



**WHITMORE CHARTER HIGH SCHOOL  
2017-2018  
STUDENT HANDBOOK**

Whitmore Charter High School

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## **Whitmore Charter High School Mission Statement**

*The mission of Whitmore Charter High School is to provide students and their parents the opportunity to create a customized educational plan. The student, the parent or guardian, and the Advisory Teacher work in partnership to develop a unique learning plan utilizing a wide range of innovative instructional modes. This plan is based on the student's interests, abilities, and educational goals. Graduates of Whitmore Charter High School will be prepared to be self-motivated, independent, critical thinkers and decision makers, who recognize that education is a life-long process, and who continue their adult lives with vision, passion, creativity and positive productivity.*

### **Non-Discrimination and Equal Opportunity Policy**

It is the policy of the Whitmore Charter Schools to ensure equal educational opportunity for all students and to prohibit discrimination because of race, color, religious creed, age, sex, marital status, national origin, ancestry, or disability in employing personnel and in carrying out the educational programs and activities including, but not limited to course offerings, tests and procedures.

### **Office Hours**

The school office is open from 7:30 A.M. to 4:00 P.M. weekdays, excluding holidays. The High School Office, (Room 9), is open from 8:00 A.M. to 4:00 P.M. Monday through Friday.

## **Academics:**

### **Division of the School Year**

The school year at Whitmore Charter High School is divided into two semesters and each semester is divided into two quarters. At the end of the first and third quarter, a progress report will be shared at AWR meeting detailing student performance in campus-based courses. At the end of the first and second semester (which is the end of the second and fourth quarters, respectively) official final grades will be reported for all courses. Dates that reflect the ending of the quarters and semesters will be noted on the annual calendar.

### **Honor Roll**

To qualify for High Academic Honors a student must achieve a 4.0 (on a 4.0 scale) grade point average for the semester. To qualify for Academic Honors a student must achieve a 3.5 or better (on a 4.0 scale) grade point average for the semester, with no grade lower than B-. All academic courses and subjects are considered when determining Honor Roll status.

### **Coursework/Homework and Study Habits**

Coursework/Homework preparation and studying are the *personal responsibilities of each student*. The *development of good study habits is essential to success at Whitmore Charter High School*. Learning is a continuous process that extends beyond the school day. It is advisable that students develop a schedule with a consistent time allotment for each subject to be studied.

**High School Course Requirements:**

Graduation requirements are set by the CUSD Board of Trustees. Five (5) units are awarded to students who earn a grade of A, B, C, or D in coursework

***SUBJECT AREA: CREDITS***

ENGLISH .....	40
MATHEMATICS.....	20
Integrated Mathematics 1 or higher (10 credits)	
Other Math (10 credits)	
SCIENCE.....	20
Life Science (10 credits)	
Physical Science (10 credits)	
SOCIAL SCIENCE.....	30
World History (10 credits)	
U.S. History (10 credits)	
American Government (5 credits)	
Economics (5 credits)	
PHYSICAL EDUCATION .....	20
FINE ARTS – OR – MODERN LANGUAGE.....	10
ELECTIVE CLASSES.....	90

TOTAL CREDITS REQUIRED 230 CREDITS

\* 1 Semester of study = 5 credit

**A diploma is granted to students who pass the minimum course requirements, pass the California High School Exit Exam, CAHSEE (which has been suspended through the 2017-2018 school year per senate bill SB172), and complete Integrated Mathematics I.**

Specific graduation regalia must be worn by students at eighth grade promotion and high school graduation ceremonies. The school provides all students the opportunity to borrow regalia, returning it after the ceremony. Some individuals prefer to purchase regalia so the student may keep it after the ceremony. A form will be completed by each student to indicate if he/she will borrow or purchase regalia. Those families who wish to keep the regalia will purchase items from the approved school vendor; ordering information will be provided.

**INTEGRATED MATHEMATICS I REQUIREMENT:**

Ceres district policy states that two (2) years of math are needed to graduate from Ceres high schools. The policy also states that “no math course below Integrated Mathematics I may be counted toward graduation.”

In 2001, the California legislature changed the high school graduation requirement for all schools in California. Education Code (Section 51224.5) states:

“at least one course, or a combination of the two courses in mathematics required to be completed pursuant to subparagraph (B) of paragraph (1) of subdivision (a) of Section 51225.3 by pupils while in grades 9 to 12, inclusive, prior to receiving a diploma of graduation from high school, shall meet or

exceed the rigor of the content standards for Integrated Mathematics I, as adopted by the State Board of Education pursuant to Section 60605.”

### **On Track for Graduation:**

Being “on track” means that a student is making satisfactory progress toward earning the number of units they will need to graduate when they become a high school senior. To be on track to graduate, students should have the following number of units at the end of each grade level:

9<sup>th</sup> -- 55 credits

10<sup>th</sup> -- 110 credits

11<sup>th</sup> -- 170 credits

12<sup>th</sup> -- 230 credits

### **Graduation Salutatorian and Valedictorian Criteria**

Valedictorian will be the chosen based on highest, weighted GPA of college prep courses and high school graduation requirements.

Salutatorian will be chosen based on the second highest, weighted GPA of college prep courses and high school graduation requirements.

### **Community College**

Community college admission is open to California residents who have graduated from high school, have a high school equivalency certificate, or are 18 years of age or older, and show evidence of being able to benefit from instruction. Community colleges may permit the admission of K-12 students who, in the opinion of the Superintendent/President or designee, can benefit from instruction. Approval from the appropriate principal, Advisory Teacher, and parent/guardian is required. Enrollment in certain classes may be restricted.

### **University of California: Freshman Admission Requirements**

Freshman applicants to the University of California must meet “A-G” requirements by taking fifteen certified college prep classes (units) in high school. Seven of these classes (units) must be taken in the last two years of high school. In addition to the “A-G” subject requirements, students must qualify on an eligibility index that combines grade point average and scores on either the American College Test (ACT) or the Scholastic Assessment Test (SAT I) plus three subject exams (SAT II).

### **California State University: Freshman Admission Requirements**

Freshman applicants qualify for the California State University system if they meet the course requirements. Students must have a high school grade point average of 2.0 for grades 10-12 for all required classes (except PE and military science). They should show a specific ratio between high school grade point average and the entrance test scores (SAT/ACT) and determined eligibility index. Students must meet an eligibility index placing them in the top 1/3 of California’s public high school graduates. Impacted campuses or impacted majors on any campus are authorized to use supplementary admission criteria to screen applicants.

### **Private Colleges and Universities**

Entrance requirements at private colleges and universities (i.e. Notre Dame, Brigham Young, Stanford, etc.) can vary significantly. Students should contact individual schools to obtain information.

### **Out-of-State Public Colleges and Universities**

Public colleges and universities in other states have entrance requirements which may vary significantly. Students should contact individual schools to obtain information. As a general rule, students who meet University of California entrance requirements will be eligible to attend most public colleges and universities. Out-of-state students usually pay significantly higher fees.

### **Vocational and Technical Schools**

Admission requirements for technical and vocational schools vary greatly. Students should contact individual schools for requirements.

### **Class Changes**

Since students select their classes during the scheduling process, there should be few justifiable reasons for seeking a course change. However, if a student and their parent believe they have an appropriate reason to request a change of courses, they should consult with their Advisory Teacher to discuss the issue. *There will be no changes after the first two weeks of the semester without administrative approval.* Course changes in order to request a specific teacher are not permitted.

### **Instructional Modes**

Whitmore Charter High School offers a number of instructional modes for our students. This enables Whitmore Charter High School to customize and personalize the educational experiences our students receive. The instructional modes are as follows:

1. Campus-based
  - a. Courses that are entirely on campus (i.e. Geometry, Leadership, etc.)
  - b. Workshops, discussion groups and other support offerings (i.e. optional Writing Workshops, Integrated Mathematics I tutoring by AT, etc.)
  - c. Campus-based elements of dual instruction courses\* (i.e. required science laboratories)
  - d. Dual enrollment: courses in which the students is dually enrolled at Whitmore Charter High School and another educational institution (Regional Occupational Program, etc.) and earning credit at Whitmore Charter High School for classes conducted entirely at the other educational institution.
2. Home School
  - a. Courses that are conducted entirely in a home school environment
3. Online/Distance Learning
  - a. Courses that are entirely online and/or through other distance learning media

## **Student Services:**

### **Transportation**

Home-to-school transportation is not provided by Whitmore Charter Schools. Each family is responsible to provide transportation for their students to and from school, to be on time for the start of class, and to be punctual in picking up their students at the end of classes. Students taking off campus WCHS courses may only transport themselves or be transported from WCHS by a school bus. A permission slip must be on file for all students including those who are riding the bus.

### **Personal Property Waiver/Release of Liability**

Whitmore Charter High School, Whitmore Charter Schools, and the Ceres Unified School District, its officers, agents or employees shall NOT be responsible, in any manner, for the loss, theft, damage, or destruction of any personal property brought onto District premises by students for any reason whatsoever, including, but not limited to, a request by a staff member. Students who bring personal property onto school premises assume all risk of loss, theft, damage or destruction of the personal property that may occur. This includes vehicles parked on Ceres Unified School District property.

### **Use of School Property, Books, Electronics and Equipment (E.C. 48909)**

The parent or guardian shall be liable to the school for all property belonging to the school loaned to the minor, and not returned upon request. Furthermore, the school has the right to withhold the grades, diploma, and transcripts of the pupil who is responsible for the loss or damage of school property. The liability of the parent or guardian shall not exceed \$5,000.00.

### **Computer/Internet Use Agreement**

Students must have a signed Internet Use Agreement on file in order to use computers on the Whitmore Charter Schools campus. The Internet Use Agreement details what is and is not allowed on WCS computers and specifies the penalties for any rule violations. Hacking or tampering with WCS computers will be dealt with as a serious behavioral offense.

### **Telephones, Messages and Class Interruptions**

Students may not use school telephones for personal calls except in case of emergency. Due to limited personnel, time, and space, personal deliveries will not be accepted on behalf of students. This includes: flowers, balloon bouquets, or other gifts. These deliveries cause inappropriate disruptions to the learning environment. In order to protect the safety of students, any emergency messages and/or deliveries for a student must be handled through the main office by a parent and/or emergency contact. The messages and/or deliveries must occur in person with appropriate identification when requested. Food deliveries will not be permitted unless brought to the student by the parent. Parents who wish to attend classes may do so with prior approval from administration. In order to mitigate classroom disruption; visitation is limited to 30 minutes.

### **Work Permit Requirements**

A work permit will be granted based on the following:

- The student must be eligible each quarter in order to have a work permit. (2.0 GPA and no more than 1 "F" or "U")
- The student must have a job before applying for a work permit.

- The employer must meet the California and Federal Labor Codes for students enrolled in school. (Information is available in office)

### **Off-Campus Lunch Opportunity**

Whitmore Charter High School offers an off-campus lunch opportunity for our 11<sup>th</sup> and 12<sup>th</sup> grade students. A parent permission application is required for every student, indicating whether or not the student will be allowed to leave campus for lunch. The permission form is valid for the duration of the current school year. This application/parent permission form must be received and approved by Whitmore Charter High School administration before the off-campus lunch privileges will be extended.

### **Off Campus Lunch Passes:**

Eligibility criteria for the off-campus lunch permit are the following:

- Must be a current junior or senior
- Maintain a 3.0 grade point average during each quarter, with administrative approval reflecting a review of the student's CST performance, attendance including tardies and discipline. **Junior eligibility for first quarter is based on the grade point average of fourth quarter of the student's sophomore year and CST performance.** Those junior & senior students who meet all the eligibility requirements and who have parent permission forms are eligible for an off-campus lunch card.
- The off-campus lunch card may be revoked at any time due to issues with discipline, issuance of a step in accordance with the Master Agreement or any home suspension.
- **The off-campus pass will be revoked upon receiving 3 tardies, for any reason, to 5th period or the period following lunch on days with alternative bell schedule.**
- Eligibility for this program will be determined on a quarterly basis.

### **Closed Campus Policy**

Student safety is a primary concern for the staff and administration of Whitmore Charter Schools. Therefore the Whitmore Charter Schools campus is designated as a "closed campus". All students must stay on the school grounds from the time they arrive (even if class has not yet started) until dismissal or until they are checked out by their parent(s) and/or guardian(s). If the student must leave the grounds because of illness or any other emergency, **he/she must sign out at the office.** In emergencies, parent/guardian telephone calls for release from school will be accepted at the discretion of the administration. Failure to follow the proper procedure will cause the student to be classified as truant and the student will be subject to disciplinary action.

With prior written approval of parent(s)/guardian(s) and the administration, Whitmore Charter High School students will be permitted to leave campus during their lunch break. If a student leaves campus without prior approval from parents and administration, then the student will be classified as a truant and will be subject to disciplinary action. Per Board Policy 5112.5\*, the district, Board members, and district employees shall not be liable for the conduct and safety of students who leave school grounds during the lunch period.

*\*BP 5112.5*

*As authorized by Education Code 44808.5, the Board establishes a closed campus at all K-12 schools, except with permission from parents only during lunch hours. By allowing our students to leave campus during the lunch period, the Board entrusts them with an opportunity to learn responsibility and demonstrate good citizenship. Students shall not leave the school grounds at any other time during the school day without written authorization of their parents/guardians and*

*permission of school authorities. Students who leave school without such authorization shall be classified as truant and subject to disciplinary action. Non-students may not enter campus without proper authority.*

***The district, Board members, and district employees shall not be liable for the conduct and safety of students who leave school grounds during the lunch period.***

**Lactation accommodations for parenting students:**

*In accordance with Education code section 222, the school will ensure reasonable lactation accommodations for parenting students. Parenting students will have access a private, secure room to deal with any needs associated with breastfeeding or expressing milk. These students are allowed to bring a breast pump and store expressed milk at school. Students will be provided a reasonable break time to accommodate their lactation schedule without incurring academic penalty. Please contact the site administration if you have any questions regarding lactation accommodations for parenting students.*

**Student Activities and Organizations:**

The goal of Whitmore Charter High School is that each student will develop his/her interests and abilities to the fullest. The responsibility for behavior rests with the individual, but each individual also has a responsibility to respect the right of others. Infringing on other people’s rights is reason for disciplinary action.

**High School Parent Advisory Council**

The WCHS Council, which is made up of parents, students, and staff, meets approximately four times a year. Parents, teachers, and community members are encouraged to attend. The Council combines Booster and Advisory roles for all high school issues. Please feel free to share any questions or items of interest with the Council members.

***Please Note:*** This list of enrichment activities and organizations ***may expand or change*** as students’ areas of interest direct. Please see your Advisory Teacher to share ideas for classes, clubs, and other activities that are of interest to you. The Whitmore Charter High School staff works with our students and parents to address their varied interests and needs.

**Field Trips**

Whitmore Charter High School Programs will occasionally organize field trips that enhance student mastery of content information and enrich student educational opportunities. Parental consent slips are required of all students going on school sponsored field trips.

**Online Workshops & Tutorials**

These workshops and tutorial hours are set aside for students taking core curriculum through our online learning program. The workshops are designed to support students in the use of this online program and may be offered by ATs.



### **WCHS Athletic Policy**

Students-athletes will abide to the CUSD and WCHS Sports Policies at all times, failure to do so may result in removal from the respective sport for the duration of the season. WCHS Sports Policies will be distributed to student-athletes at the time the respective sport takes place.

### **P.E. Test Prep Support and/or Sports P.E.**

This support offering is designed to help 9<sup>th</sup> grade students to be physically prepared to take the State required Physical Fitness tests given in the spring. The 5 specific test skills will be practiced, as well as general fitness activities. Various team sports may be offered on a rotating basis as non-competitive activities. All high school level students are welcome to participate.

### **Performing Arts**

Students will have the opportunity to participate in the school-wide productions of Whitmore Charter Schools. In order to participate, students will be required to attend all applicable classes, rehearsals, and performances. Grade may be impacted due to lack of participation.

### **ASB Student Leadership**

Students have the opportunity to be elected/ appointed as WCS Associated Student Body officers. Through this student council they will learn about and be involved in student government procedures and protocol.

### **WCHS Dance Rules and Procedures**

1. Once admitted, students will not be allowed to leave and re-enter. The parking lot is off limits.
2. Students are to check in and out at the entry table.
3. Students who are disruptive will be warned and then asked to leave if the disruptive behavior continues. Parents will be called to pick up students asked to leave. Students may also be excluded from other ASB-sponsored events as part of their consequences.
4. All school rules apply at dances including the dress code and behavior apply during dances. Students who engage in inappropriate physical contact will be removed from the dance and parents will be contacted.
5. Late entrance to the dance will be prohibited (over one hour).
6. Only high school students or recent graduates (within the past year) are allowed to attend dances. All guests are required to fill out a guest request form, which must be turned into the high school office (Room 9) no later than the Monday prior to the dance.
7. No student dismissed from Whitmore Charter High School may attend any school dances or any other ASB sponsored event.

# **Behavior Expectations and Discipline**

## **On-Campus Behavioral Expectations**

All High School **students are required to sign in upon entering first class of the day and out upon leaving campus.**

In order to create the proper academic atmosphere that is conducive to learning, Whitmore Charter High School has implemented these guidelines for student behavior and room use while on the Whitmore Charter Schools campus.

### **The High School Office (Room 9) may be used for:**

- Daily student sign-out
- Curriculum needs and checkout of materials

**A professional atmosphere needs to be maintained in the high school office and because of this students are not allowed to congregate and socialize in this area. If a student is in between classes, they MUST be in the Wolf Den or another approved area on campus.**

### **The Wolf Den may be used for:**

- Online tests and activities for online classes
- Quiet study, reading for course assignments, and writing assignments
- Library type activities and student meetings
- If not in class, students MUST be in the Wolf Den or other designated areas
- Students waiting to be picked up by parents

**Please note that the first 45 minutes of EVERY class period WILL be student study time. The last 45 minutes of EVERY class period will be used as Student Interaction Time (SIT)**

**SEE DETAILED EXPECTATIONS FOR WOLF DEN BELOW**

### **High School classrooms may be used for:**

- On-site classes
- Workshops
- Advisory Teacher meetings
- Between class quiet activities, **with AT or instructor permission**, as long as students remain well-mannered and the area is kept clean

### **Multipurpose Room may be used for:**

- Eating lunch - 12:30pm-1:00pm (lunches are available for purchase in the cafeteria)
- Supervised activities and practices

Appropriate “classroom” behavior is expected at all times. Any students disrupting classes or teachers’ work time will be directed to leave the room and/or to leave campus and return to home educator’s supervision.

## **Prohibited Items/Behaviors on Campus**

The following is a list of prohibited items on the Whitmore Charter Schools campus:

- Toy and/or look alike weapons
- Squirt guns, paint guns, and water balloons
- Radios and other electronic devices within the instructional day
- Two-way Radios, etc.
- Glass bottles
- Food and drink, except water, in classrooms
- Sunflower seeds/Gum
- Pacifiers of any kind
- Roller skates/Roller blades/Scooters (or any footwear w/wheels rollers)
- Bicycling/Skateboarding on campus
- Physical displays of affection (with exception of holding hands)
- Any form of gambling or gambling paraphernalia, i.e., dice, playing cards, shooting quarters/pennies, etc.
- Possession of any firearm or other weapon as defined in section 12020 of the California penal code and any knife as defined in 653k, and 626.10 of the California Penal Code
- Possession of any chain (i.e. wallet chain)
- Leaving campus during class hours
- Fireworks, other explosives, or incendiaries
- Possession of aerosol paint cans
- Possession of any magnum marker or possession of any felt pen not used for a class project or assignment
- Possession of, or writing, tag insignias on any item
- Any item sold on campus for personal benefit
- Any laser light
- No student shall pierce any part of his/her body or another student's while on campus.

### **Wolf Den Rules and Procedures**

- Students in the Wolf Den are expected to follow all State, District, and Whitmore Charter codes, policies, procedures, and regulations.
- Dress and Grooming Board #5132 of The Ceres Unified School District shall be enforced. Refer to Dress and Grooming.
- All appointments with other Whitmore staff must be verified prior to leaving the Wolf Den during class time. The student will inform the Campus Supervisor where he/she is going and for how long. Students using the restroom will have a restroom pass with them to, during, and return from the restroom.
- The use of Internet is governed by the policies outlined in CUSD Technology Agreement. The use of the Internet is a privilege for students, not a right. Inappropriate use will result in cancellation of such privileges. Students may bring personally owned laptop computers to the Wolf Den and must adhere to CUSD policies.
- There are five (5) Wolf Den sessions each day, Monday thru Thursday. Students must sign-in and sign-out for each session – students may not sign for someone else. Students must inform the Wolf Den Supervisor before they leave the Wolf Den for any reason.
- Each Wolf Den session is ninety minutes (90). The first forty-five (45) minutes is QUIET academic time. It is the individual student's responsibility to be prepared to study, work on homework, read, or work academically on the computers provided in the Wolf Den. Consumption of food or drinks (with the exception of water) is prohibited during quiet academic time. Students are expected to follow all WCHS and CUSD behavioral guidelines. Although

students may talk, play music and play board games, etc., an academic atmosphere must be maintained during SIT time.

- Electronic devices will be confiscated if used during non-designated times. Limited cell phone use is permitted during SIT time to call or text parents only. All confiscated electronic devices will be available to parents in the high school office upon departure from campus.
- Students are required to sign out in the high school office if they leave campus during school hours. Student safety is a primary concern for the staff and administration. We strongly encourage, parents arriving on campus to pick up a student to sign the student out in the high school office.
- We strongly encourage parents visiting the campus to get a Whitmore Charter visitor sticker while on campus.

## **Dress and Grooming**

### 7 - 12 DRESS CODE

From Board Policy #5132

The parents/guardians of the Ceres Unified School District are charged with the responsibility of dressing their children in a neat and clean manner. In addition, under normal circumstances, no student will be sent to school wearing any kind of clothing, costume, and/or hairstyle which will tend to interrupt, disturb, or interfere with the normal educational program being carried on, either on the campus or in the classroom, or negatively affect the health and safety of individuals. The students must dress in such manner that will conform to good taste. Explicit or implied profanities and/or obscenities will not be acceptable. Any items of clothing, jewelry, footwear, or headgear which would be injurious or potentially disruptive to the normal educational program or to any person or school district property are prohibited.

(cf. 6136 Gangs)

These guidelines numbered 1-11 shall be in effect at all school-related activities except where modified by the site administrator for specific extracurricular activities or specific cases.

1. All clothing, including jackets, shoes and head coverings that may be determined to be gang related are not allowed.
2. Accessories, such as jewelry, belts, bandannas, purses, and sunglasses which have logos, insignias, color, or writings depicting gang related activities are not allowed.
3. Attire and hairstyles worn or altered in such a way as to identify students with gangs are not allowed. This includes, but is not limited to: sagging/baggy pants, shorts with knee-high socks, hanging belts, canvas belts (military style), or gang related initials on belt buckles.
4. Pants must fit and be worn at the waist and not be more than one size too large or one size too small. If belts are worn, they must not be more than one size too large.
5. Attire which is sexually suggestive, extremely brief or is worn in a way to expose undergarments is not allowed. This includes, but is not limited to: low-cut garments, strapless or off the shoulder tops, straps less than two inches in width, bare midriffs,

racer-back tops or muscle shirts, undershirts, shorts which are shorter than mid-thigh or fingertip length, and skirts shorter than fingertip length.

6. Attire that advocates, advertises or symbolizes any type of alcohol, drugs, tobacco, gambling, weapons or acts which are illegal, violent, obscene, or hazardous to one's health is not allowed.
7. Shoes must be worn at all times. Socks or sock-like footwear and slippers are not safe or appropriate for school.
8. Clothing, jewelry, and other accessories which present a safety hazard to the wearer or others are not allowed.
9. Facial makeup must not be disruptive or distracting to the educational process.
10. No caps, hats, or head coverings may be worn at school except those that are District-approved. Exceptions may be made for hoodies and beanies worn outdoors.
11. Sunglasses may not be worn in school buildings.

Exhibit CERES UNIFIED SCHOOL DISTRICT  
version: May 10, 2012 Ceres, California

### ***Consequences for Dress Code Violations***

- 1<sup>st</sup> Offense** Warning, possible parent contact, change attire  
**2<sup>nd</sup> Offense** Parent contact, change attire, possible 1-3 day suspension  
**3<sup>rd</sup> Offense** 1-5 days suspension from on-campus classes

### **Cheating / Plagiarism**

Whitmore Charter High School and the Ceres Board of Education are opposed to all forms of cheating by students within the Ceres Unified School District. Cheating may be defined as any act engaged in by one or more students with the intention of deceiving through dishonest means including, but not limited to, copying, use of "cheat sheets," or the deliberate use of ideas, writings, etc. of another person or from a source on the Internet.

The following procedure will be followed for cheating on tests and quizzes and for other incidents, including plagiarism, in which a student cheats on material, required for the evaluation of his/her academic performance.

1. The student will receive no credit for the material. A "zero" will be recorded for the grade if the assignment is based on a numerical evaluation, otherwise a failing grade will be recorded for the evaluation.
2. The teacher will notify the School Administrator and the student's Advisory Teacher. Referral to the Advisory Teacher provides an opportunity to develop appropriate help for the student.

The teacher, after consulting the student's Advisory Teacher, will notify the parent of the incident. A parent meeting with the teacher and the administration will be offered. Any student involved in cheating will be subject to regular disciplinary action.

### **Search and Seizure**

Students have certain rights to privacy in their person and property. However, in cases where school officials have a reasonable suspicion that school rules or state laws have been violated, such officials may engage in a reasonable search of students and/or their property. Any contraband material or evidence of violation of state law may be turned over to the proper authorities.

### **Prescription Drugs**

California law states that no medication, prescription or over-the-counter medication (such as Tylenol, Advil, cough syrup, etc.) may be given by school staff without written medical orders from a physician and written permission of the student's guardian or parent. Students may not bring prescription or over-the-counter medications to school. If a student needs medication at school, an adult must bring in the medication with a current medication authorization form (good for the current school year only.) If a student is to self-administer a medication (such as inhalers or Epi-pens) the school nurse must evaluate the student's ability to understand, store, and take the medication in an appropriate manner. Written physician and parent approval of the student's ability to self administer is also required. Failure to comply with the above regulations will result in disciplinary action. Medication authorization forms may be obtained from the Whitmore Charter Schools.

### ***Possession, Use, Sale, or Distribution of Illegal or Controlled Drugs, Substances or Alcohol***

1. Any student in the Ceres School District using, possessing, manufacturing, distributing, selling, or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia or alcohol on school property, or at a school sponsored activity is subject to discipline up to and including expulsion.
2. Students found to be in violation of this policy may be referred by the Principal or designee to an appropriate agency licensed to assess and treat drug and alcohol involved individuals. In such event, assessment and treatment costs will be the responsibility of the parent or guardian.
3. A meeting may be scheduled with the school administration for the purpose of discussing the school's drug and alcohol policy with the student and parent or guardian.
4. Law enforcement officials will be contacted by the school administration in the case of suspected involvement in the use, sale, or distribution of controlled drugs, controlled substances, drug paraphernalia or alcohol.

The term "drug paraphernalia", includes, but is not limited to, equipment, products, and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, storing, containing, concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body. This includes the container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs, or controlled substances.

## **Smoking Violations**

Whitmore Charter High School, by Board of Education policy, is maintained as a smoke free environment. Smoking is not allowed in the building, in vehicles owned or used by the school, or on the school grounds at any time by anyone. This prohibition applies to all Whitmore Charter High School students attending and/or participating in all officially sanctioned school activities on or off school property. Students in possession of tobacco products are considered in violation of this rule.

Students will receive an out of school suspension as follows:

**1<sup>st</sup> Offense:** Suspension from school for one on-campus scheduled day.

**2<sup>nd</sup> Offense:** Suspension from school for two to three on-campus scheduled days, with probable dismissal from WCHS.

## **Hazing (Teasing and/or Tormenting) (E.C. 32051)**

No student shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to any fellow student.

## **Harassment**

Harassment of any student or school employee is degrading and may be a violation of California's criminal law. Any act of sexual harassment, sexual battery, racial slurs, or derogatory remarks directed toward any specific ethnic group or individual will result in disciplinary action that could include suspension and/or expulsion.

## **Sexual Harassment Policy (E.C. 48900.2, CUSD Policy 5000, AR 5145.7(a))**

The Ceres Unified School District is an equal opportunity employer and as such follows those rules and regulations set forth by the Federal Government, in particular, the Equal Employment Opportunity Commission (E.E.O.C.). The E.E.O.C. classifies sexual harassment as "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature."

Notwithstanding federal or state regulations, the Ceres Unified School District declares that any form of sexual harassment toward any person is deplorable and will not be tolerated. It is the desire of the Ceres Unified School District to provide and maintain a working and educational environment free from discriminatory intimidation, ridicule, and insult.

Sexual harassment means 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 work or educational setting under any of the following conditions: (EC 212.5)

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or degrees.
2. Submission to or rejection of the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance or of creating an intimidating, hostile or offensive work or educational environment.
4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, hours, programs or activities at or through the educational system.

The following may be examples of sexual harassment:

- Whistling or catcalling
- Pestering someone for a date after the person has emphatically said no
- Touching, grabbing, pinching (see sexual battery)
- Comments about someone's body
- Spreading rumors that someone "went all the way" on a date
- Staring or pointing in a sexual manner
- Obscene gestures
- Dirty jokes
- Showing of pornographic pictures or stories (This includes sexually suggestive pictures in binders)
- Conversations that are too personal

### **Procedures for Reporting Sexual Harassment**

All employees and students are encouraged to report any act that may be construed as sexual harassment immediately to the proper authority. Any retaliation or peer harassment of any person reporting the same will not be tolerated, and consequences will be severe.

1. Students may report sexual harassment to a teacher or an administrator.
2. In the case of staff, certificated or classified, reports of sexual harassment may be directed to:
  - a) Site principal or
  - b) Directly to the office of the superintendent
3. While it is suggested that reports of sexual harassment be addressed to the local authority, reports may be made directly to:

California State Fair Employment practices,  
2000 "O" Street, Sacramento (916) 445-9918, or  
Equal Employment Opportunity  
Commission (E.E.O.C.), San Francisco

### **Investigations of Sexual Harassment**

All reports of sexual harassment be it from employee or student, will cause an immediate investigation to commence. Where practical, all parties who are witnesses will be interviewed as to the facts of the matter.

Upon completion of the investigation the findings will be submitted, in the case of school employees, to the site principal or office of superintendent, whichever is applicable, for further review. In those cases where the findings are verified, consequences may range from verbal reprimand to termination depending on the totality of the circumstances.

In the case of students where the sexual harassment did occur, consequences may be suspension or expulsion pursuant to SB 1930.

### **Sexual Battery (P.C. 243.4 (d1))**

Any person who touches an intimate part of another person, if the touching is against the will of the person touched, and is for the specific purpose of sexual arousal, sexual gratification, or sexual abuse is guilty of a misdemeanor.



## Discipline Policy

### ALL STUDENTS ARE SUBJECT TO STEP PROCESS OUTLINED IN WCHS MASTER AGREEMENT.

#### Friday School

Friday School may be assigned in lieu of suspension for poor attendance (excessive tardiness, unexcused absences) or behavior. The purpose of Friday School is to provide pupils and parents/guardians an alternative to suspension. **Failure to serve the assigned date may result in the student being assigned to school suspension and loss of eligibility for school activities such as dances, performances, etc.** Friday School is a 2 hour session. Friday School will be held from 8:00 a.m. to 10:00 a.m. on announced Friday's during the school year. Students serving Saturday School must arrive by 8:00 a.m.

#### **Behavioral requirements for Friday School:**

1. Misbehavior, arriving late, or not having study materials will result in being sent home. This will be considered as failure to serve Friday School and will result in disciplinary consequence.
2. Students will be expected to complete assignments developed for Friday School and/or other assignments as directed by school instructors.
3. Students who are ill need to have their parents/guardians contact the school office by phone no later than 8:00 a.m. Friday of the assigned date to verify illness. Such verified illness will result in Friday School being re-assigned to a later date.

#### Class Suspension (E.C. 48910)

A teacher may suspend, for good cause, any pupil from his or her class for the day of the suspension and the next scheduled class meeting. Upon doing so, the teacher will contact (or make a good faith effort to contact) the parent/guardian of the student on the day of the suspension. The teacher will also refer the student to the appropriate administrator.

#### Suspension and Expulsion (E.C. 48900)

**The Ceres Unified School District administration reserves the right to objectively determine discipline based on the seriousness of a particular infraction and discipline history. Facts and other circumstances often require administrative prerogative.**

A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including but not limited to: 1) while on school grounds; 2) while going to or coming from school; 3) during the lunch period, whether on or off the campus; or 4) during, or while going to or coming from a school sponsored activity.

Students that are suspended after 12:00PM, the suspension will be for the remainder of the day plus the full amount of days assigned. If a suspension occurs adjacent to a weekend/holiday, the student will be unable to participate in any school activities over the weekend/holiday.

## **Violation/Education Code:**

1. **Verbal abuse of school personnel** (E.C. 48900[a1, .7])
  - First Offense - Suspension 1-5 days
  - Second Offense - Suspension 3-5 days
  - Third Offense - 5 day Suspension, possible recommendation for expulsion
2. **Fighting** (E.C. 48900[a1, a2])
  - First Offense - Suspension 1-5 days, possible police contact, possible recommendation for expulsion
  - Second Offense - Suspension 3-5 days, possible police contact, possible recommendation for expulsion
  - Third Offense - 5 day Suspension, possible police contact, recommendation for expulsion
3. **Harassment** (E.C. 48900[a1, o])
  - First Offense - Formal Conference, suspension 1-5 days
  - Second Offense - Suspension 3-5 days
  - Third Offense - 5 day Suspension, possible recommendation for expulsion
4. **Hostile behavior** (E.C. 48900[a1])
  - First Offense - Suspension 1-5 day
  - Second Offense - Suspension 3 -5 days
  - Third Offense - 5 day Suspension, possible recommendation for expulsion
5. **Profanity vulgar or obscene language or act directed toward adult staff** (E.C. 48900[a1, .2] and [i])
  - First Offense - Suspension 3 -5 days, possible recommendation for expulsion
  - Second Offense - Suspension 5 days, possible recommendation for expulsion
  - Third Offense - 5 day Suspension, possible recommendation for expulsion
6. **Unprovoked assault** (E.C. 48900[a1, a2, n])
  - First Offense - 5 day suspension, possible recommendation for expulsion, police notification
  - Second Offense - 5 day suspension, recommendation for expulsion, police notification
  - Third Offense - Not applicable
7. **Extortion** (E.C. 48900[e] and 48915[4])
  - First Offense - 5 day suspension, possible recommendation for expulsion, police notification
  - Second Offense - 5 day suspension, recommendation for expulsion, police notification
  - Third Offense - Not applicable
8. **Hostile Educational Environment** (E.C. 48900.4) Including slurs directed towards a person or group because of race, color, religion, ancestry, national origin, disability, gender, or sexual orientation
  - First Offense - 1-5 day suspension
  - Second Offense - 3-5 day suspension, possible recommendation for expulsion
  - Third Offense - Recommendation for expulsion
9. **Hate Violence** (E.C. 48900.3)
  - First Offense - 5 day suspension, possible recommendation expulsion
  - Second Offense - 5 day suspension, possible recommendation for expulsion
  - Third Offense - 5 day suspension, Recommendation for expulsion

10. **Explosive** (firecrackers, smoke bombs, incendiary devices, etc.) (E.C. 48900[b])  
First Offense - 1-5 days suspension, police notification, possible recommendation for expulsion  
Second Offense - 5 day suspension, recommendation for expulsion, police notification
11. **Weapons: Weapons/dangerous objects** (E.C. 48900[b])  
First Offense - 5 day suspension, recommendation for expulsion, police notification
12. **Firearms** (E.C. 48900[b])  
First Offense - 5 day suspension, recommended for expulsion, police notification
13. **Alcohol/drug** - possession of, use (E.C. 48900[c] and 48900[j]), paraphernalia  
First Offense - 5 days Suspension, possible recommendation for expulsion, police notification  
Second Offense - 5 day suspension, recommendation for expulsion, police notification
14. **Unlawful sales** - illegal substance (E.C. 48900[c], 48900[d]) sales in lieu of (look alikes)  
First Offense - 5 day suspension, recommendation for expulsion, police notification,
15. **Theft** (E.C. 48900[g]), **Receiving stolen property** (E.C. 48900[l])  
First Offense - Suspension 1-5 days, police notification, possible recommendation for expulsion, restitution  
Second Offense - suspension 3- 5 day, possible recommendation for expulsion, police notification, restitution  
Third Offense - 5 day suspension, recommendation for expulsion, police notification, restitution
16. **Damage to School or Private Property** (E.C. 48900[f, .7])  
First Offense - 1-5 day suspension, possible recommendation for expulsion, restitution, police notification  
Second Offense - Suspension 3-5 days, possible recommendation for expulsion, restitution, police notification
17. **Profanity, vulgar, obscene language** - use of non-directive (E.C. 48900[i])  
First Offense - Warning, possible 1-5 day suspension  
Second Offense - Suspension 2-5 days,  
Third Offense - Suspension 5 days
18. **Falsely Pulling Fire Alarms/Emergency Warning Systems** (EC. 48900[k])  
First Offense – 1-5 day suspension  
Second Offense - Suspension 3-5 days  
Third Offense - Suspension 5 days, possible recommendation for expulsion
19. **Profanity, vulgar, obscene language directed towards another person** (E.C. 48900[i])  
First Offense - Suspension 1-5 days, conferences  
Second Offense - Suspension 3-5 days  
Third Offense - Suspension 5 days, possible recommendation for expulsion
19. **Profanity, vulgar, obscene language** - contained in obscene act (E.C. 48900[i]), sexual harassment (E.C. 48900.2)  
First Offense - 1-5 day suspension, possible recommendation for Expulsion, possible police notification  
Second Offense - 5 days Suspension, possible recommendation for expulsion, possible police notification  
Third Offense - Suspension 5 days, recommendation for expulsion, possible police notification

20. **Cheating/plagiarism** (E.C. 48900[k])  
First Offense - Discipline administered by instructor on assignment, parents notified, informal conference, possible 1-5 day suspension  
Second Offense - Suspension 1-5 days  
Third Offense - Suspension 5 days,
21. **Disruptive behavior** (E.C. 48900[k]), defiance of authority (E.C. 48900[k])  
First Offense - Warning, possible 1-5 day suspension  
Second Offense - Warning, possible 1-5 day suspension  
Third Offense - 1-5 day Suspension possible recommendation for expulsion
22. **Dress Code Violation** (E.C. 48900[k])  
First Offense - Warning, possible parent contact, change attire  
Second Offense – Lunch Guided Study, parent contacted, change attire, possible suspension 1-3 days  
Third Offense - Suspension 1 -5 days
23. **Forgery** (E.C. 48900[k]) Falsifying, altering, or using forged school correspondence, passes, absence slips, or school records  
First Offense - Suspension 1-5 days, possible recommendation for expulsion  
Second Offense - Suspension 2-5 days, possible recommendation for expulsion  
Third Offense - 5 days suspension, possible recommendation for expulsion
24. **Leaving campus without permission** (E.C. 48900[k])  
First Offense - Warning, possible suspension 1-3 days  
Second Offense - Possible suspension 1-5 days  
Third Offense - Suspension 3- 5 days
25. **Electronic Devices** (E.C. 48901[5]), Electronic Devices (E.C. 51512)  
First Offense - device confiscated and held until end of school day  
Second Offense – device confiscated and held until Friday following offense or parent pick up any day.  
Third Offense and beyond – device confiscated for 3 weeks to the rest of the semester, or suspension per administrator discretion.  
Note: refusing to hand over electronic device is defiance per Ed Code 48900(k) and will result in suspension.
26. **Gang Related Activity** (E.C. 48900[k], E.C. 35183)  
First Offense - Warning, possible parent conference/contact 1-5 day suspension, possible recommendation for expulsion, possible police notification  
Second Offense - 3-5 day suspension, possible recommendation for expulsion, possible police notification  
Third Offense - 5 day suspension, possible recommendation for expulsion, possible police notification
27. **Possession of an Imitation Firearm** (E.C. 48900[m])  
First Offense - Warning, conference, possible 1-5 day suspension/ possible recommendation for expulsion, possible police notification  
Second Offense - 1-5 day suspension/ recommendation for expulsion, police notification

**28. Use or possession of tobacco, tobacco products** (E.C. 48900[h])

First Offense - 1-5 day suspension, possible police notification

Second Offense - Suspension 3-5 days, possible police notification

Third Offense - Suspension 5 days, possible police notification

**29. Sexual Harassment** (E.C. 48900.2, 48900.4, 48900 (n), BP 5145.7)

First Offense - Formal Conference, possible suspension 1-5 days, possible recommendation for expulsion, possible police notification

Second Offense - Suspension 3-5 days, possible recommendation for expulsion, possible police notification

Third Offense - 5 days Suspension, recommendation for expulsion, possible police notification

## **School Safety**

### **Accidents/Illness**

Report an accident or illness to the office immediately. Never move an injured student. If a student is sent to the nurse's office and the nurse is unavailable the student should report to the attendance office immediately and check in with the attendance clerk.

### **Address/Emergency Information Changes**

Extremely Important: Please report to the office, any change in address, telephone number, or other information the school may need. This will assist the school in reaching parents/guardians or other emergency contacts in the event of an emergency.

### **Fire Alarms**

A notice for fire directions is posted in each room. The signal for a fire or a drill is an intermittent signal. Student should walk quickly in an orderly fashion to the assigned area. (Turning on or setting off a false alarm is a felony offense.) One long ring is the all-clear signal.

### **School Lock Down**

If a Lockdown is called (intruder alert, police activity in the area, etc...), all staff and students should remain in, or go to the nearest classroom, or other safe area immediately. An all call will be used as the all clear signal.

### **Searches**

All vehicles and personal articles on school property are subject to search for safety purposes at any time. The use of trained canines may be used without notice.

### **Thefts**

Students who are victims of theft must report immediately to the discipline office and complete a theft report. This is extremely important, as this information will begin the investigative process.

### **Visitors on Campus**

No student visitors are allowed at Whitmore Charter High School during any part of the school year without prior approval from the administration unless under the supervision of a parent or other designated adult.

### **Animals on Campus**

Animals are not allowed on campus, and may not be brought to school by students, parents, or other visitors with the exception of guide dogs, service dogs, or animals used in school-approved learning activities

### ***Affirmative Action Statement***

Whitmore Charter High School's programs and activities are free from discrimination with respect to race, color, sex, religion, national origin, ethnic group, marital or parental status and physical or mental disability. Equal opportunities exist for all students in admission and access to all programs.

District Contacts: Title IX Coordinator - Asst. Superintendent for Personnel (209) 538-0270  
504/Gender Equity-Coordinator Special Ed./504 Services (209) 538-0145

## WHITMORE CHARTER HIGH SCHOOL ADMINISTRATION & STAFF

Sarah Olson.....Principal  
Matthew Hutsell.....WCHS Assistant Principal  
Nicole Aguiar.....WCHS Learning Director  
Cheri Searl.....WCHS School Secretary  
Louis Thomas.....WCHS Campus Security  
Colleen Armstrong.....WCS Office Manager

### Important Phone Numbers

**School Number** (209) 556-1610  
**WCHS Number** (209) 556-1617  
**Fax Number** (209) 556-1087

### WCHS TEACHING STAFF

Virginia Aguilera	<a href="mailto:vaguilera@ceres.k12.ca.us">vaguilera@ceres.k12.ca.us</a>
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### End of Grading Periods

Mid-Term	October 13
Semester 1	December 20
Mid-Term	March 23
Semester 2	June 1