DC RULES & REGULATIONS

Many factors contribute to a successful school. Students at Del Campo can expect an emphasis on academics, consistent expectations for success, and an orderly and safe environment with rules and regulations designed to promote optimum learning and success.

A positive school climate motivates students to reach their potential. The use of self-discipline by you, the student, provides training and experience for you to develop into a responsible member of the larger community and society in general. In setting up rules for a positive school environment, the staff makes every effort to make reasonable requests of you based on the need for your safety and that of others. You are expected to follow all school and district policies. In addition to your obligation to comply with general school rules, you should understand that you have the same obligation to each classroom teacher. Students are expected to attend class daily, be respectful to all staff and fellow students, and put 100% effort into their learning experience.

Following is a summary of regulations and procedures that have been developed by staff, students, and community. Experience and research have shown us that a clear understanding of the school’s expectations, and wise decisions on your part regarding your responsibilities in these matters, are major contributing factors to learning and success.

Students who violate school rules are subject to school discipline and in some instances may be referred to law enforcement for legal consequences. School discipline measures include, but are not limited to, the following:

**Expulsion**

Del Campo High School will recommend expulsion for any student who is found to have sold or otherwise furnished drugs or alcohol to another student; for the possession of any firearm, knife, explosive, replica, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds; for causing serious physical injury to another person. The school may recommend expulsion for any of the reasons listed under "Suspension" if the presence of the student on campus constitutes a danger to the health and safety of others or if other means of correction have failed to bring about a change in behavior.

**Suspension**

The 7-12 grade suspension/expulsion guidelines are authorized by the California Education Code and district policy. This uniform policy has been developed after many years of experience in order to maintain a safe learning environment for all our students. It is imperative that each family reviews and understands these guidelines, which are included in this packet.

**NOTE:** The rules which follow apply from the time you leave home in the morning until you reach home after school, as well as at any school activity on or off Del Campo grounds during or after school hours.

**Saturday School**

Saturday School is an alternative to home suspension. Students may be assigned Saturday School by either a teacher or an administrator for minor disruptive behavior or attendance related infractions (multiple tardies, truancies). A student assigned Saturday school detention signs a document acknowledging the detention and the rules regarding Saturday school. Specifically: 1) Students should arrive at 7:55 a.m. as Saturday school begins promptly at 8:00 a.m. No student is admitted to the detention room after 8:00. 2) *Students assigned Saturday detention must bring homework or a book to read for the entire time.* Newspapers, radios, and magazines are not allowed during on-site school suspension. 3) Saturday detention ends at 11:30 a.m. 4) Failure to serve Saturday detention will warrant a home suspension or five lunch detentions.

**Social Probation**

Social probation prohibits students from attending or participating in all non-mandatory school functions, activities, and events. Non-mandatory school functions, activities, and events include, but are not limited to, participation on athletic teams including practices, dances/proms, athletic events, drama and musical productions, student club activities, and activities related to graduation, including the graduation ceremony. Social probation begins on the first day of suspension. Del Campo students are placed on one calendar month of social probation for committing certain offenses including, but not limited to, fighting, use of drugs or
alcohol, truancy and vandalism. Violation of social probation will extend the extra-curricular prohibition for an additional calendar month from the date of the violation and may result in home suspension.

**ATTENDANCE**

Regular school attendance is directly correlated to school success. Students are required to be in class all day and on-time to each period. Any absences must be accounted for according to these policies and procedures.

**Attendance Office Hours**

The Attendance Office is open from 7:15 a.m. to 3:45 p.m. giving students ample time before school to turn in their notes and to arrive in class on time. Students at the Attendance Office after the class bell rings will be considered tardy to class. Parents may check on their students’ attendance by checking Zangle.

**Automated Attendance Calls**

All absences not cleared by 5:00 pm will initiate a recorded phone message to home on the day of the absence.

**Clearing Absences**

When a student is absent for any reason, a parent or legal guardian must excuse his/her absence with a note or a phone call to 971-5622 (24-hour hotline). The note or call must include the student’s first & last name, the reason for the absence, the exact dates and number of periods of absence, and the signature, name, and relationship of the parent/guardian verifying the absence. State law allows parents to clear absences for illness, medical appointments, death of immediate family member, and religious holidays. Absences for any other reason must be considered unexcused even when cleared by a parent. **Absences not cleared within 5 days will automatically turn to truancy and may not be cleared.** Students with truancies are subject to possible disciplinary action including social probation and involuntary transfer out of Del Campo.

**Early Dismissals**

Once a student arrives on the Del Campo campus, they MUST get an early dismissal to leave campus early for any reason. Students need to bring a note to the Attendance Office with the dismissal time and the return time signed by the parent or guardian. The appropriate time to get an early dismissal is before school, at lunch or after school. In emergency situations contact any office for assistance. If a student becomes ill and needs to leave school, they must go to the Attendance Office to have an attendance staff member call home to approve their leaving school. Parents, legal guardians, or persons listed on the emergency cards are the only acceptable persons to give permission to leave. We cannot allow a student to leave without authorization from a person listed on the emergency card. If a student leaves campus for any reason without an early dismissal, they will receive a truancy for the periods missed and a closed-campus violation that could result in 3 to 5 days suspension and possible transfer to alternative placement.

**Excessive Excused Absences**

Students who have excused absences in excess of a total of 10 school days in a given school year will be required to have illness verified by a medical professional’s note or school employee. Without verification, absences will be considered unexcused.

**Forgeries**

Forged notes and/or signatures will result in a consequence stipulated in SJUSD Grounds for Suspension and Expulsion.

**Tardies**

A student less than 30 minutes late should go directly to class and sign a tardy sheet. If a student is more than 30 minutes late she/he should report to the Attendance Office before reporting to class. Students with excessive tardiness are subject to disciplinary action as described in the school-wide tardy policy.

**SCHOOL-WIDE TARDY POLICY:** In order to provide a fair and uniform grading policy, Del Campo staff has agreed upon a school-wide tardy policy. The following policy is enforceable by eighteen-week grading period for unexcused tardies:

- First tardy- Teacher Warning
◆ Second tardy-Warning/Teacher consequence
  ✿ Confer privately with the student to address the tardiness
  ✿ Assign and supervise their classroom detention before school, during lunch, or after school
◆ Third & Fourth tardy-the teacher will assign after school detention and notify the parent. Citizenship consequence.
◆ Fifth-Eighth tardies—Saturday School will be assigned by the teacher and the teacher will notify the parent. Citizenship consequence.
◆ Ninth tardy-VP to address Willful Disobedience Policy (home suspension). Parent notification and citizenship consequence.

NOTE: The completion of detentions or Saturday Schools does not erase tardies, and tardies affect citizenship grades.

**Truancies**

Students who cut school or who are absent for reasons not allowed by law will receive truancies in their attendance records. Students who receive 24 periods of truancy and/or documented unexcused absences in a school year may be transferred from Del Campo for habitual truancy. Truancy letters from the SJUSD will be mailed home after 12, 20, and 24 periods of truancy and/or unexcused absences. Students lose the privilege of making up homework when an absence is considered to be a truancy. Citizenship grades are also adversely affected. Students with habitual truancies and/or unexcused absences may be involuntarily transferred to another school and/or be placed on social probation. **Seniors who accumulate 24 periods of truancy in a year will not be allowed to participate in the graduation ceremony.**

**ACADEMIC HONOR CODE**

Academic honesty requires that students produce work that is their own. In contrast, academic dishonesty is a student’s attempt to claim and show possession of knowledge and/or skills that she/he does not possess. The wellbeing of the school community depends on each student’s accepting responsibility for his or her personal conduct in both social and academic endeavors. In this regard, Del Campo students are expected to demonstrate honesty in their academic pursuits. Del Campo students are expected to prepare their own schoolwork. Students who demonstrate academic dishonesty will face academic and disciplinary consequences. Academic dishonesty includes, but is not limited to:

◆ Taking any assignment & copying all or part of it & presenting it as one's own;
◆ Sharing one’s work for the purpose of copying & allowing another person to present it as his/her own;
◆ Giving information or answers from a quiz or a test to another student;
◆ Intentionally plagiarizing all or part of someone else’s work & turning it in as one's own. This includes work from fellow students, the Internet, books, magazines or any other sources.
◆ Submitting work produced by someone else from another semester, term, or year;
◆ Fabricating or inventing information, research, or other findings;
◆ Falsifying or altering student records or grades;
◆ Using or consulting unauthorized materials or using unauthorized equipment or devices on tests, quizzes, assignments or examinations (ex: cell phones & calculators); and
◆ Lying, cheating, stealing, or being deceitful about academic work.

**BULLYING/INTIMIDATION**

Students may not bully or intimidate other students while at school, on the way to and from school or while at school activities. Consequences range from suspension to expulsion.

**CLOSED CAMPUS**

The Del Campo campus is closed throughout the entire school day. Students must obtain an early dismissal before leaving campus during the school day; this includes leaving for doctor appointments and emergencies. Students, who violate this policy any time during the school day, including lunchtime, will be subject to
suspension. Students who leave campus without an early dismissal may not clear the absence after the fact.

DELIVERIES

No balloons, flowers, or similar items will be accepted for delivery to students to avoid classroom disruptions.

DRESS CODE

The SJUSD's district-wide high school dress code applies to all high schools. The dress code is established to promote a positive, psychologically safe, and appropriate learning environment. Extremes in dress or clothing regarded as disruptive or a distraction from the learning environment are not permitted. Clothing will promote physical and psychological safety. Any school may have additional restrictions to meet the needs of the school.

Prohibited Clothing/Accessories

- Clothing or accessories with pictures or messages that promote or symbolize the use of drugs, alcoholic beverages, or tobacco.
- Clothing that has messages that are sexually suggestive or promote violence.
- Clothing or accessories considered by school officials or law enforcement to connote gang affiliation, cult affiliation, satanic reference, or any profane or racially offensive item.
- Pajamas or sleep wear.

Specific Clothing Restrictions

- Shoes must be worn at all times, house slippers may not be worn.
- Underwear may not be exposed
- The torso must be covered; bare midriffs, backs, or cleavage must not be exposed.
- Strapless or spaghetti strap tops, muscle shirts, tank tops, tube tops, or any excessively revealing clothing is not permitted, this includes backless tops and see-through clothing. This clothing may not be worn under jackets or sweatshirts.
- Skirts must be of moderate length; swim suits and running shorts are not permitted.
- Sagging is not permitted. Belts may not hang from the waist.
- Chains and spiked jewelry of any type are prohibited.

DRUGS/ALCOHOL/CONTROLLED SUBSTANCES/PARAPHERNALIA

Del Campo will enforce the law and school policies concerning drugs, alcohol, and drug paraphernalia to the fullest extent. Students may not bring any of these items to school or school events. Any student who provides or sells drugs or alcohol to another student will be recommended for expulsion and subject to arrest. Students with the odor of alcohol on their breath, the odor of controlled substance on their clothing and/or appearing to be under the influence of alcohol or controlled substances will be subject to the appropriate penalties. Schools are drug-free zones and violators are subject to enhanced penalties when arrested.

ELECTRONIC DEVICES

Electronic communication devices (e.g. cell phones) are permitted on campus provided they remain turned off and stored out of sight when classes are in session. Some electronic devices (e.g. CD players, video games, etc.) are also permitted on campus and may be used before and after school, at lunch, and during passing periods but are not allowed to be used during class. Finally, any dangerous or disruptive electronic devices (e.g. laser pointers) are not allowed at school at all.

EMERGENCY CARDS

Every student must have two emergency cards with current phone numbers and address on file.

FLYERS

No student or adult may distribute or post flyers without the principal's permission.

GAMBLING

Gambling, which includes playing cards or dice, is not allowed on campus or at any school activities.

HALL PASSES

Students are not permitted outside class during the instructional period without a valid pass. Students are
required to use a signed Pass by the teacher.

**LAW ENFORCEMENT**

Law enforcement agents, upon request and appropriate identification, have the authority/right to question students and to access student information.

**LOITERING**

Loitering in unsupervised areas, including, but not limited to, restrooms is prohibited.

**MATERIALS**

Materials, books, and equipment assigned to a student are that student's responsibility. Students will be expected to pay for any school items which have been checked out to them or by them that have been stolen, lost, and/or misplaced.

**PARENTAL LIABILITY**

The parent/guardian of any pupil (minor) whose willful misconduct results in injury or death to any pupil or any person employed by or performing volunteer services for the San Juan Unified School District who in any way damages property, real or personal, belonging to the school district, or personal property of any employee shall be liable for all such damages caused by the pupil not to exceed seven thousand five hundred dollars ($7,500). The parent/guardian shall also be liable for the amount of any reward not exceeding $7,500. The school district, whose real or personal property has been willfully cut, defaced or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon the demand of any employee of the district authorized to make the demand, may, after affording the pupil due process rights, withhold grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or pupil's parent/guardian has paid for the damages.

**PARKING**

All students and staff are required to obtain a parking permit from the administration office. Students may not park in the following areas: staff parking, spaces reserved for handicapped persons, visitors, Renaissance, at the end of rows marked by slashes, or along curbs painted red. Parking enforcement and the Fire Marshall periodically ticket cars illegally parked. Drivers of illegally parked cars or students who drive recklessly may also be denied parking on campus for a period of time. Students are expected to drive safely and observe all California vehicle regulations. All parking lots are off limits to students during the school day without adult permission. Students are to park in the parking lot in front of the school. Other parking lots and the street behind the school may not be used for student parking.

**SALES/EXCHANGES/BARter**

Students may not sell, exchange or barter any goods or services except for fund raisers authorized by administration and Student Government.

**SCHOOL PICTURES**

Students must meet the dress code when being photographed. Students who do not meet the dress code will be required to wear a shirt provided by the administration for the purposes of the photo.

**SEXUAL HARASSMENT**

The Governing Board of the San Juan Unified School District prohibits unlawful sexual harassment of or by any students by anyone in or from the district. Any student who engages in the sexual harassment of another student or anyone from the district will be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment will be subject to disciplinary action up to and including dismissal. (cf. 4188 - Suspension/Disciplinary Action) (cf. 5137 - Positive School Climate) Any student who feels that she/he is being harassed should immediately contact the principal or designee or another district administrator in order to obtain a copy of AR 1312.3 - Uniform Complaint Procedures. Complaints of harassment can be filed in accordance with these procedures.

**SKATEBOARDS/SKATES/MOTORIZED VEHICLES/BICYCLES**

Students may not drive motor vehicles, including mopeds motorized scooters, on the school grounds. This
rule is to provide for the safety of others walking on the campus. The rule also prohibits the riding of skateboards, and bicycles on campus. Students may ride these vehicles to and from school; however, if they are ridden to school, skateboards must be stored in the Administration Office, and bicycles must be locked in the bike compound during school hours. Students store or lock up these vehicles at their own risk. Students who violate the policy will lose the privilege of riding them to school.

**STUDENT IDENTIFICATION CARD**
All students are required to have and to carry with them at school and at all school activities a current Del Campo ID card. ID cards are mandatory for checking out textbooks and library books, purchasing dance tickets and for admission to school dances.

**VISITORS**
All visitors to campus must obtain a visitor’s pass from the Administration Office. Students may not obtain visitor passes to bring friends or relatives to school with them.