

Oakmont High School Viking Planner 2018-2019

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

Colors:

Navy Blue, Columbia Blue and White

Mascot:

Vikings

Yearbook:

Odinboken

Newspaper:

Norse Notes

This handbook belongs to:

Name _____

Address _____

Phone _____

PHONE EXTENSIONS

Principal ext. 2001

Assistant Principals ext. 2008

Attendance Recorder..... ext. 2009

Attendance ext. 2010

Career Center..... ext. 2503

Health Center..... ext. 2019

Athletic Director ext. 2500

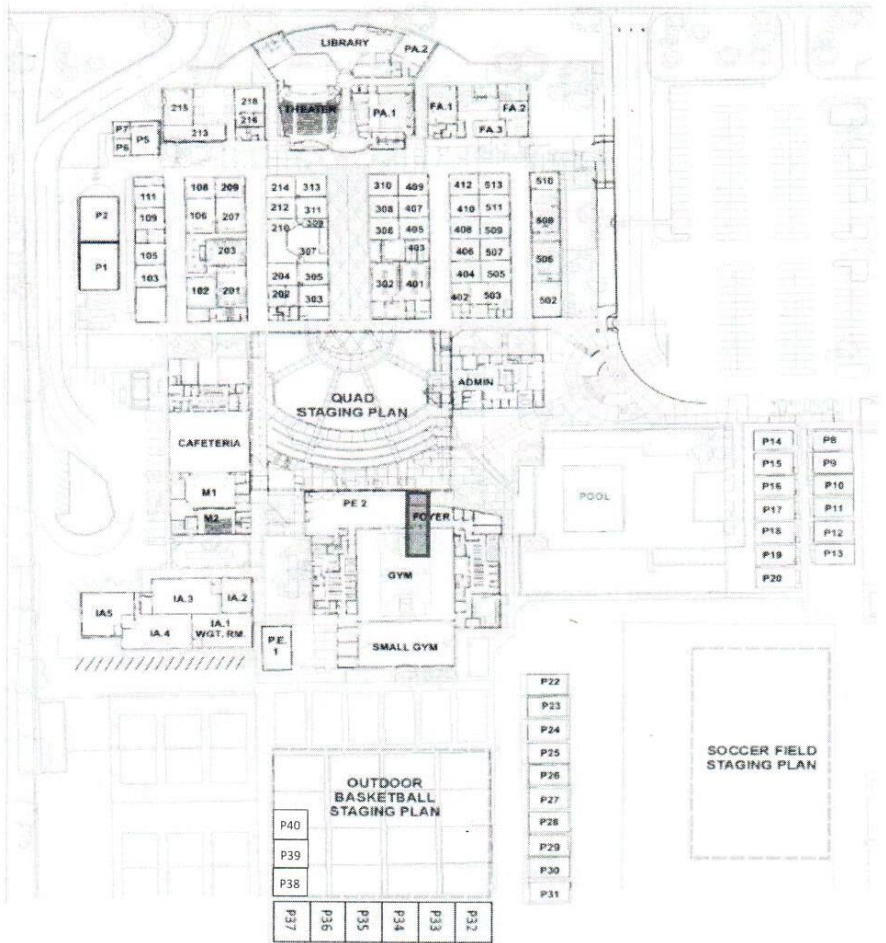
Activities Director ext. 2143

Health Academy..... ext. 2202

IB Coordinator..... ext. 2327

Please visit www.oakmont.org for current school information and updated rules and policies.

OAKMONT CAMPUS MAP



Oakmont High School Site Map

VIKING EXPECTATIONS

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

CAFETERIA

CHOOSE RESPECT	BE RESPONSIBLE	HAVE INTEGRITY	ACTIVELY ENGAGE
Use kind words and actions	Clean up your trash	Pay for your own food	Thank the cafeteria staff when they serve you
Clean up your trash		Keep your own place in line	Use table manners
		Encourage others to clean up trash	Participate in lunch time activities

SCHOOL EVENTS

CHOOSE RESPECT	BE RESPONSIBLE	HAVE INTEGRITY	ACTIVELY ENGAGE
Use kind words and actions	Arrive prior to the start of the event	Honor your school with good sportsmanship	Focus on the event; take personal conversations outside
Exercise proper etiquette for the event	Clean up after yourself	Be welcoming and kind to visitors	Enjoy the entire event
Be respectful to the performers and athletes	Use equipment and facility appropriately	Demonstrate school pride in a positive manner	Participate and join in when encouraged to do so.
Show your appreciation through positive cheering or clapping at appropriate times	Leave everything better than you found it	Use only designated areas	
Stand and sing the National Anthem in a respectful manner		Report vandalism	
		Pay admission	

BATHROOM

CHOOSE RESPECT	BE RESPONSIBLE	HAVE INTEGRITY	ACTIVELY ENGAGE
Use kind words and actions	Go directly to and from bathroom	Report vandals and vandalism	Move away from the mirror so others can wash their hands
Clean up any mess you make	Plan ahead and use bathroom between class – use bathroom pass privilege sparingly	Carry bathroom pass	Keep social conversations outside to respect the privacy of others.
Respect facility – no writing on anything	Report cleaning needs to the office		
Give others privacy			

BELL SCHEDULES

Oakmont High School

2018-2019 Bell Schedules

<u>1st Lunch</u>				<u>2nd Lunch</u>				Two Lunch Schedules
Regular Day + Intervention Schedule				Regular Day + Intervention Schedule				
1	7:45 - 9:05	80 min		1	7:45 - 9:05	80 min		
Intervention	9:12 - 9:40	28 min		Intervention	9:12 - 9:40	28 min		
2	9:47 - 11:11	84 min		2	9:47 - 11:11	84 min		
Lunch	11:11 - 11:41	30 min		3	11:18 - 12:38	80 min		
3	11:48 - 1:08	80 min		Lunch	12:38 - 1:08	30 min		
4	1:15 - 2:35	80 min		4	1:15 - 2:35	80 min		
Collaboration Day Schedule (Mondays)				Collaboration Day Schedule (Mondays)				
1	7:45 - 8:59	74 min		1	7:45 - 8:59	74 min		
2	9:06 - 10:24	78 min		2	9:06 - 10:24	78 min		
Lunch	10:24 - 10:54	30 min		3	10:31 - 11:45	74 min		
3	11:01 - 12:15	74 min		Lunch	11:45 - 12:15	30 min		
4	12:22 - 1:35	73 min		4	12:22 - 1:35	73 min		
Collaboration	1:35 - 3:00			Collaboration	1:35 - 3:00			
Minimum Day Schedule				Minimum Day Schedule				
1	7:45 - 8:41	56 min		1	7:45 - 8:41	56 min		
2	8:48 - 9:46	58 min		2	8:48 - 9:46	58 min		
Lunch	9:46 - 10:16	30 min		3	9:53 - 10:48	55 min		
3	10:23 - 11:18	55 min		Lunch	10:48 - 11:18	30 min		
4	11:25 - 12:20	55 min		4	11:25 - 12:20	55 min		
<i>Dates: 8/23, 1/17, 5/17</i>				<i>Dates: 8/23, 1/17, 5/17</i>				
Special Assembly Schedule				Special Assembly Schedule				
1	7:45 - 8:53	68 min		1	7:45 - 8:53	68 min		
2nd Per Assembly	9:00 - 11:40	160 min		2nd Per Assembly	9:00 - 11:40	160 min		
Lunch	11:40 - 12:10	30 min		3	11:47 - 12:55	68 min		
3	12:17 - 1:25	68 min		Lunch	12:55 - 1:25	30 min		
4	1:32 - 2:35	63 min		4	1:32 - 2:35	63 min		
<i>Date: 11/1</i>				<i>Date: 11/1</i>				
Rally + Intervention Schedule -One Lunch				Extended Rally + Intervention -One Lunch				
1	7:45 - 8:55	70 min		1	7:45 - 8:52	67 min		
Intervention	9:02 - 9:30	28 min		Intervention	8:59 - 9:27	28 min		
2	9:37 - 10:55	78 min		2	9:34 - 10:49	75 min		
Rally	10:55 - 11:25	30 min		Rally	10:49 - 11:29	40 min		
Lunch	11:25 - 12:05	40 min		Lunch	11:29 - 12:09	40 min		
3	12:12 - 1:20	68 min		3	12:16 - 1:22	66 min		
4	1:27 - 2:35	68 min		4	1:29 - 2:35	66 min		
<i>Dates: 8/17, 11/7, 2/1, 4/5, 4/12, 5/24</i>				<i>Date: 9/28</i>				ONE Lunch Schedules
Finals Day Schedule				Schoolwide Testing Schedule - One Lunch				
Final	7:45 - 9:45	120 min		Extended Period	7:45 - 9:45	120 min		
Break	9:45 - 9:59	14 min		1	9:52 - 10:47	55 min		
Final	10:06 - 12:06	120 min		2	10:54 - 11:51	57 min		
				Lunch	11:51 - 12:31	40 min		
				3	12:38 - 1:33	55 min		
				4	1:40 - 2:35	55 min		
<i>Dates: 10/11, 10/12, 12/19, 12/20, 3/14, 3/15, 5/29, 5/30</i>				<i>Date: 4/12</i>				

Student lunch is determined by 3rd period classroom - TBD

ADMINISTRATION AND COUNSELING STAFF

Administration

Rob Hasty	Principal		ext. 2001
Michelle Mahoney	Asst. Principal		ext. 2005
Sondra Myles	Asst. Principal		ext. 2014
Noe Ochoa	Asst. Principal		ext. 2006
Julie Winkel	Asst. Principal		ext. 2020

Counseling Staff

Lisa Benavides	Special Services		ext. 2011
Gina Coiner-Lacoste	Counselor	A-De	ext. 2012
Albert Lee	Counselor	P-Ta	ext. 2015
Lisa Noma	Counselor	Te-Z and EL	ext. 2016
Bethany Olander	Counselor	Dh-J	ext. 2050
Lorri Perkins	Counselor	K-O	ext. 2013
Sam Ryner	Speech Therapist		ext. 2515

CULTURAL DIVERSITY COMMITMENT

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

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

Academic Honesty Policy

Our Philosophy

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

Having academic and social integrity means valuing and demonstrating positive regard for:

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

Academic Malpractice

A) Plagiarism

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

There are three types of plagiarism:

- Direct copying of material without proper citation. This includes cutting and pasting from websites and copying directly from a book.
- Use of large segments (sentences or even phrases) of un-cited, copied wording mixed in with your own words.
- Relying heavily on a source instead of using the ideas in the source to establish your own thoughts.

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

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

B) Collusion

Collusion is defined as a secret agreement between two parties to commit a fraudulent act; therefore supporting the academically dishonest behavior of another student. This could include allowing one's homework or an assignment to be copied or submitted for assessment by another student or sharing answers to a test. This includes work completed in previous years. An example of collusion is the sharing of work between siblings in different year levels.

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

Collusion is also a serious academic offense. Examples of collusion include (but are not limited to) the following:

- giving a friend in the same class a copy of the homework
- allowing your essay or assignment to be copied
- telling a student what material appears on a Math test
- hiding the truth from a teacher when you know someone is cheating

Enforcement of these policies

The tools and technology at the disposal for Oakmont High School staff and students are: the Certificated Library Media Teacher, EasyBib (full suite and citation tools), SafeAssign (through BlackBoard), database citation tools, and DiscoveryStreaming (with citation tools).

Academic Dishonesty is a serious academic offense which carries severe penalties. Our first goal is to provide resources to remediate the malpractice through intervention and re-teaching of referencing skills. In the case of willful malpractice, the Oakmont discipline policy will be enforced which may include (but is not limited to): after school detention, parent conference or administrative referral. Teachers may recommend additional remediation or consequences for academic dishonesty based on their written course syllabus/class policies.

Referencing

While many different citation standards exist, Oakmont High School staff will be using at least one of the following: Chicago, MLA, or APA. These styles will be explicitly taught in different subjects across different grade levels at Oakmont High School. Students should consult directly with each teacher regarding subject specific requirements.

Ultimately, it's most important that students make a distinction between their own ideas and those of others with proper citations.

Strategies to help promote academic honesty

- Always take notes in your own words, and never write your answers or essay while directly looking at your textbook or other source of information. Use quotation marks to identify someone else's words.
- Try to combine information from different sources; when carrying out research, don't just use one source of information.
- Avoid "cutting and pasting" large parts of text from the internet.
- Always properly cite sources in footnotes and a bibliography according to the teacher's instructions for that particular assignment.
- Remember that your teacher wants to know your ideas and read your words, not the ideas and words of someone else.
- If a friend asks you what is on a test or asks you to complete their homework, explain why you cannot do so. Explain to your friend that they are putting your grades and student record at risk.
- Always contribute as much as you can in group work so you do not end up taking the ideas of others.

Counselors

Guidance counselors and school psychologist are available for student's academic and personal needs. Fill out a blue *Request to see counselor* form in the office. The counselors will call you out of class using a call slip sent from the office.

Graduation Requirements for RJUHSD

<i>a – g</i>	Subject	District Graduation Requirements	UC/CSU Entrance Requirements
<i>a.</i>	History/Social Science	3 YEARS World Studies (10th), US History (11th), Government & Economics (12th)	2 YEARS World Studies or AP European History US History or AP US History
<i>b.</i>	English	4 YEARS	4 YEARS
<i>c.</i>	Mathematics	2 YEARS (at and above IM 1)	3 years (4recommended) (IM 1, IM 2, IM 3 OR Algebra 1, Geometry, Algebra 2)
<i>d.</i>	Laboratory Science	2 YEARS (1 year Life & 1 year Physical)	2 YEARS (3 recommended) (Biology and Chemistry)
<i>e.</i>	Language other than English	1 YEAR (or 1 year Visual / Performing Art)	2 YEARS (3 recommended) (of the same language)
<i>f.</i>	Visual and Performing Arts	1 YEAR (or 1 year Language other than English)	1 YEAR
<i>g.</i>	Electives	11 total elective courses (at least one CP elective)	1 YEAR (see 'a – g' Certified Course List)
Physical Education		2 YEARS (9th & 10th grades)	N/A
Health		1 YEAR	N/A

To graduate from Oakmont High School, students must:

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

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

- Complete at least the minimum college preparatory 'a – g' courses with grades of "C" or better
- Complete the SAT I or ACT (plus Writing) and at least two (2) SAT Subject tests (UCs only)

Home Teaching

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

Interventions

- Intervention Period- Students attend Priority Period on:
Tues-1st Period, Wed-2nd Period, Thur-3rd Period Fri-4th Period
Open Areas are available to students meeting specific grade requirements.
Students must have ID cards to attend Open Areas.
- Teachers may require Mandatory Intervention. Students not attending Mandatory Intervention requested by a teacher, may receive administrative discipline.
- 5th Period- After school in the library

Off-Campus Instructional Opportunities

- CTE must be scheduled in two on-campus classes.
- Juniors and Seniors may request an off campus period one time in the school year.
Please request this during the class registration time in the prior school year.

Physical Education

- Students may purchase PE clothes from the Student Store or they may use their own physical education-appropriate clothing. Such clothing must be worn during physical education classes and students must dress for and participate in Physical Education every day.
- Students who have physical or health problems that limit participation in a full physical education program are required to submit a medical restriction to the Health Center. There are forms available in the P.E. Department, the Health Center, and in the office. Students with certain disabilities may, upon presentation of a recommendation from a physician, be excused from regular P.E. or placed in a modified program.
- Students who have had a serious illness, injury or any other health complication need a doctor's clearance to re-enter the P.E. or athletic program.

Progress Reports

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

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

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

Weighted Grading System

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

ATHLETICS

Fall Sports

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

Winter Sports

- Basketball
- Wrestling
- Soccer

Spring Sports

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

- As part of the process for being cleared for athletics, students and parents acknowledged receiving an Athletic Handbook. Athletes and parents are responsible to review the entire handbook at the start of each sport season.
- Oakmont student athletes and parents are required to attend a seasonal sport orientation meeting in order to participate in OHS athletics.
- Oakmont is a member of:
 - Capital Valley Conference (CVC)
 - SAC – Joaquin Section
 - California Interscholastic Federation (CIF)
- Oakmont is governed by the California Interscholastic Federation (C.I.F.) rules and regulations of C.I.F. will apply.
- Athletes are directed to carefully review the District Athletic Handbook for more specific explanations.

Academic Eligibility

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

Academic Probation

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

Athletic Clearance Process

- Every athlete must have clearance prior to beginning practice.
- The student and the student's parent or guardian must complete the online athletic clearance process. The online process includes:
 - Insurance verification
 - Parent permission form for transportation and medical treatment
 - Yearly physical completed after July 1 of new school year
 - Health history
- Parents or guardians will receive an email through the online system. Students then may see the athletic secretary for their "ticket to try-out".

Cheer and Stunt Squad

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

Dance Team

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

Leaving a Team

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

Outside Competition

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

Residential Eligibility

- The California Interscholastic Federation requires that students must be living with parents or legal guardians within the school's attendance boundaries.
- All exceptions require special permission and that forms and letters of approval be on file before student can be declared eligible.
- Any athlete known to be using a false address or otherwise not being honest about a residence places the entire team in jeopardy.
- Student should be reported to the coach to avoid penalizing the entire team.

Training Rules

The use of tobacco, alcohol, steroids or performance-enhancing substances, nicotine and/or related paraphernalia is not acceptable and will not be tolerated for high school student-athletes for health and safety reasons. Any student, who uses or possesses alcohol, steroids or performance-enhancing substances, tobacco, nicotine and/or related paraphernalia shall be

ineligible for a minimum of six (6) weeks from the date of the infraction excluding vacation periods.

- A student may regain eligibility any time after six weeks by successfully completing three (3) district-sponsored substance abuse programs or a comparable outside program. Students **not** completing an approved substance abuse program will remain ineligible for a period of **one calendar year** from date of the infraction.
- A second offense involving alcohol or drugs including steroids or performance-enhancing substances, tobacco, nicotine and/or related paraphernalia which occurs at any time in the four years of high school will cause the student to be ineligible for one (1) calendar year from the date of the infraction. Refer to Athletic Handbook for appeal procedures.
- Any student involved in the *sale* of drugs or alcohol including steroids or performance-enhancing substances, tobacco, nicotine and/or related paraphernalia will be ineligible for one (1) calendar year from the date of the infraction. The student may not continue practice nor participate with the team during the period of ineligibility.

Transportation

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

ATTENDANCE

The Board of Trustees believes that regular attendance plays a significant role in student achievement. Furthermore, the Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children ages 6 to 18 are obligated to send their children to school unless otherwise provided by law. Furthermore, to maximize student attendance in school, the Board recognizes the need to adopt a policy addressing excessive student absences and/or tardiness that constitute an irregular attendance pattern that adversely affects the student's ability to learn. Excessive absences and/or tardiness are defined as patterns of student non-attendance at school due to prolonged or repeated illnesses, truant conduct, or tardiness, including but not limited to:

- 1. Absences/truant conduct/tardiness of 10 or more school days in a school year for illness without written verification by a medical professional, and**
 - 2. Any pattern of repeated absences and/or truant tardiness that adversely affects the student's academic progress.**
- Board Policy 5000*

- Students must be excused from the office *before* the student leaves the campus during school hours.
- Before student is issued a "Special" to leave campus, permission must be given by a parent, guardian or person given such authority by the parent or guardian on the emergency card. Failure to secure a Special before leaving campus may result in a truancy and suspension. Calling AFTER THE FACT will *NOT* clear the absence.
- If a parent/guardian comes in the office to check out a student, the office staff must have 30 minutes notice. No students will be called out 30 minutes before the end of school.

- Students must remain on the school grounds from the time of arrival in the morning until departure after school, including lunch periods. Any violation of this policy may result in a suspension.
- No students are permitted in the parking lot or bus zone during the school day except by special permission of the office.
- For the safety of our students, NO visitors are allowed on campus during the school day unless prior approval is obtained through the principal's office. This includes special performances and rallies. Please review our visitor policy for more information

Clearing Absences

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

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

OR

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

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

Forgery of a note or any other school document is grounds for immediate suspension.

Early Dismissal

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

OR

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

Last Minute Appointments

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

Late Arrivals

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

Making-up Assignments

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

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

School Board Policy 5121.2

Oakmont High School does not provide an Independent Study Program.

Truancy and Tardy Policies

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

Tardies

These will reset each 9-week semester

Students are considered tardy if they are not in their seat at the time the bell rings.

Interventions for tardiness will be recorded and monitored.

- Teachers should be diligent in taking attendance and marking students who are tardy
- Administrators will monitor students who are tardy. Parents will be informed via regular mail after three tardies. Tardies will be tracked by the attendance clerk with help from the assistant principals's administrative assistant.
- Upon 4th, 6th, and 8th tardy (total tardies in all periods), students will be called up to an Assistant Principal's office and assigned a detention and/or work service. Parents will be contacted by school messenger. Students will have one week to serve detention or work service.
- School Attendance Review Team (SART) hearing and/or other discipline including Saturday School may be assigned after 9 tardies.
- Continued tardiness or repeat offenses will be monitored. Additional disciplinary consequences including suspension from participation in extracurricular activities may result and is at the discretion of the principal.

Truancies

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

Truancies are full period absences or full day absences or combination of both.

- Truancy Letter 1 – three unauthorized/unexcused same period and/or all day absences: Letter mailed home. Contact by Attendance clerk.

- Truancy Letter 2 – six unauthorized same period and/or all day absences:
Letter mailed home and contact by Learning Support Specialist with parent.
- Truancy Letter 3 – nine unauthorized same period and/or all day absences:
Letter mailed home. Student is called in by Learning Support Specialist. Attendance Intervention plan created. Parent contacted.
- Truancy Letter 4 – ten or more unauthorized same period and/or all day absences:
Served by School Resource Officer for referral to School Attendance Review Team. Meeting will determine course of action. Without improvement, student will be referred to the School Attendance Mediation (SAM) team meeting at District Office for possible transfer.

Types of Absences

Excused

Student is expected to make work up

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

1. Personal illness
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, optometric, or chiropractic appointments
4. Attendance at funeral services for a member of the immediate family
 - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
 - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household.
5. Jury duty in the manner provided by law
6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including but not limited to:
 - a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observation of a holiday or ceremony of his/her religion
 - d. Attendance at religious retreats not to exceed four hours per semester
 - e. Attendance at an employment conference
8. Participation in religious instruction or exercises in accordance with district policy:
 - a. In such instances, the student shall attend at least the minimum school day
 - b. The student shall be excused for this purpose on no more than four days per school month
Board Policy 5113, Staff Rule 5113

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

Unexcused or Unapproved

Assignments missed may not be made up for class credit

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

18 Year Old Wavers

- 18 year old students can invoke their rights as an adult for excusing their absences.
- Students must meet with the appropriate administrator. Meetings will be held monthly and students will receive information during the month of their 18th birthday.
- Students must fill out and return signed waiver.

Chronic Illness

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

DISCIPLINE

Oakmont Discipline Philosophy and Policy was created to:

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

Discipline Guidelines

- Safety is the primary concern for rule enforcement.
- School rules and regulations are designed for the total school. All staff, administrators, counselors, hall monitors, and students are responsible for upholding order.
- Rules are designed to support the classroom teacher. The regulations of classroom behavior are left to individual teachers.
- Communication is a vital part of an orderly school. A commitment must be made to continue/establish communication links between:
 - School and parents
 - School and students
 - Teacher and students
 - Teacher and parents
 - Counselors and teachers
 - Administrators and staff
- Parents of students unable to follow classroom rules and behavior guidelines will be contacted by phone by individual teachers as a "first warning".
- Students will read and understand school rules and regulations as reviewed in their Social Studies/English classes.
- Students who disrupt the learning environment need to be removed from that environment and their behavior addressed.
- Students referred to the office on Discipline Referrals may not return to class until seen by an administrator.
- Teachers have total control of their classrooms. Students referred to the administration become the responsibility of the administration and the administrator will assign the consequences.

Mandatory Recommendation for Expulsion

- Caused serious physical injury to another person, except in self-defense.
- Possessed any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds.
- Unlawfully sold any controlled substance, as defined in Section 110007 of the Health and Safety Code.
- Committed robbery or extortion (Ed. Code Section 48915).

- Engaging in gang or behavior associated with gangs.

Standard Disciplinary Consequences

- Detention – minor offenses only
- Work service
- Parent Conference
- Saturday School
- Suspension
- Letter of conditional enrollment (contract to stay at Oakmont)
- Transfer to Continuation School
- Expulsion

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

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

STUDENT INFORMATION

Bus Conduct

- Students riding buses must have current photo bus pass at all times.
- Students riding buses are required by law to be orderly and quiet in order that the safety of the riders is protected.
- No part of the body, head, or arms may be extended out of the window.
- Students must be seated as directed by the driver.

- Pupils are not permitted to eat or drink on the bus.
- Playing musical instruments, whistling, yelling, profane language, throwing articles, shooting rubber bands, scuffling, or any other unnecessary commotion is prohibited.
- Smoking or any use of tobacco on a school bus is prohibited.
- No intoxicating liquor or controlled substances shall at any time be used or possessed on a school bus.
- Any damage to the bus by a pupil that cannot be considered ordinary wear and tear must be paid for by the pupil.

Cell Phones

- The use of cell phones is allowed only before/after school and authorized breaks or under the direction of a classroom teacher.
- For safety purposes, any cell phone use which creates a classroom disruption makes the device subject to confiscation and/or search.
- School administration has the authority to prohibit possession of electronic devices for any student if it is determined that such possession poses an ongoing distractive nuisance.
- For safety purposes, any cell phone may be searched by administration during the course of an investigation.

Clubs and Student Organizations

The clubs and organizations are under the jurisdiction of the Student Government. All activities and fundraisers are sponsored by them must be approved by the Student Government as well as by the organization's advisor. Application forms for this purpose are available in the office. New clubs are approved only at the beginning of each term by Student Government and the administration. Clubs and organizations must have a faculty advisor.

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

Dances

- Students **MUST** have a current year student body card to be admitted. **NO EXCEPTIONS!** Lost cards must be replaced immediately. Replacement cards may be purchased in the student services office for \$5.00 during office hours.
- Students must leave campus or be picked up promptly. Students and guests not leaving campus or not picked up within fifteen minutes after the dance ends may lose future dance privileges.
- **DOORS CLOSE ONE HOUR AFTER THE DANCE BEGINS.**

Dance Bids:

- There may be special dances during the year to which guests may be invited. The student secures a dance bid and guest permission form from the office on which he/she names the guest he/she wishes to invite to the dance. If the dance bid is approved by the administration, the student may then invite his/her guest. If the guest misbehaves, the student may be (1) forbidden to secure another dance bid (2) not allowed to attend any more dances or (3) in an extreme case may be punished as if he/she had been the offender.
- The following guidelines must be followed when using a dance bid:
 1. All guests must have proper identification.
 2. OHS student and guest must enter the dance together.
 3. All guests must be between the ages of 13 and 20 years inclusive.
 4. The intent of dance bids is to allow only couples to attend the dance.

5. Cost is \$5.00.
6. Guests must also have a dance ticket for entrance into the dance.

Dance Conduct:

- No inappropriate or suggestive dancing will be allowed.
- No simulated sex acts.
- No dancing, which could cause harm to one's self or others.
- If a student leaves the dance he/she may not return to the dance.
- Students, their guests and any personal items such as bags or purses are subject to search.
- Smoking, drinking possessing or having consumed drugs or alcohol is prohibited.
- Only students with student body cards or bids will be allowed into the dance. Students with bids must have adequate identification (Driver's License, Student Body Card, etc.).
- Students shall dress appropriately according to the theme of the dance. There shall be no "gate crashing". A person aiding as a gate crasher shall be subject to the same penalty as the offender.

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

Dress Code

Parents are asked to monitor the students in their care and counsel them on appropriate choices. The following are the basic requirements of the Dress Code:

- Students are expected to wear clean, neat, and well-maintained clothing.
- Shoes must be worn on schools grounds at all times.
- Printing and/or graphics depicting drugs, alcoholic beverages, tobacco, or messages that are sexually suggestive, or disrespectful, are prohibited.
- Clothing or accessories that are indicators of gang involvement or emulation are prohibited. *Board Policy 5131.20*
- Strapless tops, halter tops, backless tops, tube tops, and bare midriffs are prohibited. Tops revealing cleavage are prohibited. A strap on each shoulder is required.
- Undergarments are not to be visible.
- Under shirt tank tops and tank tops with low cut arm holes are not permitted.
- Short shorts are prohibited. Skirts and dresses must reach mid-thigh. Short skirts with slits are prohibited.
- More stringent requirements may be imposed in specific classes for safety reasons (such as physical education and shop classes). The Health Academy and/or special programs may develop specific guidelines for their members as well.

Violations of the dress code include:

- Strapless dress or shirt
- Halter shirt
- Short shorts (without hems, with holes, etc.)
- Inappropriate language or images on t-shirt
- Sagging pants
- Visible underwear (including bras and bandeaus)
- Short skirt or dress
- Bare midriff
- Muscle t-shirt
- Cleavage
- Any clothing that is revealing

Consequences for dress code violations are:

1. Change clothing, parent phone call, violation documented in AERIES
2. Change clothing, parent phone call, detention, violation documented in AERIES
3. Parent pick up, student suspended for one day

Electronics

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

Field Trips

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

Hall Passes

- Students who leave a teacher's classroom for any reason must have a visible hall pass.
- Reminder: Students who are out of class should not be on their cell phones.

Incident Investigations

- Students may be interviewed by administration or law enforcement officials during the course of an investigation.
- Oakmont administration will periodically work with Roseville Police Department to conduct canine drug sweeps in accordance with state and federal laws.

Loitering

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

Parking

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

- DUE TO LIMITED SPACES, PARKING WILL BE LIMITED TO JUNIORS AND SENIORS ON A FIRST COME, FIRST SERVED BASIS.
- All student vehicles must have a parking ID displayed. Parking ID's may be obtained in the attendance office. Parking permits are issued to one student and the vehicle(s) noted on the permit application. Permits are non-transferrable. All student vehicles must have a current school year parking decal displayed in the rear window.
- No parking on concrete islands or grass/dirt areas.
- Students should not park on the neighborhood streets where restricted signs are posted.

- Students should not park in the district office parking lot or the professional development center lot.
- The school does not accept responsibility for theft or damage to vehicles parked in the school parking lot.
- No vehicle may be moved during the school day except by special permission from student services.
- No students are permitted in the parking lot during the school day except by special permission of the office. Exceptions need administrative approval.
- Vehicles will be properly parked in the parking lot at all times. No parking along red curbs or blocking emergency exits/fire lanes. No parking in designated “staff”, “carpool”, “handicapped”, or “visitors” spaces. (Violation in these areas may result in a parking ticket issued by the City of Roseville Police Parking Enforcement, loss of parking privileges, or towing at owner’s expense.)
- Those who repeatedly violate the parking rules will be subject to administrative disciplinary action.
- Speed limit in parking lot is 5 mph.
- Vehicles entering the parking lots of school property can be searched upon the judgment of school officials. Search may include the passenger compartment, engine compartment, trunk, and all containers locked or unlocked in or upon the automobile". This would apply to students and visitors.

Students violating any of these regulations may be subject to the following consequences:
 Move vehicle immediately, Detention/Work Service, Suspension to Parent Conference and/or revocation of parking privileges.

Police K9 Drug Unit

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

School Functions Rules of Conduct

- Students are expected to follow the same code of behavior at school functions that applies to the regular school day.
- Students must be in attendance during the school day in order to participate in any after-school activity.
- Some dances and other activities are held on Saturdays. The rules for Saturday activities are the same as for regular school days.
- The use or possession of any drugs including tobacco or alcohol at any school function on or off campus will result in disciplinary action.

Security/Surveillance Cameras

- The Board of Trustees for the Roseville Joint Union High School District is committed to providing a school environment that promotes the safety of all students, employees, and visitors to district facilities and school campuses. The Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and

theft. This letter (In accordance with Board Policy 3515) is to inform you of the use of campus security/surveillance equipment at Oakmont High School.

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

Senior Conduct

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

Skateboards

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

Sportsmanship

- Oakmont High School students are proud of their sportsman-like attitude and good relations with other schools. Students are reminded that, in the event of unsportsmanlike conduct (especially painting and otherwise destroying property) before, during or after any athletic event on the part of students, alumni, or community, the school and/or individual can be held responsible and penalties imposed. Noisemakers of any type are not allowed in the gym during athletic contests.
- Student athletes represent Oakmont High School as such any violation of school policies may result in suspension or dismissal of athletic privileges per Principal’s discretion.

Student Body Cards

- Students should have their cards with them at all times.
- Lost cards replaced for \$5.00 during office hours, and \$10.00 at events.
- A card found in the possession of a person other than the owner will be picked up and disciplinary action taken.
- If a student leaves Oakmont, their card becomes invalid and should be turned in to the office upon check-out.

- Student body cards are required for all school activities, NO EXCEPTIONS!

Suicide Prevention

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

Unlawful Harassment of Students

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

- The District encourages all students to report any incidents of harassment forbidden by this policy immediately so that complaints can be resolved quickly and fairly.

STUDENT SERVICES

Health Center

The Health Center is located in the administration building. The nurse provides assistance with health problems, health instruction in classrooms on request, and individual health counseling for students, parents and staff. **Students must have a teacher-signed STUDENT PASS to come to the Health Center, but emergencies are seen without question.**

- All students are required to have a separate EMERGENCY CARD on file in the nurse's office. This is submitted to the school office at registration time or at the beginning of school.
- Health problems such as diabetes, epilepsy, heart disease, etc., are to be brought to the personal attention of the school nurse with written medical instructions for those limitations deemed necessary. Students with chronic problems should report to the school nurse at the beginning of each fall term.

Communicable Diseases

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

Immunizations

- California state law requires up-to-date measles, rubella, tetanus, diphtheria, and polio immunizations for all students. Exemption for personal belief or medical reasons must be filed in writing in the permanent school health records. Failure to meet these requirements will result in the student being excluded from school.
- Tdap immunization is required for all students effective July 1, 2011.

Medications

- Students are not allowed to carry medication with them, except asthma inhalers. Personnel of the Roseville Joint Union High School District will cooperate with the pupil's parent/guardian and his/her physician by providing a safe place for the storage of necessary medication. Selected school personnel may store and/or dispense prescription or over-the-counter medication to pupils upon written request of the pupil's parent/guardian and physician only when the medication is in the original container. Forms are available in the Health Center.

Student Insurance

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

Library

- The library hours are from 7:15am to 3:30pm of each school day, including lunchtime.
- A student identification card will be necessary to check out materials and use the computers.
- Books may be borrowed for 2 weeks, and renewed once. Reference books, current magazines, and reserved material may only be used in the library.

- It is essential that all materials be returned on time for the benefit of everyone who uses the library. Late materials will lead to an overdue notice and a fine.
- Any lost or damaged materials must be replaced at the expense of the borrower.
- Please do not loiter in the lobby area of the library/theater.

Lockers

- A gym locker will be available to every student.
- The PE department provides locks for students.
- Students are financially responsible for damage to locks or lockers.
- Students will be responsible for contents and proper upkeep of their lockers. Any difficulty with lockers should be reported immediately to the attendance office.
- Lockers will be emptied and cleaned during the summer. Students should remove all contents before school is recessed for the summer. Any student property not removed before summer recess may be donated to local charity organizations.

Lunches

- Students are to deposit waste in the trashcans provided and to help keep the grounds clean.
- Students are not allowed in the hallways during the lunch period for any reason.
- Students involved in food fights will immediately be suspended and may face other disciplinary action, including reimbursement for damages and clean-up costs.
- There are designated “No Lunch Zone” areas on campus, due to classes being in session. These areas are clearly marked, and students are expected to remain within the authorized lunch areas at all times. Students in off-limits areas will lose lunch privileges.
- Students neglecting to throw their trash away may be requested to serve “trash detail” in lieu of regular detention.

Office Phones

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

Visitors

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

STUDENT TECHNOLOGY/NETWORK/INTERNET ACCEPTABLE USE RULES

The Roseville Joint Union High School District (RJUHS) recognizes that technology, including network and Internet services offers a wide variety of opportunities to further educational goals and objectives and therefore provides technology services and network access to its staff and students. Access to these vast resources and information is an educational opportunity requiring responsible use by each individual. As such, every RJUHS user should act in an ethical and legal manner consistent with district goals and objectives and should conform to

educationally appropriate use and network etiquette that includes being polite, using appropriate language, and respecting the privacy of others.

Users of RJUHSD technology and network services should remember that the level of confidentiality on district-owned computers may not be the same as that expected when using their own equipment or Internet services. Electronic communications*, files and other Internet records may be examined for educational and administrative purposes and to verify that acceptable-use guidelines are being followed. (*For purposes of this document, electronic communications include but are not limited to e-mail, chat, and instant messaging.)

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

Responsibility

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

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

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

- Using technology or network services for illegal activities, including unauthorized installation, use, storage, or distribution of copyrighted software or materials in violation of copyright laws.
- Unauthorized installation or use of any software or hardware not belonging to, or properly licensed by the District (e.g., games, applications, operating systems, "shareware", computer components, and peripherals).
- Accessing, posting, submitting, publishing or displaying harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity,

national origin, gender, sexual orientation, age, disability, religion or political beliefs. California Penal Code Section 313(a).

- Using technology or network services for private business, commercial enterprise, or for political activities.
- Use of another individual's name, user account, or password.
- Allowing another user access to your account.
- Sharing electronic account passwords, leaving passwords available in obvious locations, or leaving "signed on" or "logged on" computers unattended.
- Disclosure, use, or dissemination of personal identification or "contact information" about oneself or others when using electronic communication. Students are also cautioned not to disclose such information by other means to individuals located through the Internet without the permission of staff members and are urged to discuss on-line privacy issues with their parents or guardian. Personal information includes the student's name, address, telephone number, Social Security number, or other individually identifiable information.
- Reading or accessing other users' electronic mail or files. (*Collaborative efforts will have appropriate and identified locations and/or resources for sharing files and information.*)
- Attempting to interfere with other users' ability to send or receive electronic mail, or deleting, copying, modifying or forging other users' mail or files.
- Sending or exchanging messages that are inconsistent with school or district policies.
- Distributing electronic media or files in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system (e.g., downloading huge files during prime time; sending mass electronic messages; downloading of video and audio files not directly related to district goals; excessive chat or instant message use for non-educational purposes; distribution of chain letters).
- Intentionally uploading, downloading, or creating computer viruses.
- Attempting to vandalize, harm, tamper with, intercept, or destroy district equipment, data, or materials including use and/or possession of "hacking" tools.
- Attempting to bypass, circumvent, or disable network security, virus protection, or Internet content filtering.
- Manipulating the data of any other user, school, or district resource.
- Unauthorized access to servers, computer systems, or network equipment.
- Use or connection of any personal equipment to the RJUHSD network.
- Using electronic resources and communication for other than educational purposes.

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

Please note that all rules and policies are subject to change during the school year. Families will be notified of any changes through an automated phone call home and students will be notified through the student bulletin.

An updated version of the policy will be posted on the Oakmont website.

Oakmont Viking Expectations

Choose Respect
Be Responsible
Have Integrity
Actively Engage



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