STUDENT NAME: _____

Enrollment Agreement

It is our goal to promote respect and responsibility among the Central Bay High School student body that will result in a safe, caring, and enriching academic learning community. The following school rules and expected student behaviors will help us achieve this goal:

School Rules

Be Respectful Be Responsible Be Engaged Be Ready to Learn

CBHS School Wide Expectations

Expectations	Behaviors
We are Respectful.	● We listen to understand. ● We are kind and show grace. ● We give people personal space. ● We walk in their shoes. ● We address mistakes with kindness. ● We honor each other's opinions and ideas. ● We express gratitude.
We are Responsible.	● We are on time. ● We practice self-regulation and self-reflection. ● We take care of ourselves and others. ● We take initiative. ● We are reliable. ● We follow through on our commitments.
We are Engaged and Ready to Learn.	● We are proactive and solution-oriented. ● We assume positive intent. ● We honor each other's opinions and ideas. ● We integrate and utilize new learning in our daily practice. ● We participate and collaborate. ● We are prepared and show up daily ready to learn.

Student Enrollment Agreement

Student Expectations

- Arrive ON TIME to all classes.
- Be productive in class and do your personal best.
- Be respectful when listening and responding to school faculty, staff, peers, and guests who are part of the learning community.
- Treat others with kindness and respect through positive and polite words, tone of voice, and actions.
- Maintain a safe and healthy learning community by being responsible for cleanup in and out of the classroom.
- Use materials and equipment safely and correctly.
- Keep hands and feet to self.
- Play games that do not involve heavy physical contact.
- Follow school rules for safety.
- Resolve conflicts peacefully.
- Follow the school dress code.
- Help those in need.
- Report concerns to school faculty and staff.
- Take responsibility for personal items, needs, and school work.
- Take care of school property.

I have received a copy of the Central Bay High School Student/Parent Handbook and I agree to review this handbook with my student and to follow the operating guidelines and policies as outlined.
Parent/Guardian Signature: _____ Date: _____

As a student of Central Bay High School, I will follow the school rules and carry out the expected student behaviors listed above. I have received a copy of the Central Bay High School Student/Parent Handbook and I agree to follow the operating guidelines and policies as outlined.
Student Signature: _____ Date: _____



"Home of the Sharks"

Choose Your Path
Build Healthy Relationships
High School Diploma
Skills for Success

STUDENT & PARENT HANDBOOK 2025-2026

North Monterey County Unified School District
Central Bay High School
17500 Pesante Road
Salinas, CA 93907

(831) 663-2997
Fax: (831) 663-1151

Office Hours: 7:00 AM – 3:30 PM
Monday through Friday

Central Bay High School

Dear Students and Parents/Guardians,

Welcome to Central Bay High School. Our mission at Central Bay is to provide a safe and supportive learning environment for our students so they can acquire the confidence and skills necessary to graduate from high school and accomplish their future goals. As a continuation high school, we provide services for students that are 16 years of age and older.

Central Bay staff work collaboratively as a team to prepare all students for graduation and ensure that they are college/career and life ready. Our standards based instructional program fulfills the requirements of the state and our local school board for earning a high school diploma. Central Bay High School is accredited by the Western Association of Schools and Colleges Accrediting Commission.

We provide our students with several opportunities to earn credits, including: Online Learning, Concurrent Enrollment and Extended Learning. Our students also receive several support services, including: mental health counseling, academic counseling, and career/vocational guidance services. At Central Bay High School, we are committed to providing the necessary services and programs to ensure that our students are successful in accomplishing their goals.

You can assist us in ensuring high levels of success for your student in the following ways:

- Ensure your student attends school every day, arrives to school on time and brings their district issued chromebook to school every day.
- Familiarize yourself with the school guidelines and policies in this handbook.
- Maintain open lines of communication with our staff.

We want to thank you for joining us in preparing your student for graduation. We look forward to a productive and successful school year!

Sincerely,
Aida Ramirez
Director



2025-2026
CBHS Bell Schedule

Monday / lunes
Early Release Day / Día de salida anticipada

Warning Bell	8:58	
Period 1	**9:00**	**9:40**
Period 2	**9:42**	**10:22**
Period 3	**10:24**	**11:04**
Break	11:04	11:19
Period 4	**11:21**	**12:01**
Period 5	**12:03**	**12:43**
Lunch / Comida	12:43	12:50
Dismissal / Salida	12:50	

Tuesday - Friday /martes - viernes

Warning Bell	8:58	
Period 1	**9:00**	**9:40**
Period 2	**9:42**	**10:22**
Period 3	**10:24**	**11:04**
Break	11:04	11:19
Period 4	**11:21**	**12:01**
Period 5	**12:03**	**12:43**
Lunch / Comida	12:43	1:18
Period 6	**1:20**	**2:00**
Dismissal / Salida	2:00	

Central Bay High School GRADUATION REQUIREMENTS

To receive a high school diploma from Central Bay High School, students must earn 190 total credits in the following subject areas:

Subject	*Credits Required*
English I	10
English II	10
English III	10
English IV	10
Integrated Science I	10
Integrated Science 2	10
Integrated Math I	10
Integrated Math II	10
Health	5
World History	10
US History	10
Government	5
Economics	5
Visual Performing Arts, CTE, Language Other than English	30
Technology	5
Electives	40
Total Credits:	**190**

Grading Scale:

90% – 100%	A = Outstanding
80% – 89%	B = Above Average
70% – 79%	C = Average
60% – 69%	D = Below Average
59% and below	F = Unsatisfactory
	P = Passing
	Inc = Incomplete (After three days = F)

Central Bay High School CREDIT ATTAINMENT OPPORTUNITIES

Online Learning Program

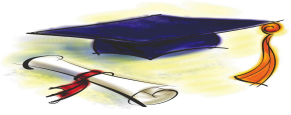
The Apex Online Learning program is available for students that need credit recovery and for students that need initial credits in courses that are not currently being offered at CBHS. The Academic Counselor develops an Online Learning Academic Plan for each participating student.

Concurrent Enrollment Program

Juniors and Seniors are allowed to enroll concurrently in Community College, CSU, and/or UC college classes with prior administrative approval and must meet with the Academic Counselor for course approval. Specific courses may be approved for credit on the student's high school transcript under the NMCUSD concurrent enrollment policy. Students can earn 10 high school credits for each three unit college course taken. Please note there is a "cap" on the number of courses a student can take.

Extended Learning Time Programs

Extended learning time will be provided during the summer through the Credit Recovery program. Students must meet with the academic counselor to enroll in this program.



Our Mission is to provide a safe and supportive learning environment for our students so they can acquire the confidence and skills necessary to graduate from high school and accomplish their future goals.

School-Wide Learner Outcomes

Choose Your Path

Students reflect on their personal strengths and challenges and then make deliberate choices towards meeting their goals.

Build Healthy Relationships

Students use interpersonal skills to work collaboratively and to strategically foster caring and respectful relationships at school, at work, and at home.

High School Diploma

Students work towards a high school diploma as a signal of their commitment to learning and an understanding of core knowledge and skills to serve as a basis for future learning.

Skills for Success

Students master basic reading, writing, and math skills, as they develop the creativity, critical thinking, problem solving, and communication skills required to "work at jobs that do not yet exist, creating ideas and solutions for products and problems that have not yet been invented".

The Flat World and Education: How America's Commitment to Equity Will Determine Our Future, Linda Darling-Hammond, Teachers College Press, New York, 2007

POLICIES & PROCEDURES

General School Policy

The school is a community of learners working together to acquire knowledge, skills and values. The maintenance of a quality educational environment requires rules, regulations, and procedures to ensure a productive atmosphere and a safe and orderly campus. The following are your basic responsibilities as a member of this community: Attend school regularly • Be on time to class with required materials • Respect the rights, property and feelings of others • Respect and obey the rules • Be respectful, courteous, and cooperative with fellow students and school personnel • Take pride in your school • Do the best you can

Student Guidelines

1. **BE WELL INFORMED**—Get well acquainted with the school, its students, teachers, counselors, services, and its rules. Read these pages carefully.
2. **WORK TOWARD A GOAL**—With the help of your parents, teachers, and counselors, decide on future goals for which you will strive.
3. **LEARN TO STUDY EFFECTIVELY**—Use class and study time wisely, listen to class explanations, and follow directions. Ask questions when you are uncertain. Develop your reading and comprehension skills—this will save you time. Ask your teacher about improving study habits and ability to concentrate.
4. **KEEP UP WITH ALL CLASS ASSIGNMENTS**—A few missed class assignments can result in you becoming "lost" and may even lead to class failure. Do not permit yourself to fall behind.
5. **FOLLOW THE SCHOOL-WIDE RULES** - Be Respectful; Be Responsible and Be Ready to Learn.

ATTENDANCE

Regulations and Procedures

Under California Education Code 46000, North Monterey County Unified School District schools must track all absences and report them to the state.

Reporting Absences:

1. All absences must be cleared by telephone, email, or note. Only parents or legal guardians may clear absences.
2. Parents may call the Attendance Office between the hours of 7:00 a.m. and 3:30 p.m. and speak directly to the attendance clerk.
3. All absences should be cleared within 48 hours of their occurrence. An absence not cleared during this time will be considered an unexcused absence.

Excused Absences

State Law requires all students to attend school daily. (EC 48205, BP 5113, AR 5113). Excused absences include:

1. Personal illness
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, optometric, or chiropractic appointment
4. Attendance at funeral services for a member of the immediate family
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
8. Participation in religious instruction or exercises in accordance with District policy
9. Service as a member of a precinct board for an election pursuant to Elections Code 12302

Unexcused Absences
An absence due to any reason not listed above will be marked as an unexcused absence.

Confidential Medical Appointments
A student from school may be excused to obtain confidential medical services without the consent of the student's parent. (EC 46010.1)

Make-up Work
Students with excused or unexcused absences can make up work missed. It is the responsibility of the student to make up work missed due to absences. Students are expected to complete, on time, any class work they were assigned prior to their absence.

Parents may request to pick up work missed If students have been absent for at least two (2) days. Work will be available after 2:00 p.m. on the day following the request. If a student is suspended for three (3) days or more, homework will be available to pick up by the parent after 2:00 p.m., on the day following the request

Perfect Attendance
Students who maintain perfect attendance each semester for the entire school year will receive special recognition.

Truancy Policy
Any student is truant if absent from school without a valid excuse for three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year. A student found to be truant will be given a referral by the teacher. Students who are habitually truant are in violation of the Education Code and are subject to referral to the justice court system (EC 48264.5 Truancies, BP 5113.1, AR 5113.1).

Attendance Contract
Students with chronic attendance problems will be placed on an administrative attendance contract; further attendance non-compliance may result in a transfer to an alternative school program.

Illness During the School Day
If a student becomes ill during the school day, the parent will be notified. Students who cannot participate in physical education, because of medical reasons, must bring a doctor's note within three days of non- participation. Alternative programs will be provided for students who have a medically excused status for physical education.

Truancy Procedures
An auto dialer may call the student's home for period and/or daily absences. After three unexcused absences the administration will generate the first truancy letter. A parent conference may be set up and the student placed on an attendance contract. Violation of the contract will lead to a second truancy letter and possible referral to the district attorney's office.

Check-in/Check-out Policy
Appointments, Partial Day Absences
All students leaving school during the day must sign out with the Office either by parents or a note, fax, or e-mail sent giving permission for a student to be off campus. **No student will be released from school to anyone that is not listed on the student's most updated emergency card!** Students must obtain permission prior to leaving campus. Students leaving campus without signing out through the Office will be marked as truant and will be referred for disciplinary action. Students must sign back in after returning to campus.

Attendance for 18-Year-Olds
Students who have been continuously enrolled since his/her 18th birthday and are making progress towards completion of a high school diploma are considered entitled to continue such enrollment at CBHS. Adult students will be responsible for adhering to all policies and regulations of the District. Violation of the District's policies and regulations, including habitual absences with no legitimate reason, may result in discipline, up to and including expulsion.

Tardy Policy

A student is considered tardy if he/she is not seated in his /her desk. Illness, doctor's appointment, family funeral, or school activity can be considered an excused tardy. Any other reason is considered an unexcused tardy. If a student is reporting to school late, he/she must report to the Attendance Office. To be excused:

- The attendance clerk must receive a note or a phone call from a parent/guardian that meets the above criteria
- The student must sign in, and the attendance clerk will issue a time-stamped tardy pass to the student.

Habitual tardies may subject the student to a referral, parent conference, detention, behavior contract, and possible restriction of privileges, suspension, transfer, or expulsion. Teachers will document each tardy a student accumulates and assign appropriate consequence.

DISCIPLINE

Zero Tolerance
The definition of zero tolerance taken from Ed Code 48915 states that expulsion must be recommended by a Principal or Superintendent for the following actions committed at school or at a school activity (BP 5131.7).

1. Possessing, selling or otherwise furnishing a firearm.

Verification of the offense by a school official is required for the possession offense only.

2. Brandishing (waving or flourishing) a knife at another person.
3. Unlawfully selling a controlled substance.
4. Sexual assault and battery.

CBHS has a system of discipline that applies school-wide in a fair, consistent manner. Our goal is to provide a positive learning environment and prevent the repetition of an unacceptable behavior to insure the classroom and school grounds remain safe and orderly.

- **Administration Responsibilities –** Administrators will monitor the implementation of the discipline plan and assure consistency of its enforcement. The principal will make final decisions relating to school policy.
- **Staff Responsibilities –** The teachers will support administrative policies. Teachers will frequently monitor and review the discipline policy with the students to assure consistent implementation.
- **Student Responsibilities –** While on campus, students will follow all school rules, show respect for all adults, fellow students, and both personal and school property. In addition, students will comply with the established guidelines of the North Monterey County Unified School District student dress code.
- **Parent Responsibilities –** The parents of students must support the school rules and policies. All rules, regulations, policies, and administrative decisions are in effect and binding on any student(s) attending our school.

Progressive Discipline Process

A progressive discipline process is followed. As students continue violating school rules, consequences for student actions become more severe. Repeated violations of major and minor violations will be subject to suspensions, behavior contracts, and possible expulsion. A police report will be filed, as required by law, where appropriate.

The consequences for these actions range from, but are not limited to, a minimum of a parent contact to a maximum of a 5-day suspension. It is the administration's decision as to whether the violation is a minor or major violation.

Community Service (BP 5144)

For students not suspended or recommended for expulsion, the principal of the school, the principal's designee, the superintendent of schools or the governing board may require a pupil to perform community service on school grounds during non-school hours. (EC 48900.6)

Education Code related to Progressive Discipline

Grounds For Suspension or Expulsion According to Education Code 48900 (BP 5144)

The grounds for suspension and expulsion and the procedures for considering, recommending and/or implementing suspension and expulsion shall be those specified in law and/or administrative regulation.

A student may be subject to suspension or expulsion when it is determined that he/she:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense (EC 48900(a))
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object (EC 48900(b))
3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance, alcoholic beverage, or intoxicant of any kind (EC 48900(c))
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance or material and represented same as controlled substance, alcohol beverage, or intoxicant. (EC 48900(d))
5. Committed or attempted to commit robbery or extortion. (EC 48900(e))
6. Caused or attempted to cause damage to school property or private property (EC 8900(f))
7. Stole or attempted to steal school property or private property (EC 48900(g))
8. Possessed or used tobacco or any products containing tobacco or nicotine products (EC 48900(h))
9. Committed an obscene act or engaged in habitual profanity or vulgarity (EC 48900(i))
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia (EC 48900(j))
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties (EC 48900(k))
12. Knowingly received stolen school property or private property (EC 48900(l))
13. Possessed an imitation firearm as to lead a reasonable person to conclude that the replica is a firearm (EC 48900(m))
14. Committed or attempted to commit a sexual assault or committed a sexual battery (EC 48900(n))
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (EC 48900(o))
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (EC 48900(p))

17. Engaged in, or attempted to engage in, hazing as defined in Penal Code 245.6. (EC 48900(q))
18. Engaged in the act of bullying(Education Code 48900(r))
19. Made terrorist threats against school officials and/or school property (EC48900.7)
20. Committed sexual harassment as defined in Education Code 212.5 (EC 48900.2)
21. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (EC 48900.3)
22. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (EC 48900.4)
23. Caused or attempted to cause damage; or stealing or attempted to steal; or knowingly receiving stolen school property including electronic files and databases, aiding and Abetting (EC 48900(s))
24. Harassed, threatened, or intimidated another student or school district personnel. (EC 48900.4)

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school under the jurisdiction of the Superintendent or principal or within any other school district.

Removal from Class (AR 6142.7)
A teacher may suspend any student from his/her class for the remainder of the day and the following day for any act listed in "Grounds for Suspension and Expulsion" above (EC 48910)
A teacher also may refer a student to the principal or designee for consideration of suspension from school. (EC 48910)

Supervised In-house Suspension
The Superintendent or designee may establish a supervised classroom suspension program which meets the requirements of law for students suspended for any of the reasons enumerated in EC 48900 and 48900.2, who pose no imminent danger or threat at school, and for whom an expulsion action has not been initiated. In some cases, students may be requested to attend a special in-house suspension district program if the student is suspended for a series of instructional days and/or is awaiting appropriate alternative placement and/or a pending expulsion hearing.

Suspension by Superintendent, Principal or Principal's Designee
The Superintendent, principal or principal's designee may suspend a student from school for not more than five consecutive school days unless the suspension is extended pending expulsion. (EC 48911) The Superintendent or designee shall immediately suspend any student found at school or at a school activity to be: (EC 48915, AR 6142.7)

1. Possessing, as verified by a district employee, selling, or otherwise furnishing a firearm.
2. Brandishing a knife, as defined in Education Code 48915(g), at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above.
5. Possession of an explosive.

A student may be suspended from school for not more than 20 school days in any school year, unless for purposes of adjustment the student enrolls in or is transferred to another regular school, an opportunity school or community day school or other alternative program, or continuation school or class, in which case suspension shall not exceed 30 days in any school year. However, this restriction on the number of days of suspension does not apply when the suspension is extended pending an expulsion. (EC 48903, 48911, 48912, AR 6142.7)

Expulsion (AR 5144)
Authority to Expel
A student may be expelled only by the Governing Board. The Board shall expel, as required by law, any student found to have committed any offense listed below under "Mandatory Recommendation and Mandatory Expulsion."
The Board may also order a student expelled for any of the acts listed above under "Grounds for Suspension and Expulsion" upon recommendation by the principal, Superintendent, hearing officer or administrative panel, based on either or both of the following finding(s): (EC 48915(b) and (e))
1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

Mandatory Recommendation for Expulsion
Unless the principal, Superintendent or designee finds that expulsion is inappropriate due to particular circumstances, the principal or the Superintendent or designee shall recommend a student's expulsion for any of the following acts: (EC 48915(a))
1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife as defined in Education Code 48915(g), explosive, or other dangerous object of no reasonable use to the student.
3. Unlawful possession of any controlled substance, as listed in Health and Safety Code 11053-11058, except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee.

Mandatory Recommendation and Mandatory Expulsion
The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be: (EC 48915(c))

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.
2. Brandishing a knife as defined in EC 48915(g) at another person.
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058.
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above.
5. Possessing an explosive.

Upon finding that the student committed any of the above acts, the Board shall expel the student. (EC 48915)

Student Due Process (BP 5144.1)
The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices and appeals as specified in administrative regulation and/or law. (EC 48911, 48915, 48915.5)

Recommendation for expulsion is required by Education Code for possession of any firearm, knife, and/or explosive.
Suspended students and students pending expulsion may not be on campus or attend any school activities, unless prior arrangements have been made with the principal.

Other Suspension
For any suspendable offense the consequences may include, but are not limited to, 1-5 days school suspension, 10-day participation restrictions, 25-day participation restrictions, dismissal from team with forfeiture of all honors, awards, and privileges, or ineligibility to participate in extra-curricular activities from the date of suspension.

Academic Honesty
Students need to see that they can do successful work as a result of their own efforts. **Cheating, lying, and/or plagiarizing will result in a zero grade on the assignment, and could result in failure of an entire course of work.** Parents will be notified and grades will be affected.

SEXUAL HARASSMENT

The Governing Board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who report, testify, assist or otherwise participate in the complaint process.

Instruction/Information on Sexual Harassment
Policy ensures that all district students receive age-appropriate instruction and information on sexual harassment to include what behavior constitutes sexual harassment, a clear message that students do not have to endure sexual harassment, encouragement to report observed instances of sexual harassment, and information about the person(s) to whom a report of sexual harassment should be made.

Sexual Harassment Complaint Process
Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within 24 hours, report it to the principal or designee who shall promptly investigate all complaints of sexual harassment.

Disciplinary Measures as a result of Sexual Harassment
Any student who engages in sexual harassment of anyone at school or at a school-sponsored or a school-related activity is in violation of this policy and shall be subject to disciplinary action. Disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be taken into account.

Prohibited Conduct that may constellate Sexual Harassment
Types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions
2. Sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
3. Graphic verbal comments about an individual's body, or overly personal conversation
4. Sexual jokes, notes, stories, drawings, pictures or gestures
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-gender class
7. Massaging, grabbing, fondling, stroking or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Purposely cornering or blocking normal movements
10. Displaying sexually suggestive objects
11. Sexting

STUDENT DRESS and GROOMING (AR 5132)

All apparel must comply with the North Monterey County Unified School District Dress Code. The dress code shall be in effect at all school-related activities both on and off campus, including, but not limited to, activities such as dances, award ceremonies, field trips, and athletic events.

The Board shall authorize school regulations that prohibit student dress or grooming practices which:

- ➢ Present a hazard to the health or safety of the student himself or others in the school;
- ➢ Cause excessive wear or damage to school property;
- ➢ Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement;
- ➢ Clothing, or styles used by some students to identify groups or gangs whose purpose is to intimidate or harass; or
- ➢ Distract from or otherwise impede the learning process because of their extreme style or attire that is too revealing.

Guidelines for Dress Code

The following guidelines shall apply to all school-related activities:

1. Clothing, tattoos, jewelry and personal items shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, advocate the use of violence or weapons, display images of gang-related symbols, or which advocate racial, ethnic or religious prejudice.
2. Clothes shall not be too revealing and must be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, tube tops, low cut tops, bare midriffs, ripped pants above midthigh and dresses, skirts or shorts that are shorter than mid-thigh are prohibited.
3. Pajamas/sleeping attire, slippers, and blankets are prohibited.
4. Attire which may be used as a weapon may not be worn, including but not limited to steel-toed boots, chains, items with spikes or studs, and other items deemed inappropriate by the administration.
5. Shoes must be worn at all times, on campus and at school functions.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and co-curricular activities.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

Progressive Discipline of Dress and Grooming Code Violations

Standard Violations:

Students will be required to groom and/or change clothing when apparel or grooming is in violation of Dress and Grooming Code (BP 5132, AR 5132). Apparel in violation will be confiscated upon each incident. All items confiscated will be held in a locked container and released to the student and/or parent within 24 hours of incident.

If a parent/guardian or student disagrees with the site administrator's decision on a standard violation, the parent/guardian or student may attempt to resolve the problem by requesting a personal conference with the site administrator.

Students with persistent (more than 3 in one school year) or egregious violations (unsafe or harmful to others) of the dress and grooming code will be subject to the progressive discipline plan as follows:

First Notice of Habitual Violation: The student will be counseled by school guidance team member and be required to change clothing and/or confiscation of items (released to student).
Second Notice of Habitual Violation: Change of clothing and/or confiscation of items (released to student) and student conference resulting in student dress code agreement.
Third Notice of Habitual Violation: Parent/ Guardian contact, change of clothing and/or confiscation of items (released to parent/guardian). Further disciplinary action, up to a behavior contract, and/or suspension will be under the discretion of the high school administration and district office as permitted by state law and/or district policy/regulation.

Dangerous or Disruptive Violations

Dress and grooming violations that cause actual disruptions of the educational environment, that result in actual violation of law or other school rules, including hate-crime laws, or that cause actual injury may result in district administration contacting local law enforcement agencies. It is the discretion of the District Administration, to initiate more serious disciplinary actions, with consequences up to and including expulsion; depending upon the nature and seriousness of the incident.

General Policies and other Pertinent Information

Bullying/Cyber Bullying (BP 5131)

The Board desires to prevent bullying by establishing a positive, collaborative school climate and clear rules for student conduct. Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator and may also request that their name be kept in confidence. Complaints of bullying or harassment shall be investigated and resolved in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

Cyber bullying includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's 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 cyber-bullying 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 impact or potential impact.

Bus Conduct (BP 5131.1)
Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.
Because school bus passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including school activity trips:

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Riders should arrive at the bus stop on time and stand in a safe place to wait quietly for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit.
5. Riders should be courteous to the driver and to fellow passengers.
6. Because serious safety hazards can result from noise or behavior that distracts the driver, loud talking, noises of any kind scuffling, throwing objects, smoking, eating, drinking, standing and changing seats are prohibited actions which may lead to suspension of riding privileges.
7. No part of the body, hands, arms, or head should be put out of the window. Nothing should be thrown from the bus.
8. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
9. No animals shall be allowed on the bus-with the exception of guide, signal, or service animals (EC 39839).
10. Riders should be alert for traffic when leaving the bus.
11. Riders shall not move toward the bus until it has come to a complete stop and the door has been opened.

Riders who fail to comply with the above rules shall be reported to the school principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the Transportation department in collaboration with the principal or designee.

Campus Behavior
Students must respect the rights of others. Running, shouting, vulgarity and public displays of affection are unacceptable behaviors. Students must be in class during scheduled class time.

Cars on Campus
The following regulations apply to students who opt to drive automobiles to and from school:

1. Students must bring their drivers license and proof of vehicle insurance to the office in order to be issued a parking permit.
2. All students must park vehicles in the appropriate student parking lot, no exceptions.
3. The Administration may suspend a student's driving privilege for breaking parking regulations, or inappropriate vehicle operation.
4. Students are not allowed in the parking lot during school hours.
5. The school/district is not responsible for damage done to automobiles parked in the school parking lots.
6. Any vehicle parked illegally may be subject to towing/citation.
7. Improper use of staff or visitor parking spots by students may result in loss of parking right privileges and/or disciplinary action..
8. Under **NO CIRCUMSTANCES** can students transport other students to school events.
9. Canine searches of cars are conducted periodically (see searches pg. 8).

Closed Campus Policy (BP 5112.5,)
The Board of Education has instituted a closed-campus policy for the safety and welfare of all students. Students are not allowed to leave campus once they arrive up until the dismissal bell for the last class period of the day unless they have an early dismissal pass issued by the Office. With the exception of foreign exchange students, organized activities, and/or teacher-sponsored visits, no non- student may visit the campus or attend school with a current school student. Any student who is off campus during class time is truant and truancy procedures will be followed, which may include notification to the Monterey County Truancy Abatement program.

Conduct (BP 5131)
All students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation.
Prohibited student conduct includes, but is not limited to:

- Conduct that endangers students, staff, or others
- Conduct that disrupts the orderly classroom or school environment
- Harassment of students or staff, including bullying, intimidation, so-called "cyber bullying," hazing or initiation

activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering (See Bullying/Cyber bullying)
- Damage to or theft of property belonging to students, staff, or the district
- Possession or use of laser pointers on school premises, unless used for a valid instructional or other school-related purpose, including employment (Penal Code 417.27)
- Use of profane, vulgar, or abusive language
- Plagiarism or dishonesty in school work or on tests
- Inappropriate attire (See Dress and Grooming Code)
- Tardiness or unexcused absence from school (See Absences and Excuses)
- Failure to remain on school premises in accordance with school rules (See Open/Closed Campus)

Emergencies and Current Information

In the event of an emergency, every attempt will be made to contact parents if a student requires immediate medical attention. If it is determined to be life threatening, staff will call 911. In the event a parent cannot be reached during an emergency, the emergency telephone number on file in the school office will be contacted. It is very important that every student have an emergency telephone number on file**. If there is a change in address, telephone number, or employment, notify the school immediately so the emergency telephone number can be changed.** If a student requires immediate medication attention and 911 is called, a parent or person listed on emergency contact card will be contacted.

Enrollment

All incoming students will bring transcripts, verification of address (a utility bill dated within 30 days or less - water, cable, P G & E, or land phone bill), birth certificate, immunization records that includes T-dap, drop form from previous school and are presented to the school registrar.

Students who are not living in a fixed, regular, adequate nighttime residence may enroll under the McKinney-Vento Act even if the student lives with friends, an adult that is not their legal guardian or alone without an adult.

Fines and Fees

Students are responsible for all textbooks, materials; equipment and facilities assigned to them or provided for their use, and may be charged fines or fees for damage or lost items. Fines for book damage are assessed at the time of check-in. Any student not returning textbooks or other materials will be charged replacement cost.

Please note: Students who have outstanding delinquencies may not be allowed to participate in any school extracurricular or reward activities or events.

Food Deliveries

NMCHS is a closed campus school. Students may not order delivery of food from outside sources. Parents dropping off items must do so in the main office.

Food Guidelines and Smart Snacks in Schools:

The North Monterey County Unified School District recognizes the link between student health and learning. The District promotes the health and wellness of students and staff through the Local Wellness Committee, and support the implementation of the District Wellness Policy and food guidelines, by including Smart Snacks in school standards.

What are Smart Snacks?

Smart Snacks in School support efforts by school food service staff, school administrators, teachers, parents and the school community, all working hard to instill healthy habits in students. The USDA has finalized the Smart Snacks in School nutrition standards rule, by passing a federal law on July 1, 2014. Smart Snacks puts all foods and beverages sold to students across campus on a level playing field. The standards encourage healthier foods and beverages and limiting junk food.

· Smart Snacks applies to all foods and beverages sold and offered to students outside of the school meals programs- including in-school fundraising.
· Smart Snacks is in effect all day (midnight before to 30 minutes after the end of the school day) across the whole school campus.
· Foods and beverages sold to students as fundraisers during the school day have to meet Smart Snacks guidelines. Our state does not allow fundraisers to be exempt.
· Non-food fundraisers are encouraged and or fundraisers that include only foods and beverages that meet the standards are allowed!

We ask all parents/teachers follow these same guidelines when bringing food to the classroom.

Because of possible food allergies or dietary restrictions parents need to check with the school before bringing food.

Nutrition Standards for Foods:

For more information on the Wellness Policy, updated in June of 2017, and nutrition guidelines, please visit the Wellness Policy section of the Child Nutrition Services webpage at www.nmcusd.org

Join the School Wellness Committee!

To learn more about how you can get involved and support healthy food, physical & nutrition education, please contact Sarah Doherty at 831-632-0290 or sarah_doherty@nmcusd.org

ID Cards

Students receive a free school ID card with picture. Student must have ID card with them at all times. Students are required to display student ID card when boarding school bus, when on school grounds, when purchasing lunch and when participating in student activities. This is mandatory for all NMCUSD students.

Insurance

The school does NOT provide accident insurance for students for any injuries that might happen while a student is at school or participating in school activities. A health release form must be signed before a student can participate in after-school co-curricular/athletic programs.

Students may purchase student health and accident insurance for a low cost. Information is available in English and Spanish at the school office.

Language and Written Public Expression

A student's expression may not disrupt the classes or activities of the school. Students will not use any offensive, profane, vulgar, or obscene language, make sexual remarks, or use language that may be derogatory or inflammatory (e.g. race, gender, hate, etc.) or related to drugs/alcohol.

Lockers

Our school does not have lockers for student use. Students should refrain from bringing unnecessary items to school, as they will have to carry such items with them all day. Storage space is not available in the office or classrooms for items not academically necessary during the school day.

Security

The North Monterey County Unified School District and its officials will not be held responsible for lost or stolen items.
Students are required, before being an issued locker, or other assigned school property, to agree to abide by the following regulations in relation to the use of lockers, and personal property on school grounds (EC 5145.12, BP 5145.12):

- Students assume responsibility for the contents and security of the locker assigned, by ensuring it is locked after each use.
- Students may not share their assigned lockers or provide another student access to his/her locker or lock combination.
- Students may not store any materials or personal property that is in violation of school rules or state or federal laws in their locker or classrooms.
- Students understand that, if there are facts to support a reasonable suspicion that he/she has violated a criminal law or school rule, all student lockers and personal property are subject to search by school officials.

Loitering

Students are expected to remain in areas that have been designated as appropriate. Students are not permitted to loiter on campus, in the hallways, restrooms, parking lot, on athletic fields, perimeters of campus, or in cars. Students are expected to be on campus only during the time periods designated within their academic/extracurricular activities' schedule.

Lost And Found

Found articles of clothing are to be turned in to a container in the multipurpose room and articles such as jewelry and electronic devices are to be turned in to the school office. Students who lose articles are urged to check immediately with the office. Unclaimed clothing and other articles will be donated to charity after a reasonable period of time.

Administration of Medication:

Medication prescribed by a physician for a child may be administered during the school day by a registered nurse or other designated school personnel, or self-administered by the child if the medication is prescription auto-injectable epinephrine or prescription inhaled asthma medication, but only if the parent consents in writing and provides detailed written instructions from a physician. Forms for administering medication may be obtained from the school secretary. (EC §§ 49423, 49423.1, 49423.5, 49480)

Students on Medication:

Parents are to notify the principal if their child is on a continuing medication regimen. This notification shall include the name of the medication being taken, the dosage, and the name of the supervising physician. With parental consent, the principal or school nurse may confer with the physician regarding possible effects of the drug, including symptoms of adverse side effects, omission or overdose and counsel with school personnel as deemed appropriate. (Ed. Code, § 49480)

Messages to Students

To make full use of our office personnel and ensure the maximum instructional time for our students, we will not deliver messages unless it is a case of extreme emergency. Parents are encouraged to make arrangements for appointments prior to the beginning of the school day and to give gifts, balloons, and flowers during non-school times.

Non-Academic Technological Devices

Students are discouraged from bringing non-essential devices to school. Cell phones are not allowed to cause a disruption during school hours. **All cell phones and *other electronic* devices must be turned off and out of sight during class time.** Students violating this policy will be subject to discipline as follows:

First Offense	Verbal warning given. Student will immediately put device away. Device must be turned off/silent mode and must not be visible.
Second Offense:	No warning is necessary. Student will be sent to the office immediately to turn in their electronic device. Student will pick up the device at the end of the school day. Parent will be notified.

Third Offense:	No warning is necessary. Student will be sent to the office immediately to turn in their electronic device. Parent/guardian must pick up device. Student will serve an after school detention.
Fourth Offense:	Parent and student meeting will held with administrator and teacher. During this meeting the student will be placed on a behavior contract.

The school will not be held responsible for devices that are lost or stolen.

Public Display Of Affection
Inappropriate physical displays of affection are inappropriate in a school setting and will not be permitted.

Searches
An administrator or designee may conduct a reasonable search of a student's person, personal items, locker or vehicle when there are facts to support a reasonable suspicion that he/she has violated a criminal law or school rule or possesses illegally obtained items. These may include illegal substances, drugs, weapons, or other objects or substances, which may be injurious to students and others. Canine searches of classrooms, personal items, lockers and cars are conducted periodically. (EC 49050, BP 5145.11)

Skateboards, Bikes, Scooters, Roller Blades, etc.
Skateboards, bikes, scooters, and roller blades are not allowed to be used on campus and should not be brought to campus unless it is a form of transportation for the student. The item would be stored in a designated area in front of the office.

Tobacco Free Schools
Our school has been recognized and complies with the Tobacco Free Schools regulations. Employees and other adults are not permitted to smoke or chew on school property, or in school buildings and vehicles.

Use of Technology (BP 6163.4)
Technological resources provided by the district must be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning. Student use of district computers to access social networking sites is prohibited.

Before using the district's technological resources, each student and his/her parent/guardian shall sign and return a Technology Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree to not hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or users' mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred. Finally, they agree to comply with technology Board policy regarding electronic harassment and cyber-bullying.
Students are required to have a current and signed Technology Use Agreement on file prior to being able to use District/School Network and/or the Web Page.

Visitors
Central Bay High School is a closed campus school and has a No Visitor Policy. Under special circumstances, visitor passes may be pre-approved by an administrator and issued to adults. All visitors must check in at the Main Office.

Work Permits
Students under 18 years of age who work for wages outside the school are required by State law to have work permits. This applies both to employment during vacation and during the school year. Application forms are available in the Office.

STUDENT ACTIVITIES

Extracurricular Activities
Students must realize that extracurricular activities, including but not limited to athletics and/or evening/weekend events, are a privilege and can be taken away by the Administration for improper behavior by the Student Body members (BP 5127). All students and their guests while attending all school activities will observe the school and District Code of Conduct. If these rules are not observed, the student(s) can and will be asked to leave the event with future discipline taken for their actions.

Dances
CBHS students may participate in dances held at NCHS. Administrative approval is required. The school and District Code of Conduct and dress code will apply at all events and to all students and their guests. All dances will be alcohol and drug free. Each student will be tested with an alcohol sensor device called a Breathalyzer before entering any dance.

ATHLETICS

Academic Eligibility
To be eligible to participate in athletics, a student must be a full time student maintaining a minimum grade point average of 2.0 each Grading Period and not have received 2-F's. Incompletes are computed as an "F" until a grade is posted. The first time an athlete becomes ineligible, a probation period may be granted whereby a student may continue in the sport until the next Grading Period. If the athlete receives below a 2.0 or receives 2-F's, during the grading period, he/she will be pulled from the sport for the remainder of the season. That athlete must wait until the following Grading Period to become eligible for another sports team. Please refer to the athletic packet for further clarification. During the ineligibility period, the athlete may asked not travel with the team. The level of involvement of the athlete is at the discretion of the administrator (AR 6320).

STUDENT SUPPORT SERVICES

Mental Health Clinical Counseling Services

Our Clinical Counselor facilitates counseling interventions, psychotherapeutic techniques and crisis intervention to students within NMCUSD Educational Options Programs with the purpose of identifying and remediating cognitive, mental, emotional, psychosocial, and developmental issues so as to support positive school behaviors and academic goals among this at-risk student population.

Students may access these services in the following ways:
1. Students may request an appointment by visiting the clinical counseling office.
2. Parents or guardians may refer their child by calling the school office.
3. Concerned staff may refer students by filling out a counseling referral form.

Teen Parenting Support and Childcare

The children of parenting teens may be referred and enrolled in the NMCUSD Children's Center. The Center maintains a 1:3 ratio for infants and a 1:4 for toddlers in accordance with Title V (CA Dept. of Ed). Children enrolled in the Children's Center are assessed using the Desired Results Developmental Profile (DRDP-IT) Results are shared with parents.
Parenting and pregnant teens receive parent education and are referred to local community services based on need. Pregnant teens receive support while on maternity leave. There is ongoing recruitment of pregnant teens in the community via networking and referrals.

Academic Counseling Services

Academic Counseling services are available to all students. These services include the following:

- Writing Six Year Plans for all students and reviewing the plan annually. This plan is based upon NMCUSD graduation requirements.
- Reviewing individual and summary student achievement data annually to determine support/intervention courses and options for students.
- Coordination of ELL placement in appropriate classes that will fulfill graduation requirements and support student in reaching English proficiency.
- Developing and monitoring Individual Learning Plans for identified at-risk students and reviewing these plans with parent/student at least twice a year.
- Reviewing the Six Year Plan annually with parents for all 10^{th} and 12^{th} grade students and all students who are identified as needing additional academic interventions.

The academic counselor provides information regarding: graduation, selection of courses, administration and interpretation of assessments, scholarships and grants, grades and grade point averages, vocation and career guidance, personal counseling, transcripts, and attendance.
The academic counseling office is located in the school office. Students are encouraged to seek individual assistance from the academic counselor when they feel it is necessary.

Yearly Academic Counseling Goals

Eleventh Grade
Students will be informed of their progress toward graduation. Students will explore education necessary to meet career goals (includes credit recovery plan and CTE plan), will be given PSAT/NMSQTACT, SAT I, SAT II, and ASVAB testing information, have an opportunity to meet with college representatives, and NCAA eligibility conference (if requested).

Twelfth Grade
Parents will receive notification each semester to include: credits and required courses, and GPA. Students will be given Information and registration forms for ACT, SAT I, and SAT II, scholarship and financial aid information, assistance in filling out applications for scholarships and college admission, and a financial aid workshop for parents and students.

Grants and Scholarship Information

Grants, scholarship information and applications are made available to Juniors and Seniors through the academic counselor. Students are notified of deadline dates, qualifications, and where and how to apply through announcements and postings in the School Bulletin Board.

Transcripts

All official transcripts must be requested from the school registrar 24 hours in advance by signing a Transfer Request Form. Unofficial transcripts can be received from the Registrar or the counselor as time permits. Allow two days (48 hours) for processing. Current students may request 2 official transcripts at no charge; thereafter, the following fees apply:

- $1.00 Unofficial Transcript
- $3.00 Official Transcript

UNIVERSITY OF CALIFORNIA SUBJECT REQUIREMENTS FOR ELIGIBLE ADMISSION

History/Social Science – 2 years required
English – 4 years required
Mathematics – 3 years required, 4 years recommended
Laboratory Science – 2 years required, 3 years recommended
Language, other than English – 2 years required, 3 years recommended
Visual and Performing Arts – 1 year required
College Preparatory Electives – 1 year required

CALIFORNIA STATE UNIVERSITY SUBJECT REQUIREMENTS

English – 4 years
Mathematics – 3 years required, 4 years recommended
History and Social Science – 2 years
Laboratory Science – 2 years
Foreign Language – 2 years

Visual and Performing Arts – 1 year
College Preparatory Electives – 3 years

Academics

High School Graduation Requirements (BP/AR 6146.1)
To receive a High-School Diploma from Central Bay High School, students must successfully complete 190 credits in the following subject areas:

Subject	Credits
English	40
Math I , II	20
Science; to include one physical and one life/lab science	20
Social Studies (World History, U.S. History, Economics, Government)	30
Visual Performing Arts, CTE, Language Other than English	30
Technology	5
Health	5
Electives	40
Total credits required	190

No course credit will be given for a grade of "F" in subject courses. If a student receives a "D" or "F" and the master schedule can accommodate additional students, courses can be repeated for full credit during the school day. Both grades will be posted on the student's transcript with only the higher grade calculated into the GPA, but the student shall receive credit only once for taking the course.

A "D" grade is passing in all subjects. All credits earned in the regular school day grade program may be counted towards the total 190 credits required. This does not preclude the earning of extra credits beyond the regular school day or year for the purpose of acceleration or for credit recovery if those courses are approved by CBHS for transfer.

Math Course Requirements
Completion, prior to entering grade 9, of algebra coursework that meets or exceeds state academic content standards shall not exempt a student from the requirement to complete two mathematics courses (or at least 20 credits) in grades 9-12. (EC 51224.5, BP 6142.92)

Participation in Graduation Ceremony
Participation in commencement is an earned privilege. Students must meet all requirements for graduation to be eligible to participate. If a student successfully completes the district's graduation requirements while attending a juvenile court school or nonpublic, nonsectarian school or agency, the district shall issue the student a diploma from the school the student last attended. (EC 48645.5)

Award of Diploma
A student shall meet all graduation requirements to be awarded a Diploma.

Special Competency Requirements / Certificate of Educational Achievement or Completion
Where students following an active Individual Educational Plan (IEP), a school assessment team shall determine essential competencies and courses required. A student shall receive an award of diploma if they meet all NMCUSD graduation requirements. Students can pass the CAHSEE using modifications indicated on their Individualized Education Plan (IEP) and determined by the school assessment team. A student may receive a Certificate of Educational Achievement or Completion as so indicated on their Individualized Education Plan (IEP) and determined by the school assessment team.

Required Instruction for Each Student

1. **Full Credit Requirements**
   Every student must enroll and successfully complete the learning objective of all required courses listed in the BP 5127 to the extent that allows for full credit to be granted. A student must achieve full credit in these courses to fulfill graduation requirements and receive a Certificate of Educational Achievement or Completion.
2. **Participation in a Course**
   When participation is part of the requirement of the goals outlined in the in the student's Individual Educational Plan (IEP), it shall be described in the learning objectives for completing the course.

Attendance and Performance Standards
Attendance / Attendance Credit
Attendance is not a prerequisite for obtaining credit. When courses provide for semester periods of credit, performance standards should be established to form a basis for the awarding of credits. Classroom procedures shall be established to allow a student who is absent from class to continue toward mastery of the subject area. No reduction of credit can be given due to the lack of attendance. Attendance is a separate item from mastery of subject matter.

Attendance may be recorded for reporting purposes only during the time that a student is under the immediate supervision and control of a certificated teacher or under an approved independent study contract. Thus, if a student is released from direct supervision and control for contract independent study on or off-campus, such time may be counted for attendance purposes.

Grading Periods
A grading period is a semester. There are two semesters in a year. Grades are issued at the end of each semester. Grades and credits are posted on student transcripts at the end of each semester.

Parents and students are able to view their grades and transcripts in the parent portal of the Illuminate student information system. Transcripts are mailed to parents/guardians at the end of the 1st and 2nd semester.

Student credit attainment progress is monitored closely by staff at the end of each quarter. Parents are informed if a student is failing through student progress reports and parent conferences.

Grades

Grades serve a valuable instructional purpose by helping students and parents/guardians identify the student's areas of strength and those areas needing improvement. Parents/guardians and students have the right to receive course grades that represent an accurate evaluation of the student's achievement.

The teacher of each course shall determine the student's grade. The grade assigned by the teacher shall not be changed by the Board or the Superintendent except as provided by law, Board policy, and Administrative Regulation. Teachers shall evaluate a student's work in relation to standards, which apply to all students at his/her grade level and provide appropriate accommodations and modifications to insure students have access to the course content and standards in which the grade is based upon. Teachers shall inform students and parents/guardians how student achievement will be evaluated in the classroom. CBHS teachers create a Green Sheet for each Grading Period for each course that they teach. The Green sheet describes learning targets, criteria for assessment; extra credit assignment program options; behavior expectations; and grading policies.

Grades should be based on impartial, consistent observation of the quality of the student's work and his/her mastery of course content and objectives. Students shall have the opportunity to demonstrate this mastery through a variety of methods such as classroom participation, tests, and portfolios.

Grades for Achievement

Grades toward mastery of standards in shall be reported for each marking period as follows:

A	Advanced Mastery of Course Standards	4.0 grade points
B	Proficient mastery of Course Standards	3.0 grade points
C	Basic Mastery of Course Standards	2.0 grade points
D	Below Basic Mastery of Course Standards	1.0 grade points
F	Far Below Basic Mastery of Course Standards	0 grade points

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. (EC 49067, BP/AR 5123). No "F" can be given for a course if parents/ guardians are not notified in a timely manner that the student is failing the course.

An Incomplete is given for a grade only when a student's work is not finished because of extenuating circumstances that have been approved by the site administrator or designee. At the end of each Grading Period, incomplete grades may be given only with prior administrative approval ensuring that a plan and timeline for completion of the course work is in place. The Incomplete shall become an "F" if not made up within three days after the Grading Period.

Grades for Physical Education- (BP/AR 5121)

No grade of a student participating in a physical education class may be adversely affected due to the fact that the student, because of circumstances beyond his/her control, does not wear standardized physical education apparel. (EC 49066). Student performance in high school physical education courses shall be based upon evaluation of the student's individual progress, attainment of goals in each instructional area, tests designed to determine skill and knowledge, and physical performance tests.

Online Learning Program

The Apex Online Learning program is available for students that need credit recovery and for students that need initial credits in courses that are not currently being offered at CBHS. Seniors are given priority to participate in this program. The online program is offered on campus during the regular school day in the computer lab. If students have access to the internet, they can continue to work on coursework outside of the school day. The Academic Counselor develops an Online Learning Academic Plan for each participating student. Parents/guardians receive written notification that their student is enrolled in the online program.

Concurrent Enrollment Program

Juniors and Seniors are allowed to enroll concurrently in Community College, CSU, and/or UC college classes with prior administrative approval and must meet with the Academic Counselor for course approval. Specific courses may be approved for credit on the student's high school transcript under the NMCUSD concurrent enrollment policy. Students can earn 10 high school credits for each three unit college course taken. Please note there is a "cap" on the number of courses a student can take.

Extended Learning Time Programs

Extended learning time will be provided during the summer through the Credit Recovery program. Students must meet with the academic counselor to enroll in this program.

Changing Classes/Withdrawal from Classes

A high-school student requesting to drop a course or change a course during the first week of the Grading Period must have prior administrative approval and then may do so without any entry on his/her permanent record card. A student who drops a course after the first week of the Grading Period may be subject to receive an "F" grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances.

Early Withdrawal

A student whose family leaves the district three weeks or less before the end of the school year may be promoted to the next grade or awarded academic course credit only if they demonstrate mastery of grade level or course standards as determined by the

classroom teacher in consultation with the principal or designee. If students leave at any other time throughout the school year, progress report grades will be provided to the student/parent to bring to their new school. Student records will be forwarded upon request by the parent.

Students in Foster Care
Grades for a student in foster care shall not be lowered if the student is absent from school due to a decision by a court or placement agency to change the student's placement in which case the student's grades and credits shall be calculated as of the date the student left school or a verified court appearance or related court ordered activity (EC 49069.5).

CAASPP Testing
The California Assessment of Student Performance and Progress System encompasses the following assessments and student participation requirements

- Smarter Balanced Summative Assessments for English Language Arts/Literacy and Mathematics in grades three through eight and eleven. All students at the designated grade levels are required to participate.
- CST for Science assessments are required for students in grades five, eight, and ten.

ELPAC Testing
Students in kindergarten through grade twelve whose home language is not English are required by law to take an English skills test. In California, the test is called the ELPAC. This test helps schools identify students who need to improve their skills in listening, speaking, reading, and writing in English. Schools also give the test each year to students who are still learning English. Identified English Learner students receive intervention services until they are reclassified as being fluent in English.

Student Records
Parents of students enrolled or former pupils have a right to access pupil records related to their children which are maintained by the school district. The requested access shall be granted no later than five days following the date of the request and take place during regular school hours (EC 4906, AR 5125). Following an inspection and review of a pupil's records, the parent or guardian of a pupil or former pupil of the school district may challenge the content of a pupil record through a written request (EC 49070, BP 5125.3).

ADDITIONAL EDUCATIONAL PROGRAMS

Special Education Identification
The District actively seeks out and evaluates students within District boundaries who have disabilities in order to provide them with appropriate educational opportunities in accordance with state and federal law. The District provides special education and related services to students with disabilities who are determined eligible pursuant to the provisions of the Individuals with Disabilities Education Act ("IDEA").

Special Education - RSP
The Resource Specialist Program (RSP) is a State and federal funded program for students who are substantially below grade level, and have a discrepancy between ability and achievement. Students receive appropriate intervention services recommended by the student's Individualized Education Plan Review Team and approved by the parents/guardians. Students have access to the core curriculum.

Section 504 of the Rehabilitation Act
The District provides accommodations to students in the general education population who have a physical or mental impairment that substantially limits a major life activity, such as learning. When a Section 504 referral is made, a team with knowledge about the student meet to determine eligibility and to develop a Section 504 plan.

Accommodations for English Learners
Students who are identified by the district as English Learners and are performing below the minimum standards will receive intervention services.

PARENTAL INVOLVEMENT

School Site Council
The School Site Council serves as an advisory council for the development of the School Site Plan. The advisory council is made up of an equal number of parents/community members, and of school personnel including the principal, teachers, and other staff who share an interest in our school. If you are interested in serving on this council, please contact the school.

English Language Advisory Committee (ELAC)
Parents of our English Language Learners are encouraged to participate in this important program. Parents learn about ways to help their children and advise in the use of categorical funding.

SAFETY INFORMATION

Emergencies and disasters are unpredictable and strike without warning. NMCUSD has developed an Emergency Operational Plan. All staff are trained in the plan at the beginning of the year. Procedures are in place for "Shelter in Place" and "Evacuation" responses to emergency situations.

COMPLAINT PROCEDURES

All District Policies and Administrative Regulations are available upon request.

Step 1: Filing a Complaint. A complaint must be initiated no later than six months from the time the alleged discrimination occurred. A complaint form and copy of the full policy is available on the District website, each school office and the District Office free of charge.

Step 2: Mediation. Within three days of receiving the complaint, the Compliance Officer may informally discuss with the complainant the possibility of using mediation. If mediation does not resolve the problem, the Compliance Officer shall proceed with his
investigation of the complaint adhering to a 60 day timeline.

Step 3: Investigation of Complaint. The Compliance Officer shall hold an investigative meeting within five days of receiving the complaint or after an unsuccessful attempt to mediate the complaint.

Step 4: Response. Within 60 days of receiving the complaint, the Compliance Officer shall prepare and send to the complainant a written report of the investigation and decision.

Step 5: Final Written Decision. The report will be presented in writing in the complainant's primary language, or if necessary, interpreted. The report shall include the findings and disposition of the complaint and notice of the complainant's right to appeal the decision in writing to the California Department of Education within 15 days. Complainants may also pursue civil law remedies but such remedies may not be pursued until 60 days after filing an appeal to the CDE.

Nondiscrimination

The District prohibits discrimination based on race, color or national origin, actual or perceived sex, ethnic group identification, religion, mental or physical disability, or sexual orientation. The District's Governing Board has primary responsibility for ensuring that district programs and activities are free from discrimination based on such unlawful basis.

The CBHS student handbook in English and Spanish can be found on the district website at www.nmcusd.org.

District Board Policies and Administrative Regulations can be found on the District's website under Board of Education page using the link to www.GamutOnLine.net.

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