

Granite Bay High School

Roseville Joint Union High School District

Student Handbook

2015 – 2016



#1 Grizzly Way Granite Bay, CA 95746

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Website: www.granitebayhigh.org

Welcome to the 2015-16 school year! Granite Bay High School has many opportunities for you to explore, and my hope is that each and every one of you will find your niche, as well as a sense of purpose, throughout your high school career.

This year we are revisiting our roots in Grizzly Pride as we celebrate who we are. With that in mind, every action will be viewed through the lens of personal responsibility, respect, integrity, dignity and engagement—in other words, PRIDE. Here at GBHS we strive to focus on more than GPA, and believe that each and every student's behavior is a reflection of the values within our community. While it is your responsibility to understand the guidelines and the consequences within this handbook, overall we want you to remember who you are and what you represent as a Granite Bay High School Grizzly.

Have a fantastic year!

Jennifer Leighton



Granite Bay High School Mission Statement

Granite Bay High School will foster a learning community that prepares students for college and career success. By developing a mindset of integrity, collaboration, and professionalism, GBHS will create a positive environment of high expectations that supports all learners.

Guiding Principles

- Students will be challenged by a relevant and rigorous curriculum that provides high standards and expectations for every level of ability and interest.
 - Students will have multiple opportunities to make informed decisions in a supportive caring environment where respect, honesty, fairness, cooperation and commitment are practiced.
 - Students will attend a safe campus where students, staff and the community promote social and individual responsibility and integrity.
 - Students will be served through a process of continuous assessment and improvement that requires and values the active participation and contributions of students, staff, parents and other stakeholders.
 - Students will be engaged in a high quality curricular and co-curricular program that recognizes and rewards participation, leadership, and achievement.
 - Students will share an academic experience that emphasizes critical thinking, intercultural understanding and exposure to a variety of points of view.
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Grizzly PRIDE

P = Personal Responsibility

R = Respect

I = Integrity

D = Dignity

E = Engagement

GBHS Bell Schedules

1st LUNCH SCHEDULES (Regular Day Schedule)			2ND LUNCH SCHEDULES (Regular Day Schedule)		
<u>Period</u>			<u>Period</u>		
1	7:45 – 9:10	85 minutes	1	7:45 – 9:10	85 minutes
2	9:20 – 10:55	95 minutes	2	9:20 – 10:55	95 minutes
<i>Lunch</i>	10:55 – 11:25	30 minutes	3	11:05– 12:30	85minutes
3	11:35 – 1:00	85 minutes	<i>Lunch</i>	12:30 – 1:00	30 minutes
4	1:10 – 2:35	85 minutes	4	1:10 – 2:35	85 minutes
COLLABORATION SCHEDULE			COLLABORATION SCHEDULE		
<u>Period</u>			<u>Period</u>		
1	8:45 – 9:55	70 minutes	1	8:45 – 9:55	70 minutes
2	10:05 – 11:25	80 minutes	2	10:05 – 11:25	80 minutes
<i>Lunch</i>	11:25 – 11:55	30 minutes	3	11:35 – 12:45	70 minutes
3	12:05 – 1:15	70 minutes	<i>Lunch</i>	12:45 – 1:15	30minutes
4	1:25 – 2:35	70 minutes	4	1:25 – 2:35	70 minutes
RALLY SCHEDULE			RALLY SCHEDULE		
<u>Period</u>			<u>Period</u>		
1	7:45 – 9:00	75 minutes	1	7:45 – 9:00	75 minutes
2	9:10 – 10:30	80 minutes	2	9:10 – 10:30	80 minutes
3	10:40 – 11:55	75 minutes	3	10:40 – 11:55	75 minutes
<i>Rally</i>	12:05 – 12:30	70 minutes	<i>Rally</i>	12:05 – 12:30	70 minutes
<i>Lunch</i>	12:35 – 1:10	35 minutes	<i>Lunch</i>	12:35 – 1:10	35 minutes
4	1:20 – 2:35	75 minutes	4	1:20 – 2:35	75 minutes
SPECIAL SCHEDULES					
MINIMUM DAY SCHEDULE			FINALS SCHEDULE		
<u>Period</u>			<u>Period</u>		
1	7:45 – 8:39	54 minutes	Final 1	7:45 – 9:50	125 minutes
2	8:49 – 9:48	59 minutes	<i>Break</i>	9:50 – 10:10	20 minutes
<i>Nutrition</i>	9:48 – 10:08	20 minutes	Final 2	10:20 – 12:25	85 minutes
3	10:18 – 11:12	54 minutes			
4	11:22 – 12:15	53 minutes			
ONE LUNCH SCHEDULE			HOMECOMING/GOODBYE RALLY SCHEDULE		
<u>Period</u>			<u>Period</u>		
1	7:45 – 9:10	85 minutes	1	7:45 – 9:50	73 minutes
2	9:20 – 10:55	95 minutes	2	9:08 – 10:31	83 minutes
<i>Lunch</i>	10:55 – 11:25	30 minutes	1 st Lunch/3 rd	10:31 – 11:01	10:41 – 11:54
3	11:35 – 1:00	85 minutes	3 rd /2 nd Lunch	11:11 – 12:24	11:54 – 12:24
4	1:10 – 2:35	85 minutes	4	12:34 – 1:47	73 minutes
			<i>Rally</i>	1:55 – 2:35	40 minutes

Contact Information for School Staff

(916) 786 – 8676

Administrative Team	Name	Extension
Principal	Jennifer Leighton	5123
Asst. Principal	Mike Fischer	5105
Asst. Principal	Sybil Healy	5104
Asst. Principal	Jessup McGregor	5102
Asst. Principal	Brian McNulty	5103
Support Staff		
Principal Secretary	Meagan Swartz	5123
Asst. Principal Secretary	Debbie Nordman	5106
Registrar	Marie Hollwager	5122
A – D Counselor	Tiffani Gieck	5117
E – K Counselor	Kathy Orchard	5119
L – Rh Counselor	Paul Stordahl	5118
Ri – Z Counselor	Tasman Nicolodi	5120
Intervention Counselor	Melanie Anvari	5130
Special Ed. Counselor	Jan Lucas	5842
Psychologist	Shietel Chhana	5840
Learning Support Specialist	Holly Minor	5129
School Nurse	Jenny Serrano	5126
Youth Services Officer	Deputy Gregg Hopping	5110
Librarian	Julianna Hedstrom	5706
College/Career Center	Cindi Underwood	5109
Athletic Director	Tim Healy	5128
Activity Director	Tamara Givens	5507
Student Services		
Attendance	Kathi Geyer	5107
Athletics	TBD	5137
Finance	Bonnie Boone	5127
Receptionist	Janay Hood	5100

Academics

To graduate from Granite Bay High School, students must:

- Pass all district graduation requirement courses including the new online Personal Finance course.
- Pass both sections (English and Math) of the California High School Exit Exam (CAHSEE) **pending state legislative amendments.**
- Earn a minimum of 260 credits.

To qualify for CSU/UC entrance and be college-ready students must:

- Complete CSU/UC entrance requirement coursework with grades of 'C' or better.
- Take the SAT or ACT.

Subject	District Graduation	CSU/UC Entrance
Social Science	3 years World Studies (10 th) US History (11 th)	2 years World Studies/AP Euro History (10 th) US History/AP US History (11 th)
English	4 Years	4 Years
Mathematics	2 years at or above CCIM1	3 years (4 years recommended) Minimum: CCIM1, CCIM2, CCIM3
Science	2 years 1 year of Life Science (Biology) 1 year of Physical Science (Chemistry or Earth Science)	2 years laboratory science (3 years recommended)
Foreign Language	1 year or 1 year visual/performing art	2 years of the same language (3 years recommended)
Visual and Performing Arts	1 year or 1 year foreign language	1 year
College Preparatory Electives		1 year
Physical Education	2 years	
Health and Safety	1 year	

GBHS is on the 4 x 4 block schedule, which allows students to take eight classes and earn 80 credits per year. Students should work with their counselor for details regarding additional requirements for college entrance and specific careers.

Extended Learning Opportunities

GBHS offers a comprehensive range of honors and Advanced Placement and International Baccalaureate classes for students interested in a challenging learning environment. Honors and AP/IB classes are designed to prepare students for university work and will receive

weighted credit on the student's transcript. For a complete listing please visit the course catalog on the GBHS website.

College Courses

Please review Board Policy 5121.1 on the Roseville Joint Union High School District website. Students must complete an application for permission to take college courses with their counselor. College courses that a student needs to complete for graduation requirements pursuant to Board Policy 5121.1 will be placed on a student's transcript. However, in order for any additional college classes to be placed on a transcript, a student must receive written approval from the site principal or designee prior to taking the course.

WHERE TO GO TO GET ACADEMIC HELP – O.T. ON TRACK!

Tutorial Granite Bay Learning Center

- Walk in program offers a place to study
- Peer Tutors will be available as a resource for most subjects
- Open Monday – Thursday from 2:35 – 4:00 p.m.

*Closed on the 3rd Tuesday each month for Faculty meeting

Tutoring is offered Monday thru Thursday from 2:45-3:45 in the GBHS Library. In addition, teachers may offer tutoring before and after school.

Math Tutoring Center

- Walk in program in the following rooms after school
- Open **Monday – Thursday from 2:45 – 3:45 p.m.**
 - Mondays and Wednesdays – room 651
 - Tuesdays and Thursdays – room 658

Student Tutors

A list of students (peers) that provide **math tutoring** can be found on the GBHS website on the left hand side under QUICK LINKS/Staff Department Directory/Mathematics/Tutoring/Extra Help.

****For those that take the bus there is a late bus available at 4:30!**

ACADEMIC HONOR CODE

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

Academic Malpractice: Academic dishonesty/malpractice constitutes acts, which result or may result in an individual gaining an unfair advantage.

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

Consequences

The sanction administered due to an incident of willful malpractice is dependent on the nature of the violation and your disciplinary history.*

When a student has been found in violation of the cheating policy, the consequences and procedures for each instance are as follows:

1st Instance/Level 1*

- A. A grade of "0" for the assignment/project/test.
- B. Teacher will confer with the student.
- C. Teacher will notify the parents/guardians and inform them of the consequences.
- D. Teacher will refer the student's name to administration. Name and event will be filed.

2nd Instance/Level 1 or 2*

- A. Student(s) will receive one or more of the following consequences:
 - i. "0" for the assignment/ project/ report/ exam.
 - ii. Quarter mark lowered one full letter grade.
- B. Teacher will notify the student's counselor.
- C. Teacher will notify the parents.
- D. Teacher will refer the student's name to administration. Name and event filed.
- E. Depending on the severity of the infraction, the student may be referred to the Academic Honesty Committee for further review and consequences.

3rd Instance/Level 1, 2 or 3*

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

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

- Any infraction should result in the student being disqualified from any academic awards and denial of participation in academic merit clubs.
- If a student's name is placed on the Academic Malpractice list, after one calendar year a student may appeal and submit a reflection paper and meet with the Academic Honesty Committee to request his or her name be removed.

Grading Periods

September 11, 2015	Progress report
October 9, 2015	Midterm grades (placed on transcript)
November 6, 2015	Progress report
December 18, 2015	First term grades (placed on transcript)
February 5, 2016	Progress report
March 11, 2016	Midterm grades (placed on transcript)
April 22, 2016	Progress report
May 26, 2016	Second term grades (placed on transcript)

HOMELINK

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

Contacting Teachers

Staff email addresses are the person's first initial and last name, plus the district's mail address. For example, to email Tom Smith, the address would be tsmith@rjuhsd.us. See website for complete listing of staff.

Teacher telephones do not ring through into the classroom during the school day. Please dial the teacher's extension and leave a message.

Student Services

Absence Reporting

Students are required to have all absences cleared by a parent/guardian. Please follow the procedures below:

To clear an absence **send a note** with your student the day they return and have them drop it off at the attendance office.

The note should be written in ink and must include the:

- Date and time of the absence
- Specific reason for the absence (see below for allowable excused absence guidelines)
- Signature of the parent or guardian
- Daytime phone number of the parent or guardian

Notes should be dropped in the box in the attendance office. Students who do not bring a note by the third school day following an absence will be marked truant.

Forgery of a note, a phone call, or any other school document or official communication is grounds for discipline up to and including suspension.

Excused Absences (Education Code Section 48205)

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

- Personal illness or injury
- Quarantine under the direction of a county or city health officer.
- Medical, dental, optometric, or chiropractic services rendered.
- Attendance at funeral services for a member of the immediate family (1 day in state, 3 days out of state).

- Jury duty in the manner provided by law.
- Pupil is custodial parent of a child who is ill or has a medical appointment during school.
- Exclusion for failure to present evidence of immunization (Education Code 48216)
- Exclusion from school because student is either the carrier of a contagious disease or not immunized for a contagious disease (Education Code 48213)
- Pupils in grades 7-12 who leave school (with prior approval of the Principal or his/her designee) to obtain confidential medical services. The pupil is to return a copy of the medical professional's appointment verification form.

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

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

Students are expected to make-up all work missed during the absence. Students with excused absences have the number of days they were absent to complete any work assigned during the absence. Board Policy permits teachers to designate certain assignments as "long term". As such, these assignments shall be submitted before or on the assigned due date even if the student is absent.

After nine days of absences and/or truant conduct for the same school period(s), day 10 of absence and/or truant conduct for the same school period(s) will only be allowed with written verification from a school or medical professional.

When a student has reached nine full or partial days of the same period missed during any school year, a letter will be sent home to the parent/guardian notifying the parent/guardian that he/she will no longer be able to excuse an absence without a note from a school or medical professional. Absences without a note from a school or medical professional will be reported as unexcused absences/truancies and may result in disciplinary and legal action.

Unexcused Absences/Truancy (Education Code Section 48205)

Reasons may include but not limited to: Traffic, oversleeping, car problems, vacation, work, hunting, shopping, or personal business, or an absence not authorized by a parent/guardian. **Make-up work is given at the individual teacher's discretion.** A period truancy is defined as a student missing 30 minutes or more in a period without a valid excuse.

If a student is identified as being truant, the following steps may be implemented: Truancy Letter 1

- Issued when a student has 3 unauthorized absences.
- Action: Letter mailed home, student may

be disciplined. Truancy Letter 2

- Issued when a student has 1 unauthorized absence after receiving Truancy Letter 1
- Action: Letter mailed home, parent contacted and student

may be disciplined. Truancy Letter 3

- Issued when a student has 1 absence after receiving Truancy Letter 2
- Action: Letter mailed home, parent contacted and student

may be disciplined. Truancy Letter 4

- Issued when as student has 1 or more unauthorized period absence after receiving Truancy Letter 3
- Action: Served Notice to Appear to Student Attendance Mediation (SAM) at District Office by School Resource Officer and student may be disciplined.

Permission to Leave Campus

GBHS is a closed campus. Students must have permission to leave campus during the school day. Please follow these procedures:

Send a note with your student in the morning and have them drop it off at the attendance office before school. They should return during the passing period prior to the class they are leaving from to pick up their "Special" pass to leave with. Or you may come in and sign your student out. It could take up to ½ hour for us to get them out of class, especially during both lunches. Students may not be able to be retrieved from 2:20-2:35.

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

Failure to secure a "Special" before leaving campus may result in a truancy discipline. A parent calling or sending a note after a student leaves without permission will not absolve the student of discipline consequences.

Emergency Cards

Students are required to have an emergency card on file in the office. This card must include the following information:

- 1) parent/guardian home and work telephone numbers
- 2) names and phone numbers of persons authorized by parent/guardian to be called in case of accident or illness (students will not be released to an unauthorized person)
- 3) emergency instructions in case of accident or illness
- 4) parent/guardian signature

Students will not be released from school without authorization from a parent or designee named on the emergency card.

Tardy Policy

Tardiness: Grizzlies arrive on time! This means that you are in your seat and ready to work before the tardy bell rings. If by chance you are tardy, you should proceed to the nearest scanning station or the attendance office to check in and get a tardy pass prior to going to class. Excessive tardiness will result in the following:

- 1st and 2nd tardy during each 9-week grading period: the teacher will warn the student and a tardy noted in the roll book.
- 3rd-5th Tardy in each 9-week grading period: Detention assigned by Assistant Principal, parent contact.
- 6th tardy and each continuing tardy in each 9-week grading period: Referral to Assistant Principal. 2 Detentions assigned, parent contact
- 9th tardy and each subsequent tardy in each 9-week grading period: Referral to Assistant Principal. 1-day suspension for 9th and each additional tardy will constitute an additional day of suspension, parent contact.

After School Detention

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

When a student is assigned detention:

- The student will receive a referral notification for *Detention Assignment*.
- Students will have 24-hour notice for an assigned detention.
- The detention will be assigned from 2:45 pm to 3:45 pm.
- Detention will be held Tuesday and Wednesday.

What is expected of a student during detention?

- Students are to report to detention on time. Late students will not be permitted to stay and the next level of infraction will be given.
- Students **MUST** sign in with their student body ID card with the supervisor.
- Students are expected to do homework during detention. All necessary materials for school work should be brought to detention.
- Students may not leave detention until released.
- Students may not use any electronic devices during detention.
- Students may not eat, or sleep during detention.

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

- If a student fails to show up for an assigned detention he/she will receive another detention. Further non-compliance will result in student suspension.
- Students will not be excused from detention because of conflicts with employment, athletics and other activities.

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

- Detention will be re-assigned for the following day detention is held.

Health Center

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

All students are required to have an emergency card on file in the Health Center. This card is submitted to the school office at registration time or when a student begins school. **If you change your address, phone number, or other emergency information, please update in your parent Homelink account.** It is important for the school to be able to reach parents/guardians in the event of an emergency.

Health problems such as diabetes, epilepsy, heart disease, or other serious medical conditions are to be brought to the personal attention of the school nurse with written medical instructions for those limitations deemed necessary. Students with chronic health problems should report to the school nurse at the beginning of each fall term. **Contact Jenny Serrano, the school nurse, at 786 – 8676 ext. 5126.**

California State Law requires at the time of registration up-to-date measles, rubella, tetanus, diphtheria, chicken pox immunization or disease history, Hepatitis B vaccine series and polio immunizations for all students. Exemptions for religious or medical reasons must be filed in writing in the permanent school health records. Failure to meet these requirements will result in the student being excluded from school.

Students are not allowed to carry medication with them. Only medication prescribed by a physician may be given to students. School personnel will cooperate with the student's physician by providing a safe place for the storage of necessary medication. The school must have written permission from both the parent AND the physician for over the counter OR prescription medication to be given. The medication must be in the original container. Forms are available in the Health Center.

Students who have physical or health problems that limit participation in a full physical education program are required to submit a medical restriction form to the Health Center. Forms are available in the PE Department, the Health Center, and the office all year long. Students with certain disabilities may, upon presentation of a recommendation from a physician, be excused from regular P.E. and placed in a

modified program. Students who have had a serious illness, injury, or any other health complication need a doctor's clearance to reenter P.E. or athletic programs.

Requests for home teaching due to extended illness (two weeks or longer) must be made through a written medical request on a district form to the principal stating the nature of the illness and the expected duration of the illness.

Contagious diseases such as pink eye, impetigo, and ringworm require a written clearance for school reentry from a doctor. Parasites such as lice and scabies are causes for exclusion from school.

Student Insurance

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

Food Services

GBHS has a full service cafeteria, a snack bar, and several satellite food service carts. Please visit our website (Food Services under the Student & Parent Resources tab) for additional information regarding menus, pricing, and the free and reduced lunch program. Follow the guidelines below to add money to your student's account.

Option 1: Go to the website myschoolbucks.com and create an account. This will enable you to add money to your student's account. Your student will be able to purchase lunch using their ID card. You can use this website to monitor their balance and add more money as needed.

Option 2: Send your student with a check to the main office to be left in the cafeteria's mailbox. The amount will be added to their account and your student will be able to purchase lunch using their ID card. This process may take up to 2 days, so please plan to send them with lunch money for the day the check was received and the following day.

The office is not able to accept cash for students to pick up.

Messages and Deliveries

The office staff does not deliver student messages or items to classrooms. Students may check the table in front of the office for messages or deliveries if they believe something has been dropped off for them. ALL ITEMS left for student pick up are left at your own risk. Cash may not be left for students.

Library

The GBHS library is open from 7:00 am until 4:00 pm on school days. Occasionally the library will be closed for special events or meetings. A student ID card is required to

check out materials. Library materials may be check out for two weeks and be renewed two times.

Counselors

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

Student Assistance

Students are encouraged to contact the school nurse, guidance counselors, the youth services officer, or administration to discuss any concerns or problems that may be impacting them personally. Other community resources include:

24 Hour Services			
Suicide Crisis Lines: 1-800-SUICIDE		Abuse/Counseling Services	
Auburn	530-885-2300	Sierra Family Services	916-783-5207
Lincoln	916- 645-8866	People Reaching Out	916-576-3300
Roseville	916-773-3111	Peace for Family	916- 652-6558
Sacramento	916-368-3111	AA	800-575-5352
HOTLINES:		Narcotics Anonymous	916-454-1100
Runaway		Alateen	800-600-4673
10-15-15-8000			916-334-2970
Domestic Violence & Sexual Assault		New Direction	916-966-4523
916-652-6558			
Child Abuse	1-800-422-4453		
Diogenes Youth	916-363-0063	Hotline Drug Abuse	1-800-662-HELP
Calif. Youth Crisis Line			
1-800-843-5200			

Student Conduct

Grizzly PRIDE

Granite Bay High School conduct is focused on four behavioral expectations that are positively stated and easy to remember. Those expectations are:

- **Personal Responsibility**
- **Respect**
- **Integrity**
- **Dignity**
- **Engagement**

We call this the “**Grizzly PRIDE**”.

GBHS Dress Code

Guidelines: Parents or guardians of students have the primary responsibility for establishing and implementing appropriate standards of dress and grooming. It is Granite Bay High School’s legal and ethical responsibility for establishing a classroom and campus atmosphere that creates the appropriate environment for teaching and learning. Clothing worn on campus must reflect good taste and a sense of modesty to enhance an atmosphere conducive to learning. The dress code is a tool to ensure that education can take place. By using common sense and good taste students will avoid any problems.

- Extremes in clothing are regarded as disruptive and as a distraction from the learning process and are not permitted.
- Clothing with messages, pictures, or symbols depicting drugs, alcohol, tobacco, profanity, violence or disrespect for members of the opposite sex or differing cultures is regarded as offensive and intimidating and therefore, is not permitted.
- Accessories such as studded or metal belts, wristbands, chains (including wallet chains), and handcuffs are regarded as disruptive, intimidating and dangerous. These items are not permitted.
- Failure to comply with dress code guidelines and policy is considered a Level 2 infraction as outlined in Standard Disciplinary Consequences.

General Dress Policy

1. Garments must be neat, clean and in good repair.
2. Pants, shorts and skirts must fit properly at the waist, above the hipbones. visible. No Sagging.
3. Footwear must be worn at all times, per state law.
4. Shirts and tops must cover the entire torso, including chest, back and midriff. Strapless dress and tube tops, halter-tops, back-less tops, scoop-neck tops, low ‘V-neck’ tops, half shirts, and muscle shirts are not appropriate. Underwear should not be visible.

5. Shorts, skirts and dresses must be appropriate in length. The buttocks may not be exposed at any time. (P.E. clothing, including running shorts, leotards, and swim suits are not appropriate in the classroom).
6. Wallet chains can be considered weapons, and are therefore prohibited from campus.
7. Dark glasses are not permitted in classrooms.
8. Clothing and jewelry that imitate gang attire or gang colors is strictly prohibited.

Consequences for dress code violations are:

- 1) Change clothing, parent notification, violation will be documented in AERIES
- 2) Change clothing, parent notification, detention assigned and documented in AERIES
- 3) Parent pick up of student and 1 day suspension

Assemblies

Assemblies are a regular part of the educational process. They include programs for education, entertainment, elections, and pep rally functions. They help create better school spirit and develop leadership and talent. Appropriate student conduct is necessary for successful assemblies.

Rules of Conduct for Assemblies and Rallies

No talking once the program has begun (unless it is a rally). Be attentive, responsive and show common courtesy when someone is speaking or performing. Do not throw any objects. No laser pointers.

Conduct at School Functions

Students are expected to follow the same code of behavior at school functions that applies to the regular school day. Students must be in attendance during the regular school day for at least three hours in order to participate in any school activity. Students suspended from school may not be on campus or at any off campus school activity during the period of suspension. Some dances and other activities are held on Saturdays. The rules for Saturday activities are the same as for regular school days. School functions include events held at venues other than the GHBS campus.

Dances

There are six basic rules for every dance

- Unsafe, lewd or vulgar dancing is not permitted.
- No “freak” dancing / dancing that imitates sexual activity.
- No crowd “surfing.”
- No “mosh pits” / slam dancing.

- Other than shoes or jackets or other wraps, clothing may not be removed.
- No use or possession of controlled substances at any school activity.

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

GBHS Dance and Dance Dress Code Policies

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

Dance Code Policy

- Students and/or their guests in violation of the Granite Bay High School Dance Code will be immediately removed from the dance and have their parents called, and will be prohibited from attending the next dance
- Students must have their ID Card to purchase a ticket
- Students must have all work services completed by the Wednesday before the dance, in order to purchase a dance ticket.
- Students must have their fines paid by the Wednesday before the dance, in order to purchase a dance ticket.
- Current student ID card is mandatory to purchase tickets and attend the dance. Replacement IDs are \$15 at the door. Tickets will not be sold at the door.
- Doors will close one hour after the dance begins. Once a student leaves the dance, the student will not be re-admitted to the dance.
- Students are to be in designated dance areas. Students found outside of the designated areas will be escorted off school property.
- All regulations pertaining to student conduct in school and in dances are in effect.
- Anyone suspected of substance abuse will not be admitted, will be subject to disciplinary action and will be unable to attend the next dance.
- No purses, bags or backpacks will be allowed into the dance. Students may check them into the proper facilities.
- Guests from other schools will only be admitted with a Guest Pass, a current photo ID and a date who attends GBHS.

Public Display of Affection

Students should remember that the school campus is a public environment and a public facility. Students are to refrain from excessive public displays of affection.

The following actions are unacceptable:

- Kissing on the lips for an extended period of time (making out)
- Sitting on another's lap
- Hugging for an extended period of time
- Hugging/holding from behind (front to back)

- Inappropriate touching
- Or any other action deemed inappropriately affectionate by staff. The following actions are acceptable:

- A brief kiss (small kiss)
- A brief hug
- Holding hands

Consequences may range from a parent contact, detention, referral to the office, or suspension.

Technology

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

Cell Phones/ Electrical Devices

Electrical Devices are permitted at Granite Bay under the following conditions:

- Cell phones must be turned off and stored prior to entering class. All ringing tones and vibrate mode must be disabled.
- Electronic devices may not be used during class time without the teacher's permission. This includes calls in and out, games, text messaging, and/or camera, video or audio feature.
- Requesting a pass to go outside and use a cell phone is NOT permitted.
- Electronic devices may be used in classes at the teacher's discretion and before or after school, at lunch or during passing periods.

Please note: the school is not responsible for lost or stolen electrical devices.

Consequences

- The first violation of the electronic devices policy will result in the confiscation of the device until after school ends for the day at 2:35.
- A second violation will result in confiscation and parent must pick up the device.
- A third violation will result in confiscation, parent must pick up the device, suspension and loss of permission to bring any electronic device to school for the remainder of the school year.

School and Personal Property

- Students are responsible for textbooks, library books, and other school property loaned to them. If textbooks, library books, CDs or other school equipment are lost, damaged, or stolen, the student is held responsible until the financial

obligation is cleared. Grades, diplomas, transcripts, student class programs, dances, and fall registration materials will be withheld from students with outstanding financial obligations.

- The school is not responsible for the loss or theft of personal property.
- Students are strongly advised to leave expensive personal property at home.
- Personal media devices (e.g. IPODS), jewelry, expensive make-up are targets of theft.
- Students should never leave personal property unattended in backpacks or in the locker rooms.
- PE locks should always be used!

FALL students will be issued a student ID card at the beginning of the year, during registration, for the purpose of checking out library materials, entrance to school dances, and student discounts. Students are strongly encouraged to carry their ID card at all times and must identify themselves to any and all staff members (or parent volunteers) at any school upon request.

Transportation and Parking

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

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

Parking

A permanently displayed permit is required to park at GBHS. Because there are more student drivers than there are student parking spaces, only juniors and seniors are eligible for parking permits. To receive a parking permit the vehicle must be registered with the school. You will need a copy of your driver's license and proof of insurance. The parking permit must be current for the school year and displayed in plain view on the backside of the inside rearview mirror.

Students who are issued permits are expected to abide by all rules. Parking in the following locations is prohibited:

- Parking outside designated parking spaces (a designated space is a defined space between 2 white lines)
- Staff Only areas
- Visitors Parking area
- Painted curbs (red, yellow, green)
- Fire lanes

- Any area behind the school or theater
- Handicapped (unless you have a permit)
- Traffic lanes
- Bus loading zone

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

Note: Having an open first period greatly reduces the opportunity to legally park on or near the campus. If parking is a concern for you it is NOT advised to have an open first period.

Alternatives

Since there is limited parking on the street and on the campus, students are encouraged to work with their parents to find alternative means of transportation. If parking on public streets students are expected to adhere to standards of civility including safe driving, polite interactions with homeowners, appropriate language, and leaving no litter.

Bicycles, Electric Scooters, Mopeds

Bikes, electric scooters, and mopeds are not to be in classroom areas or buildings. They should be parked and locked in the designated areas. The school is not responsible for bike or moped vandalism or theft; however, report all thefts/vandalism to the Assistant Principals. No one is to loiter in the bike area. All students are to wear bike safety helmets.

Skateboards, Skates, Shoe Skates, Scooters

Such forms of transportation are not to be used on campus at any time. If used on campus they will be subject to confiscation (with return only to parent or guardian). Repeated offenses may result in suspension.

Discipline Policy

Behavior Standards: All students should be provided with the opportunity to experience positive and worthwhile learning experiences at GBHS. The goals of the discipline policy are to maintain an effective learning environment, to observe a high level of conduct, and to develop self-discipline. Students are expected to demonstrate high personal standards of courtesy, decency, morality, appropriate language, honesty, appropriate behavior, and respect for self and others.

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

- Detention
- 5th Period/Mandatory Intervention
- Parent Conference
- Suspension
- Letter of Conditional Enrollment (contract to stay enrolled at GBHS)
- Transfer to Alternative Education
- Expulsion

Any school disruption may result in school consequences. The following violations may result in suspension or expulsion:

- fighting, assault, battery, or attempting to cause physical harm
- possession, sale, and/or furnishing of a firearm, knife, explosive, or other dangerous object
- possession of an imitation firearm (toy guns), including Airsoft guns
- committing or attempting to commit robbery or extortion
- engaging in gang activities, behavior associated with gangs, or wearing gang clothing
- threatening, intimidating, or menacing behavior
- committing or attempting to commit a sexual assault or committing a sexual battery
- harassing, threatening, or intimidating a witness in a school disciplinary proceeding
- “hate violence”
- unlawful harassment (gender, race, disability)
- hazing
- engaging in an act of bullying
- fire setting, attempted fire setting, setting off fire alarm
- possession or use of firecrackers, impact “poppers,” caps, and any other fireworks or explosives
- theft, attempted theft, or receiving stolen property
- vandalism: damaging or attempting to damage school or private property
- use or possession of tobacco
- using, under the influence of, or possessing alcohol, drugs, or any controlled substances • furnishing, offering, arranging, or negotiating the sale of alcohol, drugs, or any controlled substance or any substance represented as alcohol, drugs, or another controlled substance. Prescription drugs are not allowed on campus unless they are checked in with the school nurse. *****STUDENTS MAY NOT CARRY ANY PRESCRIPTION DRUGS ON CAMPUS*****
- possession of drug paraphernalia, unlawfully selling, offering, or negotiating to sell drug paraphernalia
- any act of defiance or willful disobedience
- failing to comply with the reasonable request of teachers or other school personnel
- willful disruption of the learning environment or school activities
- use of profane or indecent language, commission of an obscene act
- interfering with the peaceful conduct of the campus
- failure to correctly identify oneself or giving false information to school personnel

- violation of technology policies
- leaving campus without a special excuse slip, closed campus violations
- forging, falsifying, or altering school correspondence, passes, readmits, or phone calls
- gambling, wagering, or sports pools
- trespassing on the school campus after hours
- trespassing on other school campuses
- ALL PARKING LOTS (main, back, athletic, etc.) are considered part of the GBHS CAMPUS. Vehicles parked within these areas are subject to search. (California Ed. Code 48900-48915)

The following violations require a mandatory recommendation for expulsion:

- Possession/furnishing a firearm
- Brandishing a knife
- Sale of a controlled substance
- Sexual assault/battery
- Possession of an explosive
- Causing serious physical injury
- Possession of a knife or dangerous object
- Possession of a controlled substance
- Robbery or extortion
- Assault or battery on school personnel (California Ed. Code 48915)

Unlawful Harassment of Students

- The Roseville Joint Union High School District and GBHS are committed to providing an educational environment free of unlawful harassment.
- The District's anti-harassment policy (full text available online) 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 a student may result in disciplinary action, up to and including suspension and expulsion, depending on the seriousness of the violation.
- Unlawful harassment because of gender, race, ancestry, physical or mental disability, age, or any other protected basis includes, but is not limited to
 - verbal conduct such as derogatory remarks
 - visual conduct such as staring
 - physical conduct such as assault, unwanted touching, or blocking of normal movement
 - harassing contact made electronically, such as text messages, internet postings, email, etc.
 - any retaliation for having reported or threatened to report harassment

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

Bullying

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

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

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

Cyber Bullying

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

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

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

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

Senior Conduct

Students are responsible to maintain acceptable standards in the academic, attendance, conduct and citizenship areas. Failure to do so during their senior year, as determined by GBHS administration, may cause students to lose the opportunity to participate in senior assemblies, senior awards, and senior activities (senior picnic, senior ball, etc.). Areas reviewed by site administrators responsible for senior conduct will be:

1. Students who receive an "F" in any class will be reviewed to determine if, based upon homework, class participation and test performance, they have made a conscientious effort to pass the class.
2. Students who have excessive tardiness or absences, as determined by a site administrator, will be reviewed to determine the reason for absence and to compare their present and past attendance pattern.

Students whose conduct and/or citizenship require school discipline may lose the right to participate in one or more of the senior activities.

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

Campus Restriction

Skateboarding, riding bicycles or scooters, or any other wheeled transportation on campus is prohibited. Bicycles must be locked to bike racks in designated areas. *Students must leave the GBHS grounds 15 minutes after the close of the school day unless they are in a supervised academic or athletic environment (tutoring, athletic practice, library, etc.) Loitering on campus is not permitted.* Student with an unscheduled period must leave immediately after their last class.

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

Visitors

Student visitors are not allowed on the GBHS campus during the school day. Pre-authorized adult visitors must check-in at the front office and wear a visitor's pass at all times.

Student ID Card

Students must carry their current student ID cards with them when at school. Lost cards can be replaced in the attendance office for \$7.00. Student body cards also act as library cards. Students must show their student body card to receive the discount student rate for tickets to athletic events.

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

Student ID cards are required for admission to all school dances. The student body card will be checked at the entrance door. Students who come to dances without their Student ID Card can purchase a new card at the door at a cost of \$7.00. No students will be admitted without their student body card.

Posting of Signs/Distribution of Literature

All signs, flyers, etc. must be approved for posting and stamped by the school administration or their designee. Painters tape is the only allowable manner to post signs.

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

Bus Conduct

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

Athletics

Athletes and their parents/guardians need to read the GBHS Athletic Handbook in its entirety. Athletes are responsible for reading the information and following the rules. Granite Bay High School's athletic program is run under the authority of the California Interscholastic Federation (CIF). GBHS is in the Sac Joaquin Section, and the Sierra Foothill League. Please read the GBHS Athletic Handbook for more details.

Questions regarding athletic eligibility, academic probation, residential eligibility, athletic clearance, training, conduct or other athletic issues should be addressed to the Athletic Director, Mr. Healy, at 786-8676 ext. 5128 or the assistant principal in charge of athletics at 786-8676 ext. 5102. See a complete list of sports, the GBHS Athletic Handbook and the athletic packet on our website.

Fan Behavior

We encourage all students and members of the GBHS community to support GBHS athletics by attending athletic events. Appropriate fan behavior is expected. Direct your comments and support to our teams. Derogatory or unsportsmanlike behavior directed to the opponent or the referees/officials is unacceptable. Students and adults may lose attendance privileges if behavior at athletic and other school events is disrespectful of the participants and/or attendees.

Clubs

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

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

Free and Public Education

Under the California Constitution, the “free school guarantee” prohibits charging students any fee, charge or deposit for curricular, co-curricular, credit or non-credit activities that are part of the District’s or a school site’s education program. There are, however, specific statutes in the Education Code and other laws which identify definite circumstances when fees and charges are permissible. Those specific situations are outlined below.

Nothing in the law prohibits voluntary donations, contributions and fundraising by students and their families to support district and school site programs, so long as monetary donations, contributions and fundraising activities are not mandatory for students and their families and no conditions are placed upon the donation.

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

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