

# **Corning Union High School Student Handbook 2023-24**

**C**CRITICAL

**THINKERS**

**A**RTICULATE

**COMMUNICATORS**

**R**ESPONSIBLE

**CITIZENS**

**D**ELIBERATE

**LEARNERS**



***\*RESPONSIBLE \*RESPECTFUL \*READY***

## **THE DAILY BULLETIN**

1. A daily bulletin of announcements will be read in all classes at the beginning of the first period each day along with the flag salute. Special events and meetings for that day and other days of the week are announced.
2. If you wish to have an item appear in the Daily Cardinal, you may pick up the form in the office. This form must be signed by your advisor and approved by the Administration before 3:15 p.m. prior to the day on which you wish the announcement read.
3. The Daily Bulletin is posted on the school web site: [www.corninghs.org](http://www.corninghs.org) under Daily Cardinal – Announcements.

## **VISITORS**

The following visitor policy has been put in place to help ensure the safety of Corning Union High School students and staff, and to avoid any unnecessary disruptions to school activities. Any visitor to the Corning Union High School campus between the hours of 7:30 a.m. and 3:30 p.m. must check in at the main office. Visitor passes will only be granted with the approval of an administrator.

## **TRANSPORTATION**

### ***Buses***

1. Bus rules and regulations are necessary if we are to be consistent and fair with everyone riding to and from school on buses. Your cooperation in observing the following will be appreciated.
2. The school will provide transportation for students who live over two miles from school on or near an established route.
3. Buses will stop and pick up only at designated stops as established by the district. Buses will arrive at school in the morning by 7:55 a.m. and leave at 3:30 p.m. Regular riders on the buses are expected to ride to and from school each day.
4. ALL PASSENGERS ON THE SCHOOL BUS ARE UNDER THE AUTHORITY OF THE BUS DRIVER. Obeying the driver's request makes the bus ride safe and enjoyable. It is the policy of the administration not to interfere with any reasonable regulations of bus drivers. THE BUS DRIVER HAS FULL AUTHORITY AND RESPONSIBILITY TO DENY TRANSPORTATION TO ANY STUDENT GUILTY OF MISCONDUCT ON THE BUS. A student who is to be denied transportation will be transported home. After that the student will not be permitted to ride the bus again until such time the privilege is granted by the Director of Transportation.

### ***Automobiles and Parking***

1. If you drive an automobile to school, you are reminded that THE LEGAL SPEED LIMIT WHILE DRIVING THROUGH A SCHOOL ZONE IS 25 MILES PER HOUR. While in the parking area, the speed is five miles per hour.
2. You are not to linger in the parking lot. DO NOT PARK IN THE BUS LOADING ZONES OR IN THE FACULTY/VISITORS PARKING AREA.
3. Any student who illegally parks anywhere on campus will be disciplined as outlined in the Student Code of Behavior.
4. If you request permission to operate your vehicle during the day, you are not to carry other students as passengers unless you and your passengers have received permission.
5. All permits for special uses of motor vehicles are good only for a given day and a given purpose.
6. Students are not to be in the parking lots during the school day. If an emergency arises, get permission from the office or a teacher to go to the parking lot.

## **HALL PASSES AND TARDINESS**

You must carry a pass when you are out of your original room during class. If you do not have a pass, you will be presumed to be "cutting class."

Students arriving late to class disturb the teacher and cause a delay in beginning instruction. Therefore, tardiness prevents the teacher from teaching and other students from learning. In most cases, tardiness can be prevented by the student.

Tardiness is not acceptable behavior. Students that have more than one tardy in a week may be added to a "Tardy Watch List" maintained by the Administration. If a student is placed on this list, he/she will be notified. From that point forward any tardy will result in the student being assigned lunch detention. Students that continue to be excessively tardy after multiple detentions may be assigned Saturday School or referred to the Discipline Step Process. If a student is assigned Saturday School, he/she will be notified in writing and the school will attempt to contact the parent/guardian by phone. Students that do not attend Saturday School when assigned will be suspended one day or be disciplined according to the Discipline Step Process. Additionally, each teacher may have their own consequences for

excessive tardies and will explain to students how to avoid being marked tardy in their class.

### PERMIT TO LEAVE SCHOOL GROUNDS

Students are not excused to leave campus any time during the school day unless they are excused through the Attendance Office and receive an off-grounds pass. The school must know if a student is leaving campus. A parent may call the attendance office and provide necessary information or if a student needs to leave school early, he/she must bring a signed note from his/her parents or guardians containing the exact time and reason for leaving. The note should be presented to the Attendance Office before school. An off-grounds pass will be issued and the student should then sign out on the "sign-out" list at the time of departure. If a student returns to school, he/she must check back in at the office and sign in.

1. Permission to leave school grounds during the school day may be granted for medical, dental, and other reasons beyond your control with parental permission. An off-grounds pass must be obtained in the attendance office before leaving.
2. Corning Union High School operates on a policy of a "closed campus" during the school day. This includes lunchtime. No student is allowed in either parking lot during lunchtime without permission, nor are they allowed in the front of the school during lunch time. Students are not allowed to pick up lunches in front of the school or in either parking lot. If a parent or guardian chooses, they may deliver a lunch for you in the main office. Students may pick it up in the attendance office.
3. No students are allowed behind either gymnasium before school, at lunch, or after school.
4. Failure to sign out in the office before leaving campus will be treated as a cut.

### LOCKERS

1. Physical education lockers are located in the gym dressing rooms and are assigned by the P.E. teachers.
2. Do not leave items of value in your locker overnight or during the weekend. **The school is NOT responsible for lost items.**
- 3 Lockers remain school property even when assigned to students and they are subject to search whenever the administration finds a need to do so.

### CAFETERIA

1. Corning Union High School has a non-profit cafeteria for the convenience of students and staff. An excellent staff prepares nutritious meals each day at a nominal cost. Announcement of breakfast and lunch menu selections is on the school web site and is announced each day in the bulletin.
2. Students use their CUHS I.D. cards to receive a free breakfast, lunch and/or supper. Snack bar items may be charged on the I.D. card given once they have pre-paid on the school website, Cafeteria or District Office. Balances may be checked on the Aeries Portal.
3. All students may also use the cafeteria to purchase a healthy variety of drinks and snacks before school and during lunch.
4. There is also a free "supper" offered after school for all students.

### LIBRARY

1. The Corning Union High School Library contains a number of good books, fiction, non-fiction, reference books, and magazines which are available to you. If you have difficulty in locating the material or information you need, consult the librarian or one of the student librarians for assistance. There are also computers available in the library.
2. All students must have in their possession a Corning Union High School Student I.D. Card in order to check out books/magazines or to use the computer for any reason.
3. All students must have on file in the library a signed Acceptable Use Agreement form in order to use the computer for any reason. Violent video games and downloading VPN's are not allowed at any time.
4. The following simple rules in the library will help you use the library properly:
  - a. Respect other students in the library and be quiet so they can do their work.
  - b. Please do not shelve books. Borrowed books are to be placed in the book drop. Library books used in the library as reference material are to be placed on the specially designed shelves or left on the table.
  - c. Books may be borrowed for a period of two weeks.
  - d. If you lose or damage a book, you will be charged the cost of the book.
  - e. Library facilities will be denied if a student willfully mutilates, mars, or otherwise damages any material on file for student use in the library.

### **SCHOOL FINES**

1. Chrome books, textbooks, lockers, buildings, grounds, furniture, hot spots and equipment are provided to students for their use at no cost. Fines will be assessed for lost items at replacement cost. Fines for other damages that was a result of improper care may also be levied.

2. All student fines must be paid before participation in an extracurricular activity such as sports. Also, all fines must be paid prior to participation in the graduation ceremony.

### **GRADUATION REQUIREMENTS**

1. 265 units will be required to graduate.
2. For each course taken and passed, you receive five units for the semester. If you take seven courses per semester and pass all courses, you will receive 35 units. Or, if all courses are passed for a full year, you will receive 70 units. For a full four years, you may earn a total of 280 units. Note: You receive no units in any course for which you earn a semester "F."
3. Courses required for graduation:
  - a. Geography, World History, U.S. History, Government/Economics
  - b. Four years of English
  - c. Three years of Math, including one year of Algebra (Integrated I)
  - d. Three years of Science (one Physical Science and one Life Science)
  - e. Four years of Physical Education
  - f. One year of Fine Arts and/or Foreign Language or CTE course
  - g. One year Technical Arts
  - h. Electives

### **ELECTRONIC DEVICE POLICY**

Cell phones, ear buds, ear phones, student-owned radios, iPods, MP3 players, CD players, tablet computers, laptop computers, E-readers (kindle, nook, etc.) and other student owned electronic devices shall be turned off and out of sight during the school day (between 8:00 am and 3:05 pm). The one exception to this is when a teacher or administrator gives explicit permission to a student or group of students to use electronic devices during a specific time for educational purposes while under teacher supervision. ANY use for non-educational

purposes will be considered a violation of this policy. "Wearables", such as smart watches and step trackers are permitted as long as they do not disrupt school or class activities. If a staff member believes a student's "wearable" is disruptive, it will be confiscated and treated the same as other electronic device violations. Electronic devices are not allowed to be out in the locker room at any time. Any student that violates the Electronic Device Policy will be subject to the following consequences:

- 1st Offense: Confiscation of device, returned to student after school
- 2nd Offense: Confiscation of device, returned to parent/guardian
- Further Offenses: Confiscation of device, returned to parent/guardian, 1 day suspension or disciplinary classroom alternative and/or advance in step process

### **PHYSICAL EDUCATION**

1. Physical Education is required of all secondary school students in the State of California and is a required course for all four years at Corning Union High School. Students in their third and fourth year may petition to have a P.E. waiver. See your counselor for forms and procedures.
2. You are to wear your P.E. uniforms while you are engaged in P.E. class. You will furnish your own uniform, but it will be a standard type and color. If sweats are worn, they must be grey or white in color. You may purchase uniforms in the student store.
3. IF YOU ARE UNABLE TO PARTICIPATE IN THE REGULAR P.E. PROGRAM OF THE SCHOOL, YOU MUST BRING TO YOUR SCHOOL COUNSELOR A SPECIAL EXCUSE SIGNED BY A QUALIFIED PHYSICIAN STATING THE NATURE OF THE DISABILITY AND THE LIMITED ACTIVITY DESIRABLE.
4. You would then be assigned to a limited Physical Education program in accordance with the instructions of the physician. Instruction in this program will be adapted to your special needs.

### **CLASS CHANGES**

Once school has begun, changes will be made only in unusual or very special circumstances, each to be considered on its own merit. The Daily Cardinal will give specific details regarding class change procedure.

**HONOR ROLL AND  
CALIFORNIA SCHOLARSHIP FEDERATION (CSF)**

1. The Honor Roll is published at the close of each semester.
2. To make the Honor Roll, you must have a grade point average of 3.5 or higher. All courses will be counted toward the computation of the Honor Roll.
3. A = 4 points; B = 3 points; C = 2 points; D = 1 point.
4. An "F" will automatically exclude you from the Honor Roll.
5. California Scholarship Federation
  - a. Membership is by application only. Membership application is made at the beginning of each semester by completing the form provided by the advisor.
  - b. You may use no more than five courses to qualify for C.S.F.
  - c. At least ten points are necessary to be eligible for C.S.F. (A=3, APB=2, B=1, C=0) seven of these points must be from the "I" list and "II" list, at least four of these (seven) points MUST be earned in LIST I courses alone.
  - d. "D" or "F" debars membership for a semester.
  - e. Regular membership is limited to second semester sophomores, juniors and seniors. CJSF honor grades, second semester freshmen and first semester sophomores may be associate members Membership is by application only.

**COUNSELING**

Each student will have a counselor who oversees his/her academic, career, and/or personal social development. Parents or students are encouraged to contact their individual counselor with any questions or concerns.

All English Learners & last name A - BL: Mrs. Torres  
BO - L: Mrs. Nye  
M - Z: Mrs. Lawrence

**GRADING**

1. Official grades will be issued to you twice a year at the end of each semester. Progress reports are issued around the six and twelve week mark each semester.
2. The grades you earn have the following meaning:
  - A – Superior - Demonstrates outstanding achievement of the goals of the class

B – Above Average - Demonstrates above average achievement of the goals of the class  
C – Average - Achieves the goals of the class  
D – Below Average - Below the level of achievement of the goals of the class  
F – Failure - Has not reached minimal standards of the goals of the class. Receives no credit  
I – Incomplete - Teacher has deemed the student has a legitimate reason to require more time to complete the coursework.

3. Students and parents should sign up for access to the Aeries portal for the most up to date grade information from all of their teachers. Contact the attendance or counseling office to sign up for access.

**ATTENDANCE AND ABSENCES**

The laws of the state of California require schools to see that students are present everyday unless they are ill or have some other legitimate reason to miss school. State law lists specific reasons for absence that are excused. The state also gives the school the authority and responsibility to verify reasons for absences.

When a student turns 18, his/her guardian may sign an "18-year-old contract" to allow the student to sign his/her own notes and sign him/herself out of school. This contract can be revoked at any time by the guardian or Administration.

Regular attendance in your classes is extremely important for success in high school. It is also state law that you attend school regularly until you are eighteen years of age. We encourage you to do all you can to establish habits of regularity and promptness in regard to your school attendance. When you must be absent the following rules apply:

In the event of a student's absence from school, parents are asked to call the school on the day of the absence or to send a note on the day that he/she returns to school. Failure to do so will result in the absence being marked as unexcused. The note should give the reason for the absence, the exact dates of the absence, and should be signed by the parents or guardians. Parents/guardians are responsible for clearing absences within 3 days with either a note or phone call to the attendance office.

Failure to bring a note means that the attendance officer must treat the absence as "Unexcused." This means that teachers may decide to not allow the student to make up any work in the classes missed. The day will be counted as a truancy.

Absences may also be cleared by a phone call from a parent or guardian to the Attendance Office at 824-8008.

### **Types of Absences**

#### 1. Excused Absences

a. **DEFINITION:** The State Education Code defines which absences may be designated as “excused.” It is important to a student to verify those absences which might be “excused.” He/she will be allowed to make up work and take missed tests for these absences and his/her grades will not suffer.

b. **EXAMPLES OF EXCUSED ABSENCES:** Absence due to illness of the pupil, appointments with doctors, dentists and optometrists, and emergency situations such as a death in the student’s immediate family can all be excused absences. Other excusable absences include appearance in court, attendance at an employment conference or observance of a religious holiday or ceremony.

c. **OTHER EXCUSED ABSENCES:** There are some absences over which the student has little or no control. These include such things as a family emergency which requires the student to stay home, a friend’s funeral, and emergency trip, etc. In such cases, the student and/or parent is asked to communicate with the administration, ahead of time if possible, regarding the situation. When this is done, the absence may be excused.

#### 2. Unexcused Absences

a. **DEFINITION:** This includes absences when the student stays out of school for reasons which are not recognized by the state as legitimate, or excused. Many of these absences are with parent permission, but the parent does dictate whether an absence is excused. Students should avoid these absences.

b. **EXAMPLES OF UNEXCUSED ABSENCES:** These types of absences include, but are not limited to: oversleeping, too tired to attend, hunting, fishing, shopping, skiing, etc.

#### 3. Cuts

Cutting classes, whether a single period or a full day, is against the law. Each cut will result in disciplinary action. Consequences are listed below:

- a. No make-up of classroom assignments or tests is permitted for students when they cut classes.
- b. Students know that cutting is against school rules. Therefore when a student cuts, he/she is willfully defying school rules and will be dealt with accordingly.
- c. Any student who cuts one or more periods on three days in one school year will be declared “truant” and parents/guardians will be notified of this classification along with future consequences if the issue persists.
- d. Once a student has been reported as “truant,” if he/she is again absent from school for one or more periods without a valid excuse he/she will again be reported as “truant” and a second notification will be sent to the parent/guardian.
- e. Once a student has been reported as “truant” twice, if he/she is again absent from school for one or more days without a valid excuse he/she will be declared “habitual truant.” At this point he/she and his/her parents will be cited to appear in front of the Tehama County School Attendance Review Board.

#### **ATTENDANCE BASED UNITS**

Corning Union High School has adopted a policy of assigning credits based on attendance. The purpose of this policy is to encourage students to be in school, encourage students to make up missed assignments, keep parents informed of potential problems, reduce the number of failing grades by giving less unit, make students accountable for their own attendance, and provide a transitional experience for students before they enter the “working world.”

TOTALS ARE FOR ONE SEMESTER

# OF UNEXCUSED ABSENCES	UNITS LOST	UNITS EARNED
0-8	0	5
9-11	1	4
12-14	2	3
15-17	3	2
18-20	4	1
21 or more	5	0

If a student is taking part in a school activity, (such as a field trip, athletic contest, drama performance, music performance, etc.) during assigned class periods, the student will not be counted absent or tardy. Under these procedures, three unexcused tardies will equal one absence. An appeal can be made at the end of the semester when requested to do so by the student involved.

**SENIOR ATTENDANCE POLICY**

Class of 2024 seniors must meet a 92% attendance policy for the spring semester to participate in the senior trip, senior memory night and commencement ceremonies.

Students must be in class at least 92% of all their class periods during the spring semester to participate in graduation ceremonies. The 92% is determined by the total number of days and/or periods missed out of the total number of periods possible.

This is not an excused/unexcused absence policy; it is an attendance policy. The type of absence does not matter with the following exceptions:

- a. Doctor appointment
- b. Required attendance in court
- c. Funeral of immediate family member
- d. Participation in school activity
- e. Pre-approved college/military visit

It is the student’s responsibility to bring verification from the doctor or court for the exceptions; otherwise the absence will count against the student for this policy. Verification must be supplied within three school days following the absence.

For the spring semester, Seniors can have no more than 8 full day absences and/or 38 period absences. Any late

arrival of 30 minutes or more to a period is a full period absence and 3 tardies in one period equal one absence.

**ACADEMIC SUPPORT TIME (AST)**

AST has been provided for students to get any necessary help from teachers or spend time studying, doing homework or making up missed assignments. Teachers will be in their classrooms during this time and the library will open. Each day, teachers will select students from their last period class that currently have a ‘D’ or ‘F’ or are missing assignments to stay for AST. AST is a part of the regular school day. Any meeting, assembly, obligation to a teacher, etc. must be met as it would in any regular class. Students are still responsible to school during this period so do NOT arrange for part-time work or any other outside responsibilities until after 3:20 p.m.

**DETENTION**

The purpose of detention is to provide an alternative consequence to suspension for students that break school rules. Detention is not intended to replace the CUHS Discipline Step Process or completely replace disciplinary suspensions, transfers or expulsions. Detention may be assigned for a variety of rule violations including, but not limited to: tardiness, disrupting school activities or defiance. When a student is assigned detention, he/she will receive a detention slip during 3<sup>rd</sup>/4<sup>th</sup> period. Detention will run during lunch every day. Students must sign in when they arrive to detention and stay for 15 minutes. Failure to attend detention will result in the assignment of Saturday School, or other disciplinary measures.

**MAKE UP WORK**

The responsibility for making up assignments missed during absences rest primarily with the student. Assignments missed because of excused absences shall be made up within a period of time specified by the teacher when the student returns. If a student has an excused absence for an extended period of time and cannot get all of the work made up by the end of the grading period, he or she will receive a grade of “Incomplete” until the work is finished. The “Incomplete” will automatically become an “F” if the work is not completed within the timeframe decided upon by the teacher. Students who have been suspended will be allowed to make up work at the discretion of the teacher.

Students that cut class will not have the opportunity to make up missed work.

### **STUDENT CODE OF BEHAVIOR**

Corning Union High School students are expected to follow rules for student behavior as outlined in California Education Code section 48900. Generally speaking, any behavior that disrupts or potentially disrupts school activities, threatens the safety of students or staff, or damages or potentially damages property will be addressed through school discipline. Additionally, students that participate in illegal activities at school may be reported to law enforcement for appropriate follow up.

### **ALTERNATIVE LEARNING CLASSROOM (ALC)**

When a student's behavior necessitates that he/she receive a disciplinary consequence, it is the goal of CUHS to minimize the negative affect this might have on the student's academic achievement. To that end, CUHS has created an Alternative Learning Classroom (ALC) to be used in lieu of suspension from school. If a student is required to spend time in the ALC room, staff will make a reasonable effort to provide classwork that can be done independently. Despite this opportunity to remain in school and complete work, students may still have to make up work upon returning to their regular class. This is because it would be impossible for a student to do everything independently that he/she would normally do in a regular classroom setting.

### **DISCIPLINE STEP PROCESS**

Corning Union High School uses a discipline step process to help communicate with parents, guardians, staff and students about a student's disciplinary standing at our school. When a student is referred to the office for discipline, he/she will be placed on one of the following steps depending on the severity of the offense. Incidents such as class disruption typically result in a student advancing one step in the disciplinary process. Certain activities that threaten the safety of students, or damage property will necessitate immediate drastic action. A few examples include: possession, selling or furnishing of any firearm, knife or illegal object, possessing, furnishing or being under the influence of

illegal drugs or alcohol, causing bodily harm to students or staff, vandalism, property theft and robbery.

The above list is a guideline. It is impractical to try to list every possible infraction and we have not attempted to do so. Special circumstances often affect the degree of severity of an infraction. If the situation warrants special consideration, the consequence of breaking a rule might be more or less severe than that listed above.

Step 1: Warning and parent contact

Step 2: 1 day of ALC or suspension and parent contact

Step 3: 2 days of ALC or suspension and parent contact

Step 4: 3 days of ALC or suspension and parent contact

Step 5: 5 days of ALC or suspension and parent contact

Step 6: 5 day suspension and transfer to continuation

### **SENIOR LEADERSHIP**

Seniors should be the role models and leaders of students. Therefore, every senior must understand that any serious inappropriate behavior could jeopardize his or her privilege to participate in end-of-the-year senior activities, such as senior enrichment day, senior memory night and the graduation ceremony.

### **DRESS CODE**

Corning Union High School has established a student dress code in order to assure a safe, productive and appropriate learning environment for students. In addition to these goals, the dress code is intended to establish a minimum level of acceptable dress. Students and parents are encouraged to consider carefully what type of dress is appropriate for a school environment. Thinking through this can be a valuable learning process for young people as they prepare to enter a variety of work environments.

1. No student shall wear any clothing that is disruptive or likely to be disruptive to the learning environment or is offensive or distracting to other students, teachers or parents.

2. Shorts may be worn, but must be an appropriate length for an educational or professional setting.

3. Tops that expose the lower back, stomach or cleavage are prohibited. Off the shoulder shirts will also be prohibited. Bras and spaghetti straps may not be exposed. Boys' shirts must have sleeves (no tank tops or cutoff sleeves). However, boys will be allowed to wear tank tops for special school events. These events will be identified in the bulletin.



4. All clothing accessories or tattoos that have pictures or writing that is vulgar, obscene, violent, alcohol/drug/tobacco-related, is not allowed at Corning Union High School. This type of clothing is not consistent with our educational philosophy and is disruptive to the educational process.

5. Any apparel and or accessories that is deemed by staff or law enforcement to be gang affiliated will not be allowed at school or on campus at any time. This includes, but is not limited to red or blue bandanas, belts, rosaries, or bracelets. This also includes haircuts or styles, tattoos, or other body modifications or apparel that explicitly or implicitly reference the numbers 13 or 14, or gang names/nicknames, or other gang references. These guidelines have been developed with the cooperation of trained law enforcement personnel who have specific and ongoing training as it relates to gangs. These guidelines are subject to change at any time and without notice (written or verbal) if new gang identification trends are discovered. Also, any student in possession of materials which are deemed to have specific writings, insignias and or references of anything gang-related will be confiscated by CUHSD and information shared with the Corning Police Department and the Tehama County Special Investigations Unit

6. Hats and beanies shall be worn properly – they shall have the bill facing forward and they are not to be worn in the classroom or offices. Altered hats and beanies are not allowed. Hoods must also be removed in the classroom or office.

7. Pajamas/Slippers are not allowed to be worn at school.

8. Pants must fit at the waist and/or be secured in a way that prevents sagging. Underwear cannot be visible at any time.

#### **Violation of Dress Code**

First Offense: Student will be required to change.

Second Offense: Student will be required to change and reminded that the next violation will result in suspension.

Further Offenses: Student will be required to change and suspended and/ or placed on the appropriate place of the step process.

Students that violate the dress code and do not have an appropriate piece of clothing to change in to will be loaned a shirt or sweat pants for the day. Students may NOT miss class to wait for someone to bring them a new piece of clothing.

#### **DISPLAYS OF AFFECTION**

1. Excessive displays of affections will not be tolerated.
2. Holding hands, putting one's arm around the shoulder, or a short kiss is not considered excessive. Use discretion.

#### **BULLYING AND HARASSMENT**

Bullying is exposing a person to abusive actions repeatedly over time. Bullying is a form of violence that involves a real or perceived imbalance of power between students. Bullying may be physical, verbal, or emotional. Bullying is also acts by a student or group of students that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades that rights of other by creating a hostile educational environment. Students that bully or harass other students will be disciplined according to the CUHS Discipline Step Process.

[www.corninghs.org/reportbullying](http://www.corninghs.org/reportbullying)

#### **DUE PROCESS IN SCHOOL DISCIPLINE**

Students in public education have an obligation to conform their behavior to acceptable standards. Corning Union High School's code of behavior clearly states these standards and the consequences of breaking these standards. Failure to comply with this code of behavior can result in suspension from school. When a student reaches this stage, the school must afford the student certain due process rights, including notice of the charges and the opportunity to be heard. Students also have a right to present evidence and witnesses. In order to ensure that the students of Corning Union High School are given due process we do the following things when any consideration is given to suspension of a student:

1. We provide the opportunity for all students and parents to know the rules and regulations and the consequences of breaking these rules and regulations.
2. We inform the student what charges have been brought against him/her.
3. We allow the student to see all the records that are made and provide him/her a copy if one is desired.
4. The student is provided an opportunity to confer with an administrator and to tell his/her version of what occurred.

5. The student is informed of the next steps of the discipline process and the consequences of further violations.
6. The parents/guardians are notified each time that a suspension takes place.

### **STUDENT BODY ACTIVITIES**

1. Involvement in Student Body activities is a privilege. Each student participating in extracurricular and co-curricular activities should read and understand the Corning Union High School Code of Behavior and Co-Curricular policies.

Link:

<https://www.corninghs.org/documents/Clearance-Packet-2023-24-updated.pdf>

2. One of our goals is to have as many students as possible involved in the 50+ clubs, organizations and athletic teams currently available to them at Corning Union High School.
3. The following faculty advisors are designated for each Corning Union High School class on campus:

SENIORS: Mr. Mendonsa

JUNIORS: Mrs. Gross Jauregui

SOPHOMORES: Mr. Richardson

FRESHMEN: Mr. Dodge

4. Clubs and organizations, to be recognized as a student organization and receive the benefits afforded through school publication must be chartered by the student council and approved by the associated student body advisor and the Governing Board. They must also obtain and complete an application for forming a school club and return it to the ASB Advisor.
5. All clubs and organizations shall keep accurate minutes of all meetings which shall include authorization of the expenditures of organization funds. Clubs will submit a yearly budget. All monies from classes, clubs, and ASB shall be deposited with the ASB administrative assistant in the office.
6. All students will be required to carry a Student Body I.D. Card while on campus. These cards will be furnished by the school. In order to activate the card and become a member of the Associated Student Body, students must purchase an ASB Punch at the Student Store. Financial savings are substantial by becoming a member of the Associated Student Body. Each student is strongly

encouraged to purchase their punch as early in the school year as possible in order to take advantage of reduced rates at athletic contests, dances, etc. The cost of the ASB punch is \$15.00.

7. The calendar of school events is managed by the Administration and is available to view on the school website. All organizations desiring to place an event on the calendar must communicate directly with the Administration or the ASB administrative assistant.

### **STUDENT COUNCIL**

1. The Corning Union High School Student Council (ASB) shall be the leading student organization and will have the responsibility for initiating and executing student affairs under the supervision of the Activities Director.
2. The basis for all student government is the Student Body Constitution. Periodically this document must be studied and revised.
3. The Student Council is composed of year round officers: President, Vice President, Secretary, Treasurer, and the Presidents of each class. In addition, the following commissioners may be included: Two At-large Members, one School Board Representative, one School Site Council Representative, and one Leadership Representative.

### **DANCES**

General Information: There shall be proper lighting at all times in the area the dance is being held. All school rules apply during dances. After leaving the dance no one may return, except under circumstances of obvious necessity at which time permission will be granted by the teacher or administrator in charge of the dance.

Required for Entry: Only CUHS students and their authorized guests will be admitted to the dance. No student will be admitted to dances without their current school I.D. card or student printout from the office. Students will be admitted to the dance up to one hour after it begins. Guest pass applications must be completed and submitted to the ASB office by 3:30 p.m. on the Thursday prior to the dance. No student may bring more than one guest. When applying for guest passes, it is important to remember that CUHS dances are primarily intended for CUHS students. While guests will be allowed in many cases, they are NOT entitled to attend CUHS dances.

Time and Location: There will be three dances each school year (Fall Homecoming, Winter Ball/Sweetheart Dance, and Prom). All dances will be held on a Saturday from 8:00 p.m.-11:00 pm (except Prom, which will last until midnight).

Dress Code for dances: Fall Homecoming is relaxed casual dress and should meet school dress code.

Winter Ball/Prom: No shorts, flip flops, or baseball hats. Student should dress in semi-formal or formal clothing.

### **EXTRA AND CO-CURRICULAR ACTIVITIES**

Corning Union High School is a member of the Butte View League for all sports except Field Hockey. Field Hockey is a member of the Eastern Athletic League.

Physical examinations and insurance are required for everyone trying out for any sport. An examination is made available to all athletes at no charge if obtained on "Athlete Physical Day." Otherwise, physicals must be provided by the student.

Students must also adhere to athletic/co-curricular policies:

<https://www.corninghs.org/documents/Clearance-Packet-2023-24-updated.pdf>

Athletic areas, fields, and gymnasium make interscholastic sports possible. We must work together to maintain these facilities.

Students must maintain a minimum of a 2.0 grade point average to participate in extracurricular activities (including athletics) and co-curricular activities. Specific co-curricular activities may have a standard higher than 2.0 if it is communicated in writing to parents/guardians and students prior to them signing up for participation. Students that do not meet the eligibility requirements may not participate in any activity that puts their skills on public display. The one exception to this is the band and choir concerts that are held each semester. Students must perform in these activities because they are directly connected with their grade in that class. Grades for extracurricular and co-curricular activities will be checked every grading period by the Administration and/or Athletic Director. Ineligible students may be granted a

probationary period. Probationary periods will be granted at the first and fourth grading periods only. In order to be granted a probation period, a student must have met the GPA requirement in the previous grading period. When a student is placed on probation, his/her parents or guardians will be notified in writing. A student may still fully participate in extracurricular and co-curricular activities while on probation. The probation shall last one grading period. If a student has not achieved the required GPA by the end of the probationary period, he/she may no longer participate in any activity that puts his/her skills on public display. This includes but is not limited to: games, contests, performances, debates, and trips off campus. The student will become eligible to fully participate again when he/she has achieved a 2.0 GPA on a progress period report card or a semester report card.

Athletes must provide their own towels while engaging in a sport. This does not apply to P.E.

Athletes must provide their own insurance coverage. NO STUDENT CAN PARTICIPATE WITHOUT INSURANCE COVERAGE.

A Student-Athlete will be given a grace period (that period of time when a player may quit a team and try out for another sport requiring Athletic Clearance within the season of the sport) which will end ten (10) practice days after the athlete has started that sport. After this period of time, a student-athlete who quits a team cannot participate in another sport requiring Athletic Clearance until the season ends. Any exception must be cleared through the Administration.

For more information on athletic policies or co-curricular/extra-curricular activities, please see the athletic/co-curricular/extra-curricular clearance packet.

### **DUE PROCESS IN EXTRA AND CO-CURRICULAR ACTIVITIES**

Participation in extracurricular activities, which includes athletics, is a privilege which must be earned by the student. The student forfeits the right when he/she breaks the rules that are developed to govern participation in that particular activity. However, to insure the equitable treatment of all students at Corning Union High School, the following procedures are provided whenever a student's eligibility to participate in an activity is suspended.

1. Any student found to be in violation of the rules will be informed of the charges brought against him/her.
2. The student is provided with the opportunity to tell his/her version of what occurred.
3. The student is informed of the next steps that will occur in the discipline procedure and the consequences for further violations.
4. The parents/guardians are notified each time that a suspension from activities occurs.
5. A method of appealing any decision is provided by the school.
  - a. A student and/or parent should prepare a written appeal statement addressed to the administration.
  - b. The administration will make a decision based on evidence presented by the student and the coach or other supervisor.

### **SCHOLARSHIPS AND FINANCIAL AID**

If you wish to continue your education or training beyond high school, there are scholarships available which may be of assistance to you. These scholarships are given on the basis of your scholastic record, citizenship record, various tests that may be given, and teacher, counselor, or principal recommendation.

Information on scholarships is available from your American Government/Economics class and the Career Center. Remember THE BURDEN OF SCHOLARSHIP APPLICATIONS IS UP TO YOU. The Career Center Tech has information or can lead you to proper sources, but the APPLICATION FOR SCHOLARSHIPS IS YOUR RESPONSIBILITY. The link for more information:

<https://www.corninghs.org/Counseling/Scholarships/index.html>

### **WORK PERMITS**

If you work and are under the age of 18, you must have a work permit. A Request for Work Permit may be obtained in the ASB office.

### **TRANSCRIPTS**

Transcripts will be sent to institutions of higher learning upon request. Transcripts are free for the first year after a student graduates. After that, there is a \$3 charge for each transcript.

### **SCHOOL GROUNDS AND BUILDINGS**

Show pride in your school by keeping the grounds and buildings free from paper, lunch scraps, etc. Please help keep the lawns and shrubs beautiful so that they may reflect the pride we have for Corning Union High School. All of the supplies and buildings, etc. have been purchased from monies supplied by your parents and friends. Show respect for their rights by keeping all school property neat and free from marks or any type of destruction. Attach posters by MASKING TAPE ONLY, except that tacks may be used on bulletin boards. Before hanging posters, YOU MUST GET OFFICE APPROVAL. Sports should not be played on CUHS campus except on designated fields and in athletic areas such as gymnasiums. This is a serious safety concern. Prohibited activities include but are not limited to: football, basketball, soccer, baseball, golf, tennis, skateboarding and wall ball.

### **EVACUATIONS, SOFT LOCKDOWNS AND ACTIVE THREATS**

1. At least once each semester a fire drill (evacuation) will be held at which time everyone is to leave the building in an orderly manner.
2. You must go to a position at least 20 feet from the building during a fire drill. Instructions as to the proper exits for each room will be posted in each room and your teacher will give you adequate information for orderly procedure.
3. A soft lockdown is signaled by three bells, pause, three bells. During a soft lockdown, all students and staff should remain inside a building with locked doors and continue with business as usual.
4. During an active threat, staff and students should implement the run, hide, fight protocol and either evacuate, lockdown or counter. Drills on run, hide, fight protocol will be conducted throughout the school year.

### **CIVIL RIGHTS INFO**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, Corning Union High School does not discriminate on the basis of race, color, national origin, sex, handicap, or age in employment or in any of its educational programs, or in the provision of benefits and services to its students.

For further information regarding Corning Union High School's nondiscrimination policy, contact:

Title IX Coordinator  
Corning Union High School  
643 Blackburn Ave.  
Corning, CA 96021  
(530) 824-8000

For further information regarding Section 504, of the Rehabilitation Act, contact:

Mr. Jared Caylor  
Superintendent  
Corning Union High School

### **AN EQUAL OPPORTUNITY**

Corning Union High School is dedicated to provide every student an equal opportunity to receive an education in any school program or activity. No person shall discriminate against or engage in harassment of a pupil because of the pupil's race, sex, gender, sexual orientation, color, religion, mental or physical disability, national origin, ancestry, or ethnic group identification.