

*NEWBURY PARK
HIGH SCHOOL*



An International Baccalaureate School
2006 National Blue Ribbon School
A California Distinguished School
A California Partnership Academy School



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Newbury Park High School
456 N. Reino Road, Newbury Park, CA 91326
(805) 498-3676

Welcome to the 2008-2009 academic year at Newbury Park High School. We are all looking forward to the coming school year with great anticipation and excitement. We all hope it is a special year for you.

The 2008-2009 Handbook is provided for each student because we know that all students perform better when they fully understand what is expected of them. It is our hope that this informative tool will be helpful. Please keep this handbook in your backpack at all times so you can refer to it often.

As you know, Newbury Park High School has an excellent tradition of student scholarship and citizenship. This is possible due to student initiative and responsibility, along with a knowledgeable, caring staff and a supportive community. We have high expectations for all of our students in academics, athletics, and co-curricular activities. We have found that students experience success at Newbury Park High School when they are committed to school, maintain good attendance, prepare for class and participate in co-curricular activities.

The entire staff sincerely hopes that you will take every advantage of this school year and the many opportunities available to make your high school years here both meaningful and enjoyable.

I am proud to be a Panther and to have the opportunity to work with each and every one of you! ENJOY THE YEAR AND WORK HARD TO BE THE BEST YOU CAN BE!

Athol Wong
Principal

NPHS Administrators

Principal	Athol Wong
Assistant Principal Instruction	Steve Lepire
Assistant Principal Athletics	Josh Eby
Dean of Attendance	Jim Cook
Dean of Students	Larry Berlin

NPHS Counseling Staff

Richard Intlekofer
Mike Sanders
Chuck Severns
Kris Swavely
Karla Villavicencio

Security Team

Neal Benioff
Maria Blevins
Vernon Cluke
Ron Gellenbeck
Ryan Hurley
Lou Trevisan
Valerie Widick

WE ARE PROUD TO BE A
BLUE RIBBON SCHOOL



Mission Statement

To provide an academic environment which fosters curiosity, creativity, responsibility, honesty, logical thinking and an appreciation for self and others, in order to help each individual succeed in today's changing world.

The Newbury Park High School staff is committed to encouraging and assisting students in developing:

- a willingness to challenge oneself personally, socially and academically;
- the ability to formulate unique thoughts;
- the skills necessary to be responsible members of society who understand their duties as well as their rights;
- sound moral and ethical values;
- logical critical thinking skills for problem solving;
- respect for themselves and others;
- the desire, determination and knowledge essential in achieving their maximum potential;
- the essential and desirable elements of cultural heritage so that each student is able to understand and relate to the world;
- learning experiences that will prepare the student to live an active, healthy and meaningful life in a changing society; and
- patterns of discriminative learning which will encourage students to continue learning beyond graduation.



EXPECTED SCHOOLWIDE LEARNING RESULTS

The Newbury Park High School staff is committed to encouraging and assisting students in achieving our *Expected Schoolwide Learning Results* which state:

GRADUATES OF NEWBURY PARK HIGH SCHOOL WILL:

BE CRITICAL THINKERS

- who think inductively to interpret raw facts and data for themselves.
- who identify, access, analyze, integrate and utilize a variety of resources and information.

BE EFFECTIVE COMMUNICATORS

- who are able to use written, oral and technological communication skills to convey, receive and interpret messages clearly.
- who work cooperatively with others by sharing responsibility and decision making in the establishment and accomplishment of goals.

POSSESS A CORE KNOWLEDGE

- of basic facts, skills, and understanding of academics, arts, and culture.
- of a wide variety of subjects in order to make decisions and choices in life.

BE UNDERSTANDING AND RESPECTFUL INDIVIDUALS

- who acknowledge the diversity of opinions, values and cultures.
- who demonstrate personal responsibility and respect for themselves and others.

BE PROBLEM SOLVERS

- who use a variety of learning strategies and thinking skills.
- who demonstrate creativity in evaluating situations and making decisions.

BE ACTIVE COMMUNITY MEMBERS

- who are willing to contribute to and interact responsibly within their community and country.
- who handle practical situations according to common sense and the laws of the nation.

All students will be required to complete “Core ESLR Assignments” in each of their classes each year of high school. Scores on these assignments will indicate progress toward achieving the Expected School wide Learning Results.

FACULTY

Career Technical Education/

Work Experience

Leigh Ann Diffenderfer
Karen Kikuchi
Randy Porter
Greg Ropes*
Ted Warfield

English

Rhoda Brown*
Christine Hodson-Burt
Darrin Carr
Nick Colangelo
Janet Conner
Michelle Crane
El Ellis
Juliet Herman
Jorai Hunter
Robin Lilly
Michael Ollins
Summer Peterson
Mel Pralgo
Sandra Rayl
Lynnette Shifman
Marcine Solarez
Chris Thompson
Michelle Crane

Foreign Language

Julie Chuang
Sean Flaherty
Eduardo Flores
Seth Geher
Nella Hauser
Cynthia Herbert
Sandra Martinez
Corinne McKean
Amy Reed*
Karen Tisor

Mathematics

Lisa Adams
Andrew Bowler
Keith Brock
Austin Gannam
Julie Gerster
Richard Kick
Brian Kim
James Martinez
Dennis McKeown
Brad Nelson
Miharu Shimamoto
Cherie St. Jean
Jorge Soto*
Michael Weingarden
James Wilkes

School to Career Coordinator

Kate Anders

Librarian

*Department Chair

Physical Education/Health

Lorena Caulfield
Janice Crawford
Mary Hauser
Marty Maciel*
Nori Parvin
Mike Stewart

Science

Danielle Barra
Ben Buttner
Erin Fay Ditlove
Debbie Dogancay
Jerry Housman
Kristi Konish
Jennifer Lockwood
Colleen Malone
Jessica McLemore
Maya Stevens
Stephen Svoboda

Social Science

Diane Brabant*
Rich Bradley
Ryan Cooper
Tiffani Coull
Gary Fabricius
Casey Graham
Steve Johnson
Greg McAllister
Curtis Scott
Kelly Stone
Ron Toomey
Cindy Wade
Peggy Walker

Special Education

Lori Axelrod-Ngo
Meredith Bullock
Tim Christian
Sylvia Cohen
Barbara Detmer
Susan Dreiling
Cheri Di Cato
Robin Fenstamacher
Linda Marshall
Mary Ann Primavera*
Brenda Sampson Safian
Gilly Whiteman

Visual and Performing Arts

Dennis Crystal
Cameo Fasulo
Jennifer Lee
Eric Lindroth*
Joe Menkin
John Sargent
Karen Tsumura
Athletic Coordinator:
George Hurley

Bell Schedules

REGULAR SCHEDULE			
1st Bell	7:10		
1	7:15	to	8:05
2A-2B	8:15	to	9:50
Break	9:50	to	9:55
3A-3B	10:05	to	11:45
Lunch	11:45	to	12:20
4A-4B	12:30	to	2:05
5	2:15	to	3:05

Split Rally			
1st Bell	7:10		
1	7:15	to	8:05
2	8:15	to	9:35
Break	9:35	to	9:50
Group 1 Roll, then to Guy	9:50		10:05
1st Group to Class	10:35	To	10:45
2nd Group to Gym	11:20		11:30
2nd Group to Class	12:00		12:05
Lunch	12:05	to	12:40
4	12:50	to	2:05
5	2:15	to	3:05

RALLY SCHEDULE			
1st Bell	7:10		
1	7:15	to	8:05
2A-2B	8:15	to	9:35
3A-3B	9:35	to	9:40
Rally	9:45	to	10:25
Break	10:25	to	10:35
3A-3B	10:45	to	12:05
Lunch	12:05	to	12:40
4A-4B	12:50	to	2:05
5	2:15	to	3:05

Attendance

ALL DAY ABSENCES

- If you are going to be absent for the day, please have your parents call the Attendance Office **on the day of the absence**. *An answering machine is provided for your convenience so that you may leave a message before or after business hours (499-3645). La linea en español es accesible - 498-3676-X4000.*
- All absences must be cleared by telephone within three school days. Uncleared absences will be considered truancies.
- If parents expect to be out of town temporarily and wish to authorize a neighbor, friend or relative to clear absences, it is necessary to first sign our Attendance Authorization Form. This may be arranged for a pre-determined time only. Persons named on the emergency card are not considered authorized to clear absences or issue early dismissal passes.

PARTIAL DAY ABSENCES

Arriving to school late: If you are late, please have your parents call the Attendance Office **as early as possible before you arrive**. When you arrive, stop by the Attendance Office to obtain a pass to class.

Leaving school early: When students have pre-arranged appointments and must leave school early, parents are asked to phone the Attendance Office at least 2 hours ahead of time to authorize an Early Dismissal Pass. Students then

may pick up their pass at the Attendance Counter before going to class, show it to their teacher and come to the office at the planned time. Many parents find it convenient to call the evening before and leave a voicemail message. Parents or guardians who are coming to NPHS to pick up a student are asked to come into the office, show their I.D. and sign the Early Dismissal Pass. **Please do not call the student directly during class.**

Participation in athletics: You must be in attendance in all classes during the day of the activity. Any exception must be approved by the Principal or designee.

Participation in other co-curricular activities: You must maintain a 2.0 GPA and a 90% attendance rate. These activities/positions include but are not limited to Field Trips, Outdoor School Camp, Work Permits, Off Campus ID's, Student Government Officers, or Student Government Representatives.

Absences following lunch (grades 11 and 12 only): Should you become ill while off campus for lunch and are not able to return to school, one of the following must be done: (1) your parent must notify the Attendance Office immediately by phone or (2) you must notify the Attendance Office immediately by phone and your parent must verify absence by calling the following day.

If you choose to leave campus for lunch, you accept the full risk for any failure of transportation, personal accident or traffic citation and will be issued an unexcused tardy. You will be required to surrender your off-campus pass for 5 school days. Excessive tardiness or

absences may result in permanent loss of your off-campus lunch pass. Students who are suspended will have the off-campus pass revoked for a minimum of 30 school days following the students return to school.

NON-ILLNESS, NON-EMERGENCY FULL DAY ABSENCES

If you are going to be absent for three days or more for a non-illness, non-emergency reason (vacation, business trip, county fair, out of town, etc.) your parents must notify the Attendance Office in advance and you must pick up a prior permission form from an attendance clerk.

Attendance

HOMEWORK MAKE-UP

Homework for ill students: If absent for more than three days but less than three weeks, you may get homework by contacting the receptionist or a fellow student. or, You may also go to the Teacher Portal at <http://teacherportal.conejo.k12.ca.us>. If an absence is expected to last longer than ten (10) school days, parents may contact the Counseling Office to inquire about home teaching.

Make-up of missed work: Students with excused absences are permitted to make up any work or test missed. It is the student's responsibility to obtain assignments, complete work, and return it to the teacher promptly. Students must make up all work within a period of time equal to the number of days absent unless other definite arrangements have been made with teachers. Students absent on the day make-up work is due must turn that work in immediately upon returning to class. Students who miss classes due to school activities are expected to get assignments before missing class.

TARDY POLICY

A tardy is defined as "arriving late to class." A student who is tardy to class shall be marked "Absent" after 30 minutes elapse. Unless excused, such absences are considered trancies. A student having six (6) unexcused tardies in any one class, per sub term, may be dropped from the course and assigned a grade of "F" for the course. Tardies may also result in administratively assigned Saturday Work Study and detentions, as well as teacher detentions. Tardies to Period 4 may result in revocation of off-campus pass.

All tardies must be cleared within 3 days. A student may not climb over a fence or closed gate to enter or leave the school campus.

TRUANCY POLICY

A student is truant who has been absent from class without parent permission.

According to school policy, **any absence not cleared will become a truancy.**

Any pupil who has four (4) trancies from a class, per sub term, may be dropped from that class and assigned a grade of "F" for that course. Students who are truant shall not receive credit for make-up work, and are subject to Saturday Work Study Assignment.

Counseling & Guidance

Graduation Requirements

Graduation requirements are set by the Board of Education. All students need to complete specific subject requirements totaling 230 credits. For a more detailed explanation of graduation and college requirements, students and parents/guardians should refer to the District Course Directory and consult with their assigned counselor.



Counseling & Guidance

California High School Exit Exam

Students must pass both sections of the California High School Exit Exam (English/Language Arts and Math).

Add/Drop Class Policy

In accordance with Conejo Valley Unified School District policy:

- After Permanent Program day (usually one week after the beginning of the sub term) a student who drops a class will be placed in Study Hall and will receive no credits.
- A student may drop a class without receiving a grade of “F” up to one week after the mid-term report cards are distributed.

Schedules

Selection of courses should be carefully considered and choices should be made that are in the best educational interest of the student. The master schedule is then developed for the year based on these selections. Therefore, to minimize disruption during the academic year, schedule changes will be made **only** for the following reasons.

1. To correct an error (course already completed and passed, or course prerequisites not met).
2. To add a course.
3. To make a level change.
4. To drop a class for a study hall.
5. To repeat a class only if space permits.

Drug Test Kits: As an adjunct to the SAP program, PFA has made low-cost drug test kits available to parents. Sold for \$5.00 through Steve Lepire, in the instruction office, these kits test for marijuana, opiates, barbiturates and amphetamines in the urine.

ASSOCIATED STUDENT GOVERNMENT

We're Number One!!!

ADVISORS:

Kelly Zieger

Kristi Konish

Student Government/(ASG) Associated Student Government is a leadership class composed of the student body officers and other student leaders.

This group acts as the executive and co-legislative body of the school in order to prepare budgets, pay bills, formulate policies and acts according to Parliamentary procedures in conducting its affairs. ASG plans & organizes school wide spirit events such as Rallies, Homecoming Week, the Talent Show, & Blood Drives. ASG also runs class & school elections. This class meets each day during 1st period and students receive credit and a grade for their participation. This is a semester course. Each student must re-apply for admittance and have a minimum cumulative GPA of 2.5 at all times.

Assemblies: A variety of assembly formats will be used. Some assemblies may be for all students, others voluntary and some may be by invitation only. Assemblies are planned for the enjoyment and education of our students. Appropriate conduct on the part of all students is required.

Rallies: Rallies are spirit events planned by ASG. A variety of entertaining acts, spirit yells, class competitions and teacher competitions have the purpose of supporting the students in our school and promoting school spirit.

Student Congress: The Constitution provides for a Student Congress to act as a co-legislative body for the Associated Student Government and creates a closer link between students and the school administration. This body meets periodically at lunch. Each club is required to send at least 1 representative to every Student Congress Meeting. Each 3rd period class is encouraged to send a representative as well.

ASG Board

President: Christie Forbes

Vice President: Jordan Dizon

Secretary: Deanna Dupuy

Treasurer: Heather Stanley

Parliamentarian: Courtney Adler

ASSOCIATED STUDENT GOVERNMENT

Academic excellence is our goal and activities help us achieve that goal by increasing student involvement. There are many organizations and clubs that can help make this year interesting and exciting! Take part in activities to strengthen school spirit and school pride while increasing your academic and leadership skills!

Join our Club **Clubs and Organizations**

Academic Competition	Karate Club
Academic Decathlon	Key Club
Amnesty International	Lacrosse Club
Art Club	Latinos Unidos
Band & Colorguard	Mock Trial
Cal Scholar Federation	Movie Makers Club
Chess	National Honor Society
Chinese	Nations United
Christian Club	Organic/Natural Foods
Class of 2008	Panther Pals
Class of 2009	Ping Pong
Class of 2010	Recycle Club
Class of 2011	Robotics Club
Dance Club	Roots and Shoots
DATA	Sketch
Drama	Social Science Club
Ecological	Special Ed
Equestrian	Speech & Debate
Fencing Club	Statistics
Guitar Club	Triathlon
Hockey Club	Ultimate Frisbee
Interact Club	Video Games

Dances

- All dances are for Newbury Park High School students and selected guests approved in advance of the event.
- Students must have student ID's to enter the dances. Guests who are not NPHS students must have photo ID's.
- Guests may be high school students or others up to age 20. Guest passes must be completed prior to ticket purchase, and require a signature from the administrator of the guest's school as well as an NPHS administrator signature.
- Student behavior and that of their guests must be consistent with the standards and expectations of NPHS. All regular school discipline policies apply at dances.
- Doors close for admission one hour after the dance begins. Once students enter the dance, they may not leave the dance area until they depart for the evening.
- Clothing must follow school dress code guidelines and not compromise modesty. If an administrator finds anyone's attire inappropriate, that person may be denied entry or asked to leave.
- Inappropriate dancing ("freaking" or "moshing") may result in removal from the dance or possible disciplinary action.
- Purses, bags, and pockets are subject to search. Gum, mints, candy, cologne, and other liquids are subject to confiscation by event security.
- Students who elect not to follow these guidelines are subject to dismissal from dance and are not entitled to refunds.
- Check room available for coats & purses.
- Students with prior disciplinary records may be denied attendance to the dance.

Athletics

Fall (Aug—Nov)

Football
Cross Country
Golf (girls)
Tennis (girls)
Volleyball (girls)
Water polo (boys)

Spring (Feb—May)

Baseball
Golf (boys)
Softball
Swimming/Diving (boys & girls)
Tennis (boys)
Track (boys & girls)
Volleyball (boys)

Winter (November—February)

Basketball (boys & girls)
Soccer (boys & girls)
Wrestling
Water polo (girls)

Year-round

Cheerleading*
Dance*
Band and Pageantry*
*Not CIF-regulated

Students receive tenth grade physical education credit for participating in any of the above listed sports.

Requirements to participate in an athletic program:

- 1) Residence eligibility
 - 2) Scholastic eligibility. A minimum grade point average of 2.0
 - 3) Physical exam
 - 4) Insurance
 - 5) Authorization for Treatment of a Minor form
 - 6) Transportation fees: first sport \$103, second sport \$59, third sport \$45 (no athlete pays more than \$207 and no family pays more than \$414). **Subject to change**
 - 7) Signed Co-Curricular Code and Contract
 - 8) An acceptable disciplinary record
- *Athletics Code of Conduct



The “One plus One” Policy

The one plus one policy defined: For every day that a student who is involved in co-curricular activities is suspended from school, he/she will be suspended for *at least* an additional equal number of days from his/her specific co-curricular activity. For example: A student is suspended from school for three days; in addition to the three days of school suspension, the student will be faced with the further consequence of an additional three days of **non-participation** in his/her co-curricular activity (hence “One plus One”) “Co-curricular suspension” begins the day **after** school suspension ends. During the period of the school suspension, which begins when the student leaves school grounds the day the suspension was given, the student may not be on school grounds or be affiliated with any school-sponsored events. During the additional day(s) following the school suspension, the student may not participate with his or her team/group in any capacity. (i.e., participate in performances, competitions, practices, attend team meetings; sit on the team bench, etc.) Students who are suspended from school may face action by a co-curricular eligibility committee which includes, but is not limited to possible loss of athletic activity eligibility. **Depending upon the severity of the suspendable offense, a student/athlete may receive a greater consequence than described herein. Please see the co-curricular code of conduct.**

Discipline Policies

RULES AND REGULATIONS

The following rules and regulations have been established to help students maintain high standards of learning and to sustain the most positive environment for learning. Students are expected to:

1. Obey all local, state, and federal laws.
2. Respect the professional authority of all staff members and other students' rights to learn and be safe. Students must provide proper ID anytime it is requested by a faculty or staff member.
3. Come to school dressed appropriately for an academic atmosphere. (Clothing should not present a distraction that interferes with the educational process).
4. Comply with classroom and District policies and rules, including the Electronic Acceptable Use Policy.
5. Attend every class, every day, on time, with necessary school supplies.
6. Refrain from any form of cheating, including plagiarizing.
7. Remain on campus during all school hours. Obtain appropriate passes to leave campus.
8. Keep school grounds free of trash and graffiti and respect school property.
9. Leave all electronic equipment off during class time (radios, CD players).
10. Park vehicles in the student parking lot. Keep skating equipment locked up during school hours. Skateboards are not to be carried or used on campus during the school day. Students are to never skate on campus.

ZERO TOLERANCE

Conejo Valley Unified School District Board has a zero tolerance for the following violations of the California State Education Code and Penal Code:

STUDENT WILL BE SUSPENDED AND WILL FACE THE BOARD FOR EXPULSION IF:

- ◆ student is in possession of knife, explosive, gun, or other dangerous object of no reasonable use to the student. This includes "look alike" weapons.
- ◆ student sells or provides alcohol or other drugs at school.

STUDENT WILL BE SUSPENDED AND MAY FACE THE BOARD FOR EXPULSION IF:

- ◆ student causes serious physical injury to another person, except in self-defense
- ◆ student is in possession of any controlled substance
- ◆ student is under the influence of a controlled substance
- ◆ student commits robbery or extortion
- ◆ student commits assault or battery

**No guns, no knives, no drugs,
no alcohol, no violence!**

The chart on pages 17-19 provides a general list of consequences for various disciplinary problems. However, administrators reserve the option of varying consequences based on the totality of circumstances.

Student Infraction	First Consequence	Second Consequence	Third Consequence
Academic Dishonesty Contracts will be valid for two years.	Teacher notifies parent. Automatic "0" (no credit) on assignment or test. Placed on contract. Parent conference.	Student receives an "F". Administratively removed from class.	Drop from class with "F". Possible alternate School Placement
Classroom misbehavior	Teacher detention, notifies parent, suspends from class.	Detention/suspension. Counselor/parent/student conference. Contract for behavior.	Counselor/parent/student/administrator conference. Contract. Possible removal from class.
Lack of school ID	Detention	Saturday Work Study. One day suspension..	Two day suspension
Uncooperative or disrespectful behavior	Detention or Saturday Work Study	Suspension/Parent conference	Student Performance Contract, alternate placement
Unauthorized departure	Saturday Work Study	Suspension	Alternate School Placement
Unserved Detention	Saturday Work Study	One day suspension	Two day suspension
Failure to serve Saturday Work Study	Rescheduled once per school year with parent notification	One day suspension	Two day suspension
Electronic Devices: Improper use	Confiscation	Confiscation and Parent must retrieve the device	Saturday Work Study or Suspension, Parent Notified, Contract, Possible alternate placement
Skateboard Rollerblades	Detention	Saturday Work Study	Suspension, Parent Notified, Contract, Possible alternate placement
Water fights, water guns, or throwing food or other things	Detention	Saturday Work Study	Suspension, Parent Notified, Contract, Possible alternate placement
Littering	Detention	Saturday Work Study	Suspension, Parent Notified, Contract, Possible alternate placement
Gambling	Detention	Saturday Work Study	Suspension, Parent Notified, Contract, Possible alternate placement

Student Infraction	First Consequence	Second Consequence	Third Consequence
Inappropriate touching and public display of affection.	Detention/Suspension.	Saturday Work Study/ Suspension.	Suspension, Parent Notified, Contract, Possible Alternate Placement
Use of Vulgarity or Profanity	Saturday Work Study/ Suspension.	Suspension.	Suspension, Parent Notified, Contract, Possible Alternate placement.
Use of Wrong Locker	Detention	Saturday Work Study	Suspension, Parent Notified, Contract, Possible Alternate Placement
Loiter on Campus or in Parking Lot	Detention	Saturday Work Study	Suspension, Parent Notified, Contract, Possible Alternate Placement
Smoking on Campus or at a School Sponsored Event	Saturday Work Study/ Suspension	Suspension	Three Day Suspension, Contract for Alternative Placement
Unauthorized Parking	Warning	Saturday Work Study	Parking Boot Plus \$50 fine
Bring Matches, Lighters, etc.	Saturday Work Study/ Suspension	Suspension	Three Day suspension, Contract for Alternate Placement
Bring Tobacco or "Look-alike" Tobacco of any kind	Suspension	Suspension	Three Day suspension, Contract for Alternate Placement
Sell/Distribute alcohol, Drugs, "Look-alike" substances or paraphernalia	*Suspension five (5) days. Recommendation for Expulsion. Parent Conference. Notify Sheriff Department	*Suspension five (5) days. Recommendation for Expulsion. Parent Conference. Notify Sheriff Department	*Suspension five (5) days. Recommendation for Expulsion. Parent Conference. Notify Sheriff Department
Use/ Possess Alcohol, Drugs, "Look-Alike" Substances, or Paraphernalia; unauthorized possession of prescription or over the counter medications.	*Suspension five (5) days. Recommendation for Expulsion. Parent Conference. Notify Sheriff's Department. Contract to Alternate School Placement.	*Suspension five (5) days. Recommendation for Expulsion. Parent Conference. Notify Sheriff's Department.	*Suspension five (5) days. Recommendation for Expulsion. Parent Conference. Notify Sheriff's Department. Contract to Alternative School Placement.
Possession or Use of Weapon, "Look-Alike" or items that can be Weapons (including explosives and ammunition)	*Suspension five (5) days. Recommendation for Expulsion. Parent Conference. Notify Sheriff's Department	*Suspension five (5) days. Recommendation for Expulsion. Parent Conference. Notify Sheriff's Department	*Suspension five (5) days. Recommendation for Expulsion. Parent Conference. Notify Sheriff's Department

Student Infraction	First Consequence	Second Consequence	Third Consequence
Commit Robbery, Extortion or Harassment	*Suspension five (5) days. Recommendation for Expulsion. Parent Conference. Notify Sheriff's Department	*Suspension five (5) days. Recommendation for Expulsion. Parent Conference. Notify Sheriff's Department	*Suspension five (5) days. Recommendation for Expulsion. Parent Conference. Notify Sheriff's Department
Vandalism or Theft of School or Another's Property	Detention. Parent Conference/Contract or Saturday Work Study or Suspension from 1-5 days. Financial Restitution. Contract to Alternative School Placement. Notify Sheriff's Department.	Suspension from 1-5 days. Financial Restitution. Recommendation to Alternative School Placement. Notify Sheriff's Department.	Suspension from 1-5 days. Financial Restitution. Recommendation to Alternative School Placement. Notify Sheriff's Department.
Fight with, Physically Assault or Threaten Another Student	Suspension for 1-5 days. Parent conference. Contract to Alternative School Placement. Notify Sheriff's Department.	Suspension for 1-5 days. Parent conference. Recommendation to Alternative School Placement. Notify Sheriff's Department.	Suspension for 1-5 days. Parent conference. Recommendation to Alternative School Placement. Notify Sheriff's Department.
Forge/Falsify School Documents or Records	Parent Conference, Contract. Saturday work Study. Suspension. Contract to Alternative School Placement	Parent Conference, Contract. Recommendation to Alternative School Placement	Parent Conference, Contract. . Recommendation to Alternative School Placement
Dress Code Violation	Detention: Student will be sent home to change.	Saturday Work Study. Student will be sent home to change.	Suspension, Parent Conference
Violation of Senior Contract	Saturday Work Study	*Suspension for up to 5 days. 5 hours community service for each day of suspension.	*Suspension for up to 5 days. 5 hours community service for each day of suspension.
Cause Serious Physical Injury	*Detention/Suspension five (5) days. Recommendation for Expulsion. Parent Conference. Notify Sheriff's Department	*Suspension five (5) days. Recommendation for Expulsion. Parent Conference. Notify Sheriff's Department	*Suspension five (5) days. Recommendation for Expulsion. Parent Conference. Notify Sheriff's Department

Discipline Policies

CLARIFICATIONS:

Unauthorized use of electronic equipment during class time: The use of cell phones during school hours is prohibited. This includes both calling, text messaging, and the use of blue tooth technology. It includes harassment and inappropriate communications, and other misuse such as taking inappropriate photos. Any student seen using a cell phone during the school day for any reason may have it confiscated by an administrator, teacher, or campus supervisor.

Newbury Park High School acknowledges that there are legitimate reasons for students to possess and use electronic signaling devices such as cellular phones and pagers while going to and from school, and before and after school related activities.

1. Students may possess and use an electronic signaling device at any time if the device has been determined to be essential for the health of the pupil. Prior written permission will be required from the School Nurse.
2. The District assumes no responsibility for the protection, loss, or damage to any electronic signaling device.

Disciplinary Measures: Other measures include: loss of senior activities, revocation of work permit, school service, placement on contract, suspension, referral to continuation school, etc.

GROUNDS FOR SUSPENSION AND/OR EXPULSION

Per Education Code 48900, a student may be suspended from school (and/or recommended for expulsion) if the principal of the school has determined that the student has:

- a. caused, attempted to cause, or threatened to cause physical injury to another person;
- b. possessed, sold, or otherwise furnished any firearm or dangerous weapon;
- c. unlawfully possessed, used, or otherwise furnished or been under the influence of a controlled substance;
- d. unlawfully offered, arranged, and negotiated the sale of any controlled substance;
- e. committed or attempted to commit robbery or extortion;
- f. caused or attempted to cause damage to school property or private property;
- g. stolen or attempted to steal school property or private property;
- h. possessed or used tobacco;
- i. committed an obscene act or engaged in habitual profanity or vulgarity;
- j. unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia;

- k. willfully defied the valid authority of supervisors, teachers, or administrators, school officials, or other school personnel engaged in the performance of their duties;
- l. knowingly received stolen school property or private property;
- m. possessed an imitation firearm.
- n. committed or attempted to commit a sexual assault;
- o. harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary hearing for the purpose of preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both;
- p. possessed or used any electronic signaling device, including, but not limited to, paging and signaling equipment without the prior consent of the principal;
- q. committed sexual harassment.
- r. caused, attempted to cause, threatened to cause, or participated in an act of hate violence;
- s. intentionally engaged in harassment, threats, or intimidation, directed against a pupil or groups of pupils;
- t. Made terrorist threats against school officials or school property;
- u. Possessed or used any electronic signaling device.

DRESS CODE

Students should dress appropriately for a learning and working environment. Clothing should not present a distraction that would interfere with the educational process. Specifically:

- Students must wear shirts and shoes at all times.
- Attire that depicts sex, drugs, alcohol, tobacco, profanity, vulgarity, or slurs against specific groups is not appropriate. No clothing which promotes violence.
- Gang attire may not be worn.
- Wallet chains or other chains are not permitted.
- Clothing should preserve modesty. No extremely short shorts or skirts, bare midriffs, strapless or backless tops. No muscle shirts, lingerie or undergarments worn as outer clothing.
- Pants must be able to stay up with or w/o a belt. Underwear may not show.
- Face paint is not allowed at any school function.

Discipline Policies

ACADEMIC HONESTY

All students have the right to keep confidential the materials, homework, tests, and expressions that they created through their efforts.

Academic dishonesty is a deliberate attempt to disrupt the learning process by misrepresenting another's work as one's own. "Collaborative Work" still requires a final product in the student's own words.

Examples of academic dishonesty:

- Unauthorized communication; (talking during exams, etc.)
- Copying exam materials or homework;
- Allowing another student to copy;
- Using prohibited notes or devices;
- Removing or distributing all or part of a test;
- Plagiarism;
- Submitting another's paper or project which is not one's own work;

Consequences:

Each infraction will be included in the student's discipline record.

First offense: zero for assignment or test, conference with parent and teacher, and a two year Academic Dishonesty Contract signed by student, parent and Administrator.

Second offense: student will be drop/failed from the class in which the second offense took place and enrolled in study hall.

HARASSMENT

Students have the right to an academic environment that is free from sexual/racial harassment or discrimination.

Harassment is unwanted and unwelcome behavior from other students or staff members that is perceived to create a hostile environment.

The following are examples of harassment:

Unwanted touching	Racial-specific comments
Request for sexual favors	Derogatory gender remarks
Indecent exposure	Suggestive looks
Sexual innuendos	Obscene comments
Physical threats	Threatening comments

If students feel they are being harassed, they should see a teacher, their counselor or an administrator. Any report made will be kept confidential.

Comments showing intolerance for any student based on race, gender, sexual orientation, religion or creed. Harassment is a serious offense. Consequences for students who harass others range from detention to suspension or expulsion from school.

Treat others as you wish to be treated!

DETENTION

After-school detention is scheduled from 2:15 to 3:05 Mondays through Thursdays, (Tuesday mornings 7:25-8:10) in different rooms. See the posted room assignments in the classrooms.

Students are to go to the detention room with study materials and their white detention assignment sheet in order to be accepted into the classroom. No credit will be given to a student who does not remain quiet and use the time to read or study.

After completion of detention, students will receive a yellow receipt that indicates they have served their detention. Students are responsible for taking the yellow receipt to the person who assigned the detention. *If a student fails to serve detention or present the yellow receipt to the appropriate person, the student is considered a no-show to detention and more severe consequences will apply.*

SATURDAY SCHOOL

Saturday Work/Study Program is held on specifically assigned Saturdays throughout the school year (not every Saturday). It begins at 8:00 A.M. and ends at 12:00 noon. Students must arrive on time to be accepted into the room and receive credit for attending. Students must enter campus through the South gates.

The assigned rooms and supervising staff members vary throughout the school year. The Saturday School assignment sheet will indicate the proper location.

Students must bring study materials and also be prepared to do physical work on campus.

Students may bring a snack for break. No one will be allowed to leave campus at any time during Saturday School.

Each **whole day truancy** will result in a Saturday School.



General Information

ELECTRONIC COMMUNICATION ACCEPTABLE USE POLICY

Electronic communication provides access to vast and diverse resources. Through Local Area Networks (LANs), Wide Area Networks (WANs), and Internet, staff and students have access to individuals, groups, data, and materials from all over the world.

Appropriate access to these resources is consistent with the District's goal of promoting educational excellence. Student access using District resources is appropriate if it specifically enhances the curriculum grade level content standards adopted by the Board of Education, and if it is provided with direct guidance from District staff.

It is understood that much of the material available through electronic communication has no direct educational value for students, and some of the material available is not suitable for all students. It is also understood that the District cannot control the content of the materials on a global network, nor can it fully protect students who misuse District resources to electronically access materials.

Access to a District Local Area Network, Wide Area Network, or the Internet is a privilege, not a right.

To assure the appropriate use of District resources for electronic communication, the following requirements shall apply to all District staff and students.

1. All use must be in support of the educational mission, goals, objectives, and/or curriculum grade level content standards adopted by the Board of Education.
2. All use must be consistent with the rules of any network being accessed.
3. Unauthorized use of copyrighted materials is prohibited.
4. Distribution of material protected by trade secret is prohibited.
5. Accessing or inputting threatening or obscene material is prohibited.
6. Use for commercial activities is prohibited.
7. Use for product advertisement or political lobbying is prohibited.
8. Harassing/threatening someone or soliciting such action at school during school hours or referring to school is prohibited.

Violations of this policy will result in appropriate disciplinary action which may include loss of access, the full range of disciplinary consequences allowed by the Education Code, and criminal prosecution.

General Information

Accidents On Campus: Any student injured at school should report promptly to a teacher, the Health Clerk, an administrator, or a counselor.

Student Property: Personal property brought to campus is at the Student's risk.

Electronic Devices & Toys: All electronic devices that are being used by a student during a class will be confiscated. Items include: tape and CD players, ipods, pagers, headphones, laser pointers, and cell phones.

Skateboards: Skateboards, in-line skates and roller skates are not allowed. Storage of these items on campus is at the owner's risk. The school is not responsible for the safety of items stored. If skates or skateboards are used to get to and from school, user must be completely off campus while wearing skates or riding skate boards. Skateboards are not to be carried from class to class.

Homework: The District guidelines for high school are:

- Homework to be assigned on a regular basis
- Approximately 90-120 total daily minutes

Library: The Library opens at 7 a.m. and remains open all day, through break and lunch. Closing time varies depending on the Homework Help schedule. The student I.D. card is required to check out all materials, including books and computers. Students are responsible for damage or loss to computers or books, as well as late fees incurred.

Homework Help: In addition to regular Library hours, the Library is also open for homework help on Mondays and Wednesdays from 3:00 p.m.-5:00 p.m.; also on Tuesdays and Thursdays from 3:00 p.m.-9:00 p.m. The Library closes at 2:30 p.m. on Friday and there is no Homework Help on that day.

Lockers: Ninth grade students will be assigned lockers at the beginning of the school year. Students in grades 10 through 12 will use the same locker they were assigned the previous year. The locker number and combination will be printed on the "Official Schedule" distributed the first day of school. The school is **not responsible** for any items in the lockers. Please do not share locker combinations with anyone. Do not leave books or personal possessions in lockers over weekends or holidays. Do not overfill lockers as it will cause the locker to fail to open. Students should report any locker problems to the Attendance Office.

Off campus lunch privilege: At the beginning of the Fall term, 11th and 12th grade students may apply for an Off-Campus lunch pass. Individual eligibility will be determined by: (1) a minimum 2.0 GPA in the previous term, (2) no more than three class periods of truancy and no full-day truanicies the previous term. Students with excessive referrals risk losing off campus privileges.

- Parents must come in person to the school to sign a "Parent Consent" form giving permission for their student to have the off campus pass, or provide a notarized signature.
- Students who abuse the lunch pass privilege and/or fail to maintain eligibility will have the pass revoked for the remainder of the term.
- The replacement fee for a lost lunch pass is \$25.00.
- Parents are required to follow the procedures for the original off campus pass application for reinstatement or replacement of a lunch pass. Students suspended during the term may lose their off campus lunch privilege.
- Students in possession of a fraudulent off campus lunch pass will lose their off campus lunch privileges for the remainder of the school year.

Parking: Only Jrs & Srs with the appropriate parking sticker displayed in the lower left windshield will be allowed to park in the school lot. Permits and stickers are available for \$15.00 in the Activities office. The parking lot adjacent to the gymnasium and Performing Arts Center is the **only** lot provided for NPHS students. Loitering in the parking lot, or sitting in or on parked cars while school is in session or after school is not allowed. The school is not responsible for student's cars or materials left in them. Make sure cars are locked. Report any loitering or suspicious actions to the office.

Violation of Parking Rules: Cars parked without authorization or in unauthorized areas will be towed or immobilized, and owners will be fined \$25.00.

ID Card: All students are issued ID cards. Students must carry these cards on campus at all time and be prepared to present them if requested by any staff member. If cards are lost, duplicates must be obtained in the Activities Office for a \$5.00 replacement fee.

General Information

Student Activity Cards: (SAC) will be \$50.00 until September 28, 2007 and increase to \$60.00 after that date. A SAC will offer you free entry to all home athletic events except playoff games, and discounted prices to many dances, PE clothes and sportswear.

Student Store: The Student Store is operated by the student body for the benefit of Newbury Park High School students. School supplies of all types are on sale, including paper, pencils, workbooks and gym clothes. Various Panther spirit items are also available. The Student Store is the place to purchase Yearbooks, SACs, dance and other special event tickets.

Store hours: 7:30 - 12:30 & 2:00-2:30
Students will only be assisted **before school, during breaks, and after school.**
The student store is closed to students during class time.

Minimum Days or Special Schedule: Store closes 1/2 hour after school ends.

Telephones: The school telephones are for school business only. They may be used by students in a medical or emergency situation. Credit card or collect calls may be placed from telephones located on the quad in front of the office. Personal calls *should not be placed during class time. Cell phone calls and text messages may not be made during class time.*

Textbooks: Textbooks are distributed through the textbook room and library. Students are responsible for the textbooks assigned to them. Students should write their names in their textbooks upon checkout. Textbooks should be kept in student lockers, at home, or in a backpack, not in a classroom. New books will not be issued until textbook fines are paid. Save receipts for any fines paid. Please cover all textbooks.

Vehicles: Students have the privilege of driving their cars, motorcycles, mopeds, or riding bicycles to school provided the following rules are observed:

1. Jr. & Sr. student vehicles parked in the school parking lot must have a parking permit sticker (\$15.00) which must be affixed to car windshield. Each car must be registered in the Office. You must show your drivers license and current DMV registration to receive your permit. The lot is located in front of the gym and Performing Arts Center. Your permit does not guarantee you a parking space.
2. Student cars are to be parked and locked in the student lot only.

3. Bicycles must be parked and **locked** to the bike racks next to the "T" Building. Bicycles are to be walked on campus at all times.
4. Mopeds may be parked and locked in the bike rack area but must be walked to the rack from the parking lot. Skateboards may be locked in the skateboard rack located in bicycle rack area.
5. **The faculty parking lot is off-limits to student cars. Unauthorized vehicles in the faculty lot may be towed away, or have a wheel lock placed on the vehicle and a \$25 fine.**
6. All parking lots are off limits during school hours.

Visitors: NPHS is a closed campus. Any non-student must check in through the office. Students may not have visitors (relatives or friends) with them during the school day.

Work Permits: Students under the age of 18 must apply for a work permit in the College and Career Center. To obtain a work permit, a student must meet the following qualifications:

a grade point average of at least 2.0 for the prior grading period and must be attending school regularly and on time at least 90% of the time.

Yearbooks: \$85.00 with a discount of \$10.00 if SAC is purchased at the same time. After September 28, 2007, there will be no SAC discount and Yearbook prices will increase every month ending with a price of \$85.00 in December 2007. If you wait until June 2008 to buy it is first come first serve for remainder of books at a higher price.

Grade Appeals: Requests for course grade changes must be made in writing and within 20 days of when the grade was originally posted.

Prescriptions and Over the Counter Medications:

Parents shall inform the school of the medication being taken, the current dosage and name of the supervising physician. Parents must fill out an Authorization for any medication during school hours. Further, the medication must be left with the school nurse.