

# GRIDLEY HIGH SCHOOL

Student Handbook  
300 East Spruce Street  
Gridley, California 95948  
Telephone: (530) 846-4791  
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HOME OF THE BULLDOGS



## G.H.S. MISSION STATEMENT

Our mission is to work collaboratively to provide a safe environment and meaningful learning experiences that enable all students to recognize and achieve their potential as productive adults living their lives by working collaboratively for the success of all.

## GRIDLEY HIGH SCHOOL ADMINISTRATION

Superintendent	Jordan Reeves
Principal	Justin Kern
Assistant Principal	Rikki-Lee Burreesch

## GUIDANCE AND COUNSELING

Counselors    Jesse Barajas  
                    Jodie Tull

## SUPPORT STAFF

Activities Coordinator Asst. Annette Boone  
Administrative Assistant    Lupe Haro  
Attendance Assistant        Emma Ceballos  
Counseling Assistant        Cristina Coats

## DEPARTMENT CHAIRPERSONS

Agriculture	Jenny Kaslin
Counseling	Jodie Tull
CTE/Physical Education	Steve Allard
English/Foreign Language	J.D.Sarginson
History/Social Science	Mark Canfield
Math	David Tull
Science	Molly German
Special Education	Sue Taylor

# Table of Contents

Mission and Vision/Expected Student Learning Outcomes	5
Welcome Letter	6
Electronic Device Policy	7
Bell Schedule	8
<b><u>GENERAL INFORMATION</u></b>	<b>9</b>
Accidents	9
Adult at 18	9
Athletics	9
Athletic Eligibility	9
Athletic Code	10
Bulletin	10
Bus Transportation	10
Clubs and Organization	10
Chromebooks	11
Dances	11
Deliveries/Messages	11
Dress Code	12
Enrollment Requirements	13
Insurance	13
Internet	13
Field Trips	13
Food/Nutrition Services	13
Library	14
Lockers	15
Lost and Found	15
Main Office Hours	15
Medications	15
Off-Limits Areas	15
Open Campus	15
Parking	16
Personal Property	16
PE Uniforms	16
Posters/Printed Materials	16
Scheduling Events or Activities	17
School Colors/Mascot	17
Skateboards/In-line Skates	17
Student Participation in Extracurricular Activities	17

Student ID Cards	18
Telephone Numbers	18
Textbooks	18
Visitor Permits	18
Work Permits	18
Website	19
Where to Find It	19
<b><u>ACADEMIC INFORMATION</u></b>	<b>20</b>
Academic Letters	20
Advanced Placement Courses	20
Aeries Parent Portal	20
Alternative Programs and Alternatives to the High School Diploma	20
College Entrance Requirements	21
Counseling	21
Courses Taken Outside of GHS	21
Credit Recovery/Acceleration - Cyber High	22
Grade Scale	22
Graduation Requirement	22
English Language Development (ELD) Course Graduation Requirements	24
Financial Aid for College	24
Homework Make-Up	24
Honor Roll	25
Independent Study	25
Outside Credit Limitations	25
Report Cards	25
Schedule Changes	26
Scholarships	26
Student Success Team (SST)	26
Support Services	27
Valedictorian/Salutatorian Selection	27
<b><u>ABSENCES</u></b>	<b>29</b>
Absences	29
Procedure for Clearing an Absence	29
Excused Absences	29
Unexcused Absences	30
Outside Passes	30
Attendance Policy	31
Teachers' Absence Policies	31
GUSD SARB (Student Attendance Review Board)	32

Tardies	32
<b><u>STUDENT RESPONSIBILITIES AND EXPECTATIONS</u></b>	<b>34</b>
Academic Dishonesty	34
Classroom Rules Policy	35
Conduct at School Activities	35
Coming and Going Rule	35
Disciplinary Referrals	35
Due Process in School Discipline	36
Electronic Bullying	36
Extra/Co-Curricular Activities	36
In-house Suspension	36
Lunch and Recess Restriction	37
Posting and/or Distributing Signs/Flyers on Campus	37
Public Displays of Affection	37
Questioning and Apprehension by Sheriff's Office	37
Search and Seizure	37
Student Community Service	37
Suspension/Expulsion	38
Suspension by a Teacher	38
<b><u>NOTICES AND APPENDICES</u></b>	<b>37</b>
Title IX Policy	39
Initiation/Hazing/Harassment/Intimidation	39
Gridley High School Anti-Harassment Policy	39
Non-Discrimination	40
Uniform Complaint Procedure	40
Gridley High School Parent/School/Student Compact	42
Gridley Unified School District Acceptable Use Agreement	43
Williams Complaint Classroom Notice	45

## Gridley High School Vision and Mission

### VISION:

Empowering students to be successful in college and career readiness through academic, technological, and social experiences.

### MISSION:

Our mission is to work collaboratively to provide a safe environment and meaningful learning experiences that enable all students to recognize and achieve their potential as productive adults living with Bulldog PRIDE throughout their lives by working collaboratively for the success of all.

## Gridley High School Expected Student Learning Outcomes

Successful graduates of Gridley High School will be academically, technologically, and socially prepared to become productive members of society.

### Academically:

Grow in their performance on standardized tests and course objectives yearly.  
Have daily learning experiences building and applying critical thinking skills.  
Show college and career readiness.

### Technologically:

Grow their existing technology skills through experiences that constantly push them further.  
Have multiple experiences using a variety of emergent technologies regularly.  
Show proficiency in 21st century computer skills.

### Socially:

Grow their toolset to manage adult-level relationships, both personally and professionally, with Bulldog PRIDE.  
Have multiple opportunities to take on civically responsible roles at school and in the community.  
Show ability to direct their own learning in school to prepare them for lifelong learning experiences later.

## Welcome Letter

Welcome to Gridley High School, a school steeped in community service and tradition! We hope the time you spend here will be meaningful and rewarding. Your process in each subject will depend on your interest, desire, and effort. Success depends on you!

Practicing the following will help you achieve your goals:

- Be on time and prepared to succeed.
- Tell the truth; get beyond lying and denying.
- Treat others as you would like to be treated by them.
- Be appropriate; know when to do what and where.
- Respect and encourage the right to teach and the right to learn at all times.
- Be responsible for your choices; expect to be held accountable for them.
- Be young, have fun, and be responsible.

This handbook will provide important information regarding some of your privileges and responsibilities. This by no means is to be interpreted as being a complete list of services, rules, and regulations of the school. It should help you to know your school better. Please remember that Gridley High School can only be as great as you make it.

Have a great school year. We are here to support you and help you get as much out of this experience as possible. Please let us know how we can help you!

Sincerely,

*Justin Kern*

Principal

*Rikki-Lee Burresch*

Assistant Principal

# ATTENTION GRIDLEY HIGH SCHOOL STUDENTS

Please read the following electronic device policy.

Gridley High School strives to protect academic time to ensure maximum student learning. Cell phones/devices serve as a distraction during learning time. Please try to limit phone communication during the school day.

Gridley High School's Electronic Device Policy:

- Cell phones/computers/music devices/etc. may be used in the classroom at **teacher discretion**.
- Cell phones/computers/music devices/etc. that are visible or heard ringing, vibrating, or making noise during class time when not being allowed, will be confiscated.
- Using a device is defined as: phone calls, texting, emailing, using the internet, checking the time, calling mom or dad, listening to music, taking pictures of your friends, etc. (ect. means everything else.)
- Music from personal devices shall not be played in the common areas including the hallways.

Violations will result in the following:

**1st Violation:** Phone/device is confiscated, turned into the office and returned to the student at the end of the day.

**2nd Violation:** Phone/device is confiscated, turned into the office and parent is required to pick up the confiscated item.

**3rd Violation:** Phone/device is confiscated, turned into the office and parent is required to pick up the confiscated item *the following day*.

**4th Violation:** Phone/device is confiscated, turned into the office and student will be suspended for the remainder of the day, and/or the following day.

**You can avoid these consequences by only using your device outside of classroom time, and only during class when given permission.**

Gridley High School accepts no responsibility for lost or stolen electronic devices including cell phones. Please ensure they are locked up securely when not with you.

## Gridley High School Bell Schedules

### Regular Bell Schedule

<b>Period 1</b>	<b>8:00</b>	-	<b>8:59</b>	
passing	8:59	-	9:04	
<b>Period 2</b>	<b>9:04</b>	-	<b>10:03</b>	
<b>Break</b>	<b>10:03</b>	-	<b>10:10</b>	
passing	10:10	-	10:15	
<b>Period 3</b>	<b>10:15</b>	-	<b>11:14</b>	
passing	11:14	-	11:19	
<b>Period 4</b>	<b>11:19</b>	-	<b>12:18</b>	
<b>Lunch</b>	<b>12:18</b>	-	<b>12:58</b>	
passing	12:58	-	1:03	
<b>Period 5</b>	<b>1:03</b>	-	<b>2:02</b>	
passing	2:02	-	2:07	
<b>Period</b>	<b>2:07</b>	-	<b>3:06</b>	

### Wednesday Early Release

<b>Period 1</b>	<b>8:00</b>	-	<b>8:47</b>	
passing	8:47	-	8:52	
<b>Period 2</b>	<b>8:52</b>	-	<b>9:39</b>	
<b>Break</b>	<b>9:39</b>	-	<b>9:46</b>	
passing	9:46	-	9:51	
<b>Period 3</b>	<b>9:51</b>	-	<b>10:38</b>	
passing	10:38	-	10:43	
<b>Period 4</b>	<b>10:43</b>	-	<b>11:30</b>	
<b>Lunch</b>	<b>11:30</b>	-	<b>12:10</b>	
passing	12:10	-	12:15	
<b>Period 5</b>	<b>12:15</b>	-	<b>1:02</b>	
passing	1:02	-	1:07	
<b>Period 6</b>	<b>1:07</b>	-	<b>1:54</b>	

### Assembly Bell Schedule

<b>Period 1</b>	<b>8:00</b>	-	<b>8:50</b>	
passing	8:50	-	8:55	
<b>Period 2</b>	<b>8:55</b>	-	<b>9:45</b>	
passing	9:45	-	9:50	
<b>Assembly</b>	<b>9:50</b>	-	<b>10:39</b>	
<b>Break</b>	<b>10:39</b>	-	<b>10:46</b>	
passing	10:46	-	10:51	
<b>Period 3</b>	<b>10:51</b>	-	<b>11:41</b>	
passing	11:41	-	11:46	
<b>Period 4</b>	<b>11:46</b>	-	<b>12:36</b>	
<b>Lunch</b>	<b>12:36</b>	-	<b>1:16</b>	
passing	1:16	-	1:21	
<b>Period 5</b>	<b>1:21</b>	-	<b>2:11</b>	
passing	2:11	-	2:16	
<b>Period 6</b>	<b>2:16</b>	-	<b>3:06</b>	

### Rally Bell Schedule

<b>Period 1</b>	<b>8:00</b>	-	<b>8:51</b>	
passing	8:51	-	8:56	
<b>Period 2</b>	<b>8:56</b>	-	<b>9:47</b>	
passing	9:47	-	9:52	
<b>Period 3</b>	<b>9:52</b>	-	<b>10:43</b>	
<b>Break</b>	<b>10:43</b>	-	<b>10:50</b>	
passing	10:50	-	10:55	
<b>Period 4</b>	<b>10:55</b>	-	<b>11:46</b>	
passing	11:46	-	11:51	
<b>Rally</b>	<b>11:51</b>	-	<b>12:33</b>	
<b>Lunch</b>	<b>12:33</b>	-	<b>1:13</b>	
passing	1:13	-	1:18	
<b>Period 5</b>	<b>1:18</b>	-	<b>2:09</b>	
passing	2:09	-	2:14	
<b>Period 6</b>	<b>2:14</b>	-	<b>3:05</b>	

### GIBT Bell Schedule

<b>Period 1</b>	<b>8:00</b>	-	<b>8:45</b>	
passing	8:45	-	8:50	
<b>Period 2</b>	<b>8:50</b>	-	<b>9:35</b>	
<b>Break</b>	<b>9:35</b>	-	<b>9:42</b>	
passing	9:42	-	9:47	
<b>Period 3</b>	<b>9:47</b>	-	<b>10:32</b>	
passing	10:32	-	10:37	
<b>Period 4</b>	<b>10:37</b>	-	<b>11:22</b>	
<b>Rally</b>	<b>11:22</b>	-	<b>12:45</b>	
<b>Lunch</b>	<b>12:45</b>	-	<b>1:25</b>	
passing	1:25	-	1:30	
<b>Period 5</b>	<b>1:30</b>	-	<b>2:15</b>	
passing	2:15	-	2:20	
<b>Period 6</b>	<b>2:20</b>	-	<b>3:05</b>	

### Minimum Day Bell Schedule

<b>Period 1</b>	<b>8:00</b>	-	<b>8:43</b>	
passing	8:43	-	8:48	
<b>Period 2</b>	<b>8:48</b>	-	<b>9:31</b>	
passing	9:31	-	9:36	
<b>Period 3</b>	<b>9:36</b>	-	<b>10:19</b>	
<b>Break</b>	<b>10:19</b>	-	<b>10:26</b>	
passing	10:26	-	10:31	
<b>Period 4</b>	<b>10:31</b>	-	<b>11:14</b>	
passing	11:14	-	11:19	
<b>Period 5</b>	<b>11:19</b>	-	<b>12:02</b>	
passing	12:02	-	12:07	
<b>Period 6</b>	<b>12:07</b>	-	<b>12:50</b>	

# General Information

## **Accidents**

The school carries no insurance on pupils. This requires that all students have adequate insurance coverage in the home. Insurance waivers, or student purchased insurance is required for participation in any student athletic program.

## **Adult at 18**

GHS is still required to continue working with parents/guardians in matters of attendance, discipline, and reporting for any student who reaches the age of 18 during their attendance at GHS. Students wishing to request legal responsibilities must schedule an appointment with the principal. This meeting must include parents/guardians of the student. Eighteen year olds are legally adults and will be held accountable as such.

## **Athletics**

Gridley High School offers a varied athletic program which may include the following interscholastic sports: Baseball, Basketball, Cheerleading, Cross Country, Football, Swimming, Golf, Soccer, Softball, Tennis, Track and Field, Wrestling, and Volleyball. Participation in school athletics may be contingent upon students not carrying outstanding fines or fees. A 2.0 GPA and no F's must be maintained.

## **Athletic Eligibility:**

1. Student athletes must meet NSCIF and Gridley High School eligibility.
2. Student athletes may not compete on outside teams in the same sport during the season of sport.
  - a. (i.e. AAU basketball during basketball season)
3. Student athletes must earn a minimum GPA of 2.0 on a 4.0 scale with no "F's" at each quarter grading period. When a semester grade is given, that grade must be used.
  - a. If a student does not earn a minimum 2.0 GPA and/or has no more than 1 "F" at the end of a quarter grading period, they may be placed on probationary status. The student athlete may stay on probationary status for one quarter grading period provided they meet the requirements of the contract. If the student is on probationary status and fails to meet the requirements of the contract they will either be ineligible to compete in contests for 1 week or will be deemed ineligible and removed from the roster.

- b. If a student has 2 or more "F's" they are not eligible for probationary status with the only exception being incoming freshman for the 1st quarter of their freshman year.
  - c. If a student is on a team and deemed ineligible, they will be removed from the roster and cannot practice or participate in any team functions.
  - d. Once a student is on probationary status or is deemed ineligible, they must regain their eligibility by earning a minimum 2.0 GPA with no "F's" in a quarter grading period before being allowed to go on probationary status again.
4. All student athletes fall under the GHS Discipline Plan the entire school year inclusive of holidays and breaks. They must follow all rules and will be disciplined according to the student handbook.

### **Athletic Code**

The Athletic Code is a part of the athletic clearance process for sports participation. A copy of the Athletic Code must be read and signed by the student and parent/guardian and turned into the school office before the student participates in a sport, including practice. The Athletic Code will be discussed at a pre-season team meeting for each sport. If a student misses this meeting, it is the student's responsibility to meet with the coach or athletic director to receive the information. Participation in school athletics may be contingent upon students not carrying any outstanding fines or fees.

### **Bulletin**

The daily bulletin contains important news of club meetings, athletic events, student activities, etc. Students should check the posting of the bulletin in the hallway for notification of upcoming events and important information. Effort is made to update the hallway and library TVs for this purpose as well.

### **Bus Transportation**

Riding the bus to and from school is a privilege, not a right. Bus transportation is provided for students who live in rural areas and for students involved in school activities. It is important to remember that the bus drivers are in complete charge of the pupils on their buses and their instructions must be followed at all times. There are consequences for inappropriate behaviors on the bus, or at the bus stops, including temporary and permanent bus suspension.

### **Clubs and Organizations**

Gridley High School offers a variety of clubs for student involvement. We believe it is important for students to make connections to our school and the student populations. This promotes positive social interaction and skill building.

ASB (Associated Student Body)  
Yearbook  
CSF (California Scholarship Federation)  
FFA (Future Farmers of America)  
Art Club  
Fun and Games Club  
Drama  
Floral Club

Leadership  
Science Club  
Choir  
FNL (Friday Night Live)  
Modern Dance  
Key Club  
Multicultural Club  
Clay Target Club

### **Chromebooks**

Students have access to Chromebooks on which they can complete school related work. Students sign usage agreements and internet agreements.

### **Dances**

The Associated Students and campus organizations sponsor dances throughout the year. In addition to published school rules, rules for sponsored dances are as follows:

1. Dances are sponsored by GHS for the enjoyment of currently enrolled students in good standing. Students are required to produce a valid GHS identification card before being admitted.
2. Students may request a **guest pass** for Prom and Twirp **ONLY**.
3. Eighth grade and younger students are not permitted at GHS dances. 20 years of age and older are also not permitted.
4. Students leaving the dance will not be readmitted.
5. All dances end by 12:00 a.m.
6. Students must adhere to school dress code standards. Admittance may be denied if clothing is too revealing.
7. Students dancing inappropriately will be directed to leave the dance floor immediately, their parent or guardian may be notified, and he or she may be directed to leave the dance.
8. Students behaving inappropriately will be asked to leave the dance.
9. All bags and outerwear may be searched upon entry to the dance.
10. Students may NOT bring food or drinks into the dance.
11. GHS staff members may administer a breath analysis test to ticket holders upon entry in a predetermined pattern. In addition to the random use of breath analysis, staff may also administer the breath analysis on reasonable suspicion of use.

### **Deliveries/Messages**

Gridley High School values focused class time with few distractions. Therefore, distractions must be kept at an absolute minimum. Please plan ahead for appointments, after-school pick up, etc and let your child know about these plans *before* he/she leaves the house in the morning. Parents, please be conscientious of a student's learning time and try not call or text during class time. They will be not be allowed to answer or reply during

class time. If there is an emergency, please call the main office and have the secretary retrieve the the student from class.

Deliveries of lunches, money, flowers/balloons etc., will not be made during class time, nor will classes be interrupted to deliver messages of a non-emergency nature. Notifications will be sent to the student and these items may be picked up from the Main Office during lunch or after school.

### **Dress Code**

Students shall dress appropriately for daily attendance at school. The type and style of clothing and hair is individual and personal. The school shall only be concerned when these are extreme and could cause distraction, disruption, or be unsafe. Shoes must be worn at all times for safety reasons.

Inappropriate clothing includes (but is not limited to):

- Buttons, backpacks, or any clothing that shows obscene words or pictures, slurs, sexually suggestive statements, or language that promotes illegal activities including the use of alcohol, marijuana, tobacco, and other drugs.
- Gang attire or paraphernalia related to gangs such as bandanas, belt buckles, shirts, socks, pants, or shoelaces that have a direct connection to Sureños or Norteños or any other gang. Other items considered to be gang affiliated include, but are not limited to: large red "stars," all red or all blue shirts, and the numbers 13 and 14.
- Intentionally revealing clothing. All tops for students should cover the chest, midriff, and back areas. Pants and shorts should not sag below the waistline revealing undergarments, and shorts must cover the buttocks.
- Any accessories that might be harmful to other students and pose a threat to the physical well-being to any student such as, but not limited to, spiked bracelets, dog collars, chains attached to wallets, etc.
- Any pajamas or sleep-related clothing.

School administrators have the right to require students to change their clothing. The school maintains a lendable wardrobe for this purpose. Students may also contact a parent to bring more appropriate clothing.

*First Offense:* a warning will be given and the student will be required to change.

*Second Offense:* student will be required to change, one lunch detention will be assigned.

*Third Offense:* Student will be required to change, two lunch detentions will be assigned.

*Fourth Offense and/or further offenses:* Repeated offenses will result in suspension.

## **Enrollment Requirements**

- **Emergency Cards**

Emergency cards for all students must be on record from the time of enrollment. The information on the card must be kept current as the student cannot be dismissed from school due to illness or accident unless the parent/guardian or other designated person is notified. We strongly encourage the inclusion of cell phone numbers and email as we utilize them heavily for communication.

- **Immunizations**

California Law requires that all students attending school must have current immunizations and all students entering the 7th through 12th grades will need proof of an adolescent whooping cough booster shot (DTap) before starting school. The High School nurse or health aide will notify parents/guardians if their student's vaccinations need to be updated. When immunizations are not current, the student will not be allowed to attend school until the requirements are met. It is the parent/guardians' responsibility to keep their student's vaccinations current.

## **Insurance**

California State Law requires that every member of an athletic team, modern dance, or the Powder-Puff Football team must have medical and hospital insurance. Gridley High School is not responsible for coverage of student injuries. Student insurance is available through the school, if needed. Insurance information is available in the Main Office.

## **Internet**

Before a student may use the internet at the school, the student and parent/guardian must agree to the Terms and Conditions described in the Gridley High School Internet Agreement. When signed, the student understands that he/she will abide by the provisions and conditions of the contract. The student also agrees that a violation of the regulations may result in disciplinary action and/or revoked networking privileges.

## **Field Trips**

Educational opportunities related to classroom instruction programs are provided through field trip experiences. A signed parent/guardian permission form is required for a student prior to the trip. Outside of co-curricular activities, to participate in a field trip a student must have maintained a 2.0 and no F's. It is the responsibility of the teacher to do a grade check for students attending the trip. Teachers will also provide students, parents and administration an itinerary of the trip.

## **Food/Nutrition Services**

Every school day, breakfast and lunch are available for all Gridley Unified School District students. These meals meet or exceed the new United States Department of Agriculture (USDA) standards for Child Nutrition Programs that include the School Breakfast Program

and National School Lunch program. We look forward to offering student meals that emphasize fruits, vegetables and whole grains.

All students will receive free breakfast and lunch thanks to the Community Eligibility Program (CEP). There is no need to fill out a meal application. In order to qualify for other low cost or free services and increased funding for education families will need to fill out an Alternate Income form. If you receive this form, please complete and return it to your student(s) school site as some of the District funding is based upon these forms. Any questions can be directed to Scott McMillan, Director of Child Nutrition, 846-4172 or [smcmillan@gusd.org](mailto:smcmillan@gusd.org)

### **USDA Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### **Library**

Students may check out school required textbooks from the library. Students may also check out novels and other items from circulation for a three week period. All students are required to maintain their library accounts with no overdue or lost books in order to check out new materials. Beginning with the 2018-2019 school year, students may also check out Chromebooks, as available, for a 24 hour period. Printing stations are available before school, during breaks and after school for student use.

### Lockers

Lockers are made available for student use at the beginning of the school year. Lockers will be assigned and issued by the school secretary. Students are also issued a lock with the locker and are advised to keep their locker locked. Unauthorized locks will be removed and the contents of the locker removed. The school assumes no responsibility for the loss of any items left in a locker. It is recommended that locker contents be removed during extended school breaks. All lockers must be cleaned out at the end of the year. **Lockers are the property of the school and will be opened and inspected by school personnel periodically. If contraband is found, the person to whom the locker was assigned will be held responsible. Keep your locker locked and your combination to yourself!**

### Lost and Found

Lost and found articles are located in the Main Office. Unclaimed items will be donated to a charitable organizations at the end of every semester.

### Main Office Hours

Main Office hours are Monday - Friday 7:30 a.m. - 4:30 p.m. **The Main Office will be closed through Thanksgiving, Winter and Spring Breaks, on all school holidays, and the month of July.**

### Medications

No Gridley High School Staff member may issue aspirin or any other drug to a student. Prescription medication must be kept in the nurse's office along with a physician's note.

### Off-Limits Areas

During the school day, certain areas are off limits to students, unless under the direct supervision of a teacher/staff member. These areas include: All fields (unless with a class/teacher), road leading the Ag barn, Ag barn/fields, behind Ag buildings, fairgrounds property, and the bus yard.

### Open Campus

Gridley High School is an open campus. This means students may leave campus for lunch only. **Students are not permitted to leave during break or passing periods.** Except for lunch, students are not permitted to leave campus during the school day unless they are excused through the Attendance Office and are issued an Outside Pass. Outside Passes are issued only on the authority of a parent's note and must specify the exact time and reason for leaving campus. Students who return to school must check back in with the Attendance Office. If an outside pass is issued for an appointment with a doctor, dentist, etc., the students are required to have the pass signed or stamped by the individual they are seeing. **Students must get an Outside Pass before leaving campus, including for illness.** **If a student will be out following the lunch period they must obtain a pass prior to leaving for lunch.** Any absence initiated by a student leaving campus without obtaining an

Outside pass will be treated as a cut. Failure to obtain an outside pass may result in disciplinary action.

\*\*\**(Education Code 44807.5)* The governing board of a school district may adopt reasonable rules and regulations to authorize a school to restrict for disciplinary purposes the time a pupil under their supervision is allowed for recess and lunch. Students are able to purchase a lunch through the school, but will not be allowed to leave campus if assigned detention.

### **Parking**

Students are allowed to drive vehicles to and from school and to lunch. Parents may not drop off their children in the staff parking lot. Responsibilities for this privilege are as follows:

1. All vehicles are to be parked upon arrival at campus and left parked until lunch or after school. Students will not drive to Farmers' Hall for P.E. classes or assemblies.
2. All vehicles are NOT to speed, reckless drive, or tailgate others in an unsafe manner.
3. No student or visitor parking is allowed in the staff parking area at the west end of the school or in the bus loading (yellow curb) zone in front of the GUARDIAN building. *The green curb area in front of the school is for visitor parking only.* No parking is allowed in the crosswalk areas, the outside weight room area, baseball fields, or in front of gates.
4. Parking is not allowed in the area behind the auto shop or Ag. Department.

Students who violate these rules habitually will lose their driving privileges surrounding the campus, referred to Gridley Police Department for Vehicle Code violations, and face possible school suspensions.

### **Personal Property**

The school assumes no responsibility for any personal property brought to school or taken on school sponsored events, including cell phones. It is recommended that all valuable items be left at home. Students should not bring large amounts of money to school. Valuable items should never be left unattended. Thefts should be reported to the office or a campus security officer.

### **PE Uniforms**

PE uniforms will be provided to any student who is unable to pay for their uniform. All students taking PE classes will be required to provide their own gym shoes.

### **Posters/Printed Materials**

All posters, signs, printed material, etc., must be approved by the Administration or Club Advisor at least one day before being displayed or distributed on campus.

### **Scheduling Events or Activities**

Class, clubs, or organizations wishing to schedule activities and/or fund raising events are required to receive approval from the District Office.

### **School Colors/Mascot**

- Navy Blue & Gold
- Bulldogs
- Fridays are Spirit Days and students and staff are encouraged to dress in school colors.

### **Alma Mater**

Hail, Gridley High  
This is our song to thee.  
Long may our banners be  
Crowned with Victory

We Share our loyalty and  
Our sincerity. We must be  
True to thee, Hail Gridley High!

### **School Song**

We're loyal to you, Gridley High.  
We're steadfast and true Gridley High  
We'll back you to stand  
against the best in Land,  
For we know we will stand  
Gridley High Rah! Rah!

So oil up those joints, Gridley High.  
Stack up those points, Gridley High.

For we know You'll come through  
for the gold & the blue  
'cause we're rooting for you  
Gridley High Rah! Rah!

### **Skateboards/In-line Skates**

Skateboards and in-line skates are not to be used on campus. The use of skateboards on campus is a cause of concern in that unsupervised use presents an unwarranted risk of harm not only to those who use skateboards but also to other people who may be present while such use takes place, and to school property. Students are to use the provided skateboard lockers, and not carry them on campus. Such action may result in confiscation of skateboard or in-line skates.

### **Student Participation in Extracurricular Activities**

Participation in any school activity is a privilege which may be revoked if the student fails to comply with the school rules or fails to demonstrate good citizenship in any of the following areas:

1. *Behavior:* Any student who fails to conduct him/herself in an appropriate manner is subject to exclusion from activities.
2. *Grades:* Athletics, performing arts, fine art productions, FFA showing, Student Body Class and officers, and Club participation require a minimum grade point average of 2.0 and no F's which must be maintained in order to participate.

Gridley High School students are ambassadors of our school and our community and are held to a higher standard of behavior. Students who violate these rules or commit an act warranting suspension are required to temporarily forfeit representing GHS. Rules apply to students during school days and winter and spring breaks.

### **Student ID Cards**

All students are provided with a student ID card at the beginning of the school year. Current student ID cards often allow for discounts to events. If a student loses his/her ID card they are required to obtain a new card. Replacement cards can be obtained through the ASB Office. There is a nominal charge for replacement cards.

### **Telephone Numbers**

District Office	846-4721
Attendance Office	846-3483 or 846-4791 ext. 226
School Office	846-4791
Activities Director	846-4791 ext. 242
Athletic Director	846-4791 ext. 291
School FAX	846-3412
Migrant Education	846-2651

Gridley High School utilizes an automated telephone system which answers calls when staff members are occupied and before/after office hours. In addition, each staff member has a voicemail.

### **Textbooks**

It is each student's responsibility to keep all textbooks in good condition and to return them on time. Textbooks are checked out in the library. If the textbook (or any required materials) are lost or damaged, the student must pay for the cost of the item. Report cards/diplomas will not be issued until all outstanding fines are paid.

### **Visitor Permits**

*Students may not bring visitors to school during the regular school day.* Additionally, to ensure the safety of students and to avoid disruptions to the educational process, all visitors including parents and guardians shall register by signing the visitor's form, and obtaining a visitor's pass immediately upon entering any school building or grounds when school is in session. If a teacher conference is requested, an appointment should be set with the teacher during non-instructional time or through the school secretary.

### **Work Permits**

Work permits may be obtained in the Counseling Office along with procedures for completing the work permit application process. Administration will have the final approval. To obtain a work permit, a student must:

- Have a 2.0 grade point average or better for the previous grading period.

- Have earned the number of credits to graduate with his/her class when he/she becomes a high school senior.
- Have passed 30 or more credits in the previous semester.
- Must have a valid work permit contract on file.

Attendance Prerequisites

Students who have been sent a third truancy notice will not be issued a work permit for the remainder of the school year, or it will be revoked for the remainder of the year.

Website

We encourage parents and students to view our GHS Website at <http://ghs.gusd.org>. It contains information regarding athletics, departments, activities, the SARC (School Accountability Report Card) and others.

Where to Find It

<b>Absences -</b>	<b>Attendance Office</b>
<b>Lockers -</b>	<b>Attendance Office</b>
<b>Athletic Insurance-</b>	<b>Main Office</b>
<b>Lost and Found-</b>	<b>Main Office</b>
<b>Attendance Records-</b>	<b>Attendance Office</b>
<b>Outside Passes-</b>	<b>Attendance Office</b>
<b>Calendar of Activities-</b>	<b>Main Office/website</b>
<b>Peer Counseling-</b>	<b>Counseling Office</b>
<b>College Information-</b>	<b>Counseling Office</b>
<b>Personal Counseling-</b>	<b>Counseling Office</b>
<b>Dance guest passes-</b>	<b>ASB office</b>
<b>State/Local Testing-</b>	<b>Counseling Office</b>
<b>First Aid-</b>	<b>Nurse/Main Office</b>
<b>Student Body Cards-</b>	<b>ASB Office</b>
<b>Graduation Requirements</b>	<b>Counseling Office</b>
<b>Work Permits-</b>	<b>Counseling Office</b>

# Academic Information

## **Academic Letters**

To recognize academic excellence, the Academic Letter will be awarded to Gridley High School students who have earned at least six semester "A" s" or five semester "A" s" and one semester "B" for two consecutive semesters. Each semester thereafter, when the grade a criterion has been met, the student will be awarded a book inserts. A "B" earned in an honors class will be counted as an "A."

These awards will be presented to seniors at the annual Awards Night in the spring for those who qualified the previous fall semester. Academic letters will be awarded only for grades earned while in attendance at Gridley High School.

## **Advanced Placement Courses**

The Advanced Placement Program affords students the opportunity to complete college-level courses in high school. Colleges participating in this program grant credit and appropriate placement based on the scores that students achieve on the AP examination. Students choosing AP courses will be expected to pay any associated costs of the exams, although fee reductions and fee waivers are available to students who qualify. Please speak with your counselor if you further questions regarding AP courses.

## **Aeries Parent Portal**

*Aeries* is an online program that allows parents and students access to:

- View the Events Calendar, Nightly Homework and Class Assignment Scores for all of their children
- Evaluate Standardized Test Scores
- View Report Cards and Progress Reports
- Point-and Check Access to Teachers' Email Addresses
- Graduation Status Reports and Unofficial Transcripts
- Live Period or Daily Attendance allows parents to know right away when their student is not in class
- Student Information
- Class Schedules
- Fees and Fines

We highly recommend that parents and teachers initiate their log-in for *Aeries* immediately.

## **Alternative Programs and Alternatives to the High School Diploma**

- *Early Graduation* - Students that have completed all the graduation requirements required by the Gridley Unified School Board, are eligible to graduate after the

first semester of their Senior year. Students and parents choosing this option should understand that the student will no longer be eligible to participate in Gridley High School activities as they will no longer be considered a student at GHS. The student may walk in the Spring Graduation Ceremony.

- *California High School Proficiency Test* - This test is offered twice a year to students who have finished their sophomore year or are enrolled in the second semester of the tenth grade or are sixteen years of age and are seeking an alternative to the standard high school diploma. The California Department of Education awards students who pass the test a proficiency certificate. Applications and more information may be obtained from your counselor. Parent permission is required to leave school upon passing.

### **College Entrance Requirements**

While completion of the requirements for high school graduation will allow admittance to a community college, it does not ensure entrance into all colleges, trade schools, state schools, etc. Anyone planning on higher education should determine the entrance requirements of the school he/she plans to enter. Regular meetings with your counselor will help you plan for your goals. Please see the counseling page on Gridley's web page <http://ghs.gusd.org/>.

### **Counseling**

School counselors work with students, parents and teachers to ensure a successful and enjoyable high school career for each student. Counselors guide students to create plans for the years following high school. Counselors monitor academic programs and progress very closely. Students having difficulty in their classes can benefit from SST (Student Success Team) Meetings and individual meetings with their Counselors. Students are invited to visit the Counseling Office before school, during lunch and after school. Students are required to have a hall pass during other times of the day. If a counselor is not immediately available, students may make an appointment for a later time. Parents who wish to talk with a counselor or wish to discuss a particular situation regarding a specific class are encouraged to phone the Counseling Secretary to schedule an appointment, 846-4791, ext. 229.

### **Courses Taken Outside of GHS**

There are typically three reasons students take courses outside of Gridley High School. These include courses for remediation, advanced courses needed to fulfill graduation requirements when all of the Gridley High School courses in a subject area have been met and courses for acceleration. Courses taken for remediation will be recorded on the students' high school transcript when using the credit to meet subject/credit requirement for the Gridley High School Diploma. Advanced courses needed to fulfill graduation requirements when all of the Gridley High School courses in a subject area have been met will be recorded on the student's high school transcript and any college transferable level course will be considered in the weighted GPA. Courses taken for acceleration may be

considered for placement on the high school transcript with Counselor approval. Students considering taking college level courses must speak to their counselor for approval.

### **Credit Recovery/Acceleration Cyberhigh**

Cyberhigh is Gridley High School's official student credit recovery program and in certain circumstances, acceleration for students. During the academic school year, students make up credits after and during school using desktop computers or Chromebooks. The other option is summer school. We require all students who are credit deficient to enroll in Cyberhigh. It is our goal to ensure that all students have the opportunity to graduate with a high school diploma.

### **Grade Scale**

Gridley High School uses the following grade scale, with the exception of the mathematics department:

100 - 90	A
89 - 80	B
79 - 70	C
69 - 60	D
59 - 0	F

#### Mathematics Grade Scale:

90 - 100	A
80 - 89	B
65 - 79	C
50 - 64	D
0 - 49	F

### **Graduation Requirements**

In order to earn a diploma of high school graduation, the Gridley Unified School District requires that each student meet credit and subject requirements. A complete list of graduation requirements is available in the Counseling Office.

1. Students may take only 20 credits of Teacher Aide, Instructional Aide, Attendance Aide, Library Aide, Office Aide, or any combination of these courses during their junior and senior years. A maximum of ten (10) credits per year will be allowed for these courses.
2. **In order to participate in the commencement exercises**, a student must have completed all diploma or certificate of completion requirements and have paid all outstanding fines/bills.

**Note:** Math department policy recommends a "C-" or better in order to advance in our college math track. This is important to ensure the process of successfully advancing through each level of math.

Subject Requirements:

<b>MINIMUM SUBJECT REQUIREMENTS</b>	
English (10 credits each year)	40 credits
Math (Required in 9, 10, & 11)	20 credits
Integrated Math 1	10 credits
Life Science	10 credits
Physical Science	10 credits
Science Elective	10 credits
Geography/AP Geography	10 credits
World History	10 credits
United States History	10 credits
American Government/Economics	10 credits
Foreign Language or Fine Art	10 credits
Physical Education/ or unless sport waiver	20 credits
Electives	50 credits
<b>Total credits required to graduate</b>	<b>220 credits</b>

**Certificate of Completion**

A Certificate of Completion may be obtained in lieu of a Diploma when the following conditions are met:

- The student has an Individual Education Plan (IEP).
- The IEP team determines that a *COC* is the best option.
- The student, parent, and special education teacher develop a plan for graduation with a *COC*, typically developed upon entering high school.

- The student completes the following requirements (though some and/or course may be modified to meet the needs of the student.
  - Four years of English
  - Four years of math
  - Four years of study/living skills
  - Two years of science
  - Two years of PE
  - One year of health
  - Three years of social studies (World History, American History, and Economics/Government)
  - Electives

### **English Language Development (ELD) Course Graduation Requirements**

One year of an ELD Language, ELD Writing or ELD Reading course will be considered for one year equivalent (10 credits) of an English course in order to meet GHS 40 credit diploma requirements in English when the student is not able to take a regular English course based on the ELPAC (English Language Proficiency Assessment for California) and limited language acquisition. Each year, 10 credits may be applied to the 40 credit English requirement each year as needed.

### **Financial Aid For College**

To be considered for federal student aid for the 2019-2020 award year, a student can complete a Free Application for Federal Student Aid (FAFSA) between October 1, 2018 and midnight Central Time, June 30, 2019. Student have until March 2nd, 2019 at (Midnight Central Time).

Anyone who plans to fill out the 2019-20 FAFSA form should create an FSA ID as soon as possible.

- If you are required to provide parent information on your FAFSA form, your parent should create an FSA ID too.
- Because your FSA ID is equivalent to your signature, parents and students each need to create their own FSA IDs using their own, unique email address and phone number. Parents should not create an FSA ID for their child and vice versa.

### **Homework Make-Up**

The responsibility for making up class assignments and/or homework missed during absences rests with the student and parent. Assignments missed because of EXCUSED absences (see pg. 4, sec.B) shall be made up within a period of time equal to one day per each day of absence, unless other arrangements are made with the teacher. A report card

mark of "incomplete" will be converted to an appropriate letter grade as determined by the teacher unless the work is completed within the specified time. Students are expected to keep up with their studies during a suspension.

### **Honor Roll**

Students will receive their honor roll certificates at the end of each grading period (or the following fall for the last quarter of the school year). The honor roll will be based on the following scale:

3.51 or higher	Principal's List
3.0 - 3.5	Honor Roll

### **Independent Study**

Independent Study may be requested with a minimum of 5 days notice, as there is a process students, parents, teachers and administrators must complete in order for the student and the school to receive no absences. The first step includes contacting the attendance office to set up an appointment with the Assistant Principal to review the process and sign the contract. It is imperative that students and parents understand that students must complete all assigned work in order to receive attendance credit.

### **Outside Credit Limitations**

There is a limit of 40 credits a student can earn outside of Gridley High School for remediation in order to receive the Gridley High School diploma. Summer school is not considered part of the 40 outside credits. Students may only make up 10 credits in a semester. Students wanting to take an outside course in lieu of a Gridley High School college level course on their high school transcript will need pre-approval by the Counselor and Administration. Examples of programs in which students might take courses in lieu of the GHS courses may include; BYU online high school, Butte College or Yuba College. Board Policy (AR 6146.11).

### **Report Cards (report of academic progress)**

Report cards are mailed home to all students four times during the year to inform students and their parents of student progress and accomplishments in classes. Students earning a **D** or an **F** at mid-reporting periods will also receive a progress report card in the mail. Each school semester is divided into two quarters which reflect approximately nine weeks of classes. Quarter report cards will indicate the grade students have received at that point in a particular class. The semester report card will indicate a student's final grade and credit received. The student is advised that the provisions of Education Code 48904, authorizing the withholding of grades, diplomas or transcripts will be enforced. Participation in school activities and/or athletics may be contingent upon students not carrying any outstanding fines, fees or being on the library's overdue list. **If a parent/guardian is not receiving report cards in the mail, please call the school to verify address information. Parents are strongly encouraged to use Aeries to view their child's grades.**

### **Schedule Changes**

Every effort will be made to place students in courses that are appropriate for their abilities and future educational or career interests. Maximum student and parent input will be allowed during the time in which course selections are made. Once these selections are finalized, we will honor them to the extent possible.

Students select class schedules (for the next school year) in the spring. **A student who drops a course after six weeks of the semester shall receive an "F" grade on his/her permanent record.** Students have the opportunity to drop/make changes to their schedule during the first two weeks of the 1st semester and the first week of the 2nd semester.

Seniors that are on track for graduation may leave after 5th period if they sign up for Early Release. Seniors must leave campus unless working under the direct supervision of a teacher. Seniors under Early Release may NOT leave campus and then return to campus to ride the bus.

### **Scholarships**

There are two basic types of scholarships students can apply for: **National Scholarships and Local Scholarships.** National scholarships are open to any grade level student. National scholarship information can be located in the counseling office posted on the "scholarship wall." Students are encouraged to sign up at [www.fastweb.com](http://www.fastweb.com) for a free scholarship search service for National Scholarships. Seniors have the opportunity to fill out Local Scholarship applications beginning in March of their senior year. Students have approximately four weeks to complete the Local Scholarship Applications and submit letters of recommendations. Local Scholarship Applications can be picked up in the Gridley High School Counseling office. Local Scholarships are given to our Gridley seniors from local business. Students receiving a local scholarship will be invited to the Gridley High School Awards Night in late May. We encourage students to communicate with the Counseling Department well in advanced to ensure they are prepared for the individual scholarship requirements. GHS will offer a scholarship writing workshop once a year in late January.

### **Student Success Team (SST)**

#### **What is the purpose of an SST?**

The Student Success Team was established to provide a positive, problem solving process to identify strategies and programs that may resolve or alleviate academic, attendance, or behavioral difficulties that students are having. The SST process is a regular education responsibility that must be considered prior to a referral for special education services.

#### **Who is involved in the SST?**

The SST members may include the student, parents/guardians, counselor, classroom teachers, and a school administrator. The team could also include other agencies whenever appropriate.

**Should I ask for an SST if my child is having problems in class?**

Not necessarily. Please discuss any specific problems or concerns with your child's teacher first. If this is unsuccessful, please contact your child's counselor. If the problem is pervasive across many settings, we may need to hold an SST meeting.

**What is the SST process?**

1. School personnel (teacher, counselor, administrator) or the parent may request an SST by contacting the student's counselor. This referral includes the collection of information regarding specific concerns and previously attempted interventions and accommodations.
2. The team collects information relevant to the student's progress. The information could include: report cards, tests, homework, attendance, parent information regarding the student's academic and health history, parent/teacher observations, teacher reports and the results of state/district academic assessments.
3. The team establishes a meeting time when all members can participate and be actively involved in the problem solving process.
4. The SST meeting is held to summarize concerns and to discuss and develop an action plan with academic or behavior interventions.
5. If the plan is unsuccessful, a follow-up meeting is held within 4-6 weeks to discuss other alternatives.

**Support Services**

School support services are provided to meet students' special needs.

- Tutoring/Math Academy - Each year hours are set after school to assist students with their school work.
- Counseling Services - School counselors can offer short term support to students academic and emotional needs. They can also connect students with needed resources, and more in-depth emotional support.
- Special Education - Gridley High School provides a variety of programs to serve the many different needs of the special education community, from the mildly learning disabled to the severely handicapped.

**Valedictorian/Salutatorian Selection**

The Valedictorian/s are those students who have a 4.0 grade point average (GPA) or higher at the end of the first quarter of the eighth semester. The Salutatorian/s is those students who have a 3.9 grade point average (GPA) at the end of the first quarter of the eighth semester. The grade point average included when calculating the GPA includes:

1. All high school courses
2. All pre-approved college courses

3. Courses transferred to Gridley High School from outside sources and accepted by WASC for credit
4. Gridley Adult School credits

The grade point average is calculated to the nearest hundredth. All college classes pre-approved by the counselor receive a credit value of 5 regardless of the number of college units the course is worth. Grades earned in Gridley High School Honors courses (H), Advanced Placement courses (AP) and transferable pre-approved college courses will be weighted when calculating GPA.

Regular GPA

A= 4 points  
B= 3 points  
C= 2 points  
D= 1 point  
F= 0 points

Weighted GPA

A= 5 points  
B= 4 points  
C= 3 points  
D= 1 point  
F= 0 points

# Attendance Information

Regular attendance and classroom participation are essential to the educational process. Missing class presentations, discussions, lectures, demonstrations and laboratories can be detrimental to the student achievement, grades and even to the progress of the class itself because students with poor attendance slow down the pace at which the class can advance.

## ABSENCES

### a. PROCEDURE FOR CLEARING AN ABSENCE

When a student is absent from school, the parent/guardian can clear an absence by sending an ink written note on the day the student returns to school. The following information should be provided:

- Date of the note
- Student's name
- Exact date(s), or hours of a day, missed
- Nature of illness or other reason for absence

The parent and student will be held responsible for clearing the absence within two days. After two days, the absence will become unexcused. An unexcused absence cannot be cleared after 5 school days from the date of absence.

An anticipated absence should be reported to the Attendance Office by the student's parent or guardian. It is the student's responsibility to make homework arrangements with each individual teacher to minimize the impact of the absence. See "Extended Absences" for individual extended absences. The Attendance Office telephone number is 846-3843.

### b. Excused absences

Note: Ten (10) excused absences are considered excessive. Education Code Section 48260 - Any pupil subject to full-time education or to compulsory education who is absent from school without valid excuse more than three (3) days or **tardy or absent for more than a 30-minute period during the school day without a valid excuse or three occasions in one school year**, or any combination thereof, is a truant and shall be reported to the attendance administrator or superintendent of the school district. **Parents are responsible for a child's attendance from age 6, until age 18 (Ed Code 48200).**

Students are excused for justifiable personal reasons including, but not limited to:

- \* health reasons (may need to be verified) -
- \* appearance in court (must be verified) or DMV appointments

- \* religious observance or ceremony (must be prearranged)
- \* employment conference (must be verified)
- \* student is the custodial parent of a child who is ill (must be verified)

At the discretion of the administration, students may be excused for other personal reasons. These include, but are not limited to: visits to colleges (must be verified), family necessity (must be explained), and personal emergencies (must be described).

**c. Unexcused Absences**

Unexcused absences are those which do not come under any definition of excused absences. This includes absences in which a student stays out of school for reasons that are not legal. These include, but are not limited to, oversleeping, being too tired to attend, hunting, fishing, travel out-of-town, personal business, shopping, or skiing. While permission for these absences may be granted by the parent, there is no legal right to allow a student to miss school for these reasons. Cutting one or more classes during the school day or leaving the classroom prior to dismissal by the teacher, is considered to be an unexcused absence.

GHS takes great pride in the education of our students. Students who purposely do not report to their assigned classes will be dealt with immediately. The consequences will be a combination of loss of lunch time off campus privileges, Saturday School, and if there is continued habitual violations of this rule, students could be suspended.

It is also important to note that students suffer by not being present to receive the academic instruction which could result in loss of credit.

**d. Outside Passes**

Except for lunch, students are not permitted to leave campus during the school day unless they are excused through the Attendance Office and are issued an Outside Pass. Outside Passes are issued only on the authority of a parent's note and must specify the exact time and reason for leaving campus. Students who return to school must check back in with the Attendance Office. If an outside pass is issued for an appointment with a doctor, dentist, lawyer, etc., the students are required to have the pass signed or stamped by the individual they are seeing. Students must get an Outside Pass before leaving campus, including for illness. **If a student will be out following the lunch period they must obtain an outside pass prior to leaving for lunch.** Any absence initiated by a student leaving campus without obtaining an Outside Pass will be treated as an Unexcused Absence. Failure to obtain an outside pass may result in disciplinary action. Doctor's notes must be turned into the attendance office upon return to school.

e. **Attendance Policy**

The Board of Trustees and the faculty and staff of Gridley High School District believe that attending classes is the fundamental requirement of a successful education, and is held by all to be the highest degree of importance.

Specific attendance policy regulations are as follows:

1. Being tardy more than thirty (30) minutes or leaving a class before the end of a period without permission is considered to be an unexcused absence.
2. Students attending school-sponsored field trips, activities, or traveling with athletic teams during the regular school day are considered to be in attendance.
3. Absences due to suspension shall be considered as unexcused absences.
4. **Parents must clear their student's absences immediately. After 5 days, no clearing with take place.** If the absences are not cleared, the student will face disciplinary action.
5. After a 3<sup>rd</sup> consecutive absence due to illness in a semester, verification of the student's illness by a doctor may be requested.
6. Nothing in this policy shall prevent a teacher from considering class participation in the determination of a class grade, especially in the case of unexcused absences.
7. When a student's absence has been requested in writing by the parent or guardian and approved in advance by the principal and/or the principal's designee, a student may be excused for court appearances, personal emergencies, family necessity, visits to colleges, employment conferences, and/or school-approved conferences. Students will have full make-up privileges although the school does not receive state funds for these absences. To avoid issuance of unexcused absences, permission for such absences is to be requested in writing and in advance whenever possible.
8. Students with unexcused absences are subject to school disciplinary action.
9. Students cannot leave campus without a stamped outside pass from a school Official.
10. Parents will be notified following the third absence of their student. Notice will be by regular United States Postal service.
11. Students that purposely cut a class or are not present without a valid excuse from their legal guardian shall not participate in extracurricular activities such as FFA, Sports, and Media Arts.

**Teachers' Absence Policies:**

Teachers are expected to inform students in writing of their grading policies. Students should pay careful attention to these policies and to the ways attendance might affect their grades in class. In many courses, the academic goals set by the District and by the individual teacher cannot be met by students with large numbers of absences, whether these absences are excused or not.

**GUSD SARB (Student Attendance Review Board) PROCESS SUMMARY**

<b>Days/Periods Absent</b>	<b>Letter Sent</b>	<b>Outcome</b>
<b>3 days/18 periods</b>	<b>Letter 1</b>	<b>Copy sent to School Welfare office, BCOE Copy to cum file Copy to SARB folder</b>
<b>5 days/42 periods</b>	<b>Letter 2</b>	<b>Copy sent to School Welfare office, BCOE Copy to cum file Copy to SARB folder</b>
<b>7 days/70 periods</b>	<b>Letter 3</b>	<b>Copy sent to School Welfare office, BCOE Copy to cum file Copy to SARB folder Attendance Contract signed District SARB referral made</b>
<b>20% absence hit</b>	<b>DA referral</b>	<b>Copy sent to School Welfare office, BCOE Copy to cum file Copy to SARB folder</b>

**TARDIES**

Any student who enters the classroom or instructional area after the bell rings is tardy. Students arriving late to class interrupt the instructional process and cause a delay in beginning instruction. Students are given a five (5) minute passing period between classes. A backpack will accommodate carrying books for more than one class and minimize the need for being tardy. Unexcused tardies, occurring during school, regardless of the reason, will result in disciplinary action as follows\*:

<b>Days/Periods Tardy</b>	<b>Letter Sent</b>	<b>Outcome</b>
<b>4 periods</b>	<b>Letter 1</b>	<b>1 Lunch Detention/loss of Off Campus Privileges Copy to SARB folder</b>

7 periods	Letter 2	2 Lunch Detention/loss of Off Campus Privileges Meet with Administrator
10 periods	Letter 3	3 Lunch Detention/loss of Off Campus Privileges Copy to SARB folder Contract with Administrator
13 periods	Letter 4	1 Saturday School OR 3 after school Campus Beautification
15 periods	Letter 5	Consequences determined by Administration Copy to SARB folder District SARB referral made

**\*Refusal to serve lunch detention or Saturday school will result in defiance of authority and could result in a suspension. This is an administrative decision.**

# Student Responsibilities and Expectations

Gridley High School is committed to providing an orderly, safe, caring environment in which students feel comfortable, share responsibility for maintaining a positive school climate, and take pride in their school and their achievements. Attitudes and behaviours that promote mutual respect and harmonious relations are encouraged. School officials recognize the need to take appropriate action whenever the safety and order of the campus is threatened. In accordance with Education Code 35291.5, the school discipline plan

## Academic Dishonesty

Cheating is the intentional fraud or deception for the purpose of improving a grade or obtaining course credit and includes all behavior intended to gain unearned academic advantage. Cheating includes either helping or attempting to help another person cheat. Plagiarism is using someone's words or ideas without properly citing them. The CSU academic integrity policy distinguishes between misuse of sources and intentional plagiarism. If a student makes an attempt to identify and credit his or her source, but does so improperly, he or she will not be penalized according to our policy. However, students should make every effort to learn the proper format for correctly citing sources, since this is an essential aspect of academic work.

Intentional plagiarism occurs when the student "deliberately uses someone else's words, ideas or other original material without acknowledging its source" and in doing so, represents them as his or her own. This includes borrowing another's phrases or citations, cutting and pasting paragraphs or sentences without acknowledgement, or borrowing ideas from someone without citing them.

### Examples of Cheating

- Copying from another student's test.
- Allowing another to copy from your test.
- Using unauthorized notes or electronic devices during quizzes or exams.
- Using your cell phone to Chromebook to text answers to other students during quizzes or exams.

### Examples of Plagiarism

- Downloading sections of a paper from a website without acknowledgment.
- Copying sentences or paragraphs from a book or website without citing them, without quotation marks when appropriate, or both.
- Turning in a paper someone else has written, and representing it as your own work.

- Having someone else write a portion of your paper (even a sentence).

### Consequences

Any incidence of cheating/plagiarism will result in loss of credit for the assignment in addition to possible other sanctions imposed by the teacher.

### Classroom Rules Policy

Teachers have discretion for establishing classroom rules, which all students are expected to follow. Refusal to follow class rules will be considered defiance. Classroom management policies are to be included in the teacher's course syllabus.

### Conduct at School Activities

Students are expected to exhibit proper behavior at all school-sponsored activities. This includes no heckling or inappropriate signs, posters, gestures, language or littering.

### Coming and Going Rule (Education Code-44807):

Students may be held to strict account for their conduct on school campus, as well as for their conduct on the way to and from school, during breaks, and during lunch.

### Disciplinary Referrals:

All of the following infractions of school rules and policies may result in immediate suspension from school for a period to be determined by the nature and severity of the offense. Depending upon the nature of the offense, first offenses may require a conference with parent/guardian or such other appropriate actions as may be determined by the referring school official or administrator.

Referrals will be issues for (but not limited to) the following infractions:

- Confronting/disrupting behavior in class
- Gang related activity
- Inappropriate language
- Inappropriate writing
- Refusal to surrender confiscated device
- Racial slurs

Ed. Code 48900 Infractions (suspendable offenses):

- Defiance
- Fighting
- Tobacco
- Vandalism
- Habitual Profanity
- Obscene or vulgar acts
- Possession or use of alcohol
- Possession of drugs or paraphernalia
- Stealing

- Possession or brandishing a weapon
- Possession of use of explosive devices
- Selling drugs
- Possession or use of a firearm
- Hazing
- Sexual harassment

### **Due Process in School Discipline (Education Code-48911-48914)**

Before a student is suspended, a conference with the student, and the teacher, supervisor or school employee who recommended the discipline referral must occur. At the conference, the pupil must be informed of the reasons for the disciplinary action and the evidence against him or her. The pupil will be given an opportunity to present his or her side of the story and any evidence in defense of actions leading to the recommendation of suspension. (This pre-suspension conference is also known as the *Goss v. Lopez* right to due process.) Anytime a pupil is suspended from school, a school employee must make a reasonable effort to contact the pupil's parents in person or by telephone, and the parents must be mailed the necessary documentation related to the suspension. Parents have the right to request a meeting with the involved parties to review the suspension, policies, and other matters related to the suspension.

### **Electronic Bullying (Penal Code): 528.5.**

(a) Notwithstanding any other provision of law, any person who knowingly and without consent credibly impersonates another actual person through or on an Internet Web site or by other electronic means for purposes of harming, intimidating, threatening ,or defrauding another person is guilty of a public offense.

### **Extra/Co-Curricular Activities - Code of Conduct**

Extracurricular activities are those student activities which generally take place outside of the classroom setting which students voluntarily attend and for which no grade is assigned. (Athletics, activities, dances, etc.) Co-curricular activities are those which generally take place outside of the classroom setting which students are required to attend and for which class credit is given. (Conferences, fairs, meetings, class performances, etc.)

All activities, if conducted under the name of Gridley High School or any G.H.S. school class or organization, shall be regulated by the same rules that apply at school and found elsewhere in this handbook. Participation in extra-curricular/co-curricular activities may be contingent upon students not carrying any outstanding fines or fees.

### **In-house Suspension (Education Code-48911.1-48911.2):**

This section allows a suspended student to be assigned to a supervised suspension classroom for the entire period of the suspension instead of being sent home, if the pupil

poses no imminent danger or threat to the campus, pupils, or staff. Each pupil is responsible for contacting his or her teacher to receive assignments to be completed.

**Lunch and Recess-Restriction of (Education Code-44807.5):**

The governing board of a school district may adopt reasonable rules and regulations to authorize a school to restrict for disciplinary purposes the time a pupil under their supervision is allowed for recess and lunch. Students are able to purchase a lunch through the school but will not be allowed to leave campus if assigned detention during lunch.

**Posting and/or Distributing Signs/Flyers On Campus**

All signs and flyers must be approved by the principal or the principal's designee before being distributed or posted on campus.

**Public Displays of Affection**

Overt public displays of affection are to be avoided. Good judgement should be used to avoid embarrassing situations and the possibility of disciplinary actions. This rule applies at school or at school-sponsored events. A student should never place his or her hands on another student's breasts, genitals, or buttocks. A determination of any inappropriate display of affection will be determined by school officials.

**Questioning and Apprehension by Sheriff's Office**

School officials have a responsibility for students on campus. School officials are also required to immediately notify parents whenever the police remove a student from campus, except in the case of suspected child abuse (EC 48906). School officials also have a need to obtain basic information about why an officer or detective will be contacting a student, in the event parents ask. They may not interfere with a criminal investigation.

**Search and Seizure**

School officials may conduct searches of students, without a warrant, based on a reasonable suspicion that a student or students are, or have been, in violation of a school rule or regulation or a criminal law (Ed Code 49050).

School Officials may also periodically conduct "health and safety" inspections of all lockers in order to dispose of old food and other discarded items. School officials may seize any weapons, drugs or paraphernalia discovered in the search. Property that is a threat to the safety and security of students and/or staff may be seized. Items used to disrupt or interfere with educational process may be removed from a student's possession and returned to parents or given to law enforcement officials.

**Student Community Service (Education Code-48900.6):**

Administration or designee may require a student to perform community service on school grounds during non-school hours, or, with parent permission, on or off school grounds. Such

community service may include, but not limited to, work performed in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs.

### **Suspension/Expulsion (Ed. Code 48915)**

Suspension means the exclusion of a pupil from regular classroom instruction. A pupil will be suspended for any of the reasons enumerated below, upon a first offense, if the Principal or his/her designee determines that the pupil's presence causes a danger to persons or property or is a threat to disrupting the instructional process.

The school Principal must refer a student for expulsion or explain in writing to the Board of Trustees the reason why expulsion is appropriate for the following offenses:

- Causing serious physical injury to another person, unless the student was acting in self-defense
- Possession of a weapon, explosive, or other dangerous object.
- Possession of a controlled substance
- Robbery
- Extortion
- Assault or battery against a school employee

Students who are suspended off campus must remain away from school grounds and any school activity and be under the direct supervision of a parent or guardian for the duration of the suspension.

If a student is in possession of a firearm or explosive, brandishes a weapon at another person, sells a controlled substance, commits or attempts to commit a sexual assault or commits a sexual battery, the school principal **must** suspend that student and refer him or her for expulsion and the Board of Trustees **must** expel.

### **Suspension by a Teacher (Education Code - 48910-48913):**

A teacher may suspend a pupil from class for the day of the act plus one day following (two-day maximum). Immediately after suspending a pupil from class, the teacher will report the suspension to administration and send the pupil for appropriate action. As soon as possible, *the teacher must ask the parents to attend a parent-teacher conference regarding the suspension.* If practicable, a school counselor or psychologist should attend the conference, and if the parent so requests, a school administrator should be present. In lieu of suspending the pupil, the teacher may refer the pupil to the Principal or Principal's designee for consideration of a suspension from school.

## Notices and Appendices

### **Title IX Policy:**

It is the policy of Gridley Unified School District not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Es norma del distrito de Gridley Unified School District no discriminar por motivos de raza, color, origen nacional, sexo o impedimento, en sus programas, servicios o actividades vocacionales, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Emmiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

### **Initiation/Hazing/Harassment/Intimidation**

Physical or verbal harassment, physical abuse, profanity, slurs and any other actions or works, actual or perceived, are not permitted and could result in a school suspension. Harassment based on gender, race, national origin, ethnicity, religion, sexual orientation, age, physical or mental disability, or any other basis protected by federal, state, or local law, ordinance or regulation to the extent protected by law is prohibited. Students who feel they are victims of harassment of any type may file a formal written complaint in the office. "Pantsing" will result in an automatic suspension and possible expulsion.

### **Gridley High School Anti-Harassment Policy:**

1. Everyone at GHS has a right to feel respected and safe. Consequently, we want students to know that our policy is to prevent sexual harassment and harassment based on gender, race, national origin, ethnicity, religion, sexual orientation or disability.
2. A harasser may be a student or an adult. Harassment may include the following when related to gender, race, national origin, ethnicity, religion, sexual orientation or disability.
  - a. Name calling, teasing, derogatory comments, slurs or gestures
  - b. Remarks or rumors about an individual's sexual activities, sexual jokes, catcalls or whistles
  - c. Leering, winking, sexual gestures, pinching, patting, intentional rubbing against another individual's body
  - d. Graffiti, offensive or graphic posters or book covers
  - e. Derogatory notes or cartoons
  - f. Unwelcome touching of a person or clothing, grabbing, fondling
  - g. Violent acts or threats

1. If students believe that they or someone else has been the victim of harassment or intimidation they should report the alleged acts to a teacher, counselor, principal or any other staff member. The report may be verbal or written. Students are not required to complete a written form, but if they want to use a form, one is available in the school office. They can also speak to Administration.
2. Gridley High School takes seriously all reports of sexual harassment and harassment based upon gender, race, national origin, ethnicity, religion, sexual orientation or disability and will take all appropriate action to investigate such claims, to eliminate the harassment and to discipline any persons found to have engaged in such conduct.
3. GUSD will also take action if anyone tried to intimidate the students or take action to harm them because they made such a report.
4. This is a summary of this District's policy against sexual harassment and harassment based on gender, race, national origin, ethnicity, religion, sexual orientation or disability. A complete copy of the policy is available at the school office upon request.

### **Non-Discrimination**

The Governing Board of the Gridley Unified School District is committed to equal opportunity for all individuals in education. Gridley Unified School District programs and activities do not discriminate on the basis of gender, gender identity, age, sex, race, color, religion, ancestry, gender expression, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs, which ensure that discriminatory practices are eliminated in all district activities. The following individuals represent the appropriate titles for communication purposes:

1. Title IX Officer: Jordan Reeves: 530-846-4393
2. 504 Coordinator: Justin Kern: 530-846-4791

### **Uniform Complaint Procedure**

*Gridley High School* has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

Gridley High School shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, disability, nationality, national origin, race or ethnicity, religion,

sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

Adult Education

Consolidated Categorical Aid Programs

Migrant Education

Career Technical and Technical Education and Training Programs

Child Nutrition Programs

Special Education Programs

Safety Planning Requirements

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

Mr. Justin Kern, Principal

Gridley High School (530) 846-4791

300 East Spruce Street, Gridley, CA 95948

## Gridley High School Parent/School/Student Compact

### As a school, we will:

- Provide a high-quality effective learning environment that is safe and that enables the student to meet the State's student academic achievement standards
- Provide ongoing two-way communication between teachers and parents utilizing phone, email, and ParentConnect
- Provide reasonable access to staff
- Provide opportunities for parents to volunteer and participate in school activities
- Provide a mutually respectful relationship between all parties (students, parents, teachers, and volunteers)

### As a parent, I will:

- Support my child's learning by ensuring that he/she has proper rest and nutrition
- Ensure that my child attends school on time and on a regular basis
- Support my child's learning by monitoring his/her academic progress
- Help set a positive tone for learning with my child
- Participate in decisions relating to the education of my child through a mutually respectful relationship with school staff
- Provide a time for homework completion
- Support my child's involvement in extracurricular activities, and participate when appropriate

### As a student, I will:

- Follow the behavioral expectations at our school
- Seek additional support when needed (advocate for my learning)
- Make every effort to be on-time to school and attend all my classes, every day
- Make good choices
- Engage in your learning
- Make the best of my high school experience by getting involved and/or supporting extra-curricular activities

Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

Child's Name \_\_\_\_\_ Phone Number: \_\_\_\_\_

**GRIDLEY UNIFIED SCHOOL DISTRICT  
COMPUTER SYSTEM / INTERNET / E-MAIL  
ACCEPTABLE USE AGREEMENT**

Gridley Unified School District provides technology resources to its students and staff in the furtherance of its educational and business purposes. It is the District's goal to promote educational excellence in the District's schools by providing technological resources, facilitating innovation, and improving communications with the support and supervision of parents, teachers, and staff. The use of these technology resources is a privilege, not a right.

Access to the computers and people all over the world through the District's Computer System entails potential access to material that may not be considered to be of educational value in the context of a school setting. The District believes that the value of the information, interaction, and research capabilities available through computer technology outweighs the possibility that users may obtain material that is not consistent with the educational goals of the District.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of School District activities. All users are expected to use the District's Computer System in a responsible, ethical, and polite manner. Computer hardware needs to be handled in a safe and secure manner. Parents are strongly encouraged to be involved in their children's computer use and to guide them in ethical and proper use. This document is intended to clarify the terms and conditions of access to the Computer System and expectations as to its proper use.

**TERMS AND CONDITIONS**

**1. COMPLIANCE WITH EXISTING LAWS, REGULATIONS AND POLICIES**

The Gridley Unified School District's computer system is to be used for purposes consistent with the District's

business and educational processes. All persons using the Computer System shall comply with all applicable

laws and District policies including, without limitation, laws and policies regarding freedom of speech, profanity,

obscenity, privacy, copyright, and misuse of computers generally. Persons using the Computer System are

required to comply with student and employee conduct requirements generally as well as with the provisions of the

Agreement. Users shall report any security problem or misuse of the network to the Superintendent or designee.

## 2. DEFINITIONS

2.1 **District Computer System.** All hardware, software, operating systems, data, data storage media, networks

and related devices, and data transmission and communications equipment and services (including internet access and e-mail). This includes our Google domain, Chromebooks and the google app features within it.

2.2 **User Area.** A user area is comprised of that portion of the District Computer System reserved for the personal use of an individual user including, but not limited to, user data files, programs, dynamic system work areas, or any other storage or processing resources dedicated to the user.

## 3. COMPUTER SYSTEM ACCESS AND USE

3.1 **Student E-mail.** The Gridley Unified School District provides students with their own Google Gmail account under our domain. This e-mail is used to communicate course projects and assignments with teachers and other students. Students are expected to be respectful and use appropriate language.

3.2 **System Etiquette.** Users are expected to be courteous while using the Computer System. Users shall not send or display material that is obscene, rude, offensive or hate-based, or that could be construed as harassing to others based on their race, national origin, gender, sexual orientation, age, disability, religion, political, belief or other protected characteristic. This applies to all email and computer programs.

3.3 **Messages.** Users should not indiscriminately address messages to broad audiences. Message addressing should be narrowly tailored to the purpose at hand. Message should only be sent to known recipients or locations. Messages or other materials should not be sent with misleading titles.

3.4 **System Modifications.** Users may not modify or alter the Computer System in any way except under the express direction of the District's System Administrator. Modification and alteration of the Computer System does not include ordinary operations involving saving and deleting user-generated files created in the furtherance of District business or education purposes.

3.5 **Disclosure of Personal Information.** Disclosure of users' own or others' home address or telephone number information on the Computer System is prohibited.

3.6 **Privacy / Computer System Monitoring.** User information, data, and communications, including e-mails, transmitted over the Computer System or contained in any part thereof is not private or subject to privacy.

**Williams Complaint Classroom Notice for 2018—2019**  
**Gridley Unified School District**  
***Notice to Parents, Guardians, Pupils, and Teachers***

Pursuant to California *Education Code* § 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or mis-assignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site at <http://www.gusd.org>. You may also download a copy of the California Department of Education complaint form in English and in other languages from the following Web site: <http://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>

Gridley Unified School District

Notificación para padres de familia, tutores legales y maestros

Derecho de presentar quejas  
Formulario muestra de quejas uniformes

Padres de familia, tutores legales, alumnos y maestros:

Según el Código de Educación de California Artículo 35186, se le notifica que:

1. Debe haber suficientes libros y materiales de instrucción. Eso significa que cada

alumno, incluyendo a los alumnos que aprenden inglés, debe tener un libro o materiales de instrucción, o ambos, para usar en clase y llevar a casa.

2. Los predios escolares deben estar limpios, seguros, y deben mantenerse en buen estado.

3. No debe haber falta de maestros ni asignaciones incorrectas de maestros. Debe haber un maestro asignado a cada clase y no una serie de suplentes u otros maestros temporales. El maestro debe tener la certificación apropiada para enseñar la clase, incluyendo la certificación requerida para enseñar a alumnos que aprenden inglés, si es que están presentes en la clase.

Falta de maestros significa que existe un puesto al cual no se ha asignado un empleado con certificación al principio del año escolar y por todo un año, o si el puesto es para un curso de un semestre, un puesto al cual no se ha asignado un empleado con certificación al principio de un semestre y por un semestre completo.

Una asignación incorrecta significa que un empleado con certificación es colocado en un puesto de maestro o proveedor de servicios sin tener una certificación o credencial legalmente reconocida, o colocado en un puesto de maestro o proveedor de servicios que el empleado no está legalmente autorizado a ocupar.

4. Se puede obtener un formulario para presentar una queja en la oficina de la escuela, la oficina del distrito, o por medio del sitio Web que se indica a continuación: <http://www.gusd.org>. También se puede imprimir una copia del formulario del Departamento de Educación del Estado de California del sitio de la Web que se indica a continuación: <http://www.cde.ca.gov/re/cp/uc/>.

Preguntas: Departamento de manejo de quejas de los programas categóricos  
(916) 319-0929