

NEWARK MEMORIAL HIGH SCHOOL

STUDENT and PARENT INFORMATION HANDBOOK



2012-2013

Newark Memorial High School

39375 Cedar Blvd.

Newark, CA 94560

Phone: 510-818-4350

Fax: 510-794-2120

Web Address: <http://nmhs.schoolloop.com>



Newark Unified School District

5715 Musick Blvd.

Newark, CA 94560

510-818-4350

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Newark Memorial High School

STAFF DIRECTORY

Principal	Mr. Edward Marquez	818-4301
	Mrs. Juliet Purtle, Office Manager	818-4305
	School FAX Number	794-2120
	School Website Address	http://nmhs.schoolloop.com
Administrators	Officer, School Resource Officer	818-4321
	Mr. Philip Morales, Assistant Principal	818-4302
	Mr. Ethan Cheever, Assistant Principal	818-4303
	Ms. Grace Huerta, Assistant Principal	818-4304
Office Staff		
Report Card Data	Ms. Renee Flaherty, Data Processing	818-4314
Registration	Mrs. Debbie Farrens, Registrar (transcripts,) Registrars' FAX Number	818-4315 818-4494
Athletics	Mr. Rich Swift, Director	818-4339
Attendance	Ms. Kathy Cordova	818-4350
Main Office	Mrs. Joan Venturi	818-4350
Computer Center	Mrs. Sharen McDonell	818-4338
Counseling and Guidance	Ms. Edna Jones, Secretary	818-4323
	Dr. Carolyn Scott, Grade 11/Grade 9 P-Z	818-4324
	Mr. Jonathan Luna, Grade 12/Grade 9 F-O	818-4326
	Mrs. Sonia Torres, Grade 10/Grade 9 A-E	818-4327
College and Career Center	Mrs. Sally Holguin, College/Career Ed Specialist	818-4332
	Mrs. Stephanie Evans, College/Career Ed Specialist & AP Coordinator	818-4333
Department Chairs		
English	Mrs. Clare Zapata	818-4385
Mathematics	Mr. Elie Wasser	818-4446
Modern Languages/ELD	Ms. Maria Carlos	818-4394
Physical Education/Intramural Sports	Mr. Craig Ashmore	818-4382
Science	Mrs. Michelle Mensinger	818-4379
Social Science	Mr. Matt Cartwright	818-4360
Special Education	Mrs. Terry Connelly (Lead Teacher)	818-4366
Library	Ms. Laura Utile, Librarian	818-4342
Student Activities	Mrs. Patty Charron, Director	818-4334
	Ms. Debi Destowet, Accounting Technician	818-4306

PARENT ORGANIZATIONS

PARENT ORGANIZATIONS	PURPOSE	Meeting Time
School Site Council (elected school & community representatives)	As decision-makers in the development of a school plan for submission to the local governing board, the Council approves the School Improvement Program, supplementary instructional activities and materials and/or student support programs. They establish objectives for the school plan based upon an analysis of data.	2 nd Tuesday of each month, 4 pm Faculty Dining Room in Main Office
English Learner Advisory Council (ELAC)	ELAC meets with the principal and ELD/ELAC liaison to stay informed about the English Learner program.	The 3 rd Tuesdays of the following months; (10/16,12/11,1/15)
Latino Parent Advisory Meeting	Principal meets with interested parents to keep them informed about school programs and policies and to hear and address their concerns.	First Wednesday of each month (no meeting in June)
Parent/Teacher/Student/ Association	General Membership Meetings will provide participants with important school information and parent workshops. The Executive Board will direct all PTSA activities including developing annual goals, managing the budget, planning general meetings, special projects and parent volunteer coordination.	General Parent Meetings held four times a year. Elected and appointed officers meet the second Wednesday of each month
College-Going Culture Committee	Teachers, parents, students and administrators will work together to create a college-going culture in the school with the goal of raising the bar on student achievement for all students	Meetings will be held the third Wednesday of each month (no meeting in June)
Athletic Boosters	Boosters support the athletic program through fundraisers (i.e., Crab Feed), help to raise funds for scholarships, and continue to build parent and community support for the athletic program.	3 rd Monday of each month, 7 pm, Commons
Newark Band Boosters	Band Boosters support the instrumental music program and organize fundraising.	2 nd Tuesday of each month, 7 pm

NON-STUDENTS AND VISITORS ON CAMPUS

Student visitors to the NMHS campus, when school is in session, are not permitted without administrative permission. Any person wanting to visit Newark Memorial High, but who is not a Newark Memorial student or faculty member, must seek permission from the Principal's office. This requirement is in accordance with the Penal Code of the State of California. No student is permitted to bring a younger brother or sister to school. Due to liability, children are not allowed on campus with friends or relatives during school hours.

2012-2013 SCHOOL BELL SCHEDULES

<p style="text-align: center;">REGULAR SCHEDULE Monday, Tuesday, Friday Schedule One</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>A Period</td><td style="text-align: center;">6:50 – 7:40</td></tr> <tr><td>Period 1</td><td style="text-align: center;">7:45 – 8:40</td></tr> <tr><td>Period 2</td><td style="text-align: center;">8:46 – 9:41</td></tr> <tr><td>Brunch</td><td style="text-align: center;">9:41 – 9:55</td></tr> <tr><td>Period 3</td><td style="text-align: center;">10:01 – 11:03</td></tr> <tr><td>Period 4</td><td style="text-align: center;">11:09 – 12:04</td></tr> <tr><td>Lunch</td><td style="text-align: center;">12:04 – 12:38</td></tr> <tr><td>Period 5</td><td style="text-align: center;">12:44 – 1:39</td></tr> <tr><td>Period 6</td><td style="text-align: center;">1:45 – 2:40</td></tr> </table>	A Period	6:50 – 7:40	Period 1	7:45 – 8:40	Period 2	8:46 – 9:41	Brunch	9:41 – 9:55	Period 3	10:01 – 11:03	Period 4	11:09 – 12:04	Lunch	12:04 – 12:38	Period 5	12:44 – 1:39	Period 6	1:45 – 2:40	<p style="text-align: center;">BLOCK SCHEDULE Wednesday/Thursday Schedule One</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>A Period</td><td style="text-align: center;">6:50 – 7:40</td></tr> <tr><td>Period 1/2</td><td style="text-align: center;">7:45 – 9:23</td></tr> <tr><td>Brunch</td><td style="text-align: center;">9:23 – 9:37</td></tr> <tr><td>Period 3/4</td><td style="text-align: center;">9:43 – 11:27</td></tr> <tr><td>Lunch</td><td style="text-align: center;">11:27 – 12:01</td></tr> <tr><td>Period 5/6</td><td style="text-align: center;">12:07 – 1:45</td></tr> </table>	A Period	6:50 – 7:40	Period 1/2	7:45 – 9:23	Brunch	9:23 – 9:37	Period 3/4	9:43 – 11:27	Lunch	11:27 – 12:01	Period 5/6	12:07 – 1:45																										
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<p style="text-align: center;">SINGLE ASSEMBLY SCHEDULE Schedule Three</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>A Period</td><td style="text-align: center;">6:50 – 7:40</td></tr> <tr><td>Period 1</td><td style="text-align: center;">7:45 – 8:29</td></tr> <tr><td>Period 2</td><td style="text-align: center;">8:35 – 9:19</td></tr> <tr><td>Brunch</td><td style="text-align: center;">9:19 – 9:33</td></tr> <tr><td>Period 3</td><td style="text-align: center;">9:39 – 10:29</td></tr> <tr><td>Period 4</td><td style="text-align: center;">10:35 – 11:19</td></tr> <tr><td>Assembly</td><td style="text-align: center;">11:25 – 12:25</td></tr> <tr><td>Lunch</td><td style="text-align: center;">12:25 – 1:00</td></tr> <tr><td>Period 5</td><td style="text-align: center;">1:06 – 1:50</td></tr> <tr><td>Period 6</td><td style="text-align: center;">1:56 – 2:40</td></tr> </table>	A Period	6:50 – 7:40	Period 1	7:45 – 8:29	Period 2	8:35 – 9:19	Brunch	9:19 – 9:33	Period 3	9:39 – 10:29	Period 4	10:35 – 11:19	Assembly	11:25 – 12:25	Lunch	12:25 – 1:00	Period 5	1:06 – 1:50	Period 6	1:56 – 2:40	<p style="text-align: center;">2012-2013 FINALS SCHEDULE Schedule Four</p> <p>Semester I – January 23-25, 2013</p> <p><u>Wednesday 1/23</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Period 1</td><td style="text-align: center;">7:45 - 9:45</td></tr> <tr><td>Brunch</td><td style="text-align: center;">9:45 - 10:15</td></tr> <tr><td>Period 3</td><td style="text-align: center;">10:15 - 12:15</td></tr> </table> <p><u>Thursday 1/24</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Period 2</td><td style="text-align: center;">7:45 - 9:45</td></tr> <tr><td>Brunch</td><td style="text-align: center;">9:45 - 10:15</td></tr> <tr><td>Period 4</td><td style="text-align: center;">10:15 - 12:15</td></tr> </table> <p><u>Friday 1/25</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Period 5</td><td style="text-align: center;">7:45 - 9:45</td></tr> <tr><td>Brunch</td><td style="text-align: center;">9:45 - 10:15</td></tr> <tr><td>Period 6</td><td style="text-align: center;">10:15 - 12:15</td></tr> </table> <p>Semester II – June 11-13, 2013</p> <p><u>Wednesday 6/11</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Period 1</td><td style="text-align: center;">7:45 - 9:45</td></tr> <tr><td>Brunch</td><td style="text-align: center;">9:45 - 10:15</td></tr> <tr><td>Period 3</td><td style="text-align: center;">10:15 - 12:15</td></tr> </table> <p><u>Thursday 6/12</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Period 2</td><td style="text-align: center;">7:45 - 9:45</td></tr> <tr><td>Brunch</td><td style="text-align: center;">9:45 - 10:15</td></tr> <tr><td>Period 4</td><td style="text-align: center;">10:15 - 12:15</td></tr> </table> <p><u>Friday 6/13</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Period 5</td><td style="text-align: center;">7:45 - 9:45</td></tr> <tr><td>Brunch</td><td style="text-align: center;">9:45 - 10:15</td></tr> <tr><td>Period 6</td><td style="text-align: center;">10:15 - 12:15</td></tr> </table>	Period 1	7:45 - 9:45	Brunch	9:45 - 10:15	Period 3	10:15 - 12:15	Period 2	7:45 - 9:45	Brunch	9:45 - 10:15	Period 4	10:15 - 12:15	Period 5	7:45 - 9:45	Brunch	9:45 - 10:15	Period 6	10:15 - 12:15	Period 1	7:45 - 9:45	Brunch	9:45 - 10:15	Period 3	10:15 - 12:15	Period 2	7:45 - 9:45	Brunch	9:45 - 10:15	Period 4	10:15 - 12:15	Period 5	7:45 - 9:45	Brunch	9:45 - 10:15	Period 6	10:15 - 12:15
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<p style="text-align: center;"><u>ROP SCHEDULES</u></p> <p style="text-align: center;">Off Campus ROP Classes</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30%;">Morning Classes</td><td style="text-align: center;">7:30 - 9:30</td></tr> <tr><td>Afternoon Classes</td><td style="text-align: center;">1:00 – 3:00</td></tr> </table>	Morning Classes	7:30 - 9:30	Afternoon Classes	1:00 – 3:00																																																					
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CAREER FAIRE SCHEDULE		SPIRIT WEEK SCHEDULE	
	Schedule Eight		Schedule Six
A Period	6:50 – 7:40	A Period	6:50 – 7:40
Career	7:45 – 9:40	Spirit	7:45 – 8:35
Brunch	9:40 – 9:54	Period 1	8:41 – 9:27
Period 1	10:00 – 10:36	Period 2	9:33 – 10:19
Period 2	10:42 – 11:18	Brunch	10:19 – 10:33
Period 3	11:24 – 12:00	Period 3	10:39 – 11:30
Lunch	12:00 – 12:34	Period 4	10:36 – 12:22
Period 4	12:40 – 1:16	Lunch	12:22 – 12:56
Period 5	1:22 – 1:58	Period 5	1:02 – 1:48
Period 6	2:04 – 2:40	Period 6	1:54 – 2:40

SCHOLASTIC INFORMATION

ACADEMIC/CAREER PLANNING SERVICES

Counselors assist the students in long-range academic planning. They ensure that students are placed in appropriate courses related to their interest, ability, and achievement. Counselors monitor the students’ progress toward graduation and keep parents/guardians informed of their students’ progress and attendance.

Additionally, they provide parents/guardians with information on professional programs designed to help students whose problems are beyond the scope of the school guidance counselor.

CHANGING OR WITHDRAWING FROM A CLASS

Schedule changes *may* be considered for the following reasons **ONLY**:

- To add a graduation requirement
- To add a college entrance requirement
- To add a missing class
- To delete a class already passed
- To correct an incorrect placement
- **No changes will be made after two weeks into the semester without counselor and administrative approval.**
- A year's course is a yearlong commitment
- There will be ABSOLUTELY NO request to change teachers or period honored for any reason, per the NMHS administration.
- In order to withdraw from a class, students must complete a ***Request to See Counselor*** form. Forms are available in the Counselors’ Office.

CONSEQUENCES OF CHANGING OR WITHDRAWING FROM A CLASS

1. A student is enrolled in a class until he or she has been officially changed or dropped. The change is official when a signed Student Schedule Change Form has been completed, and until this is done, the student must continue to attend that class.
2. A student who stops attending a class from which he/she has not been officially dropped will suffer the consequences of cutting as specified by the attendance policy. This may result in a failing grade.

COLLEGE/CAREER CENTER SERVICES

The College/Career Center offers resources that assist students in making decisions about careers, colleges, training programs, Mission Valley ROP, and the military services.

Assistance is also available regarding college and career testing, youth employment, financial aid and scholarships. A computer guidance system will help students plan their academic and career future.

ADVANCED PLACEMENT COURSES (AP)

Per the Advanced Policy (AP) at Newark Memorial High School students must agree to the following contract. Parents and students must agree to each statement as part of the policy.

- I understand that this is a college course with college-level expectations, and I understand that my work will be held to a college-level standard.
- *Enrolling in an AP course is a commitment.* Students who sign up for these courses **WILL NOT** be allowed class changes except in extreme circumstances.
- The objective of the Advanced Placement course is to prepare students to pass the AP exam.
- AP students have rigorous, demanding curriculum, homework, and a fast-paced learning schedule.
- AP students need to attend regularly, missing class only in cases of personal illness, family or personal emergencies, or events that cannot be arranged outside school time (funerals, weddings, etc.). Please plan vacations outside of school time.
- AP students may have assignments over the summer break.
- I understand that this class fills a graduation or elective requirement and I may be credit deficient should I fail the course.

GRADE LEVEL CLASSIFICATION OF STUDENTS

Grade level or class standing is based on the minimum credits earned at the end of each semester:

	Semester 1	Semester 2
Freshman (9)	30 credits	60 credits
Sophomore (10)	90 credits	120 credits
Junior (11)	150 credits	180 credits
Senior (12)	210 credits	240 credits*

*All students should receive a minimum of 230 credits.

GRADUATION REQUIREMENTS

To participate in the June graduation ceremony and graduate from Newark Memorial High School, the student must:

1. Earn a MINIMUM of 230 credits in the required areas, and
2. Must pass the California High School Exit Exam
3. SUBJECTS Credits

English	40
Mathematics (Algebra required).....	20
Science:	
Physical Science.....	10
Life Science.....	10
Social Science:	
World History.....	10
US History.....	10
Economics.....	5
Government.....	5
Modern Languages or Fine Arts	10
Applied Arts or additional credits in	
Fine Arts or in Modern Languages.....	10
Physical Education.....	20
Electives	80
<u>TOTAL</u>	<u>230</u>

REPEATING CLASSES FOR CREDIT OR TO IMPROVE A GRADE

Students who have failed a course required for graduation may repeat the class in summer school, if offered, online classes, adult education, and/or community college.

TUTORIAL SERVICES

Newark Memorial High School offers tutorial services based on the availability of each individual teacher. Students are encouraged to speak with their teachers for tutoring assistance.

WORK PERMIT POLICY

1. Before a work permit is issued, the student must be in good attendance and academic standing, which means:
 - a) Good attendance for three weeks prior to applying for a work permit (2 unexcused absences – including school suspension – is maximum for this period).
 - b) Must have a 2.0 grade point average or better and no “F” on the report card.
 - c) If the student is not in good academic standing, or does not meet point “b” above, or is on Probationary Status, the student may receive a permit on a trial basis until the next grading period.

- d) If a student is on the Ineligibility List, the student must wait until the next grading period in order to apply for a work permit.
2. After the work permit is issued, the student must maintain satisfactory attendance and academic standards to keep the work permit. If a student initially receives a work permit while on probation and fails to improve his/her status or is placed on the Ineligibility List, **the work permit will be revoked.**

Reminder: A Summer School work permit does not automatically entitle a student to a work permit in September. Poor grades in June, unless made up, will keep a student ineligible in September.

GRADING POLICY

Grading System

Board Policy 5110D, 5110E, 5110F

Administrative Regulation Series 5000 AR 5121

The following explains the criteria for awarding grades on Progress Reports and Report Cards:

- Mark A (4 points) – Outstanding Achievement**
Mark B (3 points) – Above Average Achievement
Mark C (2 points) – Average Achievement
Mark D (1 point) – Below Average Achievement
Mark F (0 point) – Little or No Achievement

Mark NM (0 point) – No Mark

The grade NM is to be used only for recently enrolled students if the teacher has insufficient information on which to make an assessment decision.

MARK I (0 points) – INCOMPLETE

This grade reflects a failure to meet minimum requirements. Incomplete means course requirements have not been met at the time grades are assigned. It is beyond student's control. If work is not made up within six (6) weeks, the Incomplete will be changed to an "F" grade.

- **NOTE:** Board Policy requires that parents be notified that their student is in danger of failing prior to the student being given an F grade.

The following explains the criteria for awarding grades on Progress Reports and Report Cards for Honors and Advanced Placement (A) Courses. (See pg 8-9 for AP info)

- Mark A (5 points) – Outstanding Achievement**
Mark B (4 points) – Above Average Achievement
Mark C (3 points) – Average Achievement
Mark D (2 points) – Below Average Achievement
Mark F (0 point) – Failure

This weighted system will apply only to UC certified honors and Advanced Placement courses.

SCHOLASTIC HONORS

Newark Memorial High School places a high priority on academic achievement. In order to encourage students to achieve to their fullest potential and to recognize those students who are successful academically, the following honors recognition system has been established. Recognition will be awarded at Senior Awards Night.

1. Valedictorian

- Must be enrolled in a minimum of six courses every semester including the senior year.
- Single highest cumulative/weighted grade point average based on semester grades up to third quarter grade in senior year.
- Tie-breaker: Number of Honors and/or AP classes during Sophomore, Junior, and Senior years. If still tied, STAR and/or CAHSEE scores may be used as an additional tie-breaker.
- **Recognition:** Medal that will be worn on graduation day.

2. Salutatorian

- The second highest GPA based on same criteria as Valedictorian.
- **Recognition:** Medal that will be worn on graduation day

3. Top Ten

- The top 10 students that have achieved the highest weighted GPA from grades 9 through 12.
- **Recognition:** Yellow Honor Scarf that will be worn on graduation day.

4. Principal's Honor Roll will be established and published each semester and the third quarter for seniors:

- Minimum of 30 credits – G.P.A. of 4.0 or higher must be established and maintained throughout the year.
- **Recognition:** Principal's Honor Roll Pin.

5. Honor Roll will be published each semester and the third quarter for seniors

- Minimum of 30 credits on weighted G.P.A. of 3.25 or above must be established and maintained throughout the year.
- **Recognition:** Honor Roll Pin.

6. Graduation Honors

- Seven (7) times on the Honor Roll. Second semester seniors must have a 3.25 weighted G.P.A. at the third quarter.
- You must have six classes per year.
- **Recognition:** White honor tassel will be worn in place of the regular school colors as an indication of scholastic honors at graduation

7. **California Scholarship Federation** – CSF Life Members will be identified on the graduation program. A CSF seal will be placed on each member’s diploma and transcripts.
 - **Recognition:** Life members will receive a Blue and Gold Cord which will be worn at graduation.
8. **Academic Block** – Students earning 1000 points will be awarded an academic block. For each addition 500 points earned students will earn a Lamp of Learning. Blocks will be handed out during the two weeks after the 1st and 3rd quarter.

SCHOLASTIC HONORS GRADES 9-11

1. Principal’s Honor Roll will be published in February for Semester 1 and September of the following year for Semester 2:

- Weighted G.P.A. of 4.0 or higher must be established and maintained throughout the year.
- **Recognition:** Principal’s Honor Roll Pin.

2. Honor Roll will be published in February for Semester 1 and September of the following year for Semester 2:

- Weighted G.P.A. of 3.25 or above must be established and maintained throughout the year.

NMHS HOMEWORK POLICY

SERIES 6000 BP 6154

INSTRUCTION

Homework

The Newark Unified School District Board of Education understands and believes the research that parental/guardian interest and involvement in their child’s learning as well as spending quality family time at home are critical elements to a child’s success in school. Homework is one way of involving the parent in the student’s learning process. The Board recognizes the diversity of families in the community and honors family experiences outside school. The frequency and appropriateness of homework shall be planned carefully and evaluated periodically by site administration and leadership teams.

Definition of Homework

Homework is the time students spend outside the classroom in assigned activities to practice, reinforce, or apply newly acquired skills and knowledge to learn necessary skills of independent study (*Jocelyn A. Butler, School Improvement Research Series (SIRS)*).

Purpose of Homework

- to assist and improve a student’s progress towards California State Standards
- to extend or make more meaningful concepts introduced at school

- to engage students in purposeful practice relevant to their learning
- to develop effective study habits

Recommended Nightly Minutes

Within Newark Unified School District, each school will establish homework expectations organized by grade level, course level, or department and follow the parameters established by district policy. Homework is to be reasonable in length, directly related to California State Standards and classroom work, well defined in advance by the teacher, understood by the students, and assessed and returned to the student in a reasonable time. Homework will vary according to the course description and the student’s grade level.

Teachers and parents must recognize that students work and learn at different rates. Teachers are encouraged to make every effort not to exceed the recommended nightly minutes. In situations where the time it takes a student to complete expected homework assignments regularly exceed the recommended amount of time listed in this policy, teachers and parents should confer to determine if adjustments are needed to fit within the following recommendations.

Homework includes all work assigned by teacher(s). These minutes and days are based on time estimated for an average student working at a focused pace in an uninterrupted environment. Long-term projects may require additional time to complete. The guidelines do not include minutes provided for school-wide academic interventions. These minutes do not include daily independent reading, which is expected and encouraged. Homework times may vary occasionally.

The recommendations are as follows:

9 th – 12 Grades	120 minutes per night	Monday – Friday
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Certain classes/programs, such as college prep, honors, Advanced Placement (AP) and college level classes may have additional homework requirements.

Communication

Homework is an important tool for home/school communication. Parents and students will be informed at the beginning of the school year of homework policy through Back to School Night presentation, district and/or individual site handbooks, course expectations, and/or newsletters. Teachers and parents are encouraged to communicate frequently about how well homework is promoting student progress toward California State Standards.

Adopted by the Board of Education: May 4, 2004

SERIES 6000 AR 5154

INSTRUCTION

Homework

The Board recognizes that the development of responsibility, self-discipline, and life long learning is essential. The Newark Unified School District board policy 6154 establishes homework as a planned and expected part of the educational program.

Types of Homework

The five major homework types are as follows:

- practice—which is designed to reinforce skills and information covered in class;
- preparation—which is given to prepare students to benefit from subsequent lessons;

- extension—which is provided to determine if a student can extend the concept of skill learned in class to a new situation;
- creative—which is designed to require students to integrate many skills and concepts in producing some project;
- Completion—which is a continuation of assignments started in class.

Responsibilities and Procedures

Homework needs to reflect expectations for progressive student responsibility from kindergarten through twelfth grade. As capacity for self-direction increases, teaching and parenting roles change from more directive to more facilitative.

Teacher will

- assign homework that supports the California State Standards and is meaningful, useful, and appropriate to the individual child
- provide a balance between long-range and short-term assignments
- monitor long-term assignments in order to avoid last minute student efforts, whenever possible
- give clear, concise directions; allow time for student questions; consider availability of materials and provide options when needed; provide legible, error free worksheets, whenever possible
- suggest guidelines to parents for appropriate supervision of homework
- ensure that students who have excused absences know how they may make up homework and, at a minimum, are given the number days of absence to complete work
- coordinate long term assignments with other departments, whenever possible
- ensure that if assignments are given on Friday, they will not exceed the Recommended Nightly Minutes as stated in the board policy
- refrain from assigning homework the day prior to school break periods that would require completion of an assignment only during the school break, whenever possible
- refrain from using homework as a punishment and from exercising disciplinary action if homework is attempted from the full amount of Recommended Nightly Minutes as stated in the board policy
- ensure that individual students will not be penalized due to other group members not completing assigned tasks
- evaluate according to the amount of homework attempted in the recommended time
- adjust homework to accommodate academic intervention upon mutual agreement with the parent, whenever possible.

Students will

- record the directions for homework
- ask questions when necessary to clarify the assignment
- follow a schedule and keep materials orderly
- hand in, on time, neat, accurate, and meaningful products
- plan time for completion of long-term assignments
- request and hand in homework which was assigned while absent
- adhere to the guidelines of uninterrupted study time
- speak with the teacher(s) immediately if home life conflicts with study time
- speak with the teacher(s) immediately if homework exceeds recommended time.

Parents will

- provide a suitable place for study (well lit, free from distractions), whenever possible
- assist students in obtaining make-up work due to absences
- help students develop routine study habits (same time, same place)
- assist and acknowledge errors but not do the actual work
- notify the teacher immediately
 1. if child experiences extreme difficulty in the homework
 2. if materials are unavailable
 3. if the family's personal life conflicts with homework
 4. if the child's uninterrupted time spent on homework regularly exceeds the policy guidelines
 5. if he/she sees an absence of homework
 6. if the student is participating in non-school sponsored academic intervention and update status thereof
- assist child in making appropriate course and course level choices when applicable
- assist child in learning to budget time effectively, especially for long term assignments.

Approved by the Board of Education: May 4, 2004

ATTENDANCE POLICY

A BASIC RIGHT AND A LEGAL DUTY: Education Code 48200

Attending school between the ages of 6 and 18 is not only a basic right of every person, but a legal obligation. By law, parents are responsible for their children being in school every day during the school year. State law requires people between the ages of 6-18 to attend school full time, unless they are otherwise exempted. The staff at Newark Memorial believes it is the primary responsibility of the students and their parents to see that the requirements of the mandatory attendance law are met. However, the staff is also organized to assist students and their parents in this endeavor.

REGULAR ATTENDANCE IS IMPORTANT

The Newark Unified School District Board of Education believes that regular attendance plays a key role in student achievement. We ask your fullest cooperation in seeing that your child attends school each day and is on time. To facilitate daily attendance record keeping and student responsibility, please call the school whenever your child is absent, tardy, or is to be dismissed early. ROP students must comply with the same attendance requirements as all students.

While calling please give the verifying employee or voicemail the following information:

1. The name of the student who is absent or tardy.
2. Your name as the parent / guardian calling in the absence.
3. The date or dates of the absence.
4. The reason for the absence or tardy.

If you are unable to call, please send a written excuse the next day, signed by a parent/guardian. Students who are chronically absent may be referred to our Project Specialist, Student Attendance Services.

When a student has had ten (10) absences in a school year for illness, any further absences in the school year must be verified through your child's physician. Parents/guardians will have three school days to clear an absence following the return of the student. If proper verification is not provided within three school days, the absence will be recorded as unexcused (AR 5113).

Education Code 48260: Any student who is absent from school without a valid excuse three (3) full days in one school year, or tardy or absent on three (3) occasions for more than any 30 minute period during the school year or any combination thereof, is a truant and shall be reported to the Superintendent or designee (ED 48260). **Truancy letters will be sent out at this time.**

Education Code 48260.5: The parent or guardian is to compel the attendance of the pupil at school. Parents or guardians who fail to meet this obligation may be guilty of an infraction and are subject to prosecution (minimum fine of \$271).

SCHOOL-WIDE ATTENDANCE POLICY

Our automated calling machine will contact every student's home who has one or more unverified absences for that day. Please return the call to verify or excuse the absence. **You have only 3 days to excuse the absence.** **Attendance line is (510) 818-4350.** The school may also apply consequences for unexcused absences. **Any absences due to illness beyond ten in a school year must be verified by a physician's note.** Students may be referred to a School Attendance Review Board (SARB) hearing for not complying with the attendance policy. Parents of ROP students must also call Sally Holguin at 818-4332 to inform her of absences.

ABSENCES FOR JUSTIFIABLE PERSONAL REASONS: Education Code 48205.7

Upon your written request and approval by the school principal, your child may be excused from school for justifiable personal reasons such as an appearance in court, attendance at a funeral service, observation of a religious holiday or ceremony of his/her religion, attendance at religious retreats, or an employment conference. In addition, if a student is the custodial parent of a child, his/her absence shall be excused when the child is ill or has a medical appointment during school hours.

ABSENCES FOR RELIGIOUS PURPOSES: Education Code 46014

After completing a minimum day, students who have written permission from their parents or guardians may be excused from school to attend religious services at a place away from school. Such absences are limited to four times per month.

CONFIDENTIAL MEDICAL SERVICES: Education Code 46010.1

School authorities may excuse any pupil in grades 7-12 from school for the purposes of obtaining confidential medical services without the consent of the pupil's parent or guardian.

SCHOOL ATTENDANCE REVIEW BOARD (SARB)

SARB was established in Newark Unified to develop new ways of coordinating school, community, and home efforts to deal with student attendance and behavior problems. Education Code, State of California, deals with truancy in the following sections:

Education Code 48260

Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school year or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

Education Code 48290.5

The parent or guardian is obligated to compel the attendance of the pupil at school. Parents or guardians who fail to meet this obligation may be guilty of an infraction and is subject to prosecution. Parents or guardians have the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.

Education Code 48261

Any pupil who has once been reported as truant and who is again absent from school without valid excuse one or more days, or tardy for more than any 30-minute period on one or more days, shall again be reported as truant to the attendance supervisor or the superintendent of the school district.

Education Code 48262

Any pupil is deemed an habitual truant who has been reported as a truant more than three times per school year, provided that no pupil shall be deemed an habitual truant unless an appropriate district officer or employee has made a conscientious effort to hold at least one conference with a parent or guardian of the pupil and the pupil him/herself, after the filling of either of the reports required by Section 48260 or Section 48261.

As a result of this part of the Education Code, students found in violation of attendance and/or tardy regulations may be requested to appear before the district's School Attendance Review Board, SARB. A SARB hearing is scheduled when all attempts at the classroom and school level have failed to remedy the attendance/tardy problem.

The SARB panel is typically composed of the district's School Resource Officers, District Nurse, Site Administrator, a representative from district administration, and a representative from a community-based counseling service.

SARB hearings are convened to identify the causes of truancy. The student and parents are required to attend. At the conclusion of the hearing, a written attendance contract is generated and timelines and monitoring procedures are developed. The parent and student must sign the SARB contract. If the student and parent fail to comply with the SARB contract, the parents are referred to the District Attorney's office for prosecution.

For grades 11 and 12, **failure to comply with the attendance contract will result in the revocation or non-issuing of work permits and may result in the district petitioning the court to revoke or delay the issuance of a California Driver's License (Vehicle Code 13202.7).**

CUTS

An absence is considered a cut if a student is seen out of class or off campus without a legitimate excuse. If the absence is legitimate, the parent should call the school (818-4350) the day of the absence. The absence can also be excused by sending a note to the attendance office. Absences can be excused up to three days after the student has missed class. **Consequences for Cutting: before or after school detention, Saturday detention, one to three days of suspension.**

OFF GROUNDS PASSES

Once students arrive at school, they cannot leave without first checking out through the office. Students who leave school without an "off grounds pass" will be marked unexcused or given a cut

for classes missed. Please notify the office in advance when you know your student will be checking out for doctors' appointments, funerals, etc.

TARDY POLICY

It is important to have an uninterrupted educational flow to the presentation of lessons, consistent expectations and valued responsibilities. In order to greatly improve attendance issues the following structures will be put in place.

TARDIES

Tardies are dealt with in accordance with a school-wide tardy policy, which includes warnings, home contacts, teacher assigned detentions, and office referrals. Administrators will assign Saturday School, suspensions, or SARB as appropriate. The School-wide standards for Tardies Policy will be posted in each classroom.

SCHOOL WIDE STANDARDS FOR TARDY POLICY

Tardy #1 Verbal Warning

Tardy #2 School Detention - 15 minute detention held in the classroom by the teacher, followed by a phone call to parent.

Tardy #3 1 hour Wednesday / Thursday detention beginning at 2:00 in Room 471. Referral and phone call to parent by instructor.

Tardy # 4 or More 1 hour Detention or 4 hour Saturday School. Missed detention will result in a 4 hour Saturday School. Saturday Schools will be issued by administrators.

- **Arriving late to detention will result in a four hour Saturday School**

Saturday Schools will be held every two / three weeks, referrals and phone calls home will be issued prior to the Saturday detentions. If a student fails to attend a Saturday School they will be suspended the following week.

ADDITIONAL STRUCTURES SUPPORTING ATTENDANCE

- Students will not be allowed to leave the classroom ten minutes at the beginning or end of a class period. If a student has medical issues it must be presented to the office and instructors.
- A pass will be provided by the teacher indicating a student can leave the room during instructional time. Students will complete a log-out sheet in class that will indicate the name of student, date, time leaving class and returning. At the end of each month this log-out sheet will be brought to Mrs. Purtle.
- Students that are not in class during instructional time and do not have a pass will be brought back to their class, issued a cut and given a Saturday School.

TEACHER-AIDE HALL PASS

For purposes of identification, all teacher-aides must wear a teacher-aide identification badge at all times when on campus or in the office. It must be affixed to their shirt/blouse in a visible place. The badges can be obtained in the office. Those teacher-aides not wearing their I.D. badge will be sent back to the classroom.

STUDENT CONDUCT/STUDENT ADJUSTMENT

STUDENT DISCIPLINE

CHEATING

Level 1

Definition of Cheating:

Cheating is the deliberate attempt to gain an advantage by dishonest means. In the classroom cheating behaviors include:

- 1) submitting work for a grade or credit which is not the work of the student being graded;
- 2) possessing unauthorized information during a test;
- 3) giving or receiving answers or information during the testing period and/or;
- 4) violating a testing procedure or other student performance evaluation procedure which gives any one student an unfair advantage over other students in the class.

Cheating includes plagiarism, forgery, duplicating another's work and submitting it as one's own or serving as an accessory or accomplice to cheating.

Level 2

Includes everything in Level 1 and can include conspiracy, theft and reproduction of student evaluation materials, widespread organized plagiarism, or tampering with grading records/documents resulting in unfair advantage and/or profit to the perpetrators, accessories, and/or accomplices.

Cheating Contract

Teachers will fill out Cheating Contract for students involved in either Level 1 or Level 2 Cheating incidents. This contract is to be signed by the student, parent and teacher. Contracts are to be turned in to the administrators and will be recorded in the Student Discipline file.

CLOSED CAMPUS

By order of the Board of Education, Newark Memorial is a closed campus. Once students arrive at school they may not leave. **All students are required to show their school identification when requested.**

AREAS THAT ARE OFF LIMITS DURING BRUNCH, LUNCH AND NON-CLASS TIMES (SEE MAP –PAGE 41)

In order to maintain a safe and supervised campus, students will not be allowed in the following areas during brunch, lunch and non-class time.

- The back access road that borders the softball fields.
- Softball dugouts and bleachers
- The areas behind the 700 building, theatre, ELD building 481-487 and the alley way.

- Students will not be permitted to linger near the pool area, weight room or Event Center areas.
- Students cannot be on the access roads and near the modern language portables that borders the canal.
- Students cannot spend time standing in-front of the Star Lab or Library during Brunch or Lunch.
- **Students that are in the above restrictive areas will be given progressive consequences.**

Brunch and Lunch Exceptions

- Students will be provided the opportunity to play basketball or soccer on the black top basketball area. It will not be an area designated to loiter during brunch and lunch.
- Students will be allowed in classrooms if they are supervised by an instructor. (It is not recommended to eat in the classroom.)
- Athletic and Club meetings will always be allowed as long as the supervisor is present. (Ex. Football, link crew, club meetings, weight room workouts, chorus, band practice)

Exiting the Campus when the day is completed

The campus will be cleared at 3:00 PM during Mondays, Tuesdays and Fridays. On block days, Wednesday and Thursdays students should be off campus by 2:00 PM.

After School Exceptions

- Sports practices, music practices, teacher tutoring, club meetings, counseling, student/parent/ teacher conferences and Wednesday & Thursday detentions.

Conduct and Safety in the Cougar Commons (Cafeteria)

Everyone should be safe and able to move freely in the cafeteria, known as the “Cougar Commons”. In order to ensure that the environment is safe and clean for everyone, it is necessary to make sure certain rules are clear and adhered to at all times. The following rules apply to “The Commons”:

- Students should conduct themselves in an orderly and respectful manner from the moment they enter (no yelling, throwing of food or other items, no horseplay, etc.).
- There is no running and no jumping on or over chairs or other equipment.
- Tables should be cleared of all garbage. Anything brought by a student should be taken away by the student.
- Students should form a single line to purchase food from the café’s, purchasing any items they take. If a student is not buying food, they should not be in line.
- Tables safely and comfortably accommodate 8 people. There should be no more than 8 students at a table at any given time.
- As there is limited space during lunch and brunch, students should be seated at a table, or exit the commons to avoid crowding walk ways and making them handicap inaccessible.
- All other school rules (dress code, electronics, etc., apply)

Consequences for misbehavior in the commons vary based on severity and frequency. Consequences may include: warnings, detention, being barred from the commons for some period of time (except to purchase food), suspension, or other consequences as deemed appropriate by administration.

COMPUTER USE

Computers in our school and their associated equipment and software are school district property. Students are expected to protect them from misuse, damage or removal and will be held responsible for any damage caused to school equipment.

Students involved in exchanging illegal e-mail with staff or students, including cyber-bullying, will be prosecuted to the full extent of the law. Derogatory language used with e-mail to students, staff or the community will result in loss of Newark Memorial computer privileges.

DRESS CODE – NUSD BOARD POLICY

The tone and learning atmosphere of a school are dramatically improved when students and staff maintain high standards of appearance. Students should come to school in attire that is appropriate and conducive to a safe and supportive learning environment. To safeguard students' and staffs constitutional right to be safe and secure in their persons at school and during school activities, the following guidelines shall apply to all school activities:

- Appropriate shoes must be worn at all times. In addition flip-flops, sandals, raised heel shoes, slippers, or shoes without a heel strap should not be worn while participating in physical education classes/activities.
- Shoes with wheels (Heelies) are not permitted footwear. Taps and heel plates which may damage school property may not be worn.
- Students should not dress inappropriately for school activities as it detracts from the learning environment. Inappropriate clothing such as: strapless or short blouses/shirts showing the stomach and midriff; see-through clothing; any low-cut tops that show cleavage; tops must cover the back shoulder blades; pajamas; and sagging pants, trousers, or shorts may not be worn. Undergarments must not be worn over outer clothing and undergarments are not to be visible. The buttocks must be covered completely.
- The Board of Education has determined that certain gangs (also known as criminal gangs or street gangs) are operating in and around Newark. In light of this fact, the governing board has also determined that the wearing of gang-related clothing on school premises or during school-sponsored activities threatens the health and safety of the students and impairs the school environment accordingly. Students may not wear, possess, use, distribute or display any clothing, color, jewelry, emblem, badge, symbols, colored bandana, or sash which represents or evidences membership or affiliation with any gang or promotes gang-related activity. Clothing which has been deemed through collaboration between Newark Unified School District and local law enforcement or other experts to be gang-related is prohibited; specifically the prohibited items of clothing which are: red, white or blue cloth belts, red or blue shoe laces, University of Nebraska jerseys or hats Also prohibited are mostly shaved head with hair only at top (Norteno) or bottom (Sureño); eye brows notched indicating 14 or 13; clothing with any of the following gang symbols or initials including, but not limited to: SUR (Sureño); SPL (Sureno Pocos Locos); FOB (Fresh Off the Boat); XIV, (Norteno) & (Sureño); LDG (Little Decoto Gangsters); EPA (East Palo Alto) Norte,

are codes (510,415 etc.), Sureño Hayward; WSU (West Side Une); LHB (Little Head Bangers); MOB (Money over bitches); CNP (Crazy Newark Pitts); YNL (Young Newark Locos); NWK (Newark (Norteños); VNF (Varrío North (Norte) Fremont; hair nets, bandanas, doo-rags, or shower caps; gang associated jackets and clothing including t-shirts with creased sleeves, or creased down the center; and split pant cuffs. **(Red shoes, red Cincinnati Reds baseball hats and jerseys and clothing with the numbers 4 and 7 indicating “DG” are discouraged. Cloth and/or woven jewelry in red, black, white and blue should be worn inside clothing.**

- Students may not wear any clothing, jewelry, emblem, bandage, symbol or other insignia that advocates or encourages the use or abuse of drugs, tobacco, or alcohol; expresses vulgarity or advocates prejudice or discrimination against people based on race, ethnicity, gender, religion, national origin, or sexual orientation; or advocates or encourages violence, profanity, sexual or illegal activity.
- Sunglasses may only be worn outdoors (except during PE), and indoors only with a doctor’s written medical permission.
- Wearing perfumed personal care products may cause an allergic reaction in students or staff. Therefore, wearing perfumed care products is discouraged.
- Potentially dangerous objects may not be worn on school sites (E.C. 48900(b)).
- Clothing that memorializes deceased.

The wearing of gang apparel is prohibited when the administrator determines that there is evidence of a gang presence that threatens to disrupt the school’s activities. It is recognized that the “gang look” often changes, and therefore what is prohibited will vary with the times, but in general the following will be prohibited:

Clothing/colors or paraphernalia related to juvenile or adult gang-related activities on the campus or during any school activity.

ELECTRONIC DEVICES USE POLICY “OFF & AWAY”

(ELECTRONIC DEVICES ED CODE 48901.5)

Personal electronic devices (PEDS) include, but are not limited to; cell phones, music players, video players, game players, media readers, computers and headphones.

Students must turn off and put away all PEDS before entering any office or teaching space, including outdoor teaching spaces, unless otherwise specified in the classroom management policy for the teacher in that space. Students who are outside of class during class time must also keep PEDs turned off and put away.

Students who violate this policy or whose use of PEDs violates any school policy may have their PEDs confiscated. The administration reserves the right to return confiscated materials to parents only and to issue appropriate consequences.

Students bring personal electronic devices to campus at their own risk. **Newark Memorial High School is not responsible for lost or stolen personal electronic devices.** Students caught stealing devices will receive consequences which may include both suspension and a report to the School Resource Officer. Administrators will investigate and attempt to locate stolen devices but classroom searches are not always possible or appropriate. Students should report thefts to their teacher and administrator.

EMERGENCY PROCEDURES

Newark Memorial High School Emergency Evacuation Procedures

In case of an emergency, it is imperative that

1. Students and staff are safely evacuated from the buildings and the adjacent areas,
2. Students and staff are accounted for, and
3. Effective, consistent, accurate communication is maintained.

In order to accomplish this:

1. The teacher/staff member will inform students of evacuation procedures and the need to maintain order,
2. The teacher/staff member will take attendance at intervals after leaving the classroom and in the outside assembly area,
3. The students will move quickly, orderly and quietly to the designated evacuation area,
4. The students will wait quietly/orderly and stay with the class at all times
5. The students will wait for official information from the teacher and follow all directions at all times, and
6. The students will, upon departure from the classroom, bring personal belongings (backpack, purse, etc.).

If an emergency or intruder alert occurs during Brunch or Lunch or during any other non-class time, all students must report to their 4th period evacuation meeting area.

If students returning from ROP, or arriving late to school without an assigned class, are on campus and an emergency occurs, the student is to report to the nearest evacuation area. If students returning from ROP or arriving late to school and are on campus during a “lockdown”, they must report to the nearest classroom or office

In the case of an evacuation, determine the area where your class is to report and proceed immediately to that area with your teacher. Please refer to the Emergency Communication Plan and the evacuation poster in your classroom.

IN-SCHOOL SUSPENSION

Teachers have the right to suspend students from their class during the current period and the same period the following day. Administrators may assign an in school period suspension when deemed appropriate. Parents and the office must be notified by the teacher issuing the in-school suspension.

LOCKERS

Book lockers will be checked out. They will be assigned on a first-come, first-served basis. **All lockers are the property of the school and are subject to search at anytime.**

NON-STUDENTS ON CAMPUS

The school districts and police departments in Fremont, Hayward, Newark, and Union City have agreed that no high school student will be allowed as a visitor at any other high school campus. Students must stay two blocks away from other high schools one-half hour before school through one-half hour after school. Students violating this policy will be picked up by the police and returned to their home school.

OPEN PERIODS

Every attempt will be made by the administration and counselors to prevent open periods in students' schedules. When this is not possible, students with an open period 2-5 will be required to report to the Library.

Students without an assigned period 1 or period 6 must report to the Library. This pertains to all students, including those participating in after school programs and athletics. **At no time are students allowed to be out of class on campus without permission.**

PARKING LOT REGULATIONS

As a means of decreasing vandalism to staff and student vehicles, the following regulations regarding the use of our parking lots have been developed. If you wish to use the Student Parking Lot, you **must** comply with the following parking regulations or risk losing the privilege to use the lot.

Reminder: If your car is parked illegally or you have violated one or more of the NMHS parking regulations (see "Violators"), your vehicle will be ticketed by the Newark Police Department. Minimum fee is \$50.00.

1. During the school day, including brunch and lunch, the parking lot is closed to ALL students.
2. Students are to park only in the large North Parking Lot, which is located in front of the Event Center.
3. All vehicles must be registered with the school and display a permit in the lower right corner of the windshield.
4. Students will be ticketed in any area marked **RED**.
5. Students will be ticketed (\$271.00 fine!) in the HANDICAPPED PARKING SPACES, UNLESS THEIR VEHICLE IS CLEARLY MARKED FOR HANDICAPPED PARKING.
6. All vehicles must be parked between diagonal lines.
7. Vehicles must park according to the traffic flow patterns.
8. Vehicles will be ticketed that are backed into parking spaces.
9. Excessive speeding or rapid acceleration is prohibited.
10. Any area designated STAFF is off limits to students and will be ticketed.
- 11. Students may not park in the staff parking lots at any time. The Central Lot adjacent to the main office and South Parking Lot are for Staff Members Only. Unauthorized vehicles parked in the staff lots will be cited by the Newark Police Department.**
12. Students parking off campus during the school day with a Newark Memorial parking sticker may be cited by the Newark Police Department.
13. All vehicles parked on campus are subject to search at any time.

Violators of parking regulations will be given one or more of the following consequences:

1. Be assigned a detention or Saturday School.
2. Be cited by the Newark Police Department.
3. Be denied the use of parking facility privileges

VEHICLE REGISTRATION

All cars in Newark Memorial's parking lots must be registered. In order to register a vehicle the following will be required:

1. A \$20.00 registration fee must be paid.
2. Proof of insurance, registration, and a valid driver's license must be presented.
3. Vehicles illegally parked are subject to being ticketed by the Newark Police Department.

ACADEMIC DETENTION

Academic Detentions may be held daily. The process of Academic Detention is as follows:

1. Teacher makes telephone contact with parent/guardian and gives detention slip to student.
2. Student must attend academic detention.
3. If no show to academic detention, teacher refers the student to administrator for assignment to Saturday Detention. Failure to attend Saturday Detention will result in further consequences up to and including suspension.

VOLUNTARY TRANSFERS TO ALTERNATIVE PROGRAMS

Any infractions discussed below are subject to disciplinary actions including, but not limited to, detention, Saturday detention, and suspension. At each progress or grade reporting period students, parents, counselors and administrators should review student progress in three areas to determine whether or not there are any students in need of an alternative school placement. Students who exhibit a combination of the following will be considered for an alternative placement through an administrative transfer following an administrative hearing: multiple F's, or multiple absences for the year, or have received 15 or more discipline notations on the record for the year.

The school will present evidence to show why the student is being recommended for transfer. The hearing officer, an administrator who does not work at Newark Memorial, will then decide whether the proposed transfer is warranted.

PROHIBITED: FOOD IN CLASSROOMS & SKATEBOARDS,

Food is not allowed in classrooms unless it is directly related to classroom instruction. Skateboards must **NOT** be ridden on school grounds at any time. Disruptive items including water balloons, water guns, shaving cream, silly string, cake, or other food items must not be used in any inappropriate manner and are not allowed on campus. Cake and food fights will result in a suspension.

USE OF INDOOR/OUTDOOR TABLES

Students may not sit or stand on any outdoor picnic or indoor cafeteria tables at any time.

SATURDAY SCHOOL PROGRAM

The Saturday School program has been developed to support the academic and social responsibilities of the school community. It is a designed study hall where students can improve their academic skills and develop appropriate responsibilities. Saturday School time is a progressive step that is used in lieu of a suspension. Students will be notified prior to the Saturday School date by a phone call home or a Saturday School form indicating date, time and place.

Newark Memorial operates a Saturday School (4 hours) for two purposes. An administrator may offer a Saturday School in exchange for a day's suspension. Parents can request the student be suspended in lieu of doing a Saturday.

The second purpose for Saturday School is to make up for an all day unexcused absence. Administrators will assign Saturday School for this purpose.

There are only two excuses that will be accepted for failure to show: a death in the family or the student being hospitalized. Failure to attend for any other reason will result in school suspension the following week.

Saturday School Guidelines

The following instructions are on the Saturday School form that is given to the student.

- Arrive at 7:50 at the student commons / cafeteria and sign-in. Students who arrive late will not be admitted.
- Students must bring materials such as educational work, texts if needed, writing tools and paper.
- One must be alert, quiet and work the entire Saturday session.
- Students cannot eat or drink during the study period, a break time will be provided.
- Return promptly to your seat after the break, role will be taken.
- During this time there will be no cell phone use, I-pod or any electric devices used. If used it will be taken away and given back the following Monday.
- Students must abide by all school policies. If any of the above requirements are not met students will be asked to leave and the following week will be placed on suspension.

COUGAR PASS REQUIREMENTS

In order for a student or guest to qualify for a Newark Memorial Cougar Pass they must be able to meet the following criteria prior to the event.

- 1) A student cannot have three or more detentions
- 2) A student cannot have more than two or more Saturday Schools.
- 3) No class or school cuts, if the NPD brings you back to school that will automatically be a Saturday School or a one to three day suspension.
- 4) A student will not be able to participate in any event if they have a suspension.
- 5) A student may have only one D and no F's on their most recent semester records.
For example those grades that are posted on the administrator's student grade program will be the only references used. (Progress reports, quarter grades and semester grades)
- 6) A Cougar Pass will not be issued if all school debts have not been cleared by the librarian and student activities secretary.
- 7) **Applications for the cougar pass or ticket purchase must be completed a week before the extra-curricular event begins. (No Exceptions)**

Criteria for Guests attending Newark Memorial Events

- 1) Guests must be attending a comprehensive educational program.
- 2) Students enrolled in an alternative educational program will not be able to attend.
Ex. (Community Day Schools, continuation schools, independent study students where placement is not due to medical issues.)
- 3) A student's guest must have a grade point average of 2.0, good attendance, and no F's or suspensions.
- 4) The guest pass must be approved by the High Schools Resource Officer, Assistant Principal and/or Administrative Panel.
- 5) The following items must accompany the guest form; recent transcript, attendance record, any indication of suspensions, business card and signature of administrator.
- 6) Students that have previously attended Newark Memorial High School and left not in good standing will have their history reviewed by the administrative panel to accept or deny the pass.
- 7) **All of these guest pass stipulations must be completed and turned in ten school days before the event. (No Exceptions)**

Behavior at Dances

Newark Memorial High School has a rule that “Lewd and Vulgar Behavior” is not allowed. Under this rule, behavior which imitates sexual gestures (e.g. grinding, lap dancing etc.), inappropriate or unsafe actions (e.g. mosh-pits, slam dances etc.) is not acceptable. Those who choose to engage in this type of behavior will be removed from the dance and may be placed on exclusion for the following dance. If the behavior continues and becomes a problem, the dance may be stopped. **Alcohol sensors and bag/clothing checks will also be used.**

SMOKING AND ALCOHOL PROHIBITED

California State law prohibits smoking or the use of alcohol on school property. This law applies to all activities, 24 hours a day.

STUDENT ADJUSTMENT

The staff of Newark Memorial High School and the Newark Board of Education believes that one of the major functions of public schools is the preparation of youth for responsible citizenship. Newark Memorial High School shall foster a learning environment that reinforces the concepts of self-discipline and the acceptance of personal responsibility. In order to maintain an environment conducive to attaining the highest quality of education, there must exist certain disciplinary policies and regulations relating to student conduct which delineate acceptable behavior and provide the basis for sound disciplinary practices within the school (Ed. Code 35291.5). These policies and regulations will be enforced fairly and uniformly and consistently without regard to race, creed, color, sex, or physical or mental disabilities.

STUDENT ADJUSTMENT TABLES

TABLE A – PHYSICAL INJURY

A	EDUCATION CODE 48900 (A)	
	CAUSED, ATTEMPTED TO CAUSE, OR THREATENED TO CAUSE PHYSICAL INJURY TO ANOTHER PERSON; OR WILLFULLY USED FORCE OR VIOLENCE UPON THE PERSON OF ANOTHER PERSON EXCEPT IN SELF-DEFENSE.	
	Days of Suspension	
	1-5	1. Threatened physical injury.
	1-5	2. Threatened to cause serious physical injury.
	1-5	3. Committed or attempted to commit an act of assault or battery.
	3-5	4. Caused physical injury requiring medical treatment or examination outside of school medical services.
	5	5. CAUSED SERIOUS PHYSICAL INJURY REQUIRING MEDICAL TREATMENT.
	5	6. Committed or attempted to commit an assault with any means of force likely to produce great/serious bodily injury.
	3-5	7. Caused, attempted to cause, or threatened to cause physical injury upon the person of any school employee, to prevent the employee from fulfilling, or having fulfilled, official duty.
	3-5	8. Caused, attempted to cause, or threatened to cause physical injury upon the person of any family member of any school employee to prevent the employee from fulfilling, or having fulfilled, official duty.
	3-5	9. Caused, attempted to cause, or threatened to cause physical injury to any person associated with school programs or activities other than a student or employee.
	5	10. COMMITTED OR ATTEMPTED TO COMMIT AN ACT OF SEXUAL ASSAULT.
5	11. COMMITTED OR ATTEMPTED TO COMMIT AN ACT OF SEXUAL BATTERY.	
3-5	12. Committed, attempted to commit or threatened to commit an act constituting a hate crime.	
5	13. Committed, attempted to commit or threatened to commit an act using caustic or flammable objects or	

3-5 5	<p>substances upon a person, clothing worn by a person, or property or articles being carried by the person at the time of the threat.</p> <p>14. ATTACKED, ASSAULTED OR MENANCED A SCHOOL EMPLOYEE.</p> <p>15. By direction of the Board of Education, each item #3 through #14 shall require CONSIDERATION FOR EXPULSION.</p>
Action involving items above may require school officials to notify the police.	

TABLE B – WEAPONS, EXPLOSIVES, DANGEROUS OBJECTS

B	<p>EDUCATION CODE 48900 (B)</p> <p>POSSESSED, SOLD, FURNISHED OR RECEIVED ANY FIREARMS, KNIFE, EXPLOSIVE, OR OTHER DANGEROUS OBJECTS</p>
Days of Suspension	
5	1. Committed or attempted to commit an assault with a deadly weapon.
5	2. Possessed a firearm.
5	3. Brandished a knife at another person.
5	4. Possessed a knife.
5	5. Possessed a dangerous object.
5	6. Possessed an explosive.
5	7. Possessed a dangerous device (explosive in nature).
5	8. Sold or furnished a firearm.
5	9. Sold or furnished a knife.
5	10. Sold or furnished a dangerous object.
5	11. Sold or furnished an explosive.
5	12. Sold or furnished a dangerous device (explosive in nature).
5	13. Sold or furnished fireworks.
5	14. Possession of fireworks.
5	15. Discharge or igniting explosives, dangerous devices, fireworks or flammables where likelihood of injury to property could occur.
5	16. Discharge or igniting explosives, dangerous devices, fireworks or flammables for purposes of disruption of school activities.
5	17. By direction of the Board of Education, each or any of items #1 through #15 shall require mandatory Consideration for Expulsion.
Action involving items above may require school officials to notify the police.	

TABLE C – CONTROLLED SUBSTANCES/ALCOHOL

C	<p>EDUCATION CODE 48900(C)</p> <p>UNLAWFULLY POSSESSED, USED, SOLD OR FURNISHED, OR BEEN UNDER THE INFLUENCE OF ANY CONTROLLED SUBSTANCE, ALCOHOLIC BEVERAGE OR INTOXICANT.</p>
Days of Suspension	
1-5	1. Possessed alcoholic beverage.
5	2. Possessed glue containing toluene or other intoxicant.
5	3. Possessed one ounce or less of marijuana.
5	4. Possessed more than one ounce of marijuana
5	5. Possessed any controlled substances other than marijuana
5	6. Used or under the influence of alcohol
5	7. Used or under the influence of glue containing toluene or other intoxicant.
5	8. Used or under the influence of marijuana.
5	9. Used or under the influence of any other controlled substance other than marijuana.
5	10. Unlawful sale of a controlled substance listed in Health and Safety Code #11053 et.seq.
5	11. Possession for sale or sale or trafficking in Marijuana (one ounce or less of marijuana).
5	12. Possession for sale or sale or trafficking in Marijuana (more than one ounce of Marijuana).
5	13. Possession for sale or sale or trafficking in concentrated cannabis (Hashish).
5	14. Otherwise furnishing alcohol.

5	15. Otherwise furnishing Glue containing toluene or other intoxicant.
5	16. Otherwise furnishing Marijuana, including concentrated cannabis.
5	17. Otherwise furnishing any controlled substance.
5	18. By direction of the Board of Education, each of any of items #1 through #17 shall require Consideration for Expulsion provided official warning has been issued.
Action involving items above may require school officials to notify the police.	

TABLE D SUBSTANCES IN LIEU OF CONTROLLED SUBSTANCES

D	Education Code 48900 (D) UNLAWFULLY OFFERED, ARRANGED, OR NEGOTIATED TO SELL ANY CONTROLLED SUBSTANCE, ALCOHOLIC BEVERAGE OR INTOXICANT, AND THEN SOLD, DELIVERED OR FURNISHED ANOTHER SUBSTANCE IN LIEU OF.	
	Days of Suspension	
	3-5	1. Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant, and then sold, delivered, or furnished another substance in lieu of controlled substance, alcoholic beverage or intoxicant.
	5	2. By direction of the Board of Education, item #1 shall require Consideration for Expulsion, provided official warning as been issued.
Action involving items above may require school officials to notify the police.		

TABLE E – ROBBERY OR EXTORTION

E	EDUCATION CODE 48900(E) COMMITTED OR ATTEMPTED TO COMMIT ROBBERY OR EXTORTION	
	Days of Suspension	
	5	1. Committed an act of extortion. Definition: Extortion is the obtaining of property from other without his/her consent, induced by wrongful use of force or fear or under color of an official right
	5	2. Committed an act of Robbery. Definition: Robbery is the taking of personal property from another person against his/her will by means of force or fear.
	5	3. Attempted to commit robbery or extortion.
	5	4. By direction of the Board of Education, item #3 shall require Consideration for Expulsion.
Action involving items above may require school officials to notify the police.		

TABLE F – DAMAGE TO PROPERTY

F	EDUCATION CODE 48900 (F) CAUSED OR ATTEMPTED TO CAUSE DAMAGE TO SCHOOL PROPERTY OR PRIVATE PROPERTY.	
	Days of Suspension	
	1-3	1. Possession of marking pens, felt pens, permanent markers is prohibited
	1-5	2. Vandalism of school property (misdemeanor).
	1-5	3. Vandalism of private property of other students.
	1-5	4. Vandalism of private property of a school employee or volunteer (misdemeanor).
	3-5	5. Vandalism of private property (misdemeanor).
	3-5	6. Vandalism of private property (felony).
	3-5	7. Vandalism of private property of any student (felony).
	5	8. Vandalism of private property of any school employee or volunteer (felony).
	5	9. Arson or attempted arson of school property.
	5	10. Arson or attempted arson of a school building.
	5	11. Arson of private property of a student or any school employee.

5	12. Arson upon a person, or upon clothing worn by the person or of property or articles being carried by the person.
5	13. By direction of the Board of Education, each or any of item #2 through #4 shall require Consideration for Expulsion, provided official warning has been issued.
	<p>NOTE: By direction of the Board of Education, in accordance with Penal Code Sect. 594©, Government Code Sec. 53069.6, Civil Code Sec. 1714.1, Ed. Code Sec. 48904; the NUSD shall seek restitution of any and all losses or damage to District property brought about by any student.</p> <p>NOTE: Limitations to expulsion require that other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or due to the nature of the violation, the presence of the pupil caused a continuing danger to the physical safety of the pupil or others.</p>
Action involving items above may require school officials to notify the police.	

TABLE G – THEFT OF PROPERTY

G	EDUCATION CODE 48900 (G) STOLEN OR ATTEMPTED TO STEAL SCHOOL OR PRIVATE PROPERTY.
Days of Suspension 1-5 1-5 1-5 1-5 1-5	<ol style="list-style-type: none"> 1. Attempted to steal school/private property. 2. Stole school/private property. 3. Burglary of school property, including school lockers. 4. Unlawfully possessed school keys. 5. By direction of the Board of Education, each or any of items #1 through #4 shall require Consideration for Expulsion, provided official warning has been issued. <p>NOTE: By direction of the Board of Education, in accordance with Penal Code Sect. 594©, Government Code Sec 53069.6, Civil Code Sec. 1714.1, Ed. Code Sec 48904; the NUSD shall seek restitution of any and all losses or damage to district property brought about by any student.</p> <p>NOTE: Limitations to expulsion require that other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.</p>
Action involving items above may require school officials to notify the police.	

TABLE H - TOBACCO

H	EDUCATION CODE 48900(H) POSSESSED OR USED TOBACCO OR TOBACCO PRODUCTS.
Days of Suspension 1-5 1-5	<ol style="list-style-type: none"> 1. Possessed or used tobacco products on school campus. 2. Provided or furnished tobacco products to anyone under eighteen years of age. <p>Note: Suspension may be invoked only upon repetition of violation of this section and only after first having utilized other methods of correction.</p>
Action involving items above may require school officials to notify the police.	

TABLE I – OBSCENITY/PROFANITY

I	EDUCATION CODE 48900 (I) COMMITTED AN OBSCENE ACT OR ENGAGED IN A HABITUAL PROFANITY OR VULGARITY.
Days of Suspension 1-5 1-5 1-5	<ol style="list-style-type: none"> 1. Committed an obscene act. 2. Habitual use of profanity or vulgarity. 3. By direction of the Board of Education, repetition of each or any of items #1 through #2 may require Mandatory Consideration for Expulsion, provided official warning regarding repetition has

	<p>been issued at the time of the first offense.</p> <p>NOTE: Limitations to expulsion require that other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.</p>
Action involving items above may require school officials to notify the police.	

TABLE J – DRUG PARAPHERNALIA

J	<p>EDUCATION CODE 48900 (J) OFFERED, ARRANGED, NEGOTIATED TO SELL, OR POSSESSED UNLAWFUL DRUG PARAPHERNALIA.</p>
<p>Days of Suspension</p> <p>1-5</p> <p>1-5</p> <p>1-5</p> <p>1-5</p> <p>5</p>	<ol style="list-style-type: none"> 1. Possessed marijuana drug paraphernalia. 2. Offered, arranged or negotiated to sell marijuana paraphernalia. 3. Possessed unlawfully any drug paraphernalia other than marijuana paraphernalia. 4. Offered, arranged or negotiated to sell any drug paraphernalia other than marijuana paraphernalia. 5. By direction of the Board of Education, each or any of items #1 through #4 shall require CONSIDERATION FOR EXPULSION, PROVIDED OFFICAL WARNING HAS BEEN ISSUED. <p>Definition: Paraphernalia: Any device for the inhalation, injection, ingestion, or use of any controlled substance. NOTE: Limitations to expulsion require that other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.</p>
Action involving items above may require school officials to notify the police.	

TABLE K – DISRUPTION/DEFIANCE

K	<p>EDUCATION CODE 48900 (K) DISRUPTED SCHOOL ACTIVITIES OR WILLFULLY DEFIED SCHOOL PERSONNEL, ENGAGED IN THE PERFORMANCE OR THEIR DUTIES.</p>
<p>Days of Suspension</p> <p>1-5</p> <p>1-5</p> <p>1-5</p> <p>1-5</p> <p>1-5</p> <p>1-5</p> <p>1-5</p> <p>1-5</p> <p>1-5</p> <p>1-5</p> <p>1-5</p>	<ol style="list-style-type: none"> 1. Disrupted school activities including: verbal conflicts, inciting to fight, inciting others to fight, nuisance objects (eggs, fireworks, food in classroom, noisemakers, skateboards, spray cans, stink bombs, water balloons, water containers, water guns, etc.). 2. Continued willful disobedience and repeated refusal to follow school rules and regulations. 3. Forgery, including but not limited to the following <ol style="list-style-type: none"> a. Falsified signatures on parent notes. b. Falsified signatures on official school records. c. Serious offenses which result in felony charges. d. Falsifying or transferring a student I.D. 4. Left campus during school hours. <ol style="list-style-type: none"> a. Without permission (w/o Off Grounds Pass). b. Loitering in condo areas, shopping centers, staff and student parking lots. 5. An act of defying authority, but excluding attack, assault or menacing or threats to cause any injury to any employee from fulfilling official duty. 6. Verbal abuse: disrespectful or upbraiding language to a staff member, volunteer or student. 7. Gambling. 8. Unsafe operation of a motor vehicle or failing to observe vehicle rules on or adjacent to campus. 9. Tampered with a fire alarm or caused a false alarm. 10. Make false report of bomb or explosive. 11. Cheating on school assignments or tests. (See information on pages 18-19 regarding levels of

1-5	cheating and related consequences.)
1-5	12. Possessed, sold, distributed or displayed pornographic material.*
	13. Participated in student hazing.
1-5	14. Repetition of possession of an electronic signaling device, including cellular phones, cassette/CD
1-5	players, recorder, walkman, cameras, laser pens.
1-5	15. Illegal access, inputting or tampering with school computers or associated software or systems.
	16. Willful defiance, including but not limited to, inappropriate clothing, and wearing clothing, colors,
1-5	insignia or other paraphernalia related to juvenile or adult gangs.
	17. Willful defiance:
	a. No show at Saturday School – In-house suspension.
1	b. Failure to carry or present student ID on demand may result in assignment to Saturday
1	School or suspension.
	18. Committed a hate crime. Made racist remarks
1-5	19. Safety hazard, i.e. Jaywalking (sec. 22100 of Penal Code) and police report/citation.
1-3	20. By direction of the Board of Education, repetition of each or any of items #9-10 shall require
1-5	mandatory Consideration for Expulsion, provided official warning regarding repetition has been
	issued at the time of the first offense.
<p>NOTE: Limitations to expulsion require that other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.</p> <p>* NOTE: Item #12. If minor is involved, a CPS report is required if the minor obtained the materials from an adult or minors were pictured in the materials.</p>	
Action involving items above may require school officials to notify the police.	

TABLE L – RECEIVED STOLEN PROPERTY

L	<p>EDUCATION CODE 48900 (L) KNOWINGLY RECEIVED STOLEN SCHOOL PROPERTY OR PRIVATE PROPERTY.</p>
Days of Suspension	
1-5	1. Knowingly received stolen school property.
1-5	2. Knowingly received stolen private property.
5	3. By direction of the Board of Education each or any of items #1-2 shall require CONSIDERATION FOR EXPULSION, PROVIDED OFFICAL WARNING HAS BEEN ISSUED.
<p>Note: Limitations to expulsion require that other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or due to the nature of the violation, the presence of the pupil caused a continuing danger to the physical safety of the pupil or others.</p>	
Action involving items above may require school officials to notify the police.	

TABLE M – IMITATION FIREARM

M	<p>EDUCATION CODE 48900 (M) POSSESSED AN IMITATION FIREARM.</p>
Days of Suspension	
1-5	1. Possessed an imitation firearm. DEFINITION: As used in this section, “imitation firearm” means a replica of a firearm as to substantially be similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
5	2. By direction of the Board of Education, item #1 shall require CONSIDERATION FOR EXPULSION, PROVIDED OFFICIAL WARNING HAS BEEN ISSUED.

	Note: Limitations to expulsion require that other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or due to the nature of the violation, the presence of the pupil caused a continuing danger to the physical safety of the pupil or others.
Action involving items above may require school officials to notify the police.	

TABLE N – SEXUAL HARASSMENT

N	EDUCATION CODE 48900.2 SEXUAL HARASSMENT
Days of Suspension 3-5 5	<ol style="list-style-type: none"> 1. Committed an act of sexual harassment whether to one of the same or opposite gender 2. *Committed repetitious acts of sexual harassment whether to one of the same or opposite gender. <p>DEFINITIONS: Sexual harassment is defined in Education Code 2-2.5 as an act, when upon review of a reasonable person of the same gender as the victim, is deemed to be sufficiently severe or pervasive so as to cause negative impact on one’s academic performance or to create an intimidating, hostile or offensive education environment.</p>
*NOTIFICATION OF POLICE REQUIRED.	

TABLE O – HATE VIOLENCE

O	EDUCATION CODE 48900.3 CAUSED, ATTEMPTED TO CAUSE, THREATENED TO CAUSE OR PARTICIPATED IN AN ACT OF HATE VIOLENCE.
Days of Suspension 1-5 1-5 3-5 5	<ol style="list-style-type: none"> 1. Threatened hate violence. 2. *Attempted to cause an act of hate violence. 3. *Participated in an act of hate violence. 4. Repetition of an act of hate violence could result in an administrative transfer or possible expulsion, provided official warning regarding repetition has been issued at the time of the first offense. <p>DEFINITION: Hate violence focuses on the use of force or threat of force to intimidate a person in the enjoyment of a constitutional or statutory right or focuses on damage or destruction of property for the purpose of intimidating or interfering with a person because of that individual’s “race, color, religion, ancestry, national origin, disability, gender or sexual orientation.”</p> <p>Note: Limitations to expulsion require that other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or due to the nature of the violation, the presence of the pupil caused a continuing danger to the physical safety of the pupil or others.</p>
*NOTIFICATION OF POLICE REQUIRED.	

TABLE P – INTENTIONAL HARASSMENT THREATS

P	EDUCATION CODE 48900.4 CREATED A HOSTILE EDUCATIONAL ENVIRONMENT
Days of Suspension 1-5	<ol style="list-style-type: none"> 1. Created an intimidating or hostile educational environment. <p>DEFINITION: A student has intentionally engaged in harassment, threats or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual or reasonable expected effect of materially disrupting a classroom, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile education environment.</p>

	Note: Limitations to expulsion require that other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or due to the nature of the violation, the presence of the pupil caused a continuing danger to the physical safety of the pupil or others.

TABLE R – BULLYING

R	EDUCATION CODE 48900R BULLYING	
	<table border="1"> <tr> <td style="text-align: center; vertical-align: middle;">Days of Suspension 1-5</td> <td> 1. EDCO48900R-engaged in an act of bullying; bullying committed in person or by means of an electronic act. Acts of bullying outside school operating hours are subject to investigation by Newark Memorial High School administration. Note: Limitations to expulsion require that other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or due to the nature of the violation, the presence of the pupil caused a continuing danger to the physical safety of the pupil or others. </td> </tr> </table>	Days of Suspension 1-5
Days of Suspension 1-5	1. EDCO48900R-engaged in an act of bullying; bullying committed in person or by means of an electronic act. Acts of bullying outside school operating hours are subject to investigation by Newark Memorial High School administration. Note: Limitations to expulsion require that other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or due to the nature of the violation, the presence of the pupil caused a continuing danger to the physical safety of the pupil or others.	

STUDENT ACTIVITIES

EXCLUSION POLICY

Students may not participate in extra-curricular activities if suspended for any incidents involving drugs, alcohol, weapons, or fighting during the school-year. Students may also be placed on exclusion after receiving their third truancy notice. Students may NOT appeal exclusion.

Seniors are subject to additional exclusion conditions, including senior activities, trips, and commencement (graduation).

- Seniors who do not follow school rules on the senior trip
- Seniors who do not follow school rules for other end-of-year senior activities
- Additional exclusion conditions, as described and/or published with senior contract

All students will be required to carry a valid Newark Memorial picture identification card while on campus, which is needed to gain admission to all ASB-sponsored activities (dances, evening events, etc.). These ID cards are provided, without cost, to all students. There is a replacement fee for lost cards. School activities are a privilege, students must be in good standing with attendance and academic performance to attend school activities. Assistant Principals will review record of students with poor attendance or repeated discipline infractions and may deny participation at any or all school activities (see “Cougar Pass” Events.)

ASB SEALS

ASB Seals, which may be purchased at the Activities Office, are affixed to the ID cards, provide necessary revenue for the student government, and provide the students with significant discounts to all NMHS sponsored athletic events and on **ALL** campus-related sales (see expenses for the

Active Cougar). **ASB Seals will be REQUIRED for anyone participating on an athletic team and/or in Leadership.**

ACCIDENT INSURANCE – STUDENT

Accident insurance is available for purchase for your children who attend school. *Since the school district has no other student insurance covering your child, it is especially important that you consider this offer.*

Important notice if your child participates in interscholastic sports. The state law requires insurance of \$5,000.00 medical and hospital expenses resulting from accidental bodily injuries for students who participate in interscholastic sports. If your children plan to take part in any athletic contest between Newark Memorial and another campus, there are two ways of meeting the insurance requirements:

1. Through the purchase of student accident insurance offered by the district
2. By signing a waiver form indicating that the pupil's present insurance provides coverage in this amount for injuries incurred while participating in interscholastic athletic events.

ATHLETICS

During your stay at Newark Memorial High School, the athletic program could become an integral part of your school experience. Athletics will assist you in developing new friendships and experiencing a sense of accomplishment. At NMHS you will find a program complete with a variety of sports for both girls and boys. Don't hesitate to make Cougar Athletics part of your experience while here in Cougar Country.

Eligibility Policy for Participation:

The NUSD Board of Education strongly supports an active and broad co-curricular program as an adjunct to academics. To participate, a student must meet the following regulations as determined by the governing boards of California Interscholastic Federation, North Coast Section, Mission Valley Athletic League, and the NUSD Board of Education.

1. Students may participate with no restrictions by adhering to the following guidelines:
 - a. The student is currently enrolled in 25 units.
 - b. The student had a 2.0 G.P.A. and no F's during the previous grading period.
2. Student may participate for a probationary period if the following guidelines are followed:
 - a. The student had a G.P.A. falling between 1.50-1.99 and a maximum of 1 "F".
 - b. In order to be placed on probation, the student must have had a 2.0 G.P.A. and no F's during the previous grading period.
 - c. Probation continues until the next grading period, at which time the student must have attained a 2.0 G.P.A. and no F's in order to continue participation. Failure to attain a 2.0 G.P.A. and no F's shall render the student automatically ineligible.
3. A student will be **automatically ineligible** for any of the following reasons:
 - a. The student's G.P.A. falls below 1.50.
 - b. The student has 2 F's.
 - c. The student is below the NUSD standard of 2.0 and no F's for 2 consecutive grading periods.
 - d. The student is not enrolled in 25 units.
4. Eligibility begins on your first day of school in your freshman year and continues for 8 consecutive semesters whether or not you participate.
5. All questions regarding eligibility should be directed to the Athletic Director.

Rules for Spectators/Fans/Team followers

Newark Memorial High School, as a member of the Mission Valley Athletic League (MVAL), supports the sportsmanship and spectator standards of the MVAL, NCS, and CIF. The rules exist to make sure that all MVAL schools follow the same rules of good behavior at MVAL-sanctioned and supervised events.

- The use of alcohol or drugs on any school campus or at any school event is prohibited.
- Smoking or tobacco is prohibited.
- Understand that in high school athletics the gym/pool/field/court is considered another classroom.
- Focus on positive team support and rooster spirit. Refrain from obscene, unsportsmanlike and unacceptable cheers and yells.
- Work closely with the rooting section and take a positive role in controlling unacceptable behavior by the rooting section; model appropriate behavior.
- Understand the role of educational athletics as one part of a comprehensive high school experience.
- Do not use obscenities, racial slurs, personal insults, or other unacceptable comments before, during, and after athletic contests, or disrupt the contest in any way.
- Stay off the field/court/pitch at all times; stay in the designated seating/standing area.
- Refrain from confronting officials, coaches, players, and others before, during, or after an athletic contest.
- It is advisable to leave all backpacks at home, in lockers, automobiles, etc. during athletic contests.
- No outside food or drink will be allowed in either main or auxiliary gyms.
- No air horns, mirrors, lasers or whistles.

ATHLETIC AWARDS

All Varsity award winners are entitled to wear the school block, an interlocking N & M, on the school jacket or sweater. You will receive a lettering certificate from your coach. You will receive an emblem each time for lettering after the initial awarding of the school block. When you earn a varsity emblem, bring your lettering certificate and your ASB card to the Athletic Office during lunch on Monday, Tuesday, or Wednesday. Awards are free for ASB cardholders. Otherwise, the cost is **\$12-block and \$2-emblem**.

White Sweater – The white sweater may be earned by accomplishing the following;

1. **9** varsity blocks in 4 years.
2. **8** varsity blocks in sophomore through senior years.

Fall Sports

Cross Country
Football
Girls' Tennis
Girls' Volleyball
Water Polo

Winter Sports

Boy' Basketball
Girls' Basketball
Boys' Soccer
Girls' Soccer
Wrestling

Spring Sports

Badminton
Baseball
Boys' Tennis
Golf
Swimming
Track and Field

ATHLETIC ELIGIBILITY FOR THE TRANSFER STUDENT

CIF/North Coast Section has very specific rules governing the eligibility of athletes who transfer from one school to another during their athletic careers. If you are a new student at Newark Memorial High School, except those students entering directly from Newark Junior High, please contact the Principal or Athletic Director for clarification prior to going out for a sport.

It should be noted by all parents/guardians and students that the playing of an ineligible student in any interscholastic contest is against MVAL, NCS, and CIF rules. The penalty is forfeiture of all contests in which the person or persons have participated while being ineligible.

CAFETERIA SERVICES

Food service at Newark Memorial High School is available before school, at brunch and at lunch. Students must show their student body card when purchasing food from the snack bars or cafeteria. Food services will close 5 minutes before brunch and lunch period ends daily.

The snack bars are open before school and during the brunch period. Lunch is served daily. Free and reduced lunches are available to families who qualify. See the cafeteria manager for details.

EXPENSES FOR THE ACTIVE COUGAR

#	Activity	W/O ASB	With ASB	Per Event Savings	Year Savings
10	Football Games	\$5	\$0	\$5	Total: \$50
12	Boys' Basketball Games	\$5	\$0	\$5	Total: \$60
12	Girls' Basketball Games	\$5	\$0	\$5	Total: \$60
6	Wrestling	\$5	\$2	\$5	Total: \$30
6	Dances	\$12	\$10	\$2	Total: \$8

Total Savings.....\$208.00

ADDITIONAL ITEMS FOR SALE		
ASB Seal	\$25	Admitted to home games for free, discounts on other activities
Student Planner	\$8	Write down homework and important things to remember
Yearbook	\$75	Orientation Special, after Orientation price is \$90
P.E. Shorts	\$10	Optional
P.E. Shirt	\$10	Optional
P.E. Sweatpants	\$15	Optional
P.E. Sweatshirt	\$10	Optional (Crew Neck Only)
Parking Permit	\$20	Must be renewed every year! \$70 ticket without permit.

The Senior Class has the most added expenses. Senior portraits are offered at a minimal sitting fee by the photographer. The Senior Ball includes dinner with the price per person in the \$100 range. The seniors have enjoyed a yearly trip to Disneyland that costs approximately \$220 with ASB discount. Graduation announcements and graduation memorabilia have varying costs. The cost for a graduation cap and gown is approximately \$20 - \$35.

ASB seal holders will receive a \$5 discount on the Junior Prom, Senior Ball, and Grad Night. Athletes purchase an ASB seal and will not have to pay for their block or emblem from each

sport in which they participate. This can mean a savings of \$20 for each athlete. An active student can save up to \$200 with an ASB seal. All Cougars are encouraged to purchase a yearbook. The Cougar Chronicle, the student newspaper, is presented to the student body at no cost.

We encourage you to purchase the ASB seal and to enjoy the many programs offered.

TO ATTEND THE JUNIOR/ SENIOR BALL AND GRAD NIGHT, ALL DEBTS MUST BE CLEARED AND ALL STUDENTS MUST BE ON TRACK FOR GRADUATION AND IN GOOD ACADEMIC STANDING.

MESSAGES SENT TO STUDENTS

Messages are delivered to students only in the event of an emergency situation. The following situations are **NOT** considered emergencies:

*“Don’t take the bus – I’ll pick you up.” “Take the bus – I can’t pick you up.”
“Pick your sister up from school on the way home.” “Don’t pick up your
sister – she went home already.” “Come straight home after school.”*

Please pre-plan emergency strategies with your student. Students may stop by the office during non-class time to inquire if items have been dropped off for them, such as books, homework, projects, keys, gym clothes, etc. Every message or item delivered is a distraction to students’ classroom time.

We do not accept flowers or balloons.

IMPORTANT: OFFICE STAFF DOES NOT ACCEPT MONEY FOR STUDENTS.

CHEERLEADERS

For any student interested in representing Newark Memorial High School as a cheerleader, Newark Memorial offers three levels of cheerleading: junior varsity, varsity and competitive. Interested students must try out for the squad in the spring. This will entitle the successful candidates to be members of the Newark Memorial High School Cheerleading Squad for the upcoming school year. For additional information about the Cheer program, please see the Activities Director (Patty Charron), and or the cheer webpage. Obtain Cheerleader Contract which is available for specific rules/policies on NMHS website.

STUDENT GOVERNMENT

Newark Memorial High School’s Associated Student Body and Class Officers meet daily before school during A Period. This Leadership class offers students the opportunity to take a leadership role planning and carrying out school and class specific activities. Leadership meets 4th period for those students selected to serve as commissioners or as members of the various Leadership committees on campus.

VIDEO SURVEILLANCE

The school Principal, Assistant Principals, School Resource Officer, and other designated site administrators shall inform students, staff, and parents at the beginning of each school year via student handbooks and posted signs on campus, that video surveillance will occur throughout the school year as a resource to help ensure the safety of students, staff, and school property. A video recording of actions by students may be used by Newark Memorial High School and/or Newark Unified School District as evidence in any disciplinary action brought against students arising out of the student's conduct in or around the Newark Unified School District and its property

.Only individuals authorized by the Superintendent of Schools shall have access to video monitors while they are in operation. Video monitors are in controlled access areas wherever possible. Video cameras may be used to monitor building, exterior areas, including but not limited to parking lots, perimeters, and entrances and exit doors. Video surveillance cameras shall not be used in locations where individuals have a reasonable expectation of privacy, including the interior of any restroom, shower, and locker room or changing areas.

Recordings shall not be disclosed except in accordance with this policy. Disclosure of video electronic data shall be on a need to know basis, in order to comply with the Newark Unified Board of Education's policy objectives, including the promotion of the safety and security of students, the protection of Newark Unified Board of Education property, deterrence, and the prevention of criminal activities and the enforcement of school rules.