

Campolindo High School



John Walker, Principal

Jon Campopiano
Associate Principal

Karen Findlay
Associate Principal

Jenna Wrobel
Lead Counselor

300 Moraga Road
Moraga, CA 94556
Telephone (925) 280-3950
Administration Fax (925) 280-3951
Counseling Fax (925) 377-6420
School Code 052058

Name _____

Address _____

City/Town _____

State _____ Zip Code _____

Phone _____

Student No. _____

WELCOME

2014 - 2015

The faculty and staff welcome you to Campolindo High School. You will find that Campolindo offers an academic curriculum that is both challenging and stimulating. We have a wide variety of co-curricular offerings and a strong athletic program. Whatever your interests and pursuits are, you will find it at Campo. This handbook provides valuable information to help you be successful inside and outside of school. It is only a guide. If you have questions regarding this information, do not hesitate to ask a staff member. Best of luck in this school year. Always remember that each of you

MAKES A DIFFERENCE!

DISTRICT VISION STATEMENT

We educate every student to excel and contribute in a global society.

CAMPOLINDO'S MISSION STATEMENT

The Campolindo High School community provides a comprehensive education in a supportive environment to prepare students for success in a global society.

CLIMATE OF RESPECT

We are committed to maintaining a climate of tolerance and acceptance. Racism, sexism, homophobia, ethnic, cultural, and religious intolerance are not accepted in class or on campus at any time. Use of inappropriate language or actions which harass, insult, or demean any student, staff member, or school employee will not be tolerated.

PUBLIC NOTIFICATION OF NONDISCRIMINATION

The Alacanes Union High School District (AUHSD) is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

The AUHSD's Career and Technical Education (CTE) program does not discriminate in enrollment in or access to any of the CTE programs available. Admission to these programs is based on age appropriateness, class space, interest, aptitude, and prerequisite coursework (where applicable). The lack of English skills shall not be a barrier to admission to or participation in the District's activities and programs. The AUHSD also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the California Code of Regulations Title 5, Chapter 5.3 Nondiscrimination. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the District's designated compliance coordinators.

Section 504 Coordinator: Cheryl Hazell-Small, Director of Special Education & Auxiliary Services, 1963 Tice Valley Blvd., Walnut Creek, CA 94595, (925) 280-3910

Title IX Coordinator: Chris Learned, Associate Superintendent of Business Services, 1212 Pleasant Hill Road, Lafayette, CA 94549, (925) 280-3900

CCR Title 5 Coordinator: Kevin French, Associate Superintendent of Administrative Services, 1212 Pleasant Hill Road, Lafayette, CA 94549, (925) 280-3900

CTE Program Coordinator: Shannon Rogers, Coordinator of Educational & Student Services, 1212 Pleasant Hill Road, Lafayette, CA 94549, (925) 280-3900

SCHOOLWIDE LEARNING GOALS (ESLRS)

ESLR #1	Students will acquire a core of knowledge based on standards.
ESLR Indicator	Students will have access to required and elective courses. Courses are based on state and district adopted standards and benchmarks.
ESLR #2	Students will explore broad-based opportunities, including career and educational pursuits.
ESLR Indicator	Students develop a 4 year plan leading to post secondary opportunities and participate in curricular, co-curricular and extracurricular programs that support and inform their future.
ESLR #3	Students will demonstrate effective communication skills.
ESLR Indicator	Students use oral, written and technological skills to interpret, analyze and communicate information effectively.
ESLR #4	Students will demonstrate problem solving and critical thinking skills.
ESLR Indicator	Students are engaged in activities, including the use of technology, to develop problem solving and critical thinking skills.

ADMINISTRATION AND SUPPORT STAFF

DISTRICT OFFICE

(925-280-3900)

GENERAL OFFICE

(925-280-3950)

Principal:

John Walker

Administrative Assistant:

Carolyn Daughton

Finance Technician:

Shelly Hadley

ATTENDANCE OFFICE

Associate Principals:

John Campopiano

(A -K)

Karen Findlay

(L - Z)

Attendance Technician:

Betsy Canty

Attendance/Health Clerk:

Cathleen Cooper

COUNSELING OFFICE

Lead Counselor:

Jenna Wrobel

(Sc-Z)

Counselors:

Jake Donohoe

(A-E)

Counselor

(F-Le)

Amardeep Dhaliwal

(Li-Sa)

Intervention Specialist:

John Barakos

Registrar:

Deanna Rauch

Nurse:

Barbara Polanger

Psychologist:

Bonnie Willax

Testing Coordinator:

Mary Kenny-Broda

LIBRARY

Librarian:

Patricia Hadley

Library Assistant:

Carol Ries

College/Career Advisor:

Advisor

STAFF

Head Custodian:

Federico Verduzco

Day Custodian:

Benji Wadsworth

COMMUNITY SERVICES

IMPORTANT PHONE NUMBERS

NEED TO TALK? You may contact the counseling office ext. 5191 to access a broad range of confidential resources.

CRISIS INTERVENTION AND HELP

Life Threatening Emergency	911
Suicide Prevention	800-833-2900
Suspected Child Abuse	877-881-1116
Domestic Violence	888-215-5555
Grief Hotline	800-837-1818
Runaway Hotline	800-718-4357
Rape Crisis Hotline	800-670-7273
Crisis Hotline	800-833-2900

DRUG/ALCOHOL ISSUES

Drug Help Hotline	800-662-4357
Alanon/Alateen	925-932-6770
Alcoholics Anonymous	800-846-1652

TEEN ISSUES

Teen Line for any issue	800-852-8336
Planned Parenthood	925-935-3010
LGBTQQ	888-843-4564

OTHER SERVICES

Moraga Police (dispatch)	925-284-5010
Moraga Police (office)	925-376-2515

Campolindo has a 100% Tobacco-Free school policy that prohibits the use of tobacco products by anyone, including students, staff, and visitors on school grounds or at school events at all times. This tobacco-free zone includes school premises, school vehicles, and school events both indoor and outdoor and both on and off school property.

2014-2015 DATES TO REMEMBER

Frosh Orientation	August 22 nd
Senior BBQ	August 24 th
First Day of School	August 25 th
Welcome Back Dance	August 29 th
Senior Breakfast /Welcome Rally/Late Start	September 6 th
Back to School Night	September 11 th
Frosh Elections	September 16 th -19 th
Club Day	September 26 th
Senior Panoramic Picture	October 9 th
Mr. GQ	October 16 th
Homecoming Rally/Game	October 17 th
Homecoming Dance	October 18 th
End of 1st Quarter	October 24 th
8th Grade Night	October 28 th
Veterans Day Break/No School	November 10 th -11 th
Thanksgiving Holidays/No School	November 24 th -28 th
Winter Break	December 22 nd -January 2 nd
Martin Luther King, Jr. Day/No School	January 19 th
End of Semester	January 23 rd
Teacher Workday/No School	January 26 th
Choir/Broadway Showcase	January 30 th
Yosemite Institute Field Course	February 1 st – 6 th
Exit Exam (CAHSEE)	February 4 th , 5 th
Open House/ Incoming Freshman Night	February 5 th
Presidents' Holidays/No School	February 13 th and 16 th
Choir/A Cappella Showcase	March 12 th -15 th and 19 th -22 nd
End of 3rd Quarter/International Food Bazaar	March 27 th
Spring Break	March 30 th -April 3 rd
Talent Show	April 9 th
Senior Parent Night	April 21 st
ASB Elections	April 21 st – April 24 th
Junior Prom	April 25 th
Smarter Balanced Testing	TBD
AP Testing	May 4 th – 15 th
Underclassmen Awards	May 12 th
Class Elections	May 13 th – 15 th
Senior Ball	May 16 th
Senior & Faculty Softball Game	May 19 th
Senior Awards	May 20 th
Memorial Day/No School	May 25 th
Grand Finale Rally	May 28 th
A Time of Reflection	June 7 th
End of Semester/Graduation	June 12 th

Dates are subject to change.

WHERE TO FIND IT

Main Office: 280-3950

Counseling: 280-3954

Attendance Recorder: 280-3953

Absences	Attendance Office
Announcements in Daily Bulletin	Main Office
Appointments with Teachers	Leave Message on Voice Mail
Athletic Insurance	PE Office
Calendar of Activities	Main Office
Career Information	Counseling or Career Center
College Information	Counseling or Career Center
Copy Machine (Students)	Library
Driver Insurance (Good Student Verification)	Counseling Office
Eligibility – Appeal	Associate Principal
First Aid	Nurse or Attendance Office
Injury Reports (Students)	Nurse or Attendance Office
Intra-District Transfers	Principal's Office
Jobs	Career Center
Lockers	Attendance Office
Lost and Found: Books	Library
Lost and Found: General	Attendance Office
Off Campus Excuse	Attendance Office
Parking Permits	Attendance Office
Personal Problem	Counseling Office
PE Medical Excuse	Nurse
Pictures (School and Senior)	Attendance Office
Schedule Change	Counseling Office
Student Body Card	Main Office
Student Records	Counseling Office
Summer Program	Acalanes Adult Center
Transcripts	Counseling Office
Work Permit, (School Year and Summer)	Attendance Office

REGULAR SCHEDULE -----

Period 1	8:00-8:50	50 minutes
Period 2	8:55-9:45	50 minutes
Brunch	9:45-9:55	10 minutes
Period 3	10:00-10:50	50 minutes
Period 4	10:55-11:45	50 minutes
Lunch	11:45-12:20	35 minutes
Period 5	12:25-1:15	50 minutes
Period 6	1:20-2:10	50 minutes
Period 7	2:15-3:05	50 minutes

WEDNESDAY SCHEDULE -----

Meeting	7:30-8:25	55 minutes
Period 1	8:35-9:17	42 minutes
Period 2	9:22-10:04	42 minutes
Brunch	10:04-10:14	10 minutes
Period 3	10:19-11:01	42 minutes
Period 4 (read)	11:06-11:27	21 minutes
Period 4	11:27-12:09	42 minutes
Lunch	12:09-12:44	35 minutes
Period 5	12:49-1:31	42 minutes
Period 6	1:36-2:18	42 minutes
Period 7	2:23-3:05	42 minutes

MINIMUM DAY -----

Period 1	8:00-8:31	31 minutes
Period 2	8:36-9:07	31 minutes
Period 3	9:12-9:43	31 minutes
Brunch	9:43-9:53	10 minutes
Period 4	9:58-10:29	31 minutes
Period 5	10:34-11:05	31 minutes
Period 6	11:10-11:41	31 minutes
Period 7	11:46-12:17	31 minutes

RALLY SCHEDULE -----

Period 1	8:00-8:46	46 minutes
Period 2	8:51-9:37	46 minutes
Brunch	9:37-9:47	10 minutes
Period 3	9:52-10:38	46 minutes
Period 4	10:43-11:29	46 minutes
Rally	11:34-11:57	23 minutes
Lunch	11:57-12:32	35 minutes
Period 5	12:37-1:23	46 minutes
Period 6	1:28-2:14	46 minutes
Period 7	2:19-3:05	46 minutes

ASSEMBLY SCHEDULE -----

Period 1	8:00-8:43	43 minutes
Period 2	8:48-9:31	43 minutes
Brunch	9:31-9:41	10 minutes
Period 3	9:46-10:29	43 minutes
Period 4	10:34-11:17	43 minutes
Assembly	11:22-12:05	43 minutes
Lunch	12:05-12:41	36 minutes
Period 5	12:46-1:29	43 minutes
Period 6	1:34-2:17	43 minutes
Period 7	2:22-3:05	43 minute

SUGGESTED TESTING SCHEDULE

2014- 2015 SCHOOL YEAR

English	Monday, Wednesday & Friday
Mathematics	Monday, Wednesday & Friday
World Language	Monday, Wednesday & Friday
Science	Tuesday & Thursday
Social Studies	Tuesday & Thursday
VAPA & Tech Ed	Tuesday & Thursday
PE/Health	Friday

Physical Education and Visual or Performing Arts are up to the teacher's discretion.

FINAL EXAM SCHEDULES

Fall Semester

	<i>Tuesday 1/21</i>	<i>Wednesday 1/22</i>	<i>Thursday 1/23</i>	<i>Friday 1/24</i>
8:00-10:00	Period 0	Period 1	Period 2	Period 3
10:00-10:15	<i>Brunch</i>	<i>Brunch</i>	<i>Brunch</i>	<i>Brunch</i>
10:20-12:20	Period 4	Period 5	Period 7	Period 6

Spring Semester

	<i>Tuesday 6/10</i>	<i>Wednesday 6/11</i>	<i>Thursday 6/12</i>	<i>Friday 6/13</i>
8:00-10:00	Period 0	Period 5	Period 4	Period 7
10:00-10:15	<i>Brunch</i>	<i>Brunch</i>	<i>Brunch</i>	<i>Brunch</i>
10:20-12:20	Period 2	Period 1	Period 6	Period 3

Early Final Exams

Under normal conditions, students will not take final examinations in advance of the scheduled time before the close of the semester. Any student who fails to take final examinations shall be required to make up these examinations upon his/her return to school the next regular semester. (AR 5121)

STUDENT BODY CARDS

Students are issued a student body card at beginning of each school year. Cards are used for identification in school, to check out library books, and at all school activities. If a card is lost, a replacement may be obtained in the Main Office. These cards contain the student ID#, grade level, and student's photo. An ASB card may be purchased, providing free entry to a variety of school home events. Students must have a current student body card when attending Campo events. If a student tries to use an expired student body card, the card will be confiscated and a consequence assigned.

LIBRARY

The library is open Monday - Thursday from 7:30 a.m. to 5:30 p.m. and Friday 7:30 a.m. to 4:00 p.m. with a librarian and an assistant. Besides an extensive book collection, we also have approximately 32 computers with Internet access, Wi-Fi, databases and eBook collections that can be accessed remotely. Visit the library at the Campolindo High School website or through School Loop for useful information such as a bibliographic form, a research handbook, links to helpful websites, and access to the library catalog.

1. During class time individual students must bring a pass.
2. Study or talk in a very low voice.
3. Absolutely no food or beverage in the library.
4. Use computers for email and research only. No games, game websites, chat rooms or purchasing.
5. Follow the rules in your signed Acalanes Internet Agreement.
6. No cell phones.

SCHOOL NURSE/HEALTH SERVICES

- The School Nurse's Office is located in the Attendance Office. Each site has a School Nurse present part-time. The School Nurse is a Registered Nurse with a specialized credential in School Health and college and/or master's level education. The School Nurse's Office has facilities for students who become ill, need first aid, or require medical assistance. Check with school for specific days/hours.
- AUHSD School Nurse services include:
 1. Management of student health/medical issues
 2. Medication administration and training
 3. Hearing and Vision Screening
 4. Case Management, including Individualized Healthcare Plans for students with significant health problems (diabetes, seizures, asthma, severe allergies)
 5. First aid and emergency care, including Student Injury Reports
 6. Health and Safety Programming
 7. Health Education: individual and group

Student Illness & Injury:

1. Students too ill to continue classroom activities will report to the Attendance Office with a pass from their teacher. The student's parent/guardian will be notified of the situation and will be expected to make appropriate arrangements for the student to leave campus. It is critical that all emergency numbers be kept up-to-date in the event of student illness or emergency. Students are advised to have this information with them at all times.
2. Injuries: A Student Injury Report must be completed by staff at the time of injury. Forms are available in the School Nurse's Office and PE & Athletic Trainer's Office.
3. Students must sign in and out with the Attendance Office before leaving campus in case of injury or illness. Parents/guardians, please bring medical documentation indicating reason for being seen, permission to return to school, and plan for evaluation after MD visit.
4. Students who are ill are encouraged to stay home. Students experiencing a fever (without medication) and/or any infectious symptoms such as vomiting/diarrhea are asked to stay home until they are symptom-free for at least 24 hours.

Campolindo Nurse: Barbara Polanger, RN, PHN – bpolanger@acalanes.k12.ca.u

Days/Hours: Tuesday, Wednesday afternoon, and Friday

(925) 280-3950 ext. 5114

ATTENDANCE POLICIES

California Education Code 48200: Compulsory Education

48200. Each person between the ages of 6 and 18 years not exempted under the provisions of this chapter or Chapter 3 (commencing with Section 48400) is subject to compulsory full-time education. Each person subject to compulsory full-time education and each person subject to compulsory continuation education not exempted under the provisions of Chapter 3 (commencing with Section 48400) shall attend the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district in which the residency of either the parent or legal guardian is located and each parent, guardian, or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district in which the residence of either the parent or legal guardian is located.

Absence Procedures

Regular school attendance plays a key role in student achievement and every effort should be made for students to be in class daily. We recognize that circumstances sometimes make it impossible for a student to be in school. California Education Code 48205 outlines which types of absences are excused and which are unexcused:

Excused Absences (per EC 48205)		Truancy/Unexcused
Illness	Religious Holidays	Leaving campus without permission
Medical/Dental Apts.	Court Appearances	Truancy
Funeral Services	Jury Duty	Absences not cleared within 24 hours
Immunization Exclusions		Vacations /Personal*

Per Administrative Regulation 5113, the AUHSD allows students to make up work for the following absences: college visits, working election polls, suspensions, family vacations, and school activities.

- Students must sign in and out in the Attendance Office whenever coming to or leaving campus during the school day for any reason, including being late to 1st period.
- To clear an absence, a parent or guardian must call the attendance recorder.
- **Absences not cleared after 24 hours will be recorded as unexcused.**
- Students leaving for appointments during school time must:
 1. Have a parent call the recorder prior to the time of the appointment.
 2. Pick up a Leaving-the-Grounds pass in the Attendance Office.
 3. Sign out on the laptop in the Attendance Office.
 4. Sign in upon return if returning the same day.
- Students coming to school late must:
 1. Sign in on the laptop in the Attendance Office.
 2. Make sure a parent/guardian calls the recorder to clear the absence within 24 hours.
- Students must obtain parent/guardian permission and sign out through the Attendance Office before leaving campus. Failure to follow these procedures will result in the absence recorded as a cut. Parents/guardians are unable to clear this type of absence after the fact.
- If a parent needs to excuse a student and the student is unaware that they need to leave, the parent should call the Attendance Office. The Attendance Office will locate the student and pass on the information.

18-year Old Students

When a student reaches the age of 18, they are permitted by California Education Code 46012 to verify their own absences from school and to assume those responsibilities formerly charged to the parent/guardian. Before receiving approval, the student must request the 18-year old form from the Attendance Office, get it signed by their parent/guardian, and schedule a brief meeting with their parent or parents and their associate principal. The procedures for absences are the same for 18-year old students as for all other students. Dialer calls will continue to go home for unverified absences. Students are reminded that with the right comes the responsibility of verifying their absences within the time allowed. **Students are to remain on campus during brunch and lunch.**

Attendance Recorder

To report a full- or partial-day absence, a parent or guardian must:

1. **Call (925) 280-3953**
2. SPELL the student's full legal name SLOWLY.
3. State the date and duration of absence (you must call each day if duration is unknown)
4. Reason for absence
5. Name of person calling and relationship to student
6. Authorized 18-year olds must identify themselves as 18-year olds

Excessive Excused Absences

Students who have 15 or more excused absences, not including verified medical appointments, will be required to provide verification from a physician to clear additional absences.

Student Attendance Review Board (SARB)

For habitual tardies, unexcused absences, cuts, and/or excessive absences, you will be referred to the District's SARB.

Unexcused Absences:

Consequences for habitual cuts are as follows:

1 st cut:	Detention
2 nd cut:	Saturday School
3 rd cut:	Saturday School, SARB Step 1

Tardies

Students are expected to arrive at each class on time. Consequences for habitual tardies are as follows:

9 tardies:	Detention
11 tardies:	Saturday School, SARB Step 1
13 tardies:	Saturday School, SARB Step 2: SART Conference
15 tardies:	Saturday School, SARB Step 3: SARB Referral

Attendance Requirements for After School Events

Students must attend school at least half a day in order to practice or participate in any sport or after school event (athletic event, performing arts, etc). If the event is held on Saturday, the student must attend at least half of the school day on Friday. Any exception must be made in writing by the principal.

Make-up Work

A student with an excused absence from school shall be allowed to complete all assignments and testes missed during the absence which can be reasonably provided and, upon satisfactory completion, shall be given full credit therefore. Assignments must be made up by the student within two days of his/her return to school for the student to receive credit. For prolonged absences (three days or longer) the time for completing missed assignments shall be determined by the teacher. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments which the student missed during the absence. Long term assignments are due on the assigned due date unless other arrangements are made with the teacher. (Board Policy 6154)

ACADEMIC POLICIES

Academic Honesty Policy (AR 5131.9)

Honest behavior is an expectation for all students in the Acalanes Union High School District.

Examples of Academic Dishonesty

1. Cheating:

- a. Giving or using of external assistance relating to an assessment without expressed permission of the teacher.
- b. Copying any work or allowing another student to copy one's work. All work submitted must be that of the individual student.
- c. Falsifying or inventing any academic work.
- d. Having another student, parent, or other adult write or make major changes to student work.

2. Unauthorized Collaborating: Collaborative work will be at the direction of the teacher and be documented according to assignment guidelines.

3. Plagiarizing: Presenting another's ideas, words, or work as one's own.

4. Unauthorized altering, taking or publishing of any student, teacher, or school materials

Consequences for Academic Dishonesty

Disciplinary consequences shall be cumulative for three calendar years from the date of an offense and will be noted in the student's discipline file.

First violation

1. Teacher writes referral, counsels student, and contacts parent/guardian.
2. Site administrator documents violation in student discipline file and notifies parent/guardian and student's counselor.
3. Counselor meets with student.
4. Student loses all credit for the assignment or test with no makeup permitted.
5. Student receives a "U" in citizenship for the current grading period.

Second Violation (within the same course)

1. Teacher writes referral, counsels student, and contacts parent/guardian.
2. Site administrator documents violation in student discipline file and notifies parent/guardian and student's counselor.
3. Counselor meets with student.
4. Student receives a "U" in citizenship for the current grading period.
5. Student may be dropped from the class where the violations occurred and receive an "F" as the final grade.

Second Violation (within a three year period)

1. Teacher writes referral, counsels student, and contacts parent/guardian.
2. Site administrator documents violation in student discipline file and notifies parent/guardian and student's counselor.
3. Counselor meets with student.
4. Student loses all credit for the assignment or test with no makeup permitted.
5. Student receives a "U" in citizenship for the current grading period.
6. Student may receive a one-period class suspension.

Three or more violations (within a three year period)

1. Teacher writes referral, counsels student, and contacts parent/guardian.
2. Site administrator documents violation in student discipline file and notifies parent/guardian and student's counselor.
3. Counselor meets with student.
4. Student receives a "U" in citizenship for the current grading period.
5. Student may be dropped from the class where the violations occurred and receive an "F" as the final grade.
6. Student may receive a three-day suspension and consideration for alternative education.

COMMUNICATION GUIDELINES

Timeline

As a guideline, any communication via e-mail or telephone should receive a response within 48 hours (excluding weekends and holidays). This would include communication from parents as well as staff. If there is no response within 48 hours, please e-mail or call again stating that this is the second attempt at communication. The 48-hour guideline may be affected by illness, conferences, or technology problems.

Line of Communication

We value maintaining open and direct lines of communication with students and parents. To facilitate effective two-way communication, students and parents should communicate directly with the teacher and/or counselor as needed. In some instances, site administrators and/or district office personnel will support the communication process.

COUNSELING

Counseling Office

The Campolindo Counseling Office provides a variety of services. Students are assigned to counselors by alphabet group. Counselors meet with students individually and in groups. The counseling program is preventative in design and developmental in nature. Counselors assist students with academic development, post-secondary planning, and personal/social development. Counselors are responsible for registration, class selection, and scheduling processes. Counselors also monitor completion of graduation requirements and assist with the college admissions process. Individual concerns of students will be handled by the counselors, who may work in conjunction with teachers, administrators, psychologists, or community professionals to whom individuals are referred.

Graduation Requirements

In order to graduate and receive a Campolindo High School diploma, you must pass the California High School Exit Exam (CAHSEE) and earn 240 credits (5 credits for each class each semester) as follows:

40 credits English

20 credits Mathematics

10 credits Biological Science

10 credits Physical Science

10 credits World History and Geography

10 credits US History

10 credits US Government/Economics

20 credits World Language, Visual or Performing Arts, Career Tech

20 credits Physical Education (including 9th grade Health)

90 credits Electives

REPORT CARDS AND PROGRESS REPORTS

Grades are updated at least once every four weeks and are available at all times on School Loop. Semester grades are mailed home approximately a week after the end of the semester. Quarter grades are available approximately a week after the conclusion of the quarter. Progress reports will be available in the middle of each quarter through the following website:

<https://pass.acalanes.k12.ca.us/abi> your parents will receive information on how to log in to this system.

COLLEGE AND CAREER CENTER

The College and Career Center is managed by the coordinator and staffed by parent volunteers. The center maintains an extensive library of college, trade, technical, and specialized school catalogs that students may check out. Also available are college reference books, help planning college searches, scholarship information, financial aid information and applications to colleges. College test information (SAT, SAT Subject Tests, and ACT) as well as sample test books may be checked out. College representatives from all over the country schedule visits that juniors and seniors may attend.

CALIFORNIA SCHOLARSHIP FEDERATION (CSF)

Membership requirements:

1. D or F grade in any subject disqualifies; U in citizenship disqualifies
2. A maximum of five (5) courses may be used to compute points
3. A student must earn 10 points:
 - a. 4 points must be from list I
 - b. The first 7 points including the 4 points described in I must be from Lists I and II.
 - c. The remaining points may come from any List I, II, and III. (See advisors for lists)
 - d. No CSF points are given for P.E., T.A., repeated courses, or courses taken on a pass or fail basis.
4. CSF points are granted as follows:
 - Grade of A = 3 CSF points
 - Grade of B = 1 CSF point
 - Grade of A in Honors/AP courses = 4 CSF points
 - Grade of B in Honors/AP courses = 2 CSF points
 - Grade of C = 0 CSF points

Note: Most AP courses are considered to be Honors courses. Also under limited circumstances summer school may be used. Please check with advisors to determine points earned.

Rules for obtaining Life Membership and/or 100% membership status and graduating with honors:

- 1) Student must be a full member of CSF for at least four (4) semesters.
 - a. These memberships are based on grades earned in the 10th, 11th, and 12th grades. Students must reapply each semester.
 - b. All memberships are based on grades earned during the previous semester.
- 2) Life membership is earned by being a member four of your six final semesters. At least one semester must be in your senior year.
- 3) The only exceptions to these rules would be for a student completing high school at the end of the 11th grade.

TUTORING/PEER TUTORING

Tutoring by teachers as well as peer tutoring is available after school Monday – Thursday. Please check the Campolindo website for a complete schedule.

<http://www.acalanes.k12.ca.us/campolindo/>

DANCES

Proper conduct including appropriate dress, behavior and language is expected of students at all dances. Dancing should conform to standards of decency and good taste. Students who use drugs, including alcohol, or behave inappropriately, are subject to school suspension and other disciplinary action. Inappropriate behavior may result in the loss of privilege of attending student activities (dances, athletic contests, assemblies, rallies, etc.).

- Tickets may be purchased online in the WebStore at <http://campolindo.revtrak.net> during the week before the dance. Tickets are not sold at the door.
- **Campolindo student ID card must be presented at the door for admission.**
- If a student has lost their ID card, they may purchase a new one in the main office.
- Dance hours are from 7:30 p.m. - 10:30 p.m.
- Doors close at 8:30 p.m. No one may enter after 8:30 p.m.
- Any student leaving the dance will not be re-admitted.
- No guests are permitted at the Welcome Back Dance. Each Campolindo student is allowed only 1 guest at the Homecoming Dance. Guest application forms for non-Campolindo students are available in the Attendance Office. Return the completed form to the Attendance Office for an administrator's signature. This application form will enable you to purchase a ticket for your guest.
- All Campolindo students and their guests will be breathalyzed.
- Do not bring valuables with you to the dance. There is no check-in available.
- All students shall adhere to the AUHSD dress code policy
- Liquid containers, gum, pacifiers, glow sticks, glow necklaces, and glow bracelets are not allowed.

ATHLETICS

Academic Probationary Eligibility

Academically ineligible students may file for an appeal hearing once during their four-year eligibility. The appeal process is as follows:

1. A student who has been declared academically ineligible may appeal to the Eligibility Committee. Appeals must be made in writing within two weeks following the close of each quarter grading period and within two week from the beginning of the first quarter of school.
2. The principal at each school will establish an Eligibility Committee and appoint a chairperson thereof.
3. The committee will meet within one week after grades are issued or an appeal request is received.
4. During the intervening time, the student will be eligible to participate in a tryout period only if it is a sport or activity that has a limited roster size (cuts are made). The student is prohibited from participation in any extracurricular or co-curricular activities including games and scrimmages with another school during the tryout period. If the student does not make the activity or team, the request for the eligibility will be terminated and null and void.
5. Eligibility appeals must be based on severely extenuating circumstances beyond the student's control.
6. Students must attend committee meetings on their appeal. Parents/guardians shall be invited to attend committee meetings involving their children/wards.

7. Committee decisions are to be made in writing and shall be given to students and their parents/guardians.
8. The committee shall either affirm the ineligibility or grant probationary eligibility for not more than one grading period.

The Eligibility Committee at each school shall consist of the principal or an administrator designated by the principal, a guidance person, and an athletic director and/or Director of Student Activities. The appellant may select a student chosen by the Student Body President and/or a teacher to be present at the committee meeting.

Eligibility Related to Student Behavior

A student must maintain satisfactory behavior as defined in school and district policy.

Students suspended from school will have their eligibility suspended and may be removed from the team and/or activity. Additionally, students may have their eligibility suspended or be removed from the team and /or activity for substantiated infractions outside of school.

Consequences for School Suspensions

When a student is suspended from school, the following consequences will apply:

1. The student is prohibited from attending practice, contests, and/or performances during each day (1-5 days) of the school suspension.
2. The student is prohibited from participating in contests and/or performances for five school days for every one day of school suspension. Example: A five day school suspension will result in being prohibited from participating in contests, events and/or performances for 25 school days including days for school suspension.
3. Following the completion of a school suspension of one to five days, the student may be allowed to attend and/or participate in practices and/or rehearsals.
4. Students suspended for offenses related to drugs and alcohol may be allowed to participate with the AUHSD Brief Intervention counseling program. Successful completion may reduce days of suspension and school days of ineligibility. Example: A five day school suspension is reduced to a three day school suspension and ineligibility will be reduced from 25 school days to 15 school days.

Consequences related to extra/co-curricular participation arising from a school suspension are not subject to appeal.

Additional rules affecting athletic eligibility are outlined in the Coaches Handbook of the District.

Transportation to Athletic Events

Transportation by bus—AUHSD Board Policy 3541.1 and Ed. Code 35330 - 35332

1. Transportation to and from all off-campus student activities shall be in school buses, except that the principal may authorize any school employee or parent who has completed the appropriate district form to carry students in the private car of such employee or parent.
2. Adequate faculty and/or adult supervision must be provided for activities when school buses are used. It will be the responsibility of the school principal to determine adequate supervision.
3. Teachers, advisors, and coaches shall assume major responsibility for the maintenance of proper and safe student conduct at all times.
4. No unauthorized passengers may ride a school bus.
5. School employees transporting pupils to and from school functions are covered by school liability policies.

6. When pupils are being transported for school activities, parents providing such transportation are eligible for secondary insurance coverage, if the principal authorizes such transportation.

Transportation by Auto

1. Students are not allowed to drive themselves or others to athletic contests that are scheduled immediately after school.
2. Adults who have completed the appropriate district forms may, under the direction of the head coach, drive students to athletic contests.
3. Under no circumstances are those who are driving to have more than seven (7) students plus the driver in any vehicle. If there are more than seven students plus the driver, a regular bus driver's license is mandatory. Also, NO RECREATIONAL VEHICLES, motor homes, open vehicles et. al. are to be used, regardless of numbers of passengers.
4. The only time athletes may arrive at an athletic contest without traveling in transportation coordinated by the school is:
 - a. On a Saturday, when the contest is at a district school and it is the parent's responsibility to provide transportation to the site of the contest.
 - b. When the contest is in the evening at one of the schools in the district and it is the parent's responsibility to provide transportation to the contest.

Spectator Sportsmanship

The purpose of sportsmanship is to promote your team positively.

1. All spectator activity and actions are to be positive, respectful of all athletes, officials, coaches, cheerleaders, staff, and fans.
2. At basketball games, sitting or standing in the area near the basket is not permitted. Spectators are to remain seated in their own designated area throughout the entire contest.
3. No derogatory or distracting activity behind the basket area is permitted while free throws are occurring.
4. Spectators are to remain off the playing floor before, during, at half time, and after games.
5. Tape decks, radios, portable telephones, and other amplified sound devices are not permitted in the spectator seating area.
6. Air-horns, confetti, bells, whistles and other noisemakers are not permitted.
7. Possession and use of laser devices are prohibited.
8. Masks, face-painting, or any device to make identification of spectators difficult for security or school personnel is not permitted.
9. Spectators may not sit in the row closest to the court unless game is sold out.
10. Nothing is to be thrown by spectators.

Sports by Season

Fall	Winter	Spring
Cross Country Football Golf, Girls Tennis, Girls Volleyball, Girls Water Polo	Basketball Soccer Wrestling	Baseball Golf, Boys Lacrosse Softball Tennis, Boys Track Swimming/Diving

Sports Schedules

For current sports schedules, please visit www.dfal.org and/or www.cifnccs.org

SCHOOL POLICIES

Closed Campus

Once a student arrives at school at the start of the day, she/he may not leave the school campus until dismissal time. All students, including 18 year olds, must remain on campus during brunch and lunch as well as during the instructional part of the school day. Students who must leave campus for a valid reason (medical, dental appointment) must have parental permission and obtain a pass from the Attendance Office prior to leaving. When a student returns from a medical or dental appointment, s/he must bring doctor verification for the absence to be cleared in the Attendance Office. Passes will only be issued if a parent notifies the Attendance Office prior to departure. Parents cannot excuse students to leave for lunch, as this is a closed campus.

Daily Bulletin

The daily bulletin is e-mailed to teachers, posted on CHS website and available on School Loop.

Dress Code

The following guidelines apply to all daily attendance and co-curricular school activities:

1. Shoes must be worn at all times.
2. Clothing, jewelry and personal items (backpacks, binders, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane, violent or sexually suggestive, which bear drug, alcohol or tobacco company advertising, images of weapons, or promotions and likenesses which are offensive or advocate racial, ethnic or religious prejudice.
3. Clothes shall conform to standards of decency and good taste. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, tube tops, off the shoulder or low-cut tops, bare midriffs, skirts/ shorts shorter than mid-thigh are prohibited.
4. Gang related apparel, ie. hair nets, bandanas, gang insignia, gang colors, or items determined by school officials or law enforcement to be connected to gangs or gang promotion.

CELL/CAMERA PHONES AND AUDIO LISTENING/VIDEO DEVICES are to be ***used at teacher's discretion in classrooms***. Since it is an invasion of privacy, cameras or camera phones, etc. **are not to be used at any time** in the locker rooms or the restrooms. Refer to the Student Discipline Code for consequences. If you need to contact a parent at other times, the attendance phone is available for student use. Campolindo High School and AUHSD do not accept liability or responsibility for lost or stolen items.

Emergency Procedures

- During an evacuation, students are to proceed to the football stadium and report to their **3rd period teacher**.
- Cellular telephones are **not** to be used during any emergency.
- Campolindo High School, the Acalanes Union High School District, and local government personnel continue to work together to improve our emergency procedures.
- Local government emergency plans have been prepared to coordinate emergency response activities of city personnel, police, fire department, schools, medical assistance personnel, and others. A School District Disaster Preparedness Plan has been prepared with individual school site plans. School personnel and students have been trained to respond properly to foreseeable emergencies such as fire, earthquake, or chemical accident.
- **IMPORTANT:** Please **DO NOT** phone or drive to the school **immediately** after an emergency. For the first 30 minutes after such an event roads and phone lines must be kept clear for emergency use. Students will be supervised by trained personnel until it is safe for them to be picked up.

For major disasters the Red Cross plans to set up emergency shelters at Campolindo which may be used to house students and others on a temporary basis. If you have further questions regarding emergency plans at your student's school, please do not hesitate to contact the school.

FIRE/BOMB/DISASTER are all the same bell (FIRE BELL)

- When the fire alarm goes off proceed to the designated area for your room (see the sign above the door).
- Bring your attendance and stay with your class. Take attendance again, once you have arrived at your location.
- Students shall only take their books, backpack and personnel belongings.
- Lock your classroom when you leave.
- Do not pick up or touch any strange objects.
- Remind student not to use their cell phones (if case it turns out to be a bomb threat cell phones could set off a bomb device)
- The administration will communicate with you as soon as possible as to what has happened and what is going to happen.
- After the all clear bell, you may return to your class.
- If we need to disperse students to their parents or guardians, we will move to the stadium complex and do it from your third period rosters.

INTRUDER warning will be a warbling siren.

- Lock your room door. Keep your body inside and use the door as protection.
- Pull in any students in the hallways.
- Assign students to help you secure the room while you are locking the door.
- Turn off the lights.
- Close the blinds or drapes if you have them.
- If appropriate, have students flip their desk over towards the windows and use them for shields.
- Make sure the students are absolutely quiet.
- If possible, check your e-mail for up to date information.
- Do not open the door for anyone until you hear the all clear bell.
- **If this happens during a break (brunch, lunch or passing period), the students will take cover in the nearest area. After roll is taken and reported to the office, an announcement will be made as to where to disperse the students.**

EARTHQUAKES

- Duck and Cover.
- In a major earthquake we will evacuate when safe to the stadium complex.
- Gather your class at your location.
- Take attendance and complete the attendance sheet.
- Give the attendance sheet to the teacher/student that will be collecting them.
- A decision will be made to return to class or disperse to parents.

SKATEBOARDS, ROLLER BLADES, AND BICYCLES

- For student safety, skateboards, roller blades, bicycles, motorized bikes, and other modes of transportation cannot be ridden on campus at any time. Violation will result in confiscation and detention or Saturday School may be assigned.

LOCKERS

- Students use the same locker for the duration of their attendance at Campolindo. Students will need to bring their own locks.
- Because lockers are under the joint control of the student and the district, school officials shall have the right and ability to open and inspect any school locker without student permission when they have reasonable suspicion that the search will disclose evidence of illegal possessions or activity or when odors, smoke, fire and/or other threats to student health, welfare, or safety emanate from the locker.
- For health and safety reasons, a general inspection of school properties such as lockers and desks may be conducted on a regular announced basis with students standing by their lockers or desks. Any items contained in a locker shall be considered the property of the student to whom the locker was assigned. Notice of this policy shall be given to all students when lockers are assigned.

TECHNOLOGY USE

The goal of the AUHSD is to prepare every student to excel and contribute in a global society. To this end, AUHSD is dedicated to the use of technology as a tool to enhance educational excellence by facilitating resource sharing, innovation, and communication. Specifically the use of the internet provides opportunities to access a wide variety of information, reference materials, and educational resources previously inaccessible. In addition, the district uses an online community system to enhance the learning environment. Signature of the student and guardian are required prior to accessing the District's information and School Loop systems. The use of the information system and access to the Internet is a privilege, not a right. Any intentional violation of this AUP may result in the loss of the user's network access, disciplinary and/or legal action, including suspension or expulsion from District schools, and/or criminal prosecution by government authorities. The District intends to cooperate with the investigation of any legitimate law enforcement agency should any user action on the network lead to such an investigation.

Personal Responsibility: All rules of conduct in the Board Policy and student handbooks apply when accessing the information system.

Primary Use: The purpose of providing access to the information system and the Internet is to support classroom instruction and educational research by students in the District. Use of the network and internet must be in support of the educational objectives of the District.

Services: There are no warranties of any kind, whether expressed or implied, for this service. The District denies any responsibility for the accuracy of the information obtained through these services. Information stored or transmitted on the network is not considered private or confidential. The District utilizes an internet filter to block access to content that is obscene, pornographic, or detrimental in general. The District reserves the right to monitor users' network activities and delete any inappropriate, unauthorized or illegal material. Therefore, users should have no expectation of privacy concerning the use of the AUHSD network. This includes, but is not limited to, all electronic communication.

Students are prohibited from the following:

1. Using another student's account or allowing another student to access their account. Sharing passwords is prohibited. You are responsible for any content added to your account, even if someone else is using your account at the time.
2. Hacking, cracking, altering, deleting or tampering with the existing file directories, system settings and network structures.
3. Attempting to harm, destroy, or compromise the District equipment, materials, data, or network security settings.
4. Unauthorized installation, storage, downloading or use of any software, executable files, games, documents, or files on local hard drives, student folders, and on the network file servers.
5. Unauthorized participation in chat rooms or social networking websites.
6. Copying and/or transmitting any documents, software, or other information protected by copyright law or trade secret.
7. Engaging in any transmissions that are in violation of federal or state regulations, including, but not limited to transmission of defamatory, obscene, pornographic, offensive, disruptive, threatening, bullying or harassing messages or information. (Note: Offensive content would include, but is not limited to, sexual comments or images; racial slurs; gender-specific comments; or any comments that would offend someone on the basis of his or her age, sexual orientation, religious or political beliefs, national origin or disability. See section on "harassment" at the beginning of the school policy section.)
8. Unauthorized disclosure of personal information including home address, age, and telephone number of self or others.
9. Using the network for illegal transactions or for other illegal purposes.
10. Engaging in any business or profit making activities.

THEFTS

In order to prevent thefts, please leave valuables at home. If you must bring items of value, do not leave them unattended. Do not bring more cash than necessary for brunch and lunch. Should a student bring an electronic device to school, he/she accepts total liability for it if it is lost or stolen. Since it is an invasion of privacy, cameras or camera phones, etc. **are not to be used at any time** in the locker rooms or the restrooms. Refer to Student Discipline Code for consequences.

VISITORS/TOURS

Campolindo does not allow visitors on campus and does not provide tours during the school day.

STUDENT DRIVEN VEHICLES

1. Student vehicles must have a parking permit to park on campus. Parking permits are available at Cougar Days or in the attendance office. Application for student parking is required in order to obtain a parking permit. Parking permits are placed on the rear view mirror of the vehicle. Cars without parking permits will be issued tickets. **Parking permits are for identification purposes only and do not guarantee a parking space.**
2. All parking areas marked for employees, faculty, staff, and visitors are off-limits to students during school hours. **Students are not to park in front of the school during the 2013-2014 school year due to construction.** Student drivers unable to find parking on school property from 8:00 a.m. to 3:05 p.m. should use the available parking on Campolindo Drive, the overflow lot adjacent to the Cabana Club, or on the surface streets as appropriate.
3. Students are not to drive their vehicles until their school day is complete.
4. Tickets will be issued to all cars inappropriately parked in fire lanes or designated handicapped spaces, cars without permits, or to students parked in staff parking spaces and may be towed at the owner's expense.
5. **NO LOITERING IN CARS:** After students arrive on campus, cars will be out-of-bounds including during brunch and lunch and until students leave campus at the end of the day. Violators may lose parking privileges and may face other disciplinary actions.
6. Observe safe defensive driving.

WORK PERMITS

- All students under 18 years of age who work must have a Permit to Work (Labor Code Sec. 1299). The student, not the employer, is required to obtain the permit. **After you have obtained a job,** request a form entitled "Statement of Intent to Employ Minor and Request for Work Permit" from the Attendance Office. When this form is completed, return it to the Attendance Office and the **Permit to Work** form will be issued to you.

LOST BOOKS AND EQUIPMENT

- Students are responsible for the replacement cost of all lost or stolen books and equipment. Grades and transcripts will be withheld until all payments are made. Education Code 48904.3 and AR5125.2
- Cost for replacement of a student handbook is \$5. Purchase in the Main Office.

STUDENTS MAINTAINING THE SCHOOL

- ALL students are responsible for keeping the school and grounds in good condition and keeping them clean. Garbage and waste paper should be placed in the proper receptacles located throughout the campus and in the cafeteria. **Students throwing objects, including food, will not be tolerated. Violators will be subjected to disciplinary action, specifically school suspension.** The grass areas and flower beds should also be kept clean. Please use the recycling bins. Walls, lockers, restrooms, and furniture should not be marked in any way. Students and their parents are responsible for the results of vandalism and will be charged for replacement costs accordingly.

CAFETERIA RULES

1. Stand in single file lines in an orderly fashion.
2. Stand in line only if you are purchasing items.
3. If you are waiting for friends, please wait away from the lines.
4. Do not purchase food for students not in line.
5. Please know your purchase before arriving at the front of the line.

OUT OF BOUNDS AREAS

Some portions of the campus are considered 'out of bounds' for students except when coming to or leaving school or during a supervised class.

These areas include:

- Back parking lot
- Sports stadium and fields
- Soda Aquatic Center
- Tennis courts and areas around the courts

DISCIPLINE

Harassment

The Governing Board desires to ensure equal opportunities for all students in admission and access to the district's educational programs, guidance and counseling programs, athletic programs, testing procedures, and other activities. District programs and activities shall be free from discrimination, including bullying and harassment, with respect to a student's actual or perceived sex, gender, ethnic group identification, race, national origin, religion, color, physical or mental disability, age, or sexual orientation.

The Board prohibits discrimination, intimidation, bullying, or harassment of any student by any employee, student, or other person in the district. Prohibited harassment includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the purpose or effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects the student's educational opportunities.

Any student who feels that he/she has been subjected to discrimination, bullying, or harassment should immediately contact the Coordinator, the principal, or any other staff member. Any student or school employee who observes an incident of discrimination or harassment should report the incident to the Coordinator or principal, whether or not the victim files a complaint. Upon receiving a complaint of discrimination, bullying, or harassment, the Coordinator shall immediately investigate the complaint in accordance with site-level grievance procedures specified in AR 5145.7

Sexual Harassment: Unlawful sexual harassment of any student by an employee, student, or other person at school or any school-related activity is prohibited. The sexual harassment policy states: "Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical contact of a sexual nature made by someone from or in the work or education setting." Any sexual harassment or complaint of sexual harassment is to be immediately reported to any administrator or counselor (Board Policy 5145.7 AR).

Cyber Bullying: Using technology to threaten, harass, or hurt someone, spread rumors, or pass on someone's private information; engaging in any transmissions that are in violation of federal or state regulations, including but not limited to transmission of defamatory, obscene, pornographic, offensive, disruptive, threatening, bullying or harassing messages or information. Note: Offensive content would include, but is not limited to, sexual comments or images; racial slurs; gender-specific comments; or any comments that would offend someone on the basis of his or her age, sexual orientation, religious or political beliefs, national origin or disability.

Any student who feels that he/she has been subjected to discrimination, bullying, or harassment should immediately contact the Coordinator, the principal, or any other staff member. Any student or school employee who observes an incident of discrimination or harassment should report the incident to the Coordinator or principal, whether or not the victim files a complaint. Upon receiving a complaint of discrimination, bullying, or harassment, the Coordinator shall immediately investigate the complaint in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

Hazing

Hazing activities of any type are inconsistent with the educational goals of the School District and are prohibited at all times. "Hazing" means committing an act against a student or coercing a student into committing an act that creates a substantial risk or harm to a person in order for the student to be initiated into or affiliated with a student organization or for any other purpose. "Student organization" means a group, club, or organization having students as its primary members or participants and includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition. Consequences are suspension with the possibility of expulsion.

E Delivery Systems and/or Vaporizers

The use of products containing tobacco and/or nicotine, including, but not limited to, smokeless tobacco, snuff, chew, clove cigarettes, and electronic nicotine delivery systems, such as electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products any time, are prohibited on school or District property.

Constructive Possession

If a student is observed to be in the immediate vicinity (indoors or outdoors) of another student who is engaged in any form of inappropriate or illegal activity (e.g. use, distribution, or sale of tobacco, controlled substances, alcohol; possession or use of weapons; acts of violence, vandalism or harassment), and the student makes no effort to separate himself/herself from that activity, then the student may be deemed to be equally at fault as the student (s) engaged in that activity, including suspension and expulsion proceedings.

SATURDAY SCHOOL

- Students may be referred to Saturday School for disruptive conduct, forging notes, cutting, having frequent tardies, or as determined by the administration of Campolindo High School. Saturday School is held on Saturday from 8:00 a.m. to 10:00 a.m. at Campolindo High School. Since the doors close promptly at 8:00 a.m., students should plan to arrive at 7:50 a.m.
- During Saturday School students should be engaged in homework and/or reading assignments. Students who are late or disruptive will have to serve another Saturday School.
- See the calendar on the Campolindo website for specific dates.

DETENTION

- Detention is assigned on Tuesdays and Wednesdays from 3:10 p.m. to 4:00 p.m. The door will be closed at 3:10 p.m.
- During detention students should be engaged in homework and/or reading assignments. Students who are late or disruptive will have to serve a Saturday School.
- Failure to attend will result in a Saturday School.
- See the calendar on the Campolindo website for specific dates.

DISCIPLINARY CHART

Behavior	1 st Referral	2 nd Referral	3 rd Referral
Tardies AR 5113	9 Tardies: Student conference Parent contact Detention Tardy Referral Notice 1 mailed home	11 Tardies: Student conference Parent contact Saturday School Tardy Referral Notice 2 mailed home	13 Tardies: Student conference Parent contact Saturday School Tardy Referral Notice 3 mailed home SART Meeting
			4 th Referral
			15 Tardies: Student conference Parent contact Detention/Saturday School Tardy Referral Notice 4 mailed home SARB Hearing
Unexcused Absences/Cutting/Tuancy EC §48260-48263, BP/AR 5113 BP/AR 5113.1	Student conference Parent contact Tuancy Letter #1 mailed home Official Notice of Tuancy #1 mailed home Detention/Saturday School	Student conference Parent contact Tuancy Letter #2 mailed home Official Notice of Tuancy #2 mailed home Detention/Saturday School	Student conference Parent contact Tuancy Letter #3 mailed home Official Notice of Tuancy #3 mailed home Detention/Saturday School SART Meeting
			4 th Referral
			SARB Hearing
Excessive Absences BP/AR 5113.1	Student conference Parent contact EEA letter mailed home	Student conference Parent conference Nurse contact SART Meeting	Home study SARB Hearing
Disruption of Class EC §48900(k), §48900.5	Student conference Parent contact Detention/Saturday School Class suspension	Student conference Parent conference Saturday School Class suspension Suspension SART Meeting	Student conference Parent conference Saturday School Class suspension Suspension SARB Hearing
Use of Tobacco EC §48900(h)	Student conference Parent conference One-day suspension	Student conference Parent conference Three-day suspension	Student conference Parent conference Five-day suspension

Verbal Abuse/Profanity EC §48900(i)	Student conference Parent conference Detention/Saturday School Class suspension Suspension	Student conference Parent conference Detention/Saturday School Class suspension Suspension	Student conference Parent conference Suspension SART/SARB
Forgery (written or phone) EC §48900(k), §48900.5	Student conference Parent conference Detention/Saturday School	Student conference Parent conference Saturday School One-day suspension (written)	Student conference Parent conference Three-day suspension SART/SARB
Theft EC §48900(g)	Student conference Parent conference Police contact Suspension Restitution Expulsion	Student conference Parent conference Police contact Suspension Restitution Expulsion	Student conference Parent conference Police contact Suspension Restitution Expulsion
Cell Phones – Electronic Devices (in-class disruption) EC §48900(k), §48900.5	Student conference Warning	Student conference Parent conference Confiscated Warning Detention/Saturday School	Student conference Parent conference Confiscated Saturday School Suspension SART/SARB
Pepper Spray/Mace EC §48900(a1) if causing injury; EC §48900(k)	Student conference Parent conference Confiscated Suspension	Student conference Parent conference Confiscated Suspension	Student conference Parent conference Confiscated Suspension Expulsion
Disruptive Conduct EC §48900(k), §48900.5	Student conference Parent conference Detention Saturday School	Student conference Parent conference Saturday School Suspension Expulsion	Student conference Parent conference Suspension Expulsion
Defiance of Authority EC §48900(k), §48900.5	Student conference Parent conference Detention Saturday School Class suspension	Student conference Parent conference Detention Saturday School Class Suspension SART Hearing Expulsion	Student conference Parent conference Suspension SARB Meeting Expulsion
Destruction of Property EC §48900(f)	Student conference Parent conference Police contact Restitution Suspension Expulsion	Student conference Parent conference Police contact Restitution Suspension Expulsion	Student conference Parent conference Police contact Restitution Expulsion

Fighting EC §48900(a1)	Student conference Parent conference Suspension Expulsion	Student conference Parent conference Suspension SARB Hearing Expulsion`	Student conference Parent conference Suspension SARB Hearing Expulsion
Alcohol EC §48900(c), (d)	Student conference Parent conference Five-day suspension Brief Intervention for First Offense only Expulsion	Student conference Parent conference Five-day suspension SART/SARB Expulsion	Student conference Parent conference Five-day suspension SART/SARB Expulsion
Physical Assault and Battery EC §48900(a2), (t)	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion
Hazing EC §48900(q), §48900.4	Student conference Parent conference Suspension Expulsion	Student conference Parent conference Suspension Expulsion	Student conference Parent conference Suspension Expulsion
Threats EC §48900(a1), (q)	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion
Arson EC §48900(f)	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion
Drugs EC §48900(c), (d)	Student conference Parent conference Police contact Five-day suspension Expulsion	Student conference Parent conference Police contact Five-day suspension Expulsion	Student conference Parent conference Police contact Five-day suspension Expulsion
Drug Paraphernalia EC §48900(j)	Student conference Parent conference Police contact Five-day suspension Expulsion	Student conference Parent conference Police contact Five-day suspension Expulsion	Student conference Parent conference Police contact Five-day suspension Expulsion
Weapons (including imitation firearms and lasers) EC §48900(b), (m)	Student conference Parent conference Suspension Police contact Expulsion (law)	Student conference Parent conference Suspension Police contact Expulsion (law)	Student conference Parent conference Suspension Police contact Expulsion (law)

Extortion or Robbery EC §48900(e)	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion
Explosive EC §48900(b)	Student conference Parent conference Police contact Suspension Expulsion (law)	Student conference Parent conference Police contact Suspension Expulsion (law)	Student conference Parent conference Suspension Police contact Expulsion (law)
Sexual Harassment EC §48900.2, §48900.4, §48900.5 Sexual Assault EC §48900(n)	Student conference Parent conference Police contact Detention Saturday School Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion
Bullying EC §48900(r) Intentional Harassment, Intimidation EC §48900(o), §48900.4, §48900.5	Student conference Parent conference Police contact Detention Saturday School Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion
Hate Violence EC §48900.3	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion	Student conference Parent conference Police contact Suspension Expulsion
Traffic and Parking VC §21113, EC §48900(k)	Student conference Parent conference Loss of parking permit Saturday School Suspension	Student conference Parent conference Loss of parking permit Suspension SART Meeting	Student conference Parent conference Loss of parking permit Suspension SARB Meeting

Grounds for Suspension and Expulsion

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

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Willfully used force or violence upon the person of another except in self-defense.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless in the case of possession of any object of this type the student had obtained written permission to possess the item from a certificated school employee with the Principal or designee's concurrence (*cf. 5131.7 - Weapons and Dangerous Instruments*).
- Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, an alcoholic beverage, or intoxicant of any kind (*cf. 5131.6 - Alcohol and Other Drugs*).
- Unlawfully offered, arranged, or negotiated to sell any controlled substance (as defined in Health and Safety Code 11053-11058), an alcoholic beverage, or intoxicant of any kind and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcohol beverage, or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Possessed or used tobacco or any products containing tobacco or nicotine products including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia as defined in Health and Safety Code 11014.5.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

- Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289 or committed a sexual battery as defined in Penal Code 243.4.
 - 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.
 - Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
 - Engaged in, or attempted to engage in, hazing as defined in Section 32050.
 - Engaged in an act of bully/cyber bullying as defined in Section 32261, directed towards a pupil or school personnel.
1. Sexual harassment (Ed Code 48900.2).
 2. Committed an act of hate violence (Ed Code 48900.3).
 3. Harassment, threats, intimidation, creating an intimidating or hostile educational environment (Ed Code 48900.4).
 4. Terrorist threat against school official or school property (Ed Code 48900.7).
- A pupil who aids and abets the infliction or attempted infliction of physical injury to another person.
 - Possessed and/or used any electronic signaling device, including but not limited to paging and signaling equipment, without prior consent (Ed Code 48901.5). This offense must also be accompanied by a 48900 offense in order to suspend.

ZERO TOLERANCE POLICY

- The Acalanes District has 2 countywide Zero Tolerance Policies: One for weapons and other dangerous objects, and one for drugs.
- It is the policy of the Governing Board that any school-related possession, use, sale, furnishing, or receiving of any weapon including but not limited to a firearm, knife, explosive, or other injurious object not necessary for the academic purposes of the student and capable of inflicting substantial bodily injury shall not be tolerated.
- Moreover, the Governing Board shall hold students accountable for school acts of willful misconduct including the possession, use, transfer, or sale of illegal drugs and identified substances or attendance at school under the influence of an illegal drug or identified substance.
- It is the policy of the Governing Board that law enforcement shall be notified regarding student violations of this policy. In addition, students who violate this policy shall be subject to disciplinary action up to and including expulsion from the District.

- The Zero Tolerance Program is an agreement among participating Contra Costa County Schools, law enforcement agencies, juvenile justice system, parents, and students that guns and other weapons or drugs will not be tolerated on school grounds. The goal is to eliminate all weapons and drugs from all schools.
- **A student (in grades 4 through 12) is also subject to suspension or recommendation for expulsion when it is determined that he/she:**
 - (Education Code 48900.3) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233.
 - (Education Code 48900.4) Intentionally harassed, threatened, or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment.
 - (cf. 5145.3 - Nondiscrimination/ Harassment)
 - (Education Code 48900.7) Made terrorist threats against school officials and/or school property.
 - (Education Code 48901.5) Possessed and/or used any electronic signaling device, including but not limited to paging and signaling equipment, without prior consent of the principal.

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 including, but not limited to, the following circumstances: (Education Code 48900).

- While on school grounds.
- While going to or coming from school.
- During the lunch period, whether on or off the school campus.
- During, going to, or coming from a school-sponsored activity.

Alternatives to suspension or expulsion will be used with students who are truant, tardy, or otherwise absent from assigned school activities.

- (cf. 5113 - Absences and Excuses)
- (cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))

Removal from Class by a Teacher/Parental Attendance.

- 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. (Education Code 48910).
- A teacher also may refer a student to the principal or designee for consideration of suspension from school. (Education Code 48910).
- When removing a student from his/her class, the teacher shall immediately report this action to an associate principal and send the student to the associate principal for appropriate action. The student shall be appropriately supervised during the class period(s) from which he/she has been removed.

STUDENT ORGANIZATIONS

Students are encouraged to become involved in the clubs at Campolindo. Club meetings are announced in the Daily Bulletin and posted on the school website and are usually held during the lunch period. Club Day in September provides an excellent chance to find out about each club. A complete list of clubs can be found at the Campolindo website:

www.acalan.es.k12.ca.us/campolindo/

Student Body Officers

President

Vice President

Secretary

Treasurer

Commissioners of Spirit

Commissioner of Social Affairs

Commissioner of Student Affairs

Commissioner of Cultural Diversity

Alex Gannett

Toni Finnane

Julia Giovanni

Scott Chen

Brendan Dooley

Marty Cunnane

Annie Doyle

Sarah Chu

Erika Wolfram

Yearbook Co- Editors

TBD

La Puma Editor

TBD

Class Officers

Senior Class President

Senior Class Vice President

Senior Class Secretary

Senior Class Treasurer

Senior Class Soc. Secretary

Emma Archangel

Mary Hildeburn

Ashley Tang

Garrett Neustrom

Rachel Lewin

Junior Class President

Junior Class Vice President

Junior Class Secretary

Junior Class Treasurer

Junior Class Soc. Secretary

Cameron Atwood

Noah Bagley

Katie Ericksen

Oliver Ousterman

Julia Kaufmann

Sophomore Class President

Sophomore Class Vice President

Sophomore Class Secretary

Sophomore Class Treasurer

Spencer Giglio

Brett Smith

Ryan McCormick

Riley Felt

Frosh Officers TBD in Sept.

STUDENT BODY AND CLASS OFFICE POSITION DESCRIPTIONS

All officers in Leadership Class are responsible for helping with and/or planning lunchtime activities, rallies, assemblies, the Canned Food Drive, and other aspects of leadership. All members of the Leadership Class are expected to act responsibly and to abide by the class rules and requirements. All officers are required to be an active member of one of the school-wide committees that meet on Wednesday mornings and to complete all class requirements such as issue reports, binders, etc., and to have regular class participation.

ASB/CLASS PRESIDENT – oversees all ASB projects, delegates, and is in charge of all other class officers. The president is required to go to the “pro-social” meeting once a month and to keep the class informed on events.

ASB/CLASS VICE-PRESIDENT – the vice-president is the “right-hand person” to the president. He/she takes over in case of the president’s absence including attending the “pro-social” meetings in the president’s absence.

ASB/CLASS SECRETARY – the secretary is responsible for taking complete minutes of all class meetings and distributing them to all officers, advisors, and interested parties. He/she must keep the class advisors informed of all meetings and activities having to do with the class.

ASB/CLASS TREASURER – the treasurer is responsible for keeping accurate and up-to-date records of all monetary transactions. He/she will work hand-in-hand with the Main Office secretary.

ASB/CLASS SOCIAL SECRETARY – the social secretary is responsible for the timely writing of all “Thank You” notes. He/she is in charge of planning social events for the class such as pizza nights, fundraisers, etc.