct and citizenship. Failure to do so during their senior year, as determined by GBHS administration, may cause students to lose the opportunity to participate in Senior activities including, but not limited to, Senior Ball, Senior Picnic, Quad Dance, and Graduation Ceremony (see RJUHSD Board Policy 6147.1)

Areas reviewed for senior conduct will be:

1. Students who have received or are receiving an “F” in any class required for graduation and are not making academic progress towards graduation including failure to meet the Personal Finance requirement by the deadline. Seniors must pass the exam by the end of January each year.
2. Students who have 10 or more tardies in the most recent 9 week period, or have received an attendance letter. Excessive tardiness or absences, as determined by a site administrator, will be reviewed to determine the reason for absence and to compare their present and past attendance pattern.
3. Students whose conduct and/or citizenship require school discipline may lose the right to participate in one or more of the senior activities.

A senior conduct appeals panel will conduct hearings for those seniors who wish to appeal their senior conduct standing. Please see your assistant principal for more details on the appeal process or general senior conduct questions.

Detention

Detention serves as a medium-low level student discipline intervention. We use this method of refocusing students toward self-responsible behavior when previous methods of interventions have not changed desired behaviors. A student may be assigned detention for attendance related violations such as tardies/partial absences, cuts and for minor acts of misconduct in or out of the classroom such as (but not limited to) inappropriate language, dress code violation, or use of electronic devices.

When a student is assigned detention:

- The student will receive a referral notification for Detention Assignment.
- Students will have 24-hour notice for an assigned detention.
- Detentions will be Wednesday mornings from 8:30 – 9:15 and Thursday evenings from 3:30 – 4:15.

Detention Expectations

What is expected of students during detention?

Personal Responsibility	Respect	Integrity	Dignity	Engagement
Turn <u>off</u> cell phones and put on back table	<u>Raise your hand</u> if you need assistance from teacher	Be working on <u>school related</u> tasks for the entire hour	Keep your <u>head up</u> and off the desk	<u>Work</u> on homework, study, or read

What happens if a student does not follow the above rules for detention or fails to report for assigned detention?

- If a student fails to show up for an assigned detention, they will get that detention rescheduled as well as receive another detention. Further non-compliance will result in student suspension.
- Excuses from detention because of conflicts with employment, athletics and other activities will be determined by an administrator.
- Students may be placed on the extracurricular event “no-go” list for detention violations.

What if a student is absent from school the day of his or her assigned detention day?

- Detention will be re-assigned for the next detention date.

Free and Public Education

Under the California Constitution, the “free school guarantee” prohibits charging students any fee, charge or deposit for curricular, co-curricular, credit or non-credit activities that are part of the District’s or a school site’s education program. There are, however, specific statutes in the Education Code and other laws which identify definite circumstances when fees and charges are permissible. Nothing in the law prohibits voluntary donations, contributions and fundraising by students and their families to support district and school site programs, so long as monetary donations, contributions and fundraising activities are not mandatory for students and their families and no conditions are placed upon the donation.

Charges by private businesses to students for services that are not integral parts of the District’s or a school site’s education are permissible, even if facilitated by the District or school site (e.g., school pictures or sports pictures).

Clear communication is critical to help families and the community understand how they can best support the programs in which their children are participating. Questions regarding student fees, charges, donations or fundraisers should be directed to the site principal or designee.

Non-Discrimination Policy

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, nationality, 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 local education agency, and all acts of the governing board or body of the local education agency, the superintendent of the RJUHSD, and the county superintendent of schools in enacting policies and procedures that govern the local education agency. 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.

Sex Based Discrimination Policy

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: [Click here](#)
- 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:
 - Board Policy 4030 – Nondiscrimination in Employment
 - Administrative Regulation 4030 – Nondiscrimination in Employment
 - Board Policy 4119.11 – Sexual Harassment Prevention
 - Administrative Regulation 4119.11 – Sexual Harassment Prevention
 - Board Policy 5145.3 – Nondiscrimination/Harassment
 - Administrative Regulation 5145.3 – Nondiscrimination/Harassment
 - Board Policy 5145.7 – Sexual Harassment
 - 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
- <https://www.rjuhsd.us/about/policies-required-notices/uniform-complaint-procedures>

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://ocrcas.ed.gov>.

You may contact the OCR at:

San Francisco 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

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 determines if it can investigate the incident by determining if the alleged action 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, they 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