



NORTH MONTEREY COUNTY HIGH SCHOOL

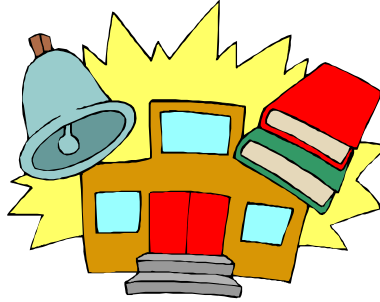
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NMCHS BELL SCHEDULES

(Beginning 2010-2011 school year)

REGULAR DAY BELL SCHEDULE

Period 0	7:20-8:10
Period 1	8:15-9:15
Period 2	9:20-10:17
Break	10:17-10:32
Period 3	10:37-11:34
Period 4	11:39-12:36
Lunch	12:36-1:06
Period 5	1:11-2:08
Period 6	2:13-3:10

EARLY RELEASE BELL SCHEDULE

(8/18, 9/1, 9/15, 10/6, 10/20, 11/3, 1/26, 2/9, 3/9, & 3/23)

Period 0	7:20-8:10
Period 1	8:15-9:00
Period 2	9:05-9:47
Period 3	9:52-10:34
Break	10:34-10:49
Period 4	10:54-11:36
Period 5	11:41-12:23
Lunch	12:23-12:53

Period 6

12:58-1:40

FINALS BELL SCHEDULE

(12/15-12/17 & 5/27-5/31 * Note: 6/1 has an earlier release time) (Study Hall is to be used to study for any of the tests to be taken - the period is put there for attendance purposes only)

<u>12/15 & 5/27</u>	<u>12/16 & 5/31</u>	<u>12/17</u>	<u>6/1 only</u>
7:20-8:10 Per. 0 7:20-8:10	7:20-8:10 Per. 0 Per. 0	7:20-8:10 Per. 0 Per. 0	7:20-8:10 Per. 0 Per. 0
8:15-8:55 Per. 1 Study Hall 8:15-9:45 Per. 5 Final	8:15-8:55 Per. 3 Study Hall Per. 3	8:15-8:55 Per. 5 Study Hall Per. 5	8:15-8:55 Per. 5 Study Hall Per. 5
8:55-10:25 Per. 1 Final 9:45-10:00 Break	8:55-10:25 Per. 3 Final Per. 3	8:55-10:25 Period 5 Final Per. 5	8:55-10:25 Period 5 Final Per. 5
10:25-10:40 Break 10:05-11:35 Per. 6 Final	10:25-10:40 Break Per. 6	10:25-10:40 Break Per. 6	10:25-10:40 Break Per. 6
10:45-12:15 Per. 2 Final 11:35-Dismissal	10:45-12:15 Per. 4 Final Per. 4	10:45-12:15 Per. 6 Final Per. 6	10:45-12:15 Per. 6 Final Per. 6
12:15-12:45 Lunch Per. 2	12:15-12:45 Lunch Per. 4	12:15-12:45 Lunch Per. 6	12:15-12:45 Lunch Per. 6
12:45 Dismissal Per. 2	12:45 Dismissal Per. 4	12:45 Dismissal Per. 6	12:45 Dismissal Per. 6

ESLR's

EXPECTED SCHOOL-WIDE

LEARNING RESULTS

As part of a well-rounded education, North Monterey County High School curriculum includes five **ESLR'S** (Expected School-Wide Learning Results).

Upon Graduation All NMCHS Students Should Be:

1. Physically and mentally **healthy persons**, confident and prepared for their professional future.
2. **Effective communicators** in the reading, writing and speaking of academic English.
3. **Life-long learners** for responsible adult life and effective employment.
4. Critical, creative thinkers and **problem solvers**.

5. **Socially responsible** and tolerant individuals.



NMCHS Phone Numbers

NMC Unified School District 633-3343
North Monterey County High School
633-5221
13990 Castroville Blvd.
Castroville, CA 95012
Fax: 633-2520
Website: www.nmchs.com

Principal: Terri Gill ext. 219
Administrative Assistant: Eloise Milam ext. 203

Assistant Principal: Richard Gutierrez ext. 204
Assistant Principal's Secretary: Liz Grice ext. 218

Activities: Mark Dover
ext. 339

Finance Office:
ext. 212

Finance Office Direct Line
633-2313

Athletics: Roger O'Sullivan ext. 258
Secretary: Liz Grice ext. 218

Attendance Office
Erika Linares ext. 201
Griselda Gonzalez ext. 214
Attendance Direct Line 633-0266

Bilingual & Migrant Education Office
Bilingual Coordinator: Gustavo Ibarra ext. 262
Migrant Coordinator: Jerry Morales ext. 220
Migrant Office Direct Line
633-4083

Career Center: Catalina Quiles ext. 210
Olivia Flores ext. 272

College Advocate: Jesse Obas ext. 253

Community Service: Catalina Quiles ext. 210

Psychologists

Veronica Alcaez
ext. 315

Danielle Martucci
ext. 315

Grade Level Coordinators

Registrar: Mary Paredes
ext. 208

Administrative Assistant: Liz Yezek
ext. 211

Coordinators

Cathy Crume A-De ext. 224

Lupe Sanchez Df-L ext. 223

Lisa Martin N-Re ext. 221

Jim O'Neil Rf-Z ext. 228

Health Technicians:

Celeste Dassel ext. 230

Araceli Montejano ext. 230

Specialized Departments

Alumni Association ext. 343

Lori Lowensen

Jodie Kaminskis

Cafeteria: Claudia Odell
ext. 227

Gear Up: Juan Arroyo/Maricela Ortiz ext. 309

ROP program

Coordinator: Mike Cappetti ext. 213

Admin. Assistant: Liz Yezek ext. 233

Work Experience: Marilyn McMurray ext. 255

Work Experience Direct Line 633-3952

Yearbook: Laurel Gast ext. 302

Library

NMCHS Academic Integrity Policy

Philosophy: NMCHS requires all students to demonstrate honesty and to abide by ethical standards in preparing and presenting materials, as well as in testing situations. Academic dishonesty involves an attempt by the student to substitute the product of another, in whole or in part, as his or her own work. It also includes theft, possession, or unauthorized use of any answer key or test answers.

Section One: Students shall not cheat on tests, quizzes, or written assignments.

Examples:

- a. Students shall not provide questions or answers to another student who will be taking a test or quiz later.
- b. Students shall not copy from another student's test or quiz answer sheet during an exam.
- c. Students shall not copy or give a written assignment (or homework) to another student to be copied unless specifically permitted by the teacher.
- d. Students shall not change the data on a report to get needed results.

Consequences:

First Offense:

A student who is found cheating on a test, quiz, or assignment will fail that test, quiz, or assignment with a D or an F grade. The teacher will notify the student's parents and the student will be referred to their Grade Level Coordinator.

Second Offense:

A student who is found cheating on a test, quiz or assignment the second time will be referred to their Grade Level Coordinator, receive an F grade in the class and a one day suspension.

Third Offense:

A student who is found cheating on a test, quiz, or assignment the third time will be referred to Central Bay.

Section Two: Students shall not plagiarize.

Examples:

- a. Plagiarism (as defined by *Webster's Third New International Dictionary of the English Language, Unabridged*) is to steal and pass off as one's own (the ideas and words of another); use (a created production) without crediting the source; to commit literary theft; present as new and original an idea or product derived from an existing source.
- b. If you didn't think of it and [didn't] write it all on your own, and didn't cite [or write down] the sources where you found the ideas or the words, it's probably plagiarism (Lathrop, Ann, and Foss, Kathleen. *Student Cheating and Plagiarism in the Internet Era*).
- c. Copying sentences or paragraphs from the Internet without citing the source.

Consequences:

A student found plagiarizing will be referred to their Grade Level Coordinator, receive a D or F grade on that assignment. A parent conference will be held.

Section Three: Students shall not illegally obtain a test, answer key, or other testing materials. In addition, students shall not change teacher grade records.

Consequences:

A student found in violation of this section shall fail the course for that term. The student shall be suspended from school. A parent conference will be held.

(Note: Examples are meant only to clarify. Other violations not specified may still lead to the above consequences.)

STUDENT USE OF ELECTRONIC RESOURCES

BP

This Policy defines the conditions under which students may use District electronic resources to access the internet and other networks will be permitted. Because the internet and other networks can be used for illegal, unethical and immoral purposes, each student who uses District technology to access the internet and other networks electronic resources, and his/her parent/ guardian if the student is under eighteen, shall first sign a User Contract, agreeing as follows:

1. To be personally accountable for reporting any misuse or abuse of access privileges to a responsible school employee. Misuse includes, but is not limited to: messages (sent or solicited) that are obscene or pornographic; unethical or illegal solicitations; or messages that contain racist, sex- ist, homophobic or otherwise inappropriate language or references.
2. To use the technology only for educational activities.
3. To obey United States and California laws, including, but not limited to those relating to copyrights, threatening or obscene material, and material protected by trade secret.
4. To refrain from using the technology for commercial gain, including product advertisement.
5. To respect the privacy of other students and staff, including their access codes, and not disrupt the work or activities of others.
6. To access the internet or other networks using only their own account code.
7. To notify a responsible school employee of any breach in system security, and refrain from demonstrating the breach to others.
8. To refrain from vandalism, including, but not limited to, attempts to harm or destroy the data of another user, agency or network connected to the system, and the uploading, downloading or creating of computer viruses.

The District will not accept responsibility for any damages suffered while using District electronic resources, nor does the District make any warranties of any kind, implied or expressed, regarding student access to the internet or other networks. Students who use information obtained from the internet or other networks via District information systems do so at their own risk. The District also disclaims any responsibility for the accuracy of information obtained electronically by students.



North Monterey County Unified School District

STUDENT ELECTRONIC NETWORK USE CONTRACT

This contract is entered into by and between the North Monterey County Unified School District, hereinafter "the District," and the undersigned employee or student, hereinafter "the user." The parties agree that this shall be a legally binding contract between them.

A. The District agrees and promises as follows:

1. To provide User with access to electronic networks, such as the internet, in support of the District's curriculum and to enhance student learning through the sharing of information and the facilitation of communication.
2. To take reasonable precautions to protect the user from misuses and abuses that may arise through accessing and using electronic information networks.

B. The User Agrees and promises as follows:

1. To accept personal responsibility for reporting any misuse of electronic information networks to a responsible school employee. Misuse, as used herein, includes but is not limited to: messages (sent or solicited) that are obscene or pornographic; unethical or illegal solicitations; or messages that contain racist, sexist, homophobic or otherwise inappropriate language or references.
2. To use electronic networks only for educationally relevant purposes and/or appropriate professional activities.
3. To refrain from using the technology for commercial gain or product advertisement.
4. To respect the privacy of other students and staff, including their access codes, and not disrupt the work or activities of others.
5. To access the internet or other networks only through User's own account code.
6. To notify a responsible District employee of any breach in system security and refrain from demonstrating the breach to others.
7. To refrain from vandalism, defined as including but not limited to: attempts to harm or destroy the data of another user; attempts to destroy or modify the data of another agency or network connected to the system; and the uploading, downloading or creating of computer viruses.
8. To obey the laws of the United States and California, including but not limited to: laws relating to copyrights; laws relating to threatening or obscene material; and laws related to materials or information protected by trade secret.

C. The User understands that the use of District's electronic technology is a privilege. The decisions of the District and its employees operating in its behalf are final with regard to the use of the District's electronic technology and access may be suspended, denied or revoked to the User at any time deemed necessary by the District.

D. The District makes no warranties of any kind, whether expressed or implied, for the service being provided to the User hereunder. The District will not be responsible for any damages suffered by the user under this Contract, including, but not limited to: loss of data; delays; non-deliveries;

mis-deliveries; interruptions caused by the system; and User errors or omissions. Use of information obtained electronically is at the User's own risk and the District specifically disclaims any responsibility for the accuracy of information obtained by the User through the system.

- E. By my signature I certify that I have read, understood and will abide by the provisions and conditions of this Contract. I understand that any violations of the Contract may result in discipline, the revocation of my user privileges, and appropriate legal action.

User Signature

Date

Signature of Parent or Guardian if User is under eighteen

Date

*Please see Discipline Policy for misuse of Electronic Networks.

ATTENDANCE POLICY

North Monterey County High School places high importance on consistent school attendance, not only for academic excellence but also to assist in developing the qualities of commitment and punctuality. Our policy is in accordance with California State Law to encourage responsible class attendance. Administration, faculty, and staff embrace an environment where being in class and being in class on time is consistent with what it means to be a Condor and will prepare students for a successful future.

In addition, NMCHS is proud to acknowledge our students with good attendance. Our Renaissance program will provide incentives for students who have perfect attendance or show a marked improvement in their attendance.

Tardies



Starting August 10, 2010, the North Monterey County High School will follow the following policy:

All tardies will be counted cumulatively.

Single tardies will generate a phone call via the auto dialer.

3 Tardies: Teachers are encouraged to call parents when a student reaches three tardies in any one class.

Cumulative tardies:

- 6 Tardies: When a student reaches 6 cumulative tardies (per semester), the student's Coordinator will contact parent/guardian via telephone, cell phone, Infinite Campus, or by U.S. Mail. Student will be assigned 1 Saturday School.
- 9 Tardies: When a student reaches 9 cumulative tardies, the student will be placed in In-school Suspension and a Parent / Administrative Conference will be requested by NMCHS.
- 12 Tardies: When a student reaches 12 cumulative tardies, the student will be suspended from school and a mandatory Parent / Administrative Conference will be held. Student will then be placed on a tardy contract.
- 15 Tardies: When a student reaches 15 cumulative tardies, per contract, student will be referred to Central Bay/Alternative Education.

Attendance

Regular attendance at school is expected for all students. NMCHS students are responsible for being in school every day that school is in session unless the student is properly excused by school officials. A parent/guardian must notify the Attendance Office and provide a written explanation (required within 2 days) when a student misses all or part of a school day. If no excuse is received, the student will be considered truant.

Admit slips are to be obtained in the attendance office **before** school. Students who obtain their admit slips during class time will be assigned 1 hour of after school detention. Detention must be served within 5 days. If a student does not serve the assigned detention within 5 days, then the student will be assigned 1 Saturday School.

All cumulative absences, excused and unexcused, will be counted in the Attendance Policy except those verified by a confirmed doctor's appointment, school activity, court subpoena or funeral of an immediate family member. Period absences will be totaled. Student absences will be monitored through the following policy:

Number of Absences per Period/Block	Action Taken
1	Each student will receive a copy of the Attendance Policy. The Attendance Policy is on-line.
1	Parent/Guardian will receive telephone notification of student's absence and on each subsequent absence.
3	Student will meet with Coordinator and a Saturday School will be assigned. Parent will be notified by telephone, cell phone, e-mail, Infinite Campus or U.S. Mail. Parent, District Office and Alt. Ed. will receive the First Declaration of Truancy through the Monterey County Truancy Mediation Program.
MCOE	
6	Student will be assigned Saturday School. Administration will request a conference with parent/guardian. Parent, District Office and Alt. Ed. MCOE will receive the Second Declaration of Truancy through the Monterey County Truancy Mediation Program.

- 9 A mandatory parent and administrative conference will be held. Student will be placed on an Attendance Contract. Parent, District Office and Alt. Ed. MCOE will receive the Third Declaration of Truancy and a School and copy of their student's Attendance Referral to the District Attorney's Office through the Monterey County Truancy Mediation Program.
- 12 The parent/guardian will be notified that their student is now in jeopardy of receiving 0 credits due to lack of attendance (California Education Code 49067) unless the case is successfully appealed.

Twelve (12) Days of Unexcused Absence Policy :

The North Monterey County Unified School District Board of Trustees stresses the need for NMCHS to emphasize the importance of school attendance.

Per Semester :

1. Single period absences will be monitored for each period of the day.
2. If a student receives twelve (12) unexcused/unverified absences during one semester in any class, the loss of credit will be imposed due to lack of attendance (California Education Code 49067).
3. Administration will begin counting the twelve (12) days on the first day following the student's enrollment into a class. Attendance will be cumulative if a student transfers classes during a semester.
4. NMCHS Administration will send a letter when a student reaches six (6) absences in any one class. (Please note, absences listed on Progress Report or Report Cards are not official.)
5. If a student and parent/guardian successfully petition the Attendance Panel, the student will be eligible for full credit and the grade earned. Students should see the Attendance Clerk for Appeal Forms.
6. Home suspensions and In-House Suspensions will be counted as part of the total twelve (12) days of absence.

Appeal Process/Attendance Panel

Either the student and/or parent/guardian shall have an opportunity to explain to an appointed Appeal/Attendance Panel any unverified absences within ten (10) days of the written notification by the school. The Appeal/Attendance Panel will consist of a District Administrator, Counselor, NMCHS Instructor, and a member of the Monterey County Sheriff's Office or Monterey County Probation Officer. Please note, attendance is counted until the last day of each semester. If a student reaches twelve (12) or more absences following the scheduled Appeal/Attendance Panel, the student will receive a "F" grade and parent/guardian will have the right to meet with NMCHS Administration to review the student's attendance (within 5 days of the end of the grading cycle/semester).

Excused/Verified Absences:

1. Medical or dental appointments (Doctor's note(s) must be received within 48 hours of student's return to NMCHS).
2. Death of an immediate family member (grandparent, parent, brother, sister or any relative living in the immediate household).
3. Court subpoena
4. Sent home because of confirmed illness by school health technician or administration or if an illness is verified by school health technician or administration.

Absences	Examples	Procedures for Parents/ Guardians
<u>Verified</u> required	Medical Appointment	Doctor's Note
	Funeral (Immediate Family)	Contact School
	Court Subpoena	Court Subpoena Letter
	Sent home by school official	No parent/guardian action required
	Verified illness by school official	No parent/guardian action
	School Activity	No parent/guardian action required

<u>Unverified</u>	No School Notification
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<u>Excused</u>	Illness	Parent's note of student's illness
	Family Emergency	Phone call from parent (at time of absence)
	College Visit	Letter from college (maximum of 2 per year)

Examples of Unexcused:

Student intentionally failed to report to class

In-House Suspension

Vacation

Missed bus

Car trouble

Driving Test

Working

Senior Pictures

Personal

School Functions and Attendance

Any student who is absent all day on the day of an event or has been suspended from school shall not be allowed to participate in any school function that day or evening (to include activities on Saturday or Sunday if the absence is on Friday). This includes attendance at athletic events, dances or other school related activities.

Saturday School:

Saturday School dates are posted in Administrative Offices. Saturday School begins promptly at 8:00 am and ends at 12:00 noon. All NMCHS Rules to include dress code will be enforced. Failure to comply will result in a student not receiving credit for assigned Saturday School. If a student arrives after 8:00 am, then the student will not be allowed in class and will not receive credit for assigned Saturday School. If a student does not bring school work (no magazines or newspapers) to do, then the student will not receive credit for assigned Saturday School. (Please note that students will be given one restroom break.) If a student returns late from given break, student will not receive credit for assigned Saturday School.

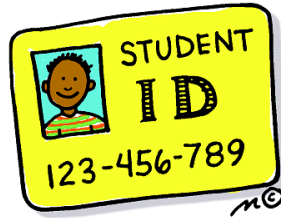
If a student does not attend and complete the assigned Saturday School on the date assigned, student will be placed in In-school Suspension upon returning to school and will still be required to complete the assigned Saturday School. Students may reschedule one assigned Saturday School per semester with pre-approval from Administration.

ASB CARDS

All students at North Monterey County High School are automatically members of the NMCHS Associated Student Body and will receive a photo ID card when they pick up their schedule or register as a new student. The ASB discount sticker costs \$55. Students who purchase an ASB sticker are entitled

to certain benefits. The purchase of an ASB sticker is optional. * A few benefits of the ASB Card are discounts on the following:

- Entry to home sporting events
- Dance tickets
- Bonfire tickets



The Yearbook

*NOTE: ASB Stickers are required for students participating in athletics, cheerleading, student government and students involved in performing or competing teams and clubs.

STUDENT-ATHLETES

Joining an athletic team has many rewards and responsibilities. The rewards include making friends, learning teamwork and getting in great shape! Students should be aware that North Monterey County High has high expectations for our athletes, their friends and families.

North County expects the highest degree of good sportsmanship from everyone, including, players, students, officials, parents and guests.

SPORTSMANSHIP:

- is winning graciously and losing without complaint.
- combines positive, spirited support of one's school.
- is treating opponents and officials with generosity, fairness, courtesy, and most important, respect.
- is the responsibility of everyone involved in an athletic contest; players, coaches, officials, cheerleaders, students, parents and spectators.

While every game is important to our student-athletes, we all need to remember that it is just that: a game.

Transportation fees must be paid before participating in a program. All athletes pay \$50.00 transportation fee for each sport a student participates. Athletes are also required to purchase an ASB Card. ASB fees are a onetime per year: regardless of the number of sports in which a student participates.

ATHLETIC ELIGIBILITY:

An athlete must have successfully passed thirty semester units during the previous semester and the athlete must be enrolled in at least five classes during semester of participation. The grading period immediately preceding the athletic season will be used to determine initial eligibility.

In addition the school requires that students:

1. Maintain a 2.0 GPA
2. Purchase an ASB Card and pay any fees including sports fees.

3. Completed and passed a current year physical.
4. Pay the per sport transportation fee.
5. Must follow the student-athlete attendance requirements.

Note: A student can sign an Academic Probationary Contract, only ONCE while attending North Monterey County High School.

STUDENT-ATHLETE ATTENDANCE

REQUIREMENTS:

Athletic participation is a privilege and school attendance is mandatory.

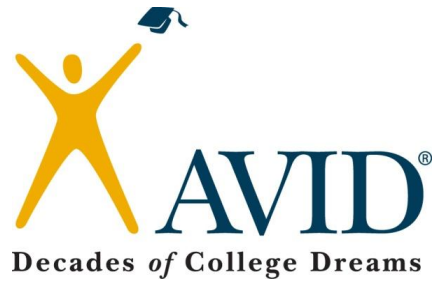
- Student-athletes are expected to attend all classes daily.
- If a contest occurs on a school day, the student-athlete must attend all of his / her classes during that day to be eligible to participate in the contest.
- In the event a student-athlete must be absent for a full or partial day on the day of the contest, the student-athlete must secure prior approval from the Principal and / or designee of the school for an excused absence.
- Student-athletes may attend school-sponsored events on the day of the contest to remain eligible to compete (examples include, but are not limited to Health Academy field trips, Ag / FFA, Fine Arts & Performing Arts activities, etc.)
- For contests on Saturdays or non-school days, the previous school day attendance will be the determining factor.

MONTEREY BAY ATHLETIC LEAGUE:

Monte Vista Christian, Christopher

Seaside, North Monterey County

Monterey, Pajaro Valley and Watsonville



- AVID is an acronym that stands for Advancement Via Individual Determination.
- AVID is an in-school academic support program that prepares students for college eligibility and success.
- AVID places academically average students in advanced classes.
- AVID levels the playing field for minority, rural, low-income and other students without a college-going tradition in their families.
- AVID is for all students, but it targets those in the academic middle.
- For applications, see the AVID Coordinator, Ms. Rogers, in Room 24.

Every NMCHS student should carry the following:

- 3-ring binder (1 1/2")
- dividers
- college-rule paper
- # 2 pencils
- pencil sharpener
- blue or black ink ball point pens
- pencil pouch
- calendar/planner
- novel of choice

In addition, each department requires students to carry the following:

Mathematics

All mathematics classes-graphing paper

Algebra I-scientific calculator with an A/B/C button

Algebra II-graphing calculator (recommended: T183 or T183 plus)

Geometry-protractor, compass, ruler

World Languages

All world language classes-Spanish/English or French/English dictionary

Spanish II-4X6 ruled index cards with a ring

Science

All science classes-ruler with metric markings and graphing paper

AP Biology, Chemistry, and Physics-scientific calculator

English

All English classes-correction fluid, colored editing/correcting pens (not blue or black), colored pencils

BULLETIN BOARDS

The school hallways have numerous bulletin boards on which posters and flyers can be posted to help students stay informed of current events and activities. All posters and flyers must be pre-approved by the Activities Director. Flyers that are commercial advertisements are not permitted; however, educational or career oriented posters are permitted on school bulletin boards with appropriate approval.

Cafeteria



The cafeteria provides breakfast and lunch daily. Students may purchase breakfast before school from 7:00-7:55 and during break from 10:17-10:32. Lunch is served from 12:36-1:06. Students are not allowed to purchase food during class time. Free or Reduced meals are available to those students that qualify, the cost of a breakfast is \$1.50 and lunch is \$3.00. The reduced meal fee is being waived for the 2010/2011 school year. Applications for Free/Reduced meals are available at the school office or cafeteria.

Please follow these rules when using the cafeteria:

- Form lunch lines in single file: Do not cut into line.
- Put trash in the trash containers.

- All students (regardless of eligibility) are required to turn-in a Free and Reduced Lunch form

Cell Phones and Electronic Devices

North Monterey County High School believes that instructional time is important. Therefore, **cell phones shall not be visible and shall remain off during the instructional minutes of the school day, from 8:10-3:10.** All other electronic devices shall not be visible and shall remain off during the instructional minutes of the day. **North Monterey County High School takes no responsibility for lost or stolen cell phones and other electronic devices.**



The following procedures will be followed when cell phones and/or electronic devices are used on campus during instructional time:

1. First Offense-Confiscation and Warning. Student may retrieve the item at the end of the day.
2. Second Offense-Confiscation and Warning. Parent must retrieve the item and sign a memo of understanding that if the cell phone is taken for a third time, the student can pick it up in June or the parent may pick it up at the District Office.
3. Third Offense-Confiscation. Student may retrieve the item in June or a parent may pick it up at the District Office.

Career Center

The Career Center offers a wide variety of career awareness activities, presentations and workshops to assist students in career planning. The Career Center is open M-F during school hours and is located in Room 8. Students can get help in researching colleges and trade schools; find information on scholarships and grants to help them pursue their academic and career goals. The Career Center is also in charge of Community Service Hours and posts opportunities for community service

COLLEGE & MILITARY REPRESENTATIVES:

Throughout the year there are numerous opportunities to visit with college and military representatives set up by the Career Center. Students should pay close attention to the Condor Daily Announcements to take advantage of these opportunities. All interested students should also regularly check in the Career Center for needed information.

Saturday School

Saturday School dates are posted on the Bulletin Boards in front of the Main Office. Saturday School begins promptly at 8:00 AM and ends at 12:00 noon. All NMCHS rules, including dress code, will be enforced. Failure to comply will result in a student not receiving credit for assigned Saturday School. If a student arrives after 8:00 AM, the student will not be allowed in class and will not receive credit for assigned Saturday School. If a student does not bring school work (no magazines or newspapers) to do, student will not receive credit for assigned Saturday School. (Please note: Students will be given one restroom break.) If a student returns late from given break, student will not receive credit for assigned Saturday School.

If a student does not attend and complete the assigned Saturday School on the date assigned, student will be placed in In-School Suspension upon returning to school and will still be required to complete the assigned Saturday School. Students may reschedule one assigned Saturday School per semester with pre-approval from Administration.

Community service

Definition

Community Service is a positive and productive act by a student that benefits the local community. Volunteering service provides students with the opportunity to expand their life experiences through interaction and involvement with others of different circumstances and backgrounds. In seeking to help others, students can develop a sense of personal responsibility, increased self-esteem and a clearer sense of identity. They are exposed to new educational and career opportunities and are challenged to a broader perception of their community and their role in its future. Participation generates in student volunteers a sense of personal responsibility for the welfare of others that hopefully will remain an ongoing motivation throughout their lives.

Objectives

To provide an opportunity for the student to identify, develop and share their gifts and talents by providing service to others and meeting the needs of the community.

To raise the student's awareness of community issues and to help them identify possible solutions while taking action to correct the problems.

To impress on the student the interconnectedness we experience as members of a community and the responsibilities we have in our families, neighborhoods, churches, schools, cities, and nation.

To challenge the student to see the connection between what they are learning in the classroom setting and how that information and experience has value in the way we live our everyday lives.

At **North Monterey County High School** community service is:

1. Performed outside of class time.

2. Volunteer, unpaid work for or in conjunction with a Nonprofit, County, or Government agency.
3. Help for the community and/or the environment.
4. Diversity within at least three areas of service.
5. Performed within the tri-county area or at an outside location with prior approval from the high school Community Service Technician and the site administrator.
6. A school/class partnership with a community organization that does not exceed a maximum of 5 hours per year of service for an activity.
7. Supervised by a dependable adult who is a part of the school or community service organization.

Examples of Community Service projects could include:

Collecting items for charity such as clothes, food or furniture.

Planting native species on a school campus.

Cleaning a park, beach or roadside.

Coaching a recreational sports team.

Helping the elderly in nursing homes.

Helping the local fire or police service.

Helping out at a local Library.

Tutoring children after school.

Participating in school activities that benefit the wider community.

Examples of what is NOT community Service could include:

Doing jobs for your parents, relatives, neighbors, or other individuals.

A regular part of a school activity or class.

A fundraiser that financially benefits the individual student.

Working for a neighbor or helping a relative.

Working for any business, even without pay.

Working in a doctor's office.

awards ceremonies, bulletin boards, Condor Daily Announcements, and senior graduation activities and ceremony.)

- The ASB sponsors rallies, dances, Homecoming, and all sorts of other spirit-filled and academically-centered activities.

HOW TO GET INVOLVED:

The student body's Cabinet positions are elected by the students for the students. Concerns regarding student affairs should be directed to any of the elected student representatives, either in ASB or the House of Advisories.

Students who want to participate in a class competition, perform at a rally, help decorate for a dance, sell tickets at a sports event, or do anything ASB related, should go to their class meetings, talk to their class president, House of Advisories representative or visit Mr. Dover.

THE NORTH COUNTY ASB:

The ASB has many responsibilities. It charters clubs, regulates fundraisers, and pays all league fees for athletic teams. The ASB also represents the student body's interest to the administration, school district, Board of Trustees, and the community. The ASB collects the monies from various student activities during the year. ASB determines how the student body's money is spent. All of the money goes back to current students in the form of athletic costs, lunchtime activities, rallies, etc. Students, clubs and sports teams receive financial help from the Student Council. The Student Council's voting members are comprised of the four Cabinet members, class Presidents and all Commissioners.

CLUBS ON CAMPUS:

The ASB Commission charters many types of clubs. Service clubs such as LULAC, MECHA and GEOPAWSEA spend time assisting the community. There are academic clubs like MESA, National Honor Society and the California Scholarship Federation. There are also many interest clubs such as the Surf Club, Veggie Club and Aguilas Guerreras. There is a club for everyone and students who want to be involved should attend the Club Rush, talk to the advisor, or attend one of the club's meetings. All club information is available in Mr. Dover's office.

ACADEMIC CLUBS:

The National Honor Society is a well-respected national organization. Students may NOT apply for membership in the National Honor Society. Membership is granted in the 11th and 12th grades, only to those students selected by the faculty council, based on evidence of exemplary behavior in all areas of scholarship, leadership, service, and character.

California Scholarship Federation selections are made during the 10th, 11th and 12th grades. Membership in this organization requires good grades for four semesters, one of which must be in the 12th grade. CSF recognizes graduates with a gold seal on their diploma, and a cord at graduation. Members may qualify for special scholarships.

*All academic clubs reserve the right to deny or revoke membership if a student fails to comply with the Academic Honesty Policy.

STARTING A NEW CLUB:

The general steps in starting a new club are:

Have at least 10 members.

Find a teacher to act as an advisor.

Elect student officers.

Write a constitution and a mission statement. (Samples are available in the Activities Office.)

Fill out an application to charter a club.

Create a budget and a list of activities.

Submit all your paperwork to the Commissioner of Organizations or Mr. Dover to be voted on by the next ASB meeting.

All clubs must be accessible to ALL students at North Monterey County High School. At the end of the year, clubs must submit a copy of their minutes from their club meetings and a copy of their financial records to the Finance Office.

FUNDRAISING ON/OFF CAMPUS:

The Board of Education gives the ASB Commission to regulate ALL school fundraisers. An organization planning an event that collects even \$1.00 must fill out a *Request of Approval for Fund Raising Event* form at least three weeks prior to the date of the event. These requests are voted on by the ASB. And don't forget the new guidelines all clubs must follow regarding California's Wellness Policy. Fundraisers are approved on a first come, first serve basis.

NMCHS DRESS STANDARDS

North Monterey County High School promotes a campus environment where students' appearance and behavior support a positive learning environment. Students are requested to dress and groom themselves as individuals with a sense of responsibility and self-respect. It is not a matter of what a student must wear, but rather a matter of what is appropriate and acceptable. The school staff recognizes legal rights to freedom of expression while requiring student appearance that does not disrupt the educational process and atmosphere.

Clothing that is offensive, threatening, provocative, vulgar, displays tobacco, alcohol or drug advertising, any type of weapon, or displays profanity, racial slurs, or has images of gang-related symbols is disruptive to the educational process and may not be worn.

Acceptable Appearance Includes:

- Shoes and shirts, for safety reasons

- Clean clothing to promote healthy, sanitary conditions
- Tops that have straps, at least two inches thick (no strapless or tube tops)
- **Clothing that fits with no tugging or adjusting needed**
- Clothing that is appropriate for the educational activities required without endangering students' health, safety or welfare
- NMCHS apparel may be worn on campus

Inappropriate Appearance:

Students dressed inappropriately will be asked to modify their attire to fit the NMCHS Dress Code, to put on a special NMCHS t-shirt, or to request a change of clothing from home. Repeat offenders will be subject to disciplinary measures. The following are not allowed to be worn:

- Gang-related apparel (bandanas, belts, suspenders, jewelry, hats, or other clothing that by its color, arrangement, trademark, or symbol denotes membership in a gang) or grooming that denotes gang activities
- Hats, caps, head wraps, head scarves, bandanas, beanies, or other head apparel during the school day, unless that head apparel is part of a student's customary religious attire (NMCHS hats, caps or beanies may be worn)
- Garments that expose a bare midriff or torso (no torso skin may be shown)
- Short shorts, very short skirts (shorts/skirts/skort are to be no shorter than finger tips when the arms are fully extended straight down the student's side [this is to include skirts, skorts or shorts worn over leggings]).
- Garments that reveal unusually large amounts of bare skin or underclothing
- Strapless tops are not allowed
- Underwear worn as outerwear (No exposed underwear of any kind is permitted)
- Obscene, vulgar, or other inappropriate words or graphics on clothing, buttons, backpacks, binders, and/or other items
- Drug-alcohol-or tobacco-related logos, slogans, brand names, or references
- Beach wear, swimming attire, or clothing generally considered sleeping attire
- Pants worn in a sagging manner (below the hips). Pants shall not be ripped out (to include holes) above the fingertips
- No baggy/sagging pants (pants may not be more than 3" below the natural waist {top of pelvis})
- No chains hanging from pants

- No big belt buckles, no belt buckles with letters or numbers
- No shirts identifying area codes
- No shirts with following logos: SOCAL, NORCAL, CENTRAL VALLEY, FAMOUS, SOUTHPOLE, NORTHPOLE, DICKIES, G-UNIT, California flag, or Map of California
- No shirts with sports team logos
- No jerseys from local teams
- No sports apparel to include hats, jerseys, binders, and lanyards (this includes all professional/semi pro/local team wear). College sweatshirts and t-shirts may be worn if the name of the academic institution is spelled out, example: FSU is not acceptable, Fresno State University, is acceptable. No team mascot may be displayed (Remember no navy, red or burgundy)
- No navy blue, red or burgundy including shoes, laces, jewelry, hair accessories, shirts, or pants. Denim/jeans are allowed. This is to include any amount of navy blue, red, or burgundy even as a trim or accent color.

Violations may result in parent notification and a warning. Students will be required to change attire before being allowed to resume academic activities. Repeat offenders will be subject to all appropriate discipline actions related to defiance.

Note: The administration reserves the right to exclude any apparel if it is deemed to interfere with the educational environment of the school.

This policy has been reviewed by the NMCUSD Board of Trustees: May 20, 2010. Revised 6/1/10

DAILY BULLETIN

A student and staff bulletin is produced each school day by the ASB and read over the loud speaker each morning at the beginning of first period, following the Pledge of Allegiance. Anyone can submit a bulletin to the Student Activities Director following these guidelines:

1. Less than sixty words in length.
2. Submitted before 3 PM for the next day's bulletin.
3. Spell checked before submitting.
4. Clearly states which dates announcement should be read.
5. Turned into the box in the main office or emailed.



*Bulletins may be rewritten or postponed without the permission of the person who submitted the bulletin in order to honor the time allotted for the daily bulletin.

DISCIPLINE POLICY

The discipline policy at NMCHS is based on the provisions provided in California Education Code Section 48900 which outlines the grounds for suspension and expulsion. All time limits and due process procedures are conducted in accordance with Educational Code Section 48911. Suspensions require a parent conference before the student is readmitted. Certain situations may require that this conference be conducted over the phone, but a conference in which the student is presented with the charges and is given an opportunity to describe his/her side of the situation. Parents are notified in accordance with the provisions described in the Educational Code.

In major discipline problems which may include suspension, a student's Parent(s) will be appropriately notified and provided with the opportunity for a school conference.

Students and parents have the right to appeal disciplinary decisions. In the case of suspension, they may appeal to the Principal, the Superintendent and then the School Board.

All school rules apply in special programs such as: music, athletics, clubs, etc. Students and Parents should consult faculty advisors.

At North County High School, the Grade Level Coordinators are responsible for all behavioral discipline. The Assistant Principal oversees the administration of the process and is responsible for all attendance and discipline.



The following guidelines are provided for the Grade Level Coordinators and the Assistant Principal in order to assure the uniform application of school discipline. The guidelines are applied on the high school campus at all times. They also apply to all school sponsored activities regardless of their location.

A. Additional Rules/Student Rights and Responsibilities:

Skateboards/Roller Blades: Skateboards and roller blades are not allowed on campus.

Boom Boxes: Boom Boxes are not allowed on campus.

Assemblies: Assemblies and pep rallies are held for several purposes: to teach, to entertain, to humor, to display school spirit, to celebrate, etc. Depending upon purpose of the assembly there is a specific

type of behavior expected for the audience. First and always, the members of the audience should respect the rights of the performer; speaker or whomever might be presenting the program. There is an obligation of courtesy that each student owes other persons in this school.

Additionally, as young adults, you are expected to:

1. Follow assembly instructions as given to you by a teacher or administrator.
2. Honor and respect the dignity of the program.
3. Avoid talking, yelling clapping or indicating your approval or disapproval when such is not appropriate. (Example: A guest speaker requires silence; pep rallies require audience participation). Even at pep rallies there is time to cheer and a time to listen. Know when those times are and respect them.
4. Remember, you are not responsible for the way in which other people treat you, but you are responsible for the way in which you treat other people.
5. Assemblies will be stopped and students will return back to class if inappropriate behavior is displayed.

Closed Campus: Students need a note from parents to leave campus before 3:15 pm. Students must check out with the attendance office before leaving campus and present their pass and the gate. During school hour, students are not allowed to be beyond the service road unless playing basketball on the school courts.

Hall Passes: Students need a pass if they are out of the classroom.

Referrals: Students sent out of class must immediately report to the Coordinators Office.

Gambling: No gambling or dice are allowed on campus.

Eating in Classrooms: No food or drink are allowed in the classroom

Student Search and Seizure: Students may be searched by principles and/or designees where there is reasonable suspicion that the search will uncover evidence that the student violated the law, the policies of the district, or the rules of the school. Students may be also tested for drugs and alcohol consumption.

SUSPENSION/EXPULSION

Decisions regarding suspension/expulsion will occur after a conference is held with the student and a school administrator. The student will be informed of the reason for the conference and will be given the opportunity to present the facts of the incident from his/her perspective. The administrator, after listening to involved participants and collecting information regarding the circumstances surrounding the incident, will make a decision regarding suspension/expulsion.

- Every effort will be made to contact a parent/guardian by phone.
- Within one school day, written notification will be mailed to the parent(s)/guardian explaining the suspension /expulsion.
- A post-suspension conference may be held to re-admit student to school

(State law requires that teachers have access to information regarding a student's suspension for three years after the suspension.)

For an expulsion, in addition to the above:

- If the behavior is a mandated expellable offense, the parent will be notified.
- A conference will be held with the principal.
- The NMCUSD Board of Trustees will make the final decision through an expulsion hearing.

Student Behavior Contracts/Behavioral Ineligibility: Student who are suspended from school for three or more days during a grading period (9 weeks) or engage in constant disruptive behavior will be placed on a Student Support Plan. Students may be placed on a Student Support Plan they will then become behaviorally ineligible and may not participate in, practice, or attend any school-related extracurricular activities including athletics for six weeks.

DISCIPLINE/CONSEQUENCES GUIDELINES

Below is a guideline for most discipline situations. With the exception of Mandatory Expulsion offenses, the Administration may utilize **professional discretion** when making decisions. **Parents shall be notified of all offenses** committed by their child. At the time of suspension, a North Monterey County District employee shall make a reasonable effort to contact the student's parent or guardian in person or by telephone (E.C. 48911). Consequences and case details for student violations are **confidential and not shared with any other person other than the parent/guardian.**

A student may be suspended or expelled for acts occurring while under the jurisdiction of the school, which includes while on school grounds (including other schools), at a school sponsored activity, or going to or from school or a school sponsored activity. (E.C.48900®)Any violation of E.C.48900 not enumerated will result in appropriate consequences.

A. Immediate Suspension and MANDATORY Expulsion:

Ed Code	Violation	First Offense
48915(c)	Possess, sell, furnish firearm	Immediate suspension, mandatory one-year expulsion, possible citation by law enforcement, (extended suspension until Board hearing to expel)
	Brandish knife	
	Sell controlled substance	
	Commit/attempt to commit sexual assault	
	Possess explosives	

B. Immediate Suspension & RECOMMENDED Expulsion :

A **decision to expel** shall be based on a finding of one or both of the following:

- 1) **Other means of correction** are not feasible or repeatedly **failed** to bring about proper conduct
- 2) Due to the nature of the violations, the **presence** of the student **causes a continuing danger** to the physical safety of the pupil or others.

The Principal, Principal Designee or the Superintendent shall recommend the expulsion of a student for any of the following acts committed at school or at a school activity off school grounds, unless the Principal or Superintendent finds the expulsion is inappropriate due to the particular circumstance. (EC 48915)

Ed Code	Violation	First Offense
48915(a)(1) 48915(a)(1)(2)	Cause serious physical injury except in self/defense	Suspension and mandatory recommendation for expulsion, possible citation by law enforcement; (extend suspension until Board decision)
48915(a)(2) 48900(b)	Possess knife or dangerous object of no reasonable use to the pupil.	
48915(a)(5)	Assault/battery of school employee	Suspension and mandatory recommendation for expulsion, possible citation by law enforcement, restitution, (extend suspension until Board citation)
48915(a)(3) 48900(c)	Possess any controlled substance	Suspension and mandatory recommendation for expulsion, possible citation of law enforcement, (extend suspension until Board hearing)
48915(a)(4) 48900(e)	Robbery or extortion	Suspension and mandatory recommendation for expulsion, possible citation by law enforcement, restitution (extend suspension until Board decision)

C. Discretionary Suspension and Multiple-Offense Expulsion :

A **decision to suspend** is based on a **conference conducted by the Principal or Principal designee** with the student and, whenever practical, the person who referred the student for the offense. At the conference the student shall be informed of the reason for the disciplinary action, and the evidence against him or her, and shall be given the opportunity to present his/her version and evidence in his/her defense. The Principal or designee may suspend a student without affording the student an opportunity for a conference only if the Principal, the Principal's designee, or the Superintendent determines that an emergency situation exists. (EC 48911) Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil may be suspended for reasons noted in EC 48900 upon first offense if pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process. (EC 48900.5)

An **extended suspension** decision is based on evidence that the student's presence would cause a danger to persons or property or a threat of disrupting the instructional process. This decision follows a

meeting in which the student and student's parent or guardian is invited to participate. (EC 49911)

Multiple violations may result in a recommendation for additional consequences or expulsion.

Ed Code	Offense	First Offense- Discretionary Consequences	Second Offense- Discretionary Consequences	Third Offense Discretionary Consequences
48900(f)	Arson	5 days suspension possible citation by law enforcement restitution, possible recommendation to expel (extend suspension until Board decision)	Possible citation by law enforcement, restitution; expulsion	Possible citation by law enforcement, restitution; expulsion
	Controlled substances			
48900(j)	Possessed or unlawfully offered arranged or negotiated to sell any drug paraphernalia	5 day suspension, student support plan, counseling, possible citation by law enforcement	5 day suspension, referral to counseling	5 days suspension, referral to counseling, expulsion
48900(c)	Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance or an intoxicant of any kind	5 days suspension, possible citation by law enforcement student support plan, counseling, possible recommendation to expel	5 days suspension, citation by law enforcement, recommendation to expel	N/A
48900(d)	Offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance or materials as a controlled substance, alcoholic beverage or intoxicant	5 days suspension, possible mandatory expulsion, possible citation, student support plan	Expulsion	N/A
48900(h)	Possessed or used tobacco or any product containing tobacco or nicotine products.	3 day suspension , counseling, possible citation by law enforcement, student support plan,	5-day suspension	Possible expulsion
48900(p)	Offered, arranged to sell, negotiated to sell, or sold the prescription drug	5 days suspension, mandatory expulsion	Expulsion	N/A
	DEFIANCE			
48900(k)	<u>Willful defiance</u> : refusal to follow a request of a school employee	Detention or suspension or Saturday School	1 day suspension, student support plan	3-5 days suspension, student support plan, possible expulsion
	<u>Major defiance</u> : refusal to follow directions of school employee that may result in danger to students or staff; continued disruption of learning environment or school sponsored events refusal to identify oneself at school	Possible 1-3 days suspension student support plan, counseling	3-5 days suspension, possible expulsion	5 days suspension, possible expulsion

	Internet/computer misuse	Loss of computer privileges until end of semester	1 day suspension, Loss of computer privileges for remainder of the school year	1-5 days suspension, possible expulsion, Loss of computer privileges for remainder of the school year
	Bicycle/skateboard riding on campus	Confiscate, warning, parent conference, possible citation by law enforcement	Confiscate, 4 hours detention possible citation by law enforcement, parent conference	Confiscate, 1-3 days suspension, possible citation by law enforcement
	Detention not served	Parent notification; add one extra hour to detention not served.	Parent notification; Saturday School assigned	Parent Notification, 1 day suspension
48263 48265	Truancy: cut, attendance contract, infraction	Refer to attendance procedures, Saturday School (page # 1,2)	Refer to attendance procedures ,Saturday School	Saturday School. If 3 offenses in same school year referral to District Attorney's office
48900(k)	Repeatedly tardy	See Attendance Policy	See Attendance Policy	See Attendance Policy
	Dress Code Violation	Warning, modify attire, notify parents	1 hour detention, modify attire, notify parents	1 day suspension for any repeat violation
	Dishonesty Forgery, lying to staff, cheating	Detention or 1 day suspension (in-house) or Saturday School session, teacher consequences	1-3 days suspension, teacher consequences, students support plan	3-5 days suspension, possible expulsion

Ed Code	Offense	First Offense Discretionary Consequences	Second Offense Discretionary Consequences	Third Offense Discretionary Consequences
	Disruption of school activities			
48900(k)	Disruption of school activities	1-3 days suspension, counseling, possible citation by law enforcement	3-5 suspension, possible expulsion	5 days suspension, possible expulsion
	False fire alarm	5 days suspension, restitution to CFD, student support plan	5 days suspension, restitution to CFD, expulsion	N/A
	Campus disruption, horseplay, roughhouse, inappropriate or loud behavior	Warning, Saturday school, or suspension	Saturday School, suspension	1-3 days suspension, student support plan
	Class/office disturbance	Detention teacher consequences, discipline staff consequence	detention	1 day suspension
	Bus disturbance	Detention and/or suspend bus privileges	Detention possible suspension, loss of bus privileges	1-3 days suspension, loss of bus privileges
	Gang activity	Possible 3-5 days suspension, Saturday School referral, possible citation by law enforcement, 1-year student support plan	3-5 days suspension, possible expulsion	5 days suspension, possible expulsion

48900(b)	Possessed, sold, or otherwise furnished an firearm, knife, explosive, or other dangerous object	5 days suspension and possible mandatory expulsion, possible citation by law enforcement, 1-year student support plan	5 days suspension recommendation for expulsion, possible citation by law enforcement	N/A
48900(m)	Possess imitation firearm	5 days suspension, possible citation by law enforcement depending upon how imitation firearm was used, possible expulsion (extend suspension until Board decision) 1-year student support plan	Possible citation by law enforcement, possible expulsion	Possible citation by law enforcement, possible expulsion
48900.4	Harassment, threat or annoyance to students	1-3 days suspension or Saturday school, possible citation by law enforcement, counseling	3-5 days suspension, possible expulsion, transfer, possible citation by law enforcement, student support plan	5 days suspension, possible expulsion, possible citation by law enforcement
48900.3	Hate violence, race, religion	Immediate 5 days suspension possible citation by law enforcement, 1-year student support plan, counseling referral, possible recommendation to expel (extend suspension until Board decision)	Expulsion, possible citation by law enforcement	Expulsion, possible citation by law enforcement
48900(a)(k)	Willingly used force or violence on a person, caused, attempted or threatened to cause physical injury to another person	3-5 day suspension, counseling, restitution, possible citation by law enforcement, 1-year student support plan	5 days suspension, student support plan, possible expulsion, citation by law enforcement	5 days suspension, expulsion, citation by law enforcement
48900(i)	Committed an obscene act or engaged in habitual profanity or vulgarity, including racial, ethnic, sexual epithets	1-3 days possible suspension, counseling, possible citation by law enforcement, 1-year students support plan	3-5 days possible suspension, student support plan	5days suspension, possible expulsion
48900(n)	Committed or attempted to commit a sexual assault or committed a sexual battery	5 days suspension, possible citation by law enforcement, possible recommendation for expulsion, 1-yr student support plan	5 days suspension, possible citation by law enforcement recommendation for expulsion	N/A
48900.2	Sexual harassment	3-5days suspension, Title IX complain form, counseling, possible expulsion, depending upon severity, possible citation by law enforcement, 1-year student support plan	5 days suspension, Title IX form possible expulsion, counseling, student support plan	N/A
48900.7	Terroristic threats	5 days suspension possible citation by law enforcement student support plan, possible recommendation to expel (extend suspension until Board decision)	5 days suspension, possible expulsion	Possible citation by law enforcement, possible expulsion
48900(e)	Committed or attempted to commit robbery or extortion	3-5 days suspension, possible citation by law enforcement, possible recommendation for expulsion, 1-yr student support plan, restitution	5 days suspension, possible citation by law enforcement, recommendation for expulsion	N/A

48900(g),(l)	Theft or attempt to steal school or private property or knowingly receive stolen property	3 days suspension, possible citation by law enforcement, 1-year student support plan, restitution	5 days suspension, possible citation by law enforcement	5 days suspension, possible citation by law enforcement, possible expulsion
48900(k) 48900(i) 48900(.4	Threats toward staff or staff's family profanity/verbal abuse toward staff or staff's family	3-5 days suspension possible citation by law enforcement counseling, transfer from class 1 year student support plan	5 days suspension possible citation by law enforcement, possible expulsion	5 days suspension possible citation by law enforcement possible expulsion.
48900(f)	Vandalism-caused or attempted to cause damage to school property or private property, graffiti	Possible 3-5 days suspension, restitution, possible expulsion, possible citation by law enforcement, 1-yr student support plan	5 days suspension, restitution, possible expulsion	5 days suspension, restitution, expulsion
48900(question)	Engaged or attempted to engage in hazing	1-5 days suspension counseling, restitution, possible citation by law enforcement, 1-year student support plan	3-5 days suspension, possible expulsion	5 days suspension, possible expulsion

Police Involvement:

The administration of North Monterey County High School accepts responsibility for dealing with student behavior. However, when violations of state laws occur, or when students or parents/guardians refuse to work within the established policies of the District and school, or when the security of people or property appears to be in jeopardy, the police will be contacted.

The following offenses require law enforcement notification and possible citation:

- Assault upon any person with a deadly weapon or by force likely to produce great bodily injury. (EC 48902)
- A non-accidentally inflicted physical injury upon a student by another student which requires medical attention beyond the level of school applied first aid. (PC 11166)
- Actual or suspected sexual abuse or physical abuse of any minor. (PC 11165.9)
- An attack or assault or menacing of any school employee by a student. (EC 44014)
- A directly communicated threat by a student or any person to inflict unlawful injury upon person or property of a school employee. (EC 44014; PC 71)
- Sell, possess, and/or under the influence of any controlled substance, drug paraphernalia, alcoholic beverages or intoxicants. (EC 48902)
- Possession of a weapon, dangerous object, or explosives. (PC 626.10)

GRADUATION REQUIREMENTS

In order to graduate, students must pass the California High School Exit Examination, and earn 220 credits, consisting of 165 required credits and 55 elective credits in grades 9 through 12



The following credits are required:

LANGUAGE ARTS

English 40 Credits

MATH 20 Credits

Algebra I (10 Credits required)

SCIENCE

Science 20 Credits

HEALTH 5 Credits

VOCATIONAL ARTS

Industrial Arts, Business, Home Economics, or ROP 15 Credits

PHYSICAL EDUCATION

Physical Education 20 Credits

CREATIVE AND FINE ARTS OR FOREIGN LANGUAGE

Art, Drama, Music, Dance, Spanish, French 10 Credits

SOCIAL STUDIES

Geography 5 Credits (Freshmen)

World History		10 Credits (Sophomore)
U.S. History		10 Credits (Junior)
Government		5 Credits (Senior)
Economics		5 Credits (Senior)
Semester	=	5 Credits
Year-Long	=	10 Credits
Required Classes	=	165 Credits
Electives	=	55 Credits
Total Required	=	220 Credits

COMMUNITY SERVICES: 45 hours of community service are required.

**** Time above the 45 hours may be completed in any service area. 100 hours or more will award the student with the honor cord at graduation.**

MAKE UP WORK

Students will be given the opportunity to make-up assignments they have missed because of excused absences and to receive full credit if the work is acceptable and turned in according to a reasonable make-up schedule.

Students who miss assignments due to unexcused absences may be given the opportunity to make-up the work for full or reduced credit at the discretion of the teacher. These students should not assume that they will receive credit for the time missed, nor should they assume that they will be able to make up missed examinations.

Teachers may require suspended students to complete all assignments and tests missed during the period the suspension.

TESTING INFORMATION

ACT AMERICAN COLLEGE TESTS: The ACT test can be used in place of the SAT I and may be required for some universities. Students must register online and pay a fee. Eligible students may get a free waiver from the College Advocate. For more information you can visit www.act.org.

AP EXAMS /ADVANCEMENT PLACEMENT EXAMS: AP Exams will be given on campus during the month of May. Most universities will allow college credit for AP Exams provided you receive a 4 or 5 on the exam. There is a fee for each test. Information may be obtained from the AP Coordinator, Mr. Ibarra.

ASVAB ARMED SERVICES VOCATIONAL APTITUDE TEST: All students interested in the military must take this test. Information may be obtained from the Career Center.

CAHSEE CALIFORNIA HIGH SCHOOL EXIT EXAM: State legislation requires a passing score on the State adopted High School Exit Examination in Language Arts and Mathematics. The CAHSEE will be given in grade 10 and will be available during subsequent testing administrations until each section of the examination has been passed.

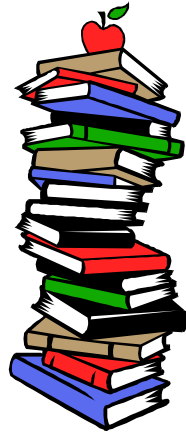
SAT I: Entrance examination accepted by most universities and required by some. This test covers verbal, writing and math abilities. The test should be completed by December of a student's senior year for college entrance of the following year. Students must register online and pay a fee. Eligible students may get a fee waiver from the Counselor or Secretary.

SAT II: Two (2) Subject area tests must be taken by December of 12th grade for some schools. Register online at www.collegeboard.com.

NORTH MONTEREY COUNTY HIGH SCHOOL SAT ID#:

• 050-489

STAR STANDARDIZED TESTING AND REPORTING: This test has two components: California Standard and Spanish Assessment of Basic Education (SABE).



PSAT: A preliminary SAT for college-bound juniors. Sophomores who are enrolled in advanced or GATE classes in Math and English are encouraged to sign up for the test. Juniors who score exceedingly well are considered for the National Merit Scholarship.

TEXTBOOKS

All textbooks have barcodes. Olivia Flores requires that all students must have a photo I.D. to check out a textbook. Lost, damaged, or textbooks without barcodes will result in a fine ranging from \$10.00 to \$120.00 for each book. Students with fines will be ineligible for extracurricular activities until the fine has been paid. Books from prior years must be returned or paid for before the new school year begins.

VISITORS

North Monterey County High School is a closed campus. All visitors must check in at the Main Office.

WORK PERMITS

All employed minors under the age of 18 (including minors employed by parents) must have a Work Permit (Education Code 49141). Work Permits must be renewed at the start of each new school year or at the time the student obtains a new job. Work Permits are required all year, not just when school is in session. It serves as an age certificate and states the maximum hours a minor may work. To be eligible for a Work Permit, minors must attend school full time (except for summer vacation) and have good attendance.

To get a Work Permit:

1. Get hired at a job.
2. Pick up an application for a Work Permit in the Career Center.
3. Fill out an application.
4. Drop off the form in the Career Center.
5. Pick up typed Work Permit and take to employer.

YEARBOOK

North Monterey County High School's yearbook is titled *The Rookery*. The yearbook, with personalization options, goes on sale at schedule distribution for \$95.00. Students with the ASB discount card will save \$5.00. There will be other opportunities to purchase the yearbook throughout the year, including buying directly from our yearbook company, Herff Jones. The price of the yearbook increases as the end of the year approaches.