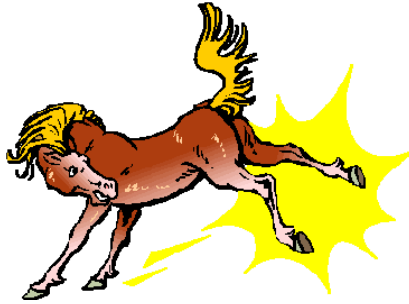


NORTHGATE HIGH SCHOOL

425 Castle Rock Road, Walnut Creek, CA 94598

(925) 938-0900—FAX (925) 945-6429



STUDENT HANDBOOK & AGENDA

John McMorris

Principal

Richard Heyer

Peter Aloo

Christina Filios

Vice Principals

Lynda Hayes

Deborah Frank

Student Services Coordinators

This agenda belongs to:

Name _____

Address _____

City _____ Zip _____

Phone _____

Student ID # _____

WELCOME

“Welcome to Northgate High School and the 2008-2009 school year. Northgate High School has a reputation of academic excellence, a caring school community, and an active extracurricular program of sports, clubs and activities. We, the staff of NHS, pledge our diligence to assist you in your quest for knowledge, your growth in global and personal awareness, and your acquisition of life-long skills.”

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NORTHGATE HIGH SCHOOL VISION STATEMENT

Northgate High School welcomes all into a community that fosters lifelong learning, encourages creativity and effective communication, develops integrity, values cultural diversity, nurtures active community participants, and provides the necessary skill sets for critical thinking and effective problem solving, thus preparing all students to handle the diverse challenges of the local and global communities of the 21st century.



NORTHGATE HIGH SCHOOL ESLRs (Expected Schoolwide Learning Results)

Quality Producer

Self-Directed Learner

Effective Communicator

Community Participant

Healthy Individual

Higher-Order Thinker

Collaborative Worker

Academic Standards Achiever

TELEPHONE NUMBERS



Main Office	938-0900
Attendance	939-6911
FAX	945-6429
District Campus Safety Hot Line	825-1641

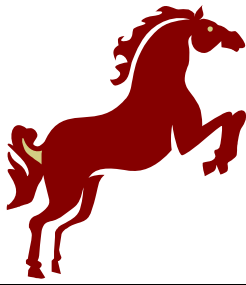


INFORMATION DIRECTORY

Regarding	Contact	Extension
Absences	Attendance Office	3505
Athletics	P.E. Office	3520
Bills	Treasurer's Office	3518
Career Information	Career Center	3525
Class Activities	Vice Principal	3504
Clubs	Vice Principal	3504
Health (ill or injured)	Attendance Office	3505
Insurance	Treasurer's Office	3518
Lockers	Treasurer's Office	3518
Lost & Found	Attendance/Main Office	3505
Parking	Main Office	3501
Permit to Leave	Attendance Office	3505
Pre-arranged Absence	Attendance Office	3505
Scheduling Questions	V.P. Secretary	3508
Scholarship Information	Career Center	3525
Student Activity Card	Treasurer's Office	3518
Student Pictures	Treasurer's Office	3518
Student Visitor Pass	V.P. Secretary	3508
Textbooks	Library/Treasurer	3527/3518
Theft Reporting	Vice Principals	3508
Transcripts/Records	Registrar's Office	3537
Use of School Facilities	V.P. Secretary	3507
Work Permits	Work Experience Coordinator	2175

DISTRICT CAMPUS SAFETY HOTLINE

All students and staff have the inalienable right to attend campuses which are safe, secure and peaceful. Feeling safe at school is a student right. When something is happening that makes you feel unsafe, tell an adult about the problem. Students should expect to get help. If you feel that you cannot tell an adult, there is a District Campus Safety Hotline for students to use. By using the Hotline, a confidential, recorded message about the problem can be given to people who will help. Call the District Campus Safety Hotline 825-1641.



BRONCOS 2008-09

MONTHLY PARENT/STAFF MEETINGS

Parent Faculty Club (PFC)

Third Thursday, 7:00 PM in the Library
www.northgatehs-pfc.com

Athletic Boosters (Bronco Boosters)

First Thursday, 7:30 PM in the Staff Lounge

Site Council

First Tuesday, 3:15 PM in the Library

Band Boosters

Second Tuesday, 7:00 PM in Room 93

NORTHGATE FIGHT SONG

*We are the Broncos
We are the bold
We are the Broncos
Crimson and Gold.
Onward to Victory
On to Fame
Bringing honor to our name*

GO! FIGHT! WIN!

*We are the Broncos
We're on the field
We are the Broncos
We'll never yield.
Fight, Fight
We'll win tonight
'Cause we'll fight for Northgate High!*



ASSOCIATED STUDENT BODY



ASB OFFICERS

Jessica Longa, President
Miki Sparks, Vice President to Curriculum & Clubs
Georg Ristock, Vice President to School Board
Drew Nollsch, Vice President to Parent's Club
Tom Mao, Secretary/Treasurer
Adam Castlel & Bo Peter Laanen, Historians
Matt Bataska & Kyle Heise, Rally Commissioners

SENIOR CLASS OFFICERS

Moriah Rene', President
Ericia Byer, Vice President
Jamie Evangelista, Secretary/Treasurer
Kelby Tittle, Senior Service
Caitlin Steeb, Senior Service

JUNIOR CLASS OFFICERS

Trinh Bach, President
June Han, Vice President
Salan Xu, Secretary/Treasurer

SOPHOMORE CLASS OFFICERS

Kristin Curry, President
Niraj Vora, Vice President
Natalie Dib, Secretary/Treasurer

FRESHMAN CLASS OFFICERS

President _____
Vice President _____
Secretary/Treasurer _____

SITE COUNCIL STUDENT MEMBERS

Katherine Campbell	Michael Deas
Marissa Corona	Mustafa Eisa
Robert Liu	Freshman Rep

2008-2009 BELL SCHEDULE



Monday, Wednesday, Friday Schedule:

(385 Instructional Minutes)

Period A	7:00 – 7:50
Period 1	7:55 – 8:45
Period 1 SSR*	8:45 – 9:05
SS 1*	9:05 – 9:40
Period 2	9:45 – 10:40
Brunch	10:40 – 10:50
Period 3	10:55 – 11:45
Period 4	12:40 – 1:15
Period 5	1:20 – 2:10
Period 6	2:15 – 3:05

* SSR/SS on rotation periods 1-6

Minimum Day Schedule:

(265 instructional Minutes)

Period A	7:10 – 7:50
Period 1	7:55 – 8:35
Period 2	8:40 – 9:20
Period 3	9:25 – 10:05
Brunch	10:05 – 10:20
Period 4	10:25 – 11:05
Period 5	11:10 – 11:50
Period 6	11:55 – 12:35

Tuesday & STAR Schedule:

(385 Instructional minutes)

Period A	7:00 – 7:50
Period 1	7:55 – 8:55
Period 2	9:00 – 10:00
Brunch	10:00 – 10:10
Period 3	10:15 – 11:15
Period 4	11:20 – 12:20
Lunch	12:20 – 12:55
Period 5	1:00 – 2:00
Period 6	2:05 – 3:05

Final Exam Schedule:

(265 Instructional Minutes)

Period A	7:00 – 7:50
Period 1	7:55 – 9:55
Brunch	9:55 – 10:30
Period 2	10:35 – 12:35

Thursday Schedule:

(315 Instructional Minutes)

Period A	7:00 – 7:50
Period 1	7:55 – 8:43
Period 2	8:48 – 9:38
Brunch	9:38 – 9:48
Period 3	9:53 – 10:41
Period 4	10:46 – 11:34
Lunch	11:34 – 12:09
Period 5	12:14 – 1:02
Period 6	1:07 – 1:55

STUDY SESSION

Study Session is held Monday, Wednesday and Friday (see Bell Schedule on previous page). Students are offered tutorial support and may participate in peer tutoring during Study Session, do homework, or use the computer lab to complete assignments.

Purpose

Students:

To relieve stress by providing time for:

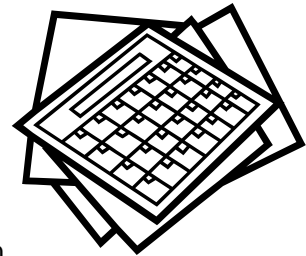
Homework	Tutoring	Library
Group projects	Rehearsals	Computer Lab
Reading	Lab work	Assisting teachers
Career Center	Make-ups	Academic clubs

Staff:

Tutoring
Make-up tests
Longer class activity (with 24-hour advance notice)
Working 1-1 with students

Administration:

Calling students in without interrupting class time
Orientation and other school-wide information dissemination
Class meetings
Assemblies
Student Congress
Scheduling
Academic clubs



Student Guidelines

1. Students and T.A.'s come to Study Session prepared with materials and stay for the full study session.
2. Students and T.A.'s use Study Session productively as defined in the Study Session Purpose section.
3. Official Study Session passes must be secured in advance and completely filled out.
4. Trips to lockers and bathrooms are permitted only on an emergency basis.
5. Go directly to your destination, (without side-trips to lockers, vending machines, or bathrooms or just wandering around) stay the full period and return to class before the Study Session bell rings.
7. A teacher may use Study Session for an extended class activity if he/she gives students 24 hours advance notice.

Student Consequences (For abuses of Study Session guidelines while out on passes.)

1. Students truant from study session will be assigned detention or Saturday School
2. Students accumulating two referrals for Study Session abuses during any one quarter or three per semester will lose the right to leave class during Study Session . A list of these students will be given to every teacher and updated weekly.
3. Students who abuse Study Session passes will be taken to the office instead of back to class.
4. Students disturbing the productive classroom environment may be given a referral, assigned a work detail or detention, or given work to do, at the discretion of the teacher.

SILENT SUSTAINED READING (SSR)

- Everyone must read the whole time, including the teacher.
- SSR should not be interrupted in any way. If you leave your book at home, choose another one from the classroom. Stay in your seat so others aren't distracted. Do not talk.
- You may choose your own reading material. However, textbooks and comics are not allowed for SSR, nor are materials your parents, if asked, would not approve.
- SSR is not a time to do homework, complete assignments, or take notes.

PEER TUTORING

The Multimedia Center is home to the Peer Tutoring Program. Students who need tutoring in any class may register for a student volunteer tutor. Students who wish to tutor may do so in the tutor center and will be given recognition for the volunteer hours on their transcripts. Current listings of adult tutors and students available for outside tutoring are posted in the center. Further information regarding this service is available by calling ext. 3515.

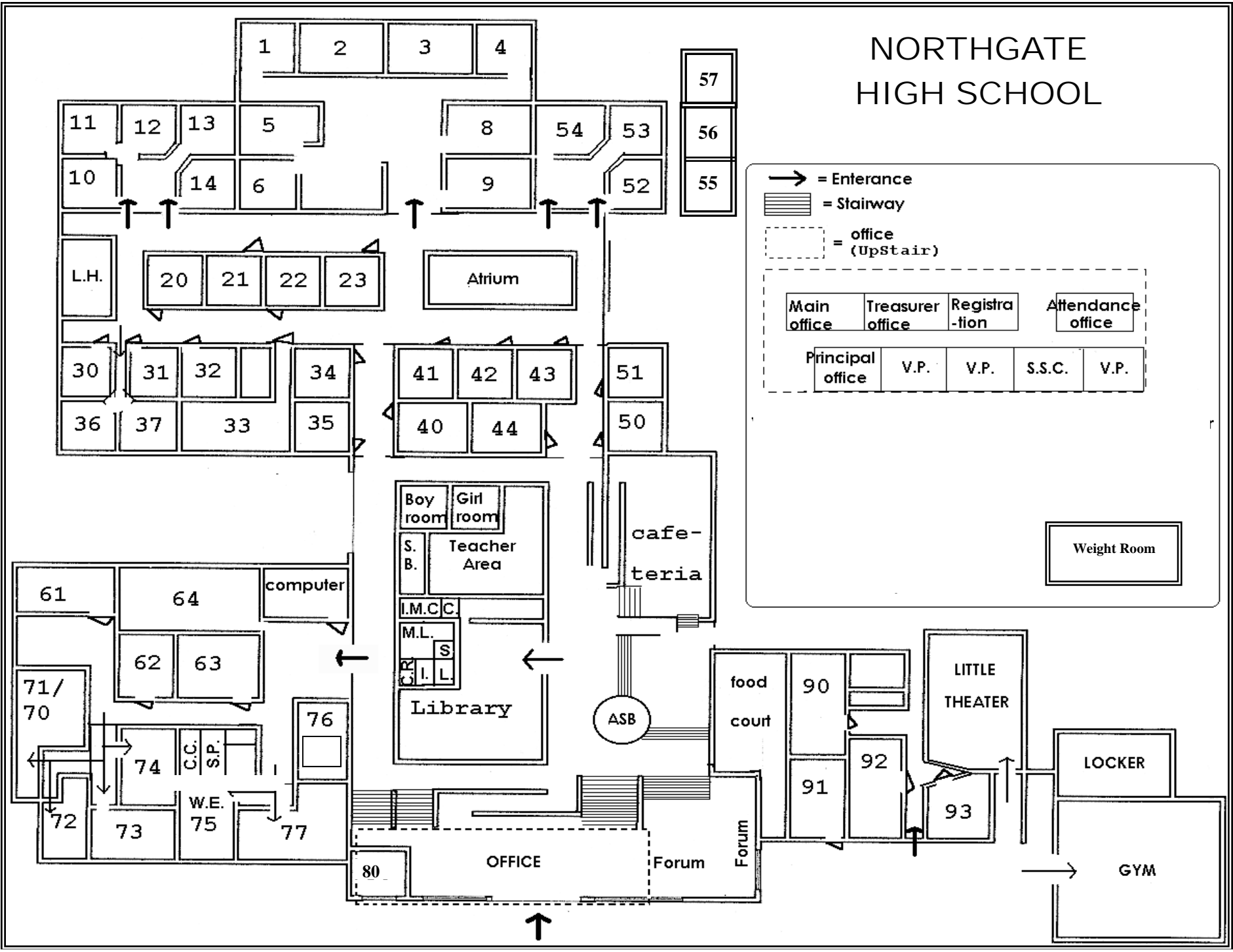




2008-2009 Calendar




August 26	Classes Begin
September 1	Labor Day
September 2	School Resumes
September 9	Senior Picnic
September 18	Back-To-School Night
October 27-31	Homecoming Week
October 24	End of First Quarter
November 10-11	Veteran's Day
November 24-28	Thanksgiving Recess
December 22-Jan 2	Winter Recess
January 19	Dr. Martin Luther King, Jr.'s Birthday
January 23	End of First Semester
February 9	Lincoln's Birthday
February 16	President's Day
February 20	Senior Banquet
March 27	End of Third Quarter
April 13-17	Spring Recess
April 25	Junior Prom
	High School Exit Exams
April—May	STAR Testing
May 7	Open House
May 25	Memorial Day
May 30	Senior Ball
June	Sr. Awards Assembly
June	Baccalaureate
June	Graduation
June 10	End of Second Semester

NORTHGATE HIGH SCHOOL



→ = Entrance
 = Stairway
 = office (UpStair)

Main office	Treasurer office	Registra-tion	Attendance office	
Principal office	V.P.	V.P.	S.S.C.	V.P.

 Weight Room

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EXTRA CURRICULAR ACTIVITIES AND PARTICIPATION

Clubs and Organizations

Clubs are open to all interested students and are organized with the approval of the student government and the Principal's Administrative Cabinet. Before they can be approved, clubs must have a faculty advisor who will attend all club meetings, a club constitution, and an account set up with our school treasurer . The purpose of clubs is to serve the needs and interests of students at Northgate and to be of service to the school.

Student Government/Activities, Athletic Teams, and Spirit Squads

Open to all students on a competitive basis. To actively run for office, a student must:

- Have a 2.0 G.P.A. in the grading period immediately preceding that sport season.
- Maintain a 2.0 G.P.A. in grading periods during the season.
- Attend classes on day of participation.
- Avoid any involvement with alcohol, drugs, or tobacco at school or during school related activities.
- Comply with all requirements of the participation contract.
- Have sufficient credits to be making satisfactory progress toward graduation.
- Pass a minimum of 4 classes.



FALL SPORTS	WINTER SPORTS	SPRING SPORTS
Cross Country	Boy's Basketball	Baseball
Football (starts August 15)	Girl's Basketball	Boy's Golf
Girls Golf	Boy's Soccer	Softball
Girl's Tennis	Girl's Soccer	Boy's Swimming
Girl's Volleyball	Wrestling	Girl's Swimming
Boy's Water Polo		Boy's Tennis
Girl's Water Polo		Boy's Volleyball
		Track and Field
		Lacrosse

EMERGENCY PROCEDURES

Earthquake

- Take cover under tables and desks to protect yourself from falling objects. Stay away from windows and mirrors. Stay away from tall cabinets or bookcases and shelves.
- Remain Calm. Try to calm and assure others, if necessary.
- DO NOT rush outside. If it is necessary to vacate the building, you will be advised by the administrator in charge.
- Be prepared for additional earthquake after-shocks.
- If the lights go out, use emergency lighting (flashlight) immediately.
- Be quiet and wait for instructions. If you are told to vacate the building, do not touch power lines or objects in contact with downed wires.
- If you are outside during an earthquake, get into the open, away from buildings and powerlines.

Note: There will be no alarm to signal an actual earthquake. In the event of a real quake, teachers will provide leadership to initiate the above procedure.

Fire Procedure

- Upon hearing the fire alarm (repeating series of siren-like sounds) or receiving a verbal order by the administrator in charge:
- Walk to the nearest exit. Teachers should periodically review the fire exit route plans posted in each classroom.
- Do not run or shove.
- Move a safe distance away from building (at least 100 ft.) to open space.
- Do not go near downed wires.
- Above all, remain calm.
- False Fire Alarms: (Penal Code 148.4) Any person who willfully and maliciously tampers with, molests, injures, or breaks any public fire alarm apparatus, wire or signal, or willfully and maliciously sends, gives transmits, or sounds any false alarm of fire, by means of any public fire alarm system or signal or by any other means or methods, is guilty of a misdemeanor.

Intruder Drill

- The signal that there is an intruder in the building will be an announcement: **"We need to secure all rooms until further notice."**
- Teacher locks the classroom door.
- A student is assigned to tape a piece of paper over the door window.
- DO NOT open the door until the "all clear" announcement is made over the intercom.



Power Out/"Lights out" Procedures

"Lights Out" While Students in Class:

- Keep students in rooms for 20 minutes.
- After 20 minutes in rooms, administrators will direct teachers to take students to "lights out" area and hold for at least one more hour or until the lights come back on.
- After remaining in the "lights out" area for at least one hour, administrators will direct students and staff to the forum, cafeteria and adjoining outside areas until the electricity has been restored and students are told to return to class or until students are officially dismissed from school.

"Lights Out" Before School/Brunch/Lunch:

- Before School: Go to "lights out" area for 1st period class.
- Brunch: Extend brunch until Principal announces students and teachers to go to 3rd period "lights out" area.
- Lunch: Will be extended until power is restored. Teachers will help patrol campus during extended lunch. Students will not be allowed in normal "off limits" areas.

Additional Procedures

- All Administrators, teachers on prep, and available classified personnel will report to the Principal and be assigned specific tasks.
- Any student who defiantly leaves "lights out" area will receive a written behavior referral.
- Students must remain on campus, in their assigned areas and with their teachers. Only the Mt. Diablo Unified School District Superintendent can direct the principal to release students early.

CRISIS COUNSELORS

For the past thirteen years Northgate students and families have been able to take advantage of the Crisis Counseling Services offered on campus. Through a combination of PFC, City of Walnut Creek and school district funding, three family counselors are available to meet with students and families. Referrals to the crisis counselors can be made by faculty, parents, fellow students and students themselves. The services are free to Northgate students and their families. *A crisis counselor is on campus every day.*

Lance Friis is on campus Tuesdays & Fridays; Michelle Dooner is on campus Mondays and Wednesdays; and Jane Sondel is on campus on Thursdays. You may reach them by calling the school 938-0900 and asking for their office or by calling 938-3921. If you have any questions regarding services, call Lynda Hayes in the Student Services office at 938-0900, ext. 3502.

Services include: "drop-in" counseling, student support groups, individual/group counseling. For questions or concerns, please see the appropriate administrator:

LIBRARY



The library is open every day from 7:30 A.M. to 3:30 P.M., including lunch (except for 2pm on Thursdays) . No food or drink is allowed in the library. The library staff participates in the study session program and issues passes on the day of study session, before school, at break and at lunch. The library also supports the Silent Sustained Reading (SSR) program by offering a wide range of books, including those on the English teachers' recommended reading lists. The Librarian is available for reading suggestions, as well as helping with research projects. Students can check out library books by showing their student ID or any other photo ID. Most books may be borrowed for three weeks and can be renewed as often as needed, unless requested by another student. Although most of the reference materials cannot be checked out, some reference books can be checked out overnight. No fines are charged for overdue books, but books overdue over two months are considered lost. Lost books are assessed at the replacement cost; until the debt is paid or the books returned, major dance/activity tickets, yearbooks, report cards, transcripts, schedules and diplomas will be held.

TEXTBOOKS

Students are responsible for the care of all textbooks issued. Textbooks overdue over two months during the school year are considered lost. Lost textbooks are assessed at the replacement cost; until the debt is paid or the textbook returned, major dance/activity tickets, yearbooks, report cards, transcripts, schedules and diplomas will be held. If a student loses his/her textbook, a new textbook will not be issued until the replacement cost for the textbook has been paid.

MULTIMEDIA CENTER

The Northgate Multimedia Center is located in the Library, and is open daily from 7:30 A.M.—3:00 P.M. The Center currently has 30 computers, a scanner and a LaserJet printer available for student use before school, brunch, lunch, and Study Session. The Internet is available on all computers for researching class projects. **Students using the Multimedia Center are required to sign (parent's signature is required if under 18) an Internet User Contract and will be issued a personal password.**

Consequences for any violation of the Computer and Internet User Contract:

First Violation: 1-5 day suspension, parent notification, loss of computer privileges for the year, police contact (depending on violation). Placed on contract. **Note: Any violation that involves altering teacher or school data may result in recommendation for expulsion.**

Second Violation: 5-day suspension, parent notification, police contact (depending on violation). Recommendation for expulsion (depending on violation).

COLLEGE AND CAREER CENTER

The College & Career Center maintains a collection of college catalogs and videos, test preparation manuals, college guides, financial aid information, scholarship directories, and up-to-date information about more than 600 jobs and careers. Bi-monthly publications include a *Junior-Senior Bulletin*, *Scholarship List*, and *Summer Opportunities Bulletin* (spring semester only). A computerized career interest survey is available to 9th, 10th, and 11th graders; a more detailed career interest inventory is available to 12th graders for a small scoring fee. For more detailed information about services offered stop by the College & Career Center for a copy of *Where Can Students Go to Prepare for Success?*

REGISTRAR

Office Hours: Students may conduct business with the Registrar **only** at the following times: brunch, lunch and after school.

The Registrar's Office enrolls new students at Northgate High School, maintains a database of student information, is the last stop of approval when students are dropping from Northgate, provides students copies of their transcripts, verifies grade changes have been made and more. The Registrar's office is where seniors come to order transcripts to be sent to colleges.

Transcripts

- Transcripts include your semester grades only (quarter grades are not included), your credits, and cumulative GPA.
- Report cards include quarter and semester grades. The cumulative GPA in the upper, right-hand corner reflects the GPA earned for all semesters and all years combined.
- Official transcript copies are needed for college applications and sometimes for other purposes such as enrolling in a class at DVC. These copies are sealed and require advance notice when requesting.
- Seniors must allow two weeks advance notice for their college applications (more information on this process is available at the registrar's office). You must visit the College & Career Center first before requesting official transcripts.
- For seniors applying to colleges, first two transcripts are free. Thereafter, transcripts cost \$2.00
- Occasional requests should be made at least a few days prior. This generally applies to juniors applying to special programs, students transferring to other high schools, etc.
- Unofficial copies cost 25 cents.
- Unpaid transcripts, or any other fees due to Northgate, will result in our withholding your diploma, report cards, and transcripts from you until your bills are paid.

Drop Process/Transferring Schools

- To transfer out of Northgate, your parent(s)/guardian(s) must notify the Attendance Secretary at ext. 3505.
- The student picks up a drop form from the Attendance Secretary. It is best to start this process the day before your last day.
- This form must be brought to the teachers for a check-out grade, signature and the teacher's note regarding any bills you might owe. You must also obtain signatures from the library and cafeteria. Be prepared to hand in all textbooks, P.E. lock, etc., and to pay any fees you might owe.
- Take your completed Drop-out form to the Treasurer for sign-off or to pay bills.
- After you have the Treasurer's clearance, see the Registrar for final sign-out.
- The Registrar provides a copy of the Drop Form, the transcript and immunization records if you have cleared all your bills with the treasurer.
- You will need all of these items to enroll at a new school.

HEALTH SERVICES

Health emergencies will be handled by the Attendance Secretary who, in an emergency situation, will contact parents by phone. Students are not to contact parents without first going through the attendance office. If the parents cannot be reached, the Emergency Card is used and a neighbor or friend called. If no one can be reached and the school feels that immediate medical care is warranted, 911 will be called. Parents are charged for the ambulance fee.

TREASURER

Office Hours

Before school, brunch, lunch and after school.



Payments

- All checks coming into the Treasurer's Office should be made out to Northgate High School. Your student's name and what the check is for should be written in the memo section of the check.
- Until any debt is paid, yearbooks, transcripts, schedules, major dance/activity tickets, report cards and diplomas will be held.
- Due to the large volume of returned checks, only cash or money orders will be accepted in the Treasurer's Office June 1 through June 30.

Returned Checks

- A check returned due to non-sufficient funds will be assessed an additional processing fee of \$25.00.
- A second returned check will result in an acceptance of cash or money order **only!**

Dances/Activities

- All students must have an activity contract turned in before participating in school events.
- Guest bids must be completely filled out by the guest's school and signed by your V.P. before purchasing a dance ticket.
- Tickets will be sold to a major event up to 48 hours before that event. (Hotel deadlines may change this.)

SECURITY—LOCKERS

The following guidelines are to help in protecting property from theft or vandalism:

1. Students shall assume responsibility for the contents and security of the book and PE lockers assigned to them by ensuring that their assigned **lockers are locked after each use.**
2. Students shall not share their assigned locker or provide another student with access to their locker or their locker combinations.
3. No student shall be allowed to store any materials in their locker which are in violation of State law.
4. All student lockers remain under the joint control of the District and are considered public property.
5. All student lockers are subject to periodic inspection at any time with or without the presence of students.
6. Do not use any locker other than the one assigned to you.
7. **DO NOT LEAVE MONEY OR VALUABLES IN LOCKERS.** If valuables are brought to school, arrange to leave them in the Main Office or in the P.E. office.
8. **NORTHGATE DOES NOT CARRY INSURANCE TO COVER ANY OF YOUR LOSSES.**



COMPLAINT PROCEDURE

The district has procedures that are meant to give guidance to anyone, including students, wishing to file a complaint against the district if you feel that the district has discriminated against you or has violated federal or state laws concerning the district's educational programs.

If you have a complaint with the Mt. Diablo Unified School District, please try to resolve your complaint with your school principal.

If you are unable to resolve your complaint with the school principal or program manager, please submit your complaint in writing to one of the following district compliance officers:

The compliance officer will give you complete information of the complaint procedures, including your option to use mediation (have an individual who is not from your school to assist you in solving the problem at your school by a process involving the school principal) to resolve your complaint.

Dr. Alan Young, Assoc. Superintendent, Educ. Services 1936 Carlotta Drive Concord, CA 94519 Phone: (925) 682-8000, ext. 4011 Fax: (925) 691-5246 e-mail: younga@mdusd.k12.ca.us	Mr. Roger Bylund, Asst. Superintendent, Elem. Educ. 1936 Carlotta Drive Concord, CA 94519 Phone: (925) 682-8000, ext. 4015 Fax: (925) 689-1466 e-mail: bylundr@mdusd.k12.ca.us
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Within five work days of receiving your complaint, the compliance officer will hold a meeting to investigate your complaint. The compliance officer will invite you and your parent(s)/guardian(s) to the meeting. You may choose to have a representative at the meeting in addition to your parent(s)/guardian(s). At the meeting, you, your parent or your representative will have the opportunity to present information supporting your complaint.

Within ten work days of receiving your complaint, the compliance officer will send you a report of his investigation and a written decision regarding your complaint. If you are not satisfied with the compliance officer's decision, you may appeal to the district's Board of Education within five work days by contacting:

Mr. Gary McHenry, Superintendent
1936 Carlotta Drive
Concord, Ca 94519
Phone: (925) 682-8000, ext. 4009, Fax: (925) 689-1649

The Board of Education will consider your appeal at its next regular or special meeting. The compliance officer will inform you of the Board's decision:

- The Board may decline to hear your appeal. If the Board declines to hear your appeal, the compliance officer's decision will be the district's final decision.
- The Board may hear your appeal. If the Board hears your appeal, the compliance officer will send you a written copy of their decision within five work days of their decision.

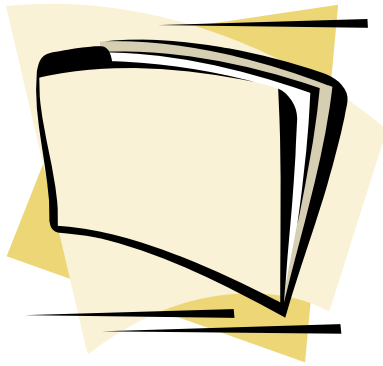
In either case, the compliance officer will inform you of your right to appeal the Board's decision to the California Department of Education. This information also will include a notice regarding civil law options after 60 days have passed since the filing of an appeal with the California Department of Education if you are accusing the district of discrimination.

The district will strive to protect anyone filing a complaint from retaliation of any form for filing the complaint. The investigation of all discrimination complaints will be conducted in a manner that protects the individual's confidentiality.

The entire district procedure of complaint investigation and final decision will be concluded within 60 days.

If you have any questions, regarding the district's uniform complaint procedure, you may contact: Compliance Officers, School Administrators, or the Student Services Office.

SCHOOL RULES



PARKING PERMITS

Parking permits are required for parking. Parking permits will be sold to Seniors and Juniors and students with "A" period classes **ONLY the first three weeks of school.** Additional permits may be available second semester if the lot is not being fully utilized. Students must be parked in student parking lot in front of the school. Unauthorized cars or other vehicles may be cited or towed, loss of parking privileges on campus, and further disciplinary actions may be taken. Permit cost is \$20.00 and they may be purchased in the Main Office. A student's car without a permit is defined as **UNAUTHORIZED.**

Always lock motorcycles and bicycles securely.



Do not park in designated staff, visitor, handicapped, fire lanes, or red curb parking areas or you may be cited and/or towed!

DRIVING ON CAMPUS

Students driving on school grounds are required to drive slowly and cautiously. Violators may lose parking privileges and face disciplinary action.

After students arrive on campus, cars will be out-of-bounds until students leave campus at the end of their school day. **No loitering in cars or parking lot will be permitted during the school day, including brunch and lunch.** Violators may lose parking privileges and face further disciplinary action.

Parents are requested to drop off and pick up their students at the designated student drop-off area along Castle Rock Road. They are **not** to enter the parking lot, adding additional traffic to the lot.

LEAVING CAMPUS WITHOUT PERMISSION

All schools in the Mt Diablo District have a "Closed Campus". Students are required to remain on campus until the end of their school day. **Students who leave without permission will be assigned Detention on the first offense, Saturday School on the second offense and suspended on the third offense.** (This includes leaving at lunch or brunch.) Students may leave for legitimate reasons by obtaining a "Permit to Leave School" at the attendance office.



VISITORS ON CAMPUS

Students may not bring friends or relatives to school without the prior permission of the school administration. A student visitor pass must be requested one week in advance from the office. The student visitor form must be signed by all student's teachers. Visitor must show ID from home school. Student visitor may not be from a school within a 100 mile radius. No visitors are allowed on Fridays, the day before a holiday or vacation, during June or finals week.

STEALING

Any student caught stealing is subject to suspension until a principal's conference is held. The student may also be subject to arrest by police. The principal could recommend repayment, work detail, dropping a class, transfer to alternative education/comprehensive high school, transfer to another high school or referral for expulsion.

FIGHTING

All parties participating in a physical fight will be suspended for the remainder of the school day and up to a total of five days. A parent conference will be required before the student is reinstated. A referral to the school Conflict Management Team will be made. The student may be transferred to an alternative education/comprehensive high school.

CONFLICT MANAGEMENT

Trained students help and deal with conflicts such as verbal conflicts, fights, rumor control and peer pressure. All students are urged to make use of their expertise in helping to solve problems that may arise between you and a fellow student. All referrals to trained Conflict Managers may be made through the Student Services Coordinator.

THREAT/ASSAULT ON SCHOOL PERSONNEL

Any student who threatens or assaults school personnel will be reported to police and will be suspended pending a principal's conference. This requires a mandatory referral to the District Administrative Hearing Panel to consider expulsion.

THREAT/ASSAULT ON ANOTHER STUDENT

Any student who threatens or assaults another student will be reported to the police and will be suspended pending a principal's conference. The student may be transferred to alternative education/comprehensive high school or to another high school, referred for expulsion, or given another appropriate disciplinary action.

DEFIANCE

In order to maintain a safe and orderly campus, students are expected to comply with reasonable requests of staff members **in a respectful and cooperative manner**. Students who defy the authority of school personnel, by arguing with or running away from any staff member, may be assigned detention, Saturday School, or suspended. A student may be dropped from the class for continued defiance, and placed on a shortened day.

VANDALISM TO SCHOOL OR PRIVATE PROPERTY

Offenders may be subject to restitution, police arrest, suspension, transfer to another school, or expulsion from school district.

SKATEBOARDS

Skateboards may not be ridden on campus **at any time**. These items may be confiscated for a period of five days or longer.

Skateboard lockers are available outside the Attendance Office.



CELL PHONE/ELECTRONIC DEVICES CONFISCATION POLICY AND PROTOCOL

Any cell phone or electronic listening device seen or heard on campus will be confiscated by any staff member!

If a device is taken away from a student, the item will be returned only **AFTER SCHOOL** according to the number of infractions. Devices include items such as radios, CD players, MP3, IPOD's and other recorders, hand-held electronic games, pagers, signaling devices, cameras or cell phones.

A record will be kept on each student's violation of this policy, with progressive penalties (subject to administrative review):

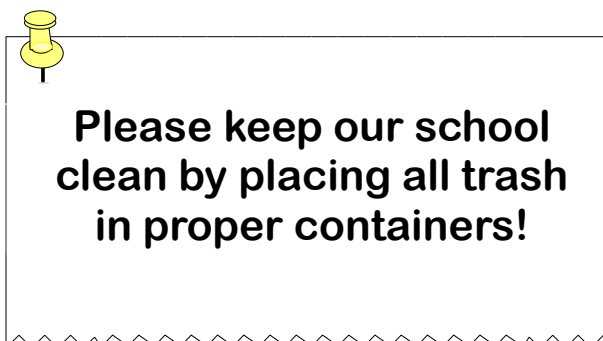


OFFENSE	STUDENT PICK UP	PARENT PICK UP
1st Offense	Student may pick up the device on Friday after school if confiscated before noon on Wednesday; after that, the following Friday after school. WARNING!	Device will be returned to parent after school, but student will be assigned a Saturday School.
2nd Offense	Student may pick up device (timeline same as above), but is assigned Saturday School!	Device will be returned to a parent after school, student will be assigned two Saturday Schools!
3rd Offense	Contract, possible suspension. Parent must arrange for a Principal's conference to pick up device.	Contract, possible suspension. Parent must arrange a Principal's conference to pick up device.

Refusal to relinquish an electronic device upon request will result in an additional consequence for defiance.

LITTERING

Any student found littering on campus may be subject to detention, Saturday School or suspension.



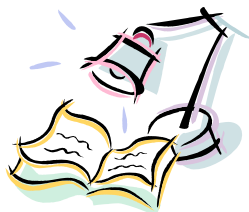
ACADEMIC HONESTY POLICY

Northgate High School's Academic Honesty Policy is a product of cooperation between students and staff to ensure that all students will conduct themselves in an honest fashion, both morally and intellectually, at all times. It is the responsibility of the staff and students to ensure that the values of honesty, integrity, and responsibility be upheld in all school endeavors. Any academic dishonesty devalues the academic effort of all students by diminishing the sense of academic integrity and ethical values among students.

The purpose of the Academic Honesty Policy is to establish fair guidelines for consequences and to clarify the academic values this school embraces in preparing students for further academic endeavors. Any infraction of the code will render serious consequences and a notation will be made in the student's permanent file. Academic grades in courses for which academic dishonesty has been verified by established school procedures may not be dropped or changed from the record.

Repeat offenses and specific behaviors not included in the following list of consequences will be assessed individually by the administration and personnel involved.

1. **HOMEWORK:** Students will receive a "O" on the assignment, including any student who allows others to copy his/her work. Student will be referred to the vice principal, parental contact will be made, and the incident will be recorded in student's permanent file.
2. **CHEATING ON AN EXAM:** Student will receive a "O" on the test, Saturday School, and parent contact. Student will be referred to the vice principal, parental contact will be made, and the incident will be recorded in the student's permanent file *without the possibility of any kind of alteration*. A suspension of two (2) days will occur for a second offense.
3. **STEALING AN EXAM:** Student will be dropped from the class with a grade of "F". Student will be referred to a principal's hearing with a possible outcome of expulsion or administrative transfer.
4. **BREAKING IN TO STEAL AN EXAM:** Student will be dropped from the class with a grade of "F". Student will be referred to a principal's hearing with a possible outcome of expulsion or administrative transfer. *(This will include breaking into the Internet and using computers to steal an exam.)*
5. **STUDENTS CHANGING GRADES AND/OR USING A COMPUTER TO CHANGE GRADES:** Student will be dropped from the class with a grade of "F". Student will be referred to a principal's hearing with a possible outcome of expulsion or administrative transfer.
6. **PLAGIARISM AND DIGITAL PLAGIARISM:** Student will receive a "O" on the assignment for direct plagiarism; individual teachers will determine what to do for indirect (borrowing ideas) plagiarism. Student will be referred to the vice principal, and the incident will be recorded in student's permanent file. A suspension of two (2) days will occur for a second offense.
7. **FORGERY:** Possibility of failure in class. Referral to the vice principal with the possible outcome of expulsion or administrative transfer. Incident will be recorded in student's permanent file.



CHEATING OF ANY KIND *WILL* RESULT IN LOSS OF ACADEMIC HONORS.

HOMWORK POLICY AND RULES



The governing board believes that homework is an important part of the learning process. It provides opportunities for the pupil to develop proficiency with skills, work and study habits, a sense of responsibility, and self-discipline. Homework is any assigned activity which is primarily accomplished outside of regular classroom time and which has a definite relationship to the student's instructional program. All work must be within the limits of the District framework and standards. Homework shall not be given as a punishment.

Principal/Site Administrator will:

- Communicate the school's homework policy to teachers, parents/guardians, and student.
- Support teachers as they seek to implement established homework policy.

Teachers will:

- Assure that assignments are reasonable, within the ability range of each student, and relevant to the course of study.
- Assure their objectives and materials to be covered have been fully explained.
- Coordinate homework assignments when students have more than one teacher.
- Provide students with feedback.
- Communicate to pupil the impact of homework on grades.

Pupils will:

- Listen carefully to teachers as homework is assigned.
- Record homework assignments in agenda/planners.
- Return homework assignments completed and on time.
- Complete work independently (unless otherwise directed), proofread work for errors, neatness and legibility.

Parents/Guardians will:

- Provide appropriate time and place for study which will include appropriate resource materials. (The study place should have good lighting and be private and quiet.)
- Provide support and encouragement for student to complete homework.
- Monitor the completion and follow through on your student's homework assignments.

***Please note: Teachers are not obligated to provide/accept homework/class work due to a suspension.**

SPECTATOR CONDUCT AT ATHLETIC EVENTS

The Mt. Diablo Unified School District has endorsed the program "Victory with Honor" which embraces the tenets of good sportsmanship for players, coaches, and spectators at athletic events.

Among the expectations for spectators are:

- ◆ No booing or verbal harassment of players, spirit groups, and fans of the opposing team during warm-up for the contest, during the playing of the contest, and after the contest.
- ◆ No booing or verbal harassment of game officials before, during, or after the playing of the contest.
- ◆ No conduct which is in defiance of section, league, district, and school policies.
- ◆ Following the direction of site administrators and/or school personnel while attending any activity.



Failure to meet these expectations may result in being suspended from the privilege of attending for a period of two games (after that game) and/or the remainder of the season, playoffs included.

DANCE CONDUCT AND DRESS CODE

Students and Parents must sign contract before all dances.

Dress: Students shall dress appropriately for all school-related events, including all formal dance events. Inappropriate dress consists of: dresses that expose midriff; dresses that plunge too low in the front or back; dresses that fall above mid-thigh; and dresses that expose inappropriate areas. All articles of clothing must remain worn throughout the duration of the event. If the dance is formal, no jeans, shorts, or t-shirts may be worn and all logos and designs must be appropriate. All attire worn to the event is subject to administrative discretion and consequences, and any inappropriately-dressed students will be sent home. No ticket refunds will be given to students sent home.

Substance Abuse: Students shall not consume any illegal substance during any school-related event. Students shall not attend a school related event under the influence of any illegal substance. If a student is found to be at any level of intoxication or in possession of any illegal substance, the student will be subject to administrative consequences, a police report will be filed, and parents will be called to escort the student home. No ticket refunds will be given to students sent home.

Conduct: Students shall conduct themselves in an appropriate, professional manner at school events, including dancing and language. Dancing shall not suggest sexual action or anything unsuitable for a high school event. Dancers shall not touch inappropriate body parts, and when dancing back to front, all dancers must remain upright. Students shall not perform lap dances, or sandwich dances, and a reasonable level of separation shall be maintained between all dance partners. All dance shall be assessed for appropriateness by the administration, and inappropriate dancers will be sent home. No ticket refunds will be given to students sent home.

SCHOOL DRESS CODE

Dress Code Specifics

- No tube tops or halter tops.
- No undershirts worn as t-shirts.
- Undergarments must be worn at all times and may not be exposed.
- Excessively low-cut tops will not be permitted.
- Pants must be above the hip bone; the bottom of shirt and top of pant must meet when standing.
- Pants must be above the buttocks and held up on their own.
- When measured from the top of the leg to the top of the knee, shorts or skirts must be at the middle of the thigh or longer.
- No pants or shirts with inappropriate writing.

Consequences

1st Offense	Warning, change clothes, sent home	Parent called
2nd Offense	Warning, change clothes, sent home, detention	Parent called
3rd Offense	Warning, change clothes, sent home, detention, Saturday School and contract signed	VP Conference
4th Offense & Subsequent Offenses	Suspension	Principal's Conference

DISCIPLINE

Detention (Every Thursday, 2:00—3:00 p.m.)

1. Detentions will be given for infractions of school rules
2. Students are required to bring study materials to detention.
3. Students asked to leave detention for misconduct or students failing to attend an assigned detention will be assigned Saturday School.

Suspension

“Temporary removal of a student from on-going instruction for adjustment purposes.”

Usually implemented as a result of sequential discipline (i.e., warning, detention), although not always the case depending on the infraction.

Saturday School (8:00 a.m.—12:20 p.m.)

1. Saturday School will be held at least twice a month during the school year.
2. Failure to attend or being asked to leave will result in a suspension.
3. Only medical excuses will be accepted for missing Saturday School.

Expulsion

Expulsion is defined as the removal of a student from all schools of the district and from all school district activities and programs by order of the Board of Education.

Grounds for Expulsion—Ed. Code 48900, 48900.2, 48915

Mandatory Referrals *with* Exceptions:

The Principal shall recommend the pupil's expulsion for any of the following acts, unless the principal, after holding a conference, finds and so reports in writing to the Chairperson, District Administrative Hearing Panel, that the expulsion is inappropriate because of the particular circumstance which shall be set out in the principal's written report to the incident.

- Caused serious physical injury to another person
- Possessed any knife, explosive or other dangerous object of no reasonable use on campus or at a school activity off campus
- Unlawful possession or sale of a controlled substance
- Robbery or extortion
- Assault or battery upon any school employee

Grounds for Expulsion without Exception With Suspension form

- Knowingly possessing a firearm at school or at a school activity and possession has been verified by a school employee.
- Brandishing a knife at another person.
- Unlawfully selling a controlled substance.
- Committing/attempting to commit a sexual assault/battery.

ZERO TOLERANCE FOR WEAPONS

All weapons and dangerous objects that are brought to school threaten the safety of students and staff and disrupt the learning environment. For these reasons, weapons cannot be tolerated.

THROWING/KICKING OBJECTS

Throwing/kicking objects is not allowed. Any student found guilty of throwing or kicking any object will face possible detention or suspension.

FOOD/DRINK EATING AREAS

Food/drink is available from the cafeteria at brunch/lunch. Student cooperation is needed to maintain a clean school building and campus. Food/drink is permitted in designated areas, and is not permitted in carpeted areas, classrooms, library, computer labs, hallways, or gym. **Students eating or drinking in these areas will be subject to disciplinary action.**

DISPLAYS OF AFFECTION

Actions which may be embarrassing or offensive to staff members or other students are not acceptable at school. First offense may result in a warning followed by parent notification and/or detention, Saturday School and suspension.



POSSESSING OR USING DRUGS, ALCOHOL OR ANY CONTROLLED SUBSTANCE

First Offense

1. Notify parents and the police.
2. Mandatory referral to the Alcohol/Drug Abuse Workshop and family assessment counseling session.
3. Administrator will suspend for 5 days.
4. Student contract, indicating student responsibility and expected behavior with clear understanding of what may occur if offense is repeated, would be signed by student, parent and administrator.
5. After confirmation of first violation, the student shall lose extra curricular eligibility for the next forty five (45) school days.
6. The student shall be restricted from participation in or attendance at all school extra curricular activities during the 45 day period. This includes sports events, all special school affiliated activities, and all dances including Junior Prom and Senior Ball.
7. The student shall be enrolled in or have completed a school-approved rehabilitation and/or counseling program during that period.
8. Possible expulsion

Second Offense

1. Notify parents and police
2. Immediate suspension
3. Principal's conference
4. Student shall lose eligibility for one (1) school year (180 school days from the date of violation). No exception is permitted for a student who becomes a participant in a treatment program. This includes attendance at any school extra curricular activity.

If the principal substantiates the second offense the pupil will be recommended for expulsion or for other action that may be deemed appropriate by the principal.

The school is responsible for the behavior and conduct of students at all school events—dances, sporting events, stage productions, etc., whether at Northgate or another location, whether a day activity or a night activity. School rules will be enforced.

SELLING DRUGS, ALCOHOL OR ANY CONTROLLED SUBSTANCE

First Offense	Notify parents and police, immediate suspension, Principal's conference, and possible expulsion.
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USE OR POSSESSION OF TOBACCO OR NICOTINE

First Offense	Saturday School and directed to attend a smoking cessation class (this includes chewing tobacco).
Second Offense	May be suspended up to 2 days
Third Offense	May be suspended up to 3 days

SEXUAL HARASSMENT

The Mt. Diablo Unified School District prohibits harassment/threat/intimidation of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

Any student who feels that he/she is being harassed, threatened or intimidated should immediately contact either the school personnel, principal or designee. If a situation involving harassment/threat/intimidation is not promptly remedied by the school personnel, principal or designee, a complaint may be filed with the Student Services Director who shall determine which complaint procedure is appropriate.

Whether or not conduct is harassment/threat/intimidation depends upon how the person to whom the conduct is directed and/or the people standing nearby feel about what was said or done, and not upon whether the harasser intended to hurt or bother anyone. People can harass others of the same sex or the opposite sex. That means boys can harass boys, and girls can harass girls. Also, boys can harass girls, and girls can harass boys.

GENERAL HARASSMENT

In the school environment, harassment may include threats, intimidation, slurs, epithets, verbal or physical abuse, and derogatory or degrading comments. Bullying is a serious form of harassment and may include physical, verbal, or exclusionary practices by a student or group of students.

HARASSMENT

Harassment includes a pattern of unwelcome sexual advances, requests for sexual favors, and other unwanted verbal, visual or physical conduct of a sexual nature. A single incident may also be considered harassment depending upon the circumstances.

HATE-MOTIVATED BEHAVIOR OR HARASSMENT

Hate-motivated behavior is any act or attempted act against a student or staff member that is motivated all or in part by hostility to the victim's race, ethnicity, sexual orientation, religion or gender.



EVERYONE DESERVES TO BE SAFE AT SCHOOL—California Law, AB 537 now makes it **ILLEGAL TO HARASS** or discriminate against students based on real or perceived sexual orientation and gender identity.
District Campus Safety Hotline 825-1641.

ATTENDANCE



CLEARING ABSENCES

Absences must be cleared within 72 hours. Parents should call 939-6911 the day of the absence or the following day at the latest. This number is a 24-hour answering machine. If the machine is full, parents can also send a note when student returns to clear the absence.

Automated phone calls are made the following evening at about 7:15 p.m. to the homes of students who are marked absent. If you receive a call and your student was at school have them come to the Attendance Office. **Period absences are the student's responsibility.** It is up to the student to clear this absence with the teacher. A parent **may not clear a period absence.**

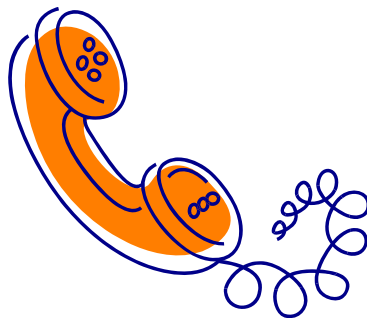
Students who return to school from a doctor or dental appointment must check in first at the Attendance Office. **Also, all students arriving late must check in at the Attendance Office.**

Teachers may request a readmit (yellow) slip indicating attendance has been excused prior to accepting make up work or allowing make up test.

Only an **EXCUSED ABSENCE** allows the student the right to make up all work and tests that they missed. The Mt. Diablo Unified School District has adopted a standard 72-hour time period for parents to notify schools of student absences. **Absences not reported within the 72-hour period will be recorded as "truants."** Weekends and holidays do not count.

Under new state law and board policy, **EXCUSED ABSENCES** are as follows:

1. Illness or injury of the student.
2. Student attendance at a doctor, dental, orthodontist, or other medical appointment.
3. Student attendance at the funeral service of an **immediate** family member.
4. A quarantine imposed by a city or county health official.
5. Student service on a jury.
6. Up to five days to obtain required immunizations.
7. Exclusion from school due to head lice, lack of immunization, or physical examination.
8. Appearance in court.
9. Observance of a holiday or ceremony of his/her religion.
10. Employment interview or conference.



INDEPENDENT STUDY

Independent Study Contracts will be used for absences known in advance such as a family trip or family business, surgical procedures or medical absences, requiring five (5) or more days out of school. Independent study forms should be processed at least four (4) days in advance of the absence. The following steps should be taken:

1. Student takes parent note to Attendance Office.
2. Student takes form (with parent note attached) to each teacher.
3. Teacher writes comment regarding impact of absence on student grade and/or credit.
4. Student takes completed form home for parent signature. (Parent may conclude, after reading teacher comments, that student cannot afford to be absent.)
5. Completed form is left in Attendance Office so reason can be coded into computer.
6. All assignments must be completed and turned into the Attendance Office the day the student arrives back at school.
7. Attendance requires a sample of the completed assignments, and therefore, will make the necessary photocopies before the student gives the assignments to the teachers.

EARLY DISMISSAL/LEAVING CAMPUS

Any time a student leaves campus they **must** get a *Permit to Leave* from Attendance. Please call 938-0900, ext 3505 at least one hour in advance, to arrange for a permit.

A Permit to Leave will be sent to the student or the student may bring a note to attendance prior to leaving school. *If a student has an emergency and has to leave they must get a Permit to Leave.* A student who leaves campus without a permit will not be able to have that absence excused, and that **absence will be recorded as truant —parent cannot clear after the fact.**

If a student feels ill, they must call home from the **Attendance Office**. **Students who use cell phones to contact parents are violating MDUSD's Cell Phone Policy.**



To request a permit to leave, please call the Attendance Office directly at 938-0900, ext. 3505

PARENTS MAY NOT EXCUSE STUDENTS WHO LEAVE CAMPUS WITHOUT A PASS!

Students MUST have permission to leave campus with a pass or phone message to the Attendance Office BEFORE LEAVING! Parents may not call later and excuse students who left campus without permission.

Students who leave campus without a pass from the attendance office will still be charged with a violation of our attendance policy regardless of a parent excuse written after the event.

MEDICAL VERIFICATION OF ABSENCES

The school may require medical verification for absences. This will be done when excused absences have been excessive and when there is evidence of false reasons given for absence.

MAKE UP WORK FOR ABSENCES

Students are permitted to make up work for EXCUSED ABSENCES only.

Students who are absent more than THREE (3) days in succession may call and request homework. Please allow three (3) days for teachers to gather work. To request homework call extension 3508.

MAKE-UP WORK FOR P.E. ABSENCES

Since P.E. is an activity class, we have instituted provisions for make-up of lost class time. Only those who have incurred legal/excused absences are eligible to participate in this program. The make-up periods will be scheduled each Wednesday after school or during "A" period. Each student will be expected to suit up. Late arriving students will not be admitted. The class will be 40 minutes long.

TARDY POLICY

3rd Tardy	Teacher WARNING
6th Tardy	Teacher will contact parent by letter or phone, then contact VP to assign a 1-hour detention. Teachers are encouraged to give participation points in their classes.
9th Tardy	Vice Principal will be notified and will assign a Saturday School. In addition, the student will be put on a contract that the parent will be asked to sign.
12th Tardy	The student will be suspended for one day—(K) Defiance
15th Tardy	The student will be suspended for 2 days—(K) Defiance
16th Tardy	The student will be suspended 3 days—(K) Defiance and have a PRINCIPAL'S CONFERENCE.

Tardy sweeps for students will occur on a random basis to monitor adherence to the Tardy Policy.

TRUANCY — *Truancy will lead to student fine and loss of driver's license.*

Truancy Defined: *A student is considered truant when he/she is absent from school, absent from one or more periods within the school day, or tardy in excess of 30 minutes to one or more classes, or any combination thereof without a valid excuse.*

District staff, local law enforcement officials, and the District Attorney have become increasingly concerned about student truancy. As a result, a new enforcement program has been developed for high school students.

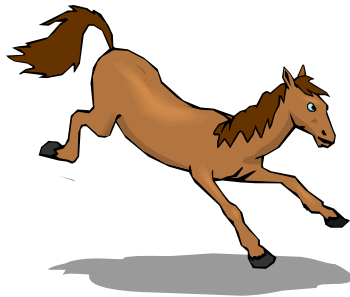
When a student is truant, State law requires the school to inform parent/guardians:

1. When a student has been declared a truant.
2. That the parent or guardian is obliged to compel the attendance of the student to school.
3. That parents or guardians who fail to meet their obligation may be guilty of an infraction and subject to prosecution.
4. That alternative educational programs are available in the district.
5. That it is important to call the student's school to make an appointment to discuss student truancy.
6. That the student may be subject to prosecution.
7. That the student's driving privilege may be subject to suspension, restriction or delay.
8. That it is recommended that the parent or guardian accompany the student to school and attend class with the student for one day.

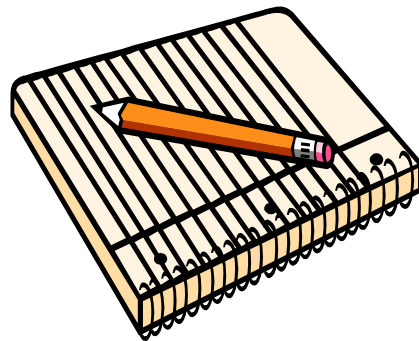
Since 1995, high school students who are declared truants will be given legal notice of new consequences related to truancy. Consequences can now include an order to appear in Juvenile court and an order to:

1. Perform 40 hours of after school community service, and
2. Pay a fine of \$100 (for which the parent/guardian is jointly liable), and
3. Suspend the driver's license or suspend the eligibility to apply for one. Prior to taking any of the above actions, students and parents will be provided with notice and ample time to correct attendance problems. The process that would lead to an appearance will include conferencing with a school administrator, assignment to a study program, and appearing before members of the School Attendance Review Board (SARB). The District Attorney and District Officials believe that this program will provide an effective deterrent to school truancy.

More information on SARB can be obtained by calling the district at (682-8000, ext. 4025).



DISCIPLINE CHART



PROGRESSIVE DISCIPLINE CHART—Minor Offenses

OFFENSE	1st Occurrence	2nd Occurrence	3rd Occurrence
OFF CAMPUS	Detention and parent contact	Saturday School and parent contact	2 – 3 day suspension and parent conference
CLASSROOM DISRUPTION/ DISRUPTION OF SCHOOL ACTIVITIES: Disrupt the orderly business of school or school activities. Ex.: Use of pepper spray, mace or laser pointers in school rooms, hallways, on campus, or at school activities. This also includes false fire alarms.	Detention, parent contact and possible suspension from class	Saturday School and parent conference, possible suspension from class	1-5 day suspension and Vice Principal's conference
NO SHOW FOR DETENTION	Saturday School and parent contact	1-day suspension and parent contact	Suspension of 2 or more days
PROFANITY/OBSCENE BEHAVIOR: Commit or engage in obscenity, profanity, or vulgarity: possession of, preparation of, distribution of pornographic material including but not limited to printed material, video, Internet, or audio material.	Warning, detention, parent contact, possible suspension. Loss of computer privileges.	Saturday School and parent contact, possible suspension	2-5 day suspension/parent contact
CELL PHONE/ELECTRONIC DEVICES: Any cell phone or electronic listening device seen or heard on campus will be confiscated by any staff member. If a device is taken away from a student, the item will be returned only AFTER SCHOOL according to the number of infractions. Devices include items such as radios, CD players, MP3, IPOD's and other recorders, hand-held electronic games, pagers, signaling devices, cameras or cell phones.	STUDENT PICK UP: Student may pick up the device on Friday after school if confiscated before noon on Wednesday; after that, the following Friday after school. WARNING! PARENT PICK UP: Device will be returned to parent after school, but student will be assigned a Saturday School.	STUDENT PICK UP: Student may pick up device (timeline same as 1st offense), but is assigned Saturday School. PARENT PICK UP: Device will be returned to a parent after school, student will be assigned two Saturday Schools.	Contract, possible suspension. Parent must arrange a Principal's Conference to pick up device.
DRESS CODE VIOLATION:	Warning, change clothes, sent home, parent called.	Detention, parent called.	VP Conference, Contract signed, Saturday School. 4TH OFFENSE AND SUBSEQUENT OFFENSE: Suspension, Principal's Conference.
DISPLAYS OF AFFECTION: Actions which may be embarrassing or offensive to staff members or other students are not acceptable at school.	Warning/detention/Saturday School/suspension	Warning/detention/Saturday School/suspension plus parent contact	Warning/detention/Saturday School/suspension plus parent contact. 2 or more days suspension.
...Inappropriate/touching behavior	Verbal warning (less severe), referral, parent contact and detention/Saturday School, suspension	Referral, parent contact and Saturday School.	1-5 day suspension/parent Contact.
DEFIANCE OF AUTHORITY: Refusing to follow the reasonable direction or request by school personnel at school or school events. School personnel shall include anyone employed by the district or in serving the district on a volunteer basis under the supervision of school personnel.	Detention, Saturday School, parent contact and possible suspension from class or school	Saturday School, parent contact and possible suspension	1-5 day suspension, parent contact and Vice Principal conference
NO SHOW FOR SATURDAY SCHOOL	1 day suspension		

OFFENSE	1st Occurrence	2nd Occurrence	3rd Occurrence
TARDY SWEEP	Detention/parent contact	Saturday School and parent contract	Suspension and parent conference
TARDIES	As per Tardy Policy On page 33		
TRUANCY	5 cuts or 1 full day = SARB Contract level 1 and detention	8 cuts = SARB level 2 and 1 Saturday School, parent conference	10 cuts = SARB level 3 and 2 Saturday Schools, parent Conference, district meeting
FORGERY: Using the signature or initials of a teacher, parent, or guardian; impersonating another adult or parent for the purpose of fraud in excusing absences or being given permits to leave class or campus.	1-day suspension and parent conference	3-5 day suspension and parent conference	5-day suspension and principal's conference
ACADEMIC DISHONESTY: Plagiarism of another's work or cheating on paper, quiz, test, or the Internet; the falsification of grade books, progress reports, report cards, or other material used for assessment purposes. This also includes the theft and use of teacher's texts, tests or quizzes.	"0" on assignment, parent contact, and Saturday School	2-day suspension and parent conference	3-5-day suspension and parent conference
SCANTRON ALTERATION: Altering, asking a TA to alter or being involved in an alteration of an attendance scantron.	Suspension, parent conference, "WF" if an attendance TA	Principal's conference and 5-day suspension	
VIOLATION OF THE COMPUTER AND INTERNET USER CONTRACT: (Any violation that involves altering Teacher or school data may result in recommendation for expulsion.	1-5 day suspension, parent notification, loss of computer privileges for the year, police contact (depending on violation). Placed on contract.	5-day suspension, parent notification, police contact (depending on violation). Recommendation for expulsion (depending on violation).	
VANDALISM: Defacement/ destruction of school property. Attempting to damage or damaging and/ or destroying the property of school personnel, the school, or other individuals. Ex: graffiti on school property, carving on school desks, spray painting, etc.	1-3 day suspension, police notification, financial responsibility and parent conference	5-day suspension, police notification and parent conference	5-day suspension and principal's conference
LITTERING	Detention	Saturday School and parent contact	1 day suspension and parent conference
THEFT: Receiving, taking, or attempting to take property that does not belong to you.	1-5 suspension, police notification, parent conference	3-5 day suspension, police notification, parent conference	5-day suspension, principal's conference, possibility of expulsion.
GAMBLING: Any game of chance or possession of gambling materials including but not limited to cards, tossing coins, dice, or betting.	Conference, warning, detention, Saturday School, and/or suspension	Suspension, police notification and/or parent contact	2-5 day suspension, parent contact and transfer

PROGRESSIVE DISCIPLINE CHART—Major Offenses

OFFENSE	1st Occurrence	2nd Occurrence	3rd Occurrence
TOBACCO: Possession or use of any tobacco product at school, school activity, or while representing the school.	Saturday School, Tobacco Cessation Program, parent contact and behavior contract	2 day suspension and parent contact	3 day suspension and principal's conference
FIGHTING: Participating in physical confrontation whether the aggressor or not. (Note: Any physical confrontation that requires medical treatment or injury that requires medical treatment may result in an automatic recommendation for expulsion.	5-day suspension, possible police contact, principal's conference, placed on contract, conflict mediation and possible expulsion	5-day suspension, possible police contact, principal's conference and possible expulsion	Expulsion
ASSAULT/BATTERY: Physical attack upon a person or persons by another person or persons. This also includes the use of pepper spray and/or mace on an individual or individuals.	5-day suspension, police contact, parent contact, conflict management, principal's conference and contract	5-day suspension, parent contact, police contact, conflict management and recommend expulsion	
...upon school employee	5-day suspension, police contact, parent contact and recommend expulsion		
HARASSMENT, INTIMIDATION or BULLYING	Saturday School, suspension, parent contact, and conflict management	3-day suspension and vice principal's conference	5-day suspension and principal's conference
SEXUAL, ETHNIC OR GENDER HARASSMENT/VERBAL INTIMIDATION/HARASSMENT/: Statements that are meant to intimidate or threaten the physical and mental well-being of an individual. Sexual, ethnic or gender harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the workplace or education setting.	3-5 day suspension, contract, parent contact, principal conference and possible expulsion.	5-day suspension and possible expulsion.	
BULLYING			
WEAPONS: The possession, use or furnishing of any knife, firearm, pellet gun, explosive device, replica of such items, or other dangerous object that has no legitimate use on a school campus or school activity	5-day suspension, police notification, possible expulsion		
...(knife, firearm)	Police notification, principal's conference, recommend expulsion		

OFFENSE	1st Occurrence	2nd Occurrence	3rd Occurrence
...(look-alike)	Police notification, principal's conference, recommend expulsion		
...(explosives) or threat of explosives	Police notification, principal's conference, recommend expulsion		
False Fire Alarm	3-5 day suspension, contract, parent contact, principal conference and possible expulsion.		
DRUGS/ALCOHOL: Possession, use, or under influence of any alcoholic product, controlled substance or drug; furnishing any alcoholic product, controlled substance, drug paraphernalia, or look alike while at school or any school event.	5-day suspension police contact, principal's conference, referral to the Drug/Alcohol Awareness Program, drug counseling, placed on contract and a 45-day restriction from all extracurricular activities, possibility of expulsion.	5-day suspension, recommend for expulsion, police contact, and principal's conference.	
...Under the influence or possession	Same as above	Same as above	
...Sale	Same as above	Same as above	
...Drug Paraphernalia	Same as above	Same as above	

ADDITIONAL NOTICE: This chart is intended as a guideline for Vice Principals. Individual circumstances and situations may require lesser or harsher measures.

ANNOUNCEMENT OF NONDISCRIMINATION

The Mt. Diablo Unified School District does not discriminate on the basis of race, color, national origin, gender, disability, age, marital status or religion in any of its policies, practices or procedures. This non-discrimination policy complies with the requirements of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Act of 1990 and other Federal and State laws. Coverage applies to admission and access to, and treatment and employment, District programs and activities, including vocational education. The lack of English language skills will not be a barrier to admission and participation in the vocational education or any other district program. Students, parents or guardians, or any other individuals having questions or concerns regarding the Mt. Diablo Unified School District nondiscrimination policy or the filing of nondiscrimination complaints should contact:

***Title IX/Section 504 Coordinator
Dr. Alan E. Young
(925) 682-8000, ext. 4011
1938 Carlotta Drive,
Concord, CA 94519***

STUDENT ACKNOWLEDGEMENT FORM

Student Name: _____
(please print)

Grade: _____

Advisory Teacher: _____
(please print)

Parent/Guardian: _____
(signature)

I acknowledge having received and read the Northgate Agenda/Handbook issued to me on

_____.
(date)

