



# VACAVILLE HIGH SCHOOL

*EST. 1895*

*Home of the Bulldogs!*

Vacaville High School  
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Adam Wight

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**Dean of Learning Support**

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# STUDENT HANDBOOK

2023-2024



## **AT VACAVILLE HIGH SCHOOL**

We hold high standards. We embrace the challenge.

We are Bulldog Nation.

### **Mission Statement**

To ensure all students learn the skills and knowledge necessary to access post-secondary college and career options and to thrive in a constantly changing local and global community.

### **Vision**

We aspire to be the preeminent and innovative public high school in Solano County. We strive to collaborate as a community of professional learners with the goal of ensuring rigorous learning for all students, where we work to close the historic opportunity gap of our society. We seek to enrich our community by providing a comprehensive program where staff and students contribute and engage in campus academics, arts, activities, and athletics at a high level. Vacaville High School aspires to graduate every student with more than a diploma.

### **Values**

We're here to do big things; to engage adolescents in a way that makes life better and changes the world. It takes hard work and collaboration, and we accept the challenge. As we cultivate and encourage excellence in all students at Vacaville High School, we do so in adherence to the following core beliefs and values.

- We value the passions, aspirations, individuality, and success of the students, faculty, and staff who work and learn here.
- We value our diversity and seek to foster equity and inclusion in a welcoming, safe, and respectful community.
- We value the unique geography, history and culture of Vacaville High School that shapes our identity and spirit.
- We value the collaborative work of our faculty as professionals in a learning community with the goal of improving student learning outcomes.
- We value hard work, realizing that sustained effort over a long period of time is what it takes to achieve goals and realize dreams.

### **Profile of a Vacaville High School Graduate**

Graduates of Vacaville High School are well-prepared for post secondary options and the global economy because they will graduate with more than a diploma. At Vacaville High School, students will be challenged to reach their full potential academically and socially by prioritizing these essential school wide learner outcomes.

#### **Critical Thinking and Problem Solving**

Students reason more effectively in order to identify, analyze, and solve complex problems and essential questions. They navigate through volumes of information to determine the issue/question/problem and solve appropriately for the given situation.

#### **Multimodal Communication**

Students speak and write with clarity, listen actively, discuss collegially, and read with comprehension. They know their audience, understand the purpose, choose the appropriate mode of response, and how to incorporate media to enhance ideas.



### **Mental Fortitude**

Students develop the ability to overcome adversity, learn from mistakes, and improve based on the lessons learned. Students learn that hard, diligent work has value to an individual, a team or a community, and that resilience is a critical life skill. It includes academic resilience and social resilience.

### **School Wide Goals**

- Increase the number of students identified as College and Career Ready by the California State Dashboard CCI\* Indicator.
  - \* The CCI Indicator measures student achievement, using a combination of metrics that include A-G readiness, passing AP exams, scoring proficient in English Language Arts and Mathematics on the CAASPP, and taking a two-year CTE pathway.
- Increase AP participation for low income students.
- Support English Language Learners in their academic achievement, as measured by the number of ELL students passing Math and English Language Arts courses, and the subgroup graduation rate.
- Decrease the number of 9th grade students earning less than 50 credits by the end of their Freshman year.
- Ensure all students will feel safe, cared for and engaged at school by providing resources for both staff and students to foster a welcome learning environment. Develop systems and practices that allow for increased opportunities for student voice to be shared with site leadership as it pertains to school wide policy, practice and operations.
- Emphasize and support innovative classroom practices and activities that develop higher level critical thinking and problem solving skills.

\* Goals approved by staff and WASC Visiting Committee for the 2022-2028 six year cycle.



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## **A STATEMENT FROM VHS ADMINISTRATION**

To the Student Community of Vacaville High School,

The administrative team at Vacaville High School looks forward to a great school year with all of you. We want to reaffirm our commitment to our student body, and the broader educational community, and let you know we are firm in the following beliefs.

**Our number one goal is to keep you SAFE - physically, emotionally and mentally.**

This is a shared responsibility and right. Do not be a passive victim to any form of verbal or physical intimidation. Have each other's backs, and let administration know if something is happening that infringes upon your safety.

**You will be RESPECTED and CHALLENGED in every classroom, all activities and athletics.**

We want you to be excited about coming to school each day and motivated to work hard because you know you will be challenged and supported. If you are not being challenged, let us or your counselor know right away.

**You will have access to us whenever you need us - We are here to SUPPORT YOU.**

If you need help, or just want to talk, please visit us before or after school, or during lunch. If we are unavailable, please make an appointment with the secretary; we will be happy to meet with you.

**We STAND UNITED AGAINST any form of harassment, intimidation or bullying.**

Do not victimize others or allow yourself to be a victim. If you experience any type of harassment please let us know so that we can help.

**We STAND UNITED AGAINST any form of sexual harassment or assault.**

The district prohibits sexual harassment of students by other students, employees, or third parties involved in school district activities.

**We STAND UNITED AGAINST use of language that is racist and/or discriminatory in nature.**

Words have power. Choose yours wisely. Be mindful of your digital footprint and how you are interacting with your peers.

**We STAND UNITED AGAINST any type of fighting or assault.**

Students who physically assault one another will be removed from the school setting and placed on suspension. This applies to whether you hit first, or hit back. We will solve problems and end conflicts with our minds, not our fists. If someone strikes out at YOU, you are allowed to protect yourself but then expected to leave the scene. Report directly to an adult for intervention.

**We have a ZERO TOLERANCE for Weapons. *Do not bring them to our campus.***

If you see something, say something. Report to us immediately if you see one, or even hear a rumor of someone that has a weapon.

Let us work together as a united Bulldog Nation to ensure that this is a place where everyone feels welcomed and part of this community.



**Alma Mater**  
Hail to Thee, Dear Vaca High

In the midst of Vaca Valley,  
In this land so free  
Stands a monument resplendent  
Of true liberty

May our hearts and minds be kindled  
New each passing year;  
May the lamp of truth burn brighter,  
Knowledge dispel fear

Forward ever be our watchword  
Conquer and prevail  
Always to thee we'll be faithful  
Vaca High, we hail.

Hail to thee, our Alma Mater;  
Loud our voices ring  
In glad praises and remembrance;  
Unto thee we sing.

Written by the Literacy Club  
Supervised by the Editor  
Linda Borden, 1963

**Fight Song**  
Determined Hearts

Determined hearts firmly stand  
To serve the command  
To grimly fight, to do or die  
To win the game for Vaca High!  
Chins up, now, let's go  
And let them all know  
That Vaca High is here to win  
And claim another victory!



## SCHOOL RESOURCES

### Athletics

453-6000 Ext. 1004 or Email [CoryG@vacavilleusd.org](mailto:CoryG@vacavilleusd.org)

- Clearance
- Game and Practice schedule

### Activities

453-6064 or Email [CLee@vacavilleusd.org](mailto:CLee@vacavilleusd.org)

- Dances and Tickets
- Lunch Time Activities
- Club Constitutions

### Attendance Window

453-6000 Ext. 1010

- Excused & prearranged absences

### Clinic/Nurse

453-6000 Ext. 1005

### College & Career Center

453-6000 Ext. 2108

- College planning & scholarships

### Counseling Center

453-6000 Ext. 1012

- Individual, academic, personal counseling, class scheduling, college & career planning
- Scholarships
- Naviance (college and career readiness software) access

### Library

453-6000 Ext. 1032

- Return lost/overdue textbooks
- Pay fines and fees

### Main Office

456-6000

- General information
- Parking
- Lockers
- Lost and Found
- Incident Reports

### Migrant Education

453-6000 Ext. 2230

### Registrar

453-6000 Ext. 1013

- Transcripts

### Website Links:

- Vacaville High School: <https://vhs.vacavilleusd.org/>
- VHS Flex: <https://vhs.flexisched.net/>
- Vacaville Unified School District: <https://www.vacavilleusd.org/>



## VACAVILLE HIGH SCHOOL STUDENT BEHAVIOR EXPECTATIONS

At VHS, our mission is to ensure all students learn the skills and knowledge necessary to access post-secondary college and career options and to thrive in a constantly changing local and global community.

### **A safe and welcoming public space is a shared community responsibility.**

Consistent with our Mission and Values, while on campus and engaged in campus activities we expect everyone to treat others with respect and dignity, free of bias and discrimination. Behaviors that make anyone feel unwelcome or unsafe have no place on our campus.

When on campus:

- Act Responsibly
- Communicate with Respect
- Use our Spaces as Intended

Anyone not contributing to a safe and welcoming environment will be asked to change their behavior. Anyone not changing their behavior may be referred to campus administration for school consequences.

If you experience or see conduct you believe is discriminatory, harassing or inconsistent with this statement, please report it to a trusted staff member or administration.





## **SCHOOL SERVICES**

### **Daily Bulletin**

The daily bulletin is read daily during the first period. Students may submit information for the announcements with the School Registrar. Announcements must be received by 2:00 PM the previous work day to ensure time to include it in the next day's bulletin. Announcements must relate to school or district functions.

### **Lost and Found**

Personal belongings found on campus will be turned in to the Attendance Office. At the end of each month, unclaimed items will be donated to a local charity.

### **School Records**

Our Registrar is responsible for maintaining Permanent Academic Records and all official school records such as report cards and test scores.

### **Free Meals for All Program**

Students are encouraged to take advantage of the free breakfast and lunch program in Vacaville Unified School District. Each morning breakfast is available for pickup in the main cafeteria/ Little Theater, beginning thirty minutes prior to first period. Lunch service is provided at various locations around campus, and each day contains various options.

### **Open Campus**

VHS is an open campus during lunchtime. Students are encouraged to manage their time, and should ensure that if they are leaving campus they return in time for their next class to start. During lunch, students are still subject to school rules and discipline, even while off campus.

### **Health Services**

The Nurse's Office is located in the main office. Health services include care for those who become ill and injured at school, health counseling, and information about community health resources.

### **Schedule Corrections**

Vacaville High School has a student driven master schedule. Course sections are created based off student request. It is important that students make careful decisions based on graduation requirements and college/career goals. Students will meet individually with their counselors in the second semester to select core classes, electives and alternatives to meet college/career goals.

The first week of school is the only week a student can request a schedule change. For any academic course change to take place, counselors will consult course selection forms, teacher recommendations, and course prerequisites. Schedule change requests that do not meet criteria below will not be processed. Acceptable schedule change requests will be made if master schedule allows, these changes are not guaranteed.



Acceptable schedule change requests:

1. Student needs to change a class to meet a high school graduation requirement or to meet a college eligibility requirement.
2. Student has been scheduled into the wrong level of a class
3. Student has been scheduled into a class they did not request.
4. Student is missing a class/period or schedule error.

Unacceptable schedule change requests:

- Requests for a different teacher.
- Change of class period based on preference.
- Request for an elective change (unless error or seat availability issue).
- AP and Honors courses may not be changed following the first week unless a Student Plan for Success meeting takes place.

If a request is made after the 1st week of school, parents and students will be directed to contact the classroom teacher to resolve any problems/concerns and to discuss strategies for success. Parents can call the counseling office to schedule a parent/teacher Student Plan for Success meeting. Administrative approval will be required in the rare case a change is warranted after one week. At spring semester, yearlong courses will only be dropped for extenuating circumstances with administrative approval.

**Teacher Class Change Requests**

At Vacaville High School we believe the best way to achieve success in the classroom is through regular communication between the student, teacher and parent. Therefore, the following steps are required if and when issues between a student and his/her teacher arise:

1. Parent, and/or student and teacher meet to identify and analyze the problem
2. Issues are clarified
3. Modifications are explored
4. A plan, including timeline of at least three weeks, is developed and implemented

A copy of the plan agreed upon by the parent, student and teacher should be given to the student's assigned administrator.

If a consensus is not reached, or the plan implemented is not successful, parent request for class change should be directed to the appropriate administrator. The class change will be honored provided subject level placement is available and corresponding increase in enrollment in the receiving class is appropriate.

We take this opportunity to remind all of you that our district is committed to celebrating and affirming our diversity. We do not tolerate discrimination, harassment or hostile work environments based on race, sex, age, sexual orientation, disability, marital status, or other protected characteristic. This is a reminder to all that requests for transfer of a student based solely upon the teacher's protected characteristic will be rejected. If there is a complaint by a parent about a teacher based on unlawful discrimination against any protected group, we will follow the Uniform Complaint Procedure set forth in our Board Policies and Administrative Regulations, including requiring they be put in writing, immediately advising teachers of such complaints, encouraging mediation between the parties and fully investigating all such complaints, including interviewing all those with pertinent knowledge.



### **Counselor Support**

Each student is assigned a school counselor. School counselors are available by appointment or on a drop in basis to help students with academic, social or personal concerns. Counselors also work with students in the classroom on course selection and post-secondary planning. Mental health counseling and drug/alcohol interventionists are available upon request. Students are encouraged to meet with their school counselor to discuss receiving confidential help and guidance. Parents with concerns are welcome to contact the school counselor via email.



## ACADEMIC RESOURCES

### Are you having problems with a class?

Students who are experiencing problems in or with one of their classes need to follow these steps:

1. Take advantage of the policies your teacher provides to support you in class - be sure to attend Flex sessions offered for support in the subject.
2. Meet with your teacher individually to discuss your concern, either before, during, or after class, or during Flex. It's always best to do this in person, rather than through email.
3. If still unresolved, schedule an appointment to meet with your school counselor.
4. If your concern is not resolved after meeting with your school counselor, stop by the Main Office to schedule an appointment to meet with your administrator.

### College and Career Center

VHS's Career Center is located next to the Library, and is staffed by the school College & Career Specialist. The College & Career Specialist facilitates presentations and meets with individuals or groups of students to assist them with the college search and application process, job-search skills, resume writing and explaining post-high school options. Students are encouraged to visit the College & Career Center to meet with the College & Career Specialist.

### Flex Period

The Flex Period is a 30 minute period in the bell schedule designed to provide students a dedicated period of time during their school day where they can receive additional support outside the classroom, as well as have time for enrichment activities.

Each student is assigned to a Homeroom teacher and the Homeroom class meets regularly in that teacher's room or pre-designated location. The vast majority of students have a Homeroom teacher they already have during their regular school day. During Homeroom, students will participate in school-wide lessons on school expectations, academic success, and other topics. Students will also use this time to sign up for their Flex Time offerings.

All students will be given access to a website called FlexiSched using their district-provided Google credentials (their s-dash Google login). Using FlexiSched, students will sign up for their Flex Time classes, which takes place between 2nd and 3rd period. There are six categories of Flex Time offerings at Vacaville High:

1. Study Hall: During Study Hall, students are given time to work independently on coursework, or read silently. Study Halls must be open to all students.
2. Retakes/ Makeup Work: Course specific makeup opportunities for students on your roster. Designated days to retake tests.
3. Intervention: Students who have been placed in an intervention have been identified by their teacher as needing additional, targeted support in a specific skill they have yet to master. Students may not override teacher placements if they have been hard requested by a teacher (denoted in the system with a red check). Tutoring will be included in this category.
4. Enrichment: Students may sign up for offerings that are considered fun and educational, but not necessarily directly related to what is happening in their class at the moment such as science labs, guest speakers, etc. Examples may include meditation, games, film festivals, etc.
5. College and Career: Presentations from college representatives, industry members, and others may be given during Flex Time. Students can learn more about a particular college or career by signing up for these options.



6. Student Groups: Teachers may hold club and sports meetings during Flex Time. Members or officers of the club may join the meeting to hear what the club is all about or what is going on. Clubs may meet a maximum of 2 times per month during Flex Time.

Students may access a list of Flex Offerings at <https://vhs.flexisched.net/>. Students will be able to switch their FLEX period choice up to the end of 1st period the day of. Flex will then reopen at the beginning of 3rd period.

### **Peer Tutoring**

The College and Career center provides peer tutoring throughout the school year. Students are encouraged to volunteer to serve as a tutor. Peer tutoring occurs during the FLEX period and fills up quickly. Be sure to check what subjects are available prior to signing up.

### **Online Supports**

Students in VUSD will receive a student online account, designated by a S- number. This number allows them to log into the district's Google Suite Platform.

Online Account creation and settings:

- Accounts are created for all students in grades TK - 12.
- Usernames are district email addresses based on student id number and ending in @vacavilleusd.org
- Passwords are given to the students and teachers at the beginning of the year; students in grades 5 and up are prompted to change the password when first logging in each year.
- Parents should keep a list of their students' passwords so they may [log in and monitor the account](#).

All accounts, grades TK-12, have access to Google Drive for creating Google Docs, Slides, Sheets, and Drawings, as well as Google Classroom for collaborating with their teacher(s) and classmates.

- Google for Education (G suite) is [transparent about data collection](#) policies and follows [FERPA](#), [COPPA](#), as well as all California Privacy Laws. Visit the [Google for Education website](#) for information on Google's privacy practices.
- While VUSD data is stored on Google's servers, they do not own VUSD data. Google's systems are among the industry's most secure.
- You can find more information about G Suite for Education privacy [on their website](#).

### [Google Drive](#)

Google Drive is a cloud based storage for all students to store their files including documents, images, videos and audio based files. All students can access their files from any web enabled device (laptop, desktop, and mobile) as long as they are signed into their district student account.

### [Google Docs](#)

Google Docs is a word processing application where students can collaborate with their peers and teachers at the same time on the same document. Google Docs automatically saves to a students' Google Drive.

### [Google Slides](#)

Google Slides is a presentation tool where students can create slides with images, text, and video. Students can choose from a variety of templates or can be creative with their own blank slide.

### [Google Sheets](#)

Google Sheets, much like Excel, is a spreadsheet editor for students to keep data organized and create easy-to-read charts and visualizations. This also works great with [Google Forms](#).



#### Google Workspace Accessibility

- Voice Dictation in Google Docs
  - In any Google Doc select the "Tools" tab at the top of the application.
  - Then select "Voice typing"
    - You might need to give your Web Browser (Google Chrome) access to your microphone.
  - Start speaking to have your voice turn into text.
- Google Translate
  - Don't forget, you can always translate this website in 50+ different languages by selecting "select language" at the top right of this page.
  - In Google Docs you can select "Tools" and then "Translate document" to translate a doc.
  - You can also you <https://translate.google.com> to access Google Translate.

#### Aeries Portal

Vacaville High School and VUSD utilize Aeries as the main student information database. Students and parents can access information, including progress report grades, attendance and fees, by logging into their [Aeries Portal](#).

#### Parent Square

Vacaville High School and VUSD use [Parent Square](#) as their main communication tool. Parents and students may create accounts and track school wide information. Parent Square utilizes the student information in Aeries to create contact lists, so it is important that your information is correct in your Aeries Portal. Expect to see emails, alerts and text messages from Parent Square.

#### Short Term Independent Study

Parent/guardians may make a signed written request for a Short Term Independent Study Contract for their child when the student will be absent from school due to ***emergency, illness, or family vacation***. All requests for a Short Term Independent Study Contract must be submitted to our ISP secretary in the main office ***no later than 10 school days prior to the first day of absence***. The written request must include the dates of the absence and the reason(s) for the absence.

These contracts will ensure that the student is given the opportunity to maintain academic progress in his/her regular classes. These Short Term Independent Study Contracts are available for ***5-14 school days (extensions are sometimes granted in extreme circumstances)***.

Completed parent, administrator and student signatures on the contract indicate the student has entered into a voluntary Short Term Independent Study Contract.

Signatures indicate agreement with all the following conditions:

- Upon approval of the request by administration, assignment forms will be issued to the student's teachers for each class they will miss. Within one week, teachers will have the assignment form returned indicating they are aware that the student will be on short term independent study.
- Teachers will assign coursework consistent with VUSD course objectives. Teachers and students are advised to make a copy of the assignment form for their records. Work provided by teachers must be aligned to the in class coursework that the student would have received if present.
- All work will be returned to the teacher upon the day the student returns, unless previous arrangements have been made with the teacher.
- After returning to school and returning work to the teacher, student will request that the teacher sign the bottom of the assignment form with a percentage of work completed. Student must return the signed assignment forms to the ISP secretary in the main office no later than 5 days after returning.



- The % listed is not an indication of the students grade on the assignment, but rather the amount of work completed. If there was a test given when the student was gone, they are still responsible for that exam but it shouldn't affect their % since the test was not an assignment the teacher provided for the ISP packet when the student was out.
- While on short term independent study, student's attendance will be marked with a "Z", which counts as an unexcused absence and affects a student's attendance record. Upon successful completion of the Short Term Independent Study Contract absences being cleared with an "I", which will not adversely affect the student's attendance record. The number of days that are marked with an "I" are based on the % of work completed for each course
- Failure to complete the Short Term Independent Study Contract will result in the student receiving unexcused absences.

If you have any questions, please feel free to contact our ISP secretary in the main office, or call her at 453-6065, Ex. # 1008



## POLICIES, PROCEDURES AND SCHOOL GUIDELINES

### Student Behavior: Rights Regulations and Consequences

Students who are unable to meet the expectations of Vacaville High School will be given assistance to change their behavior. Treating people fairly does not mean treating everyone the same. This allows for flexibility in applying consequences in order to best meet the needs and individual situations of each person.

In some cases, state and local laws or Vacaville Unified School District policies specifically mandate disciplinary consequences. Specific policies, as well as the Statement of Student Rights, may be found in Vacaville Unified School District [Administrative Regulation 5144](#).

### Classroom Expectations and Management

Teachers will communicate with students and parents at the beginning of each course/ semester their classroom rules and expectations. Students are expected to follow the directions of all staff while on campus, including while in the hallways and during unstructured time.

### Bulldog Citizenship Plan

The Bulldog Citizenship Plan is intended to improve student academic success by encouraging good behavior and attendance.

Behavior is governed by a merit/demerit system. A student who engages in negative conduct receives demerits. After being assessed fifteen demerits in the first semester, or a year-long total of twenty demerits during the second semester, the student is no longer eligible to participate in Bulldog Citizenship Activities. Students may recover merits in order to regain eligibility only as noted below.

Attendance is governed by the **Rule of 85**. This rule requires students to be in class and on time 85% of the time. School related activities such as field trips and sports excusals are not included in the calculation. All other absences whether **excused, unexcused, unverified or truant** (including those occurring during FLEX) and tardies are a part of the calculation. Students who fall below the 85% threshold are ineligible to participate in Bulldog Citizenship Activities until they reach the 85% attendance mark. We will determine eligibility under the Rule of 85 at each grade reporting period. Students may attend Saturday School to improve their attendance rate. For the Rule of 85 there may be very limited opportunities for appeal based on significant and extraordinary circumstances.

#### Bulldog Citizenship Activities

- |              |                      |
|--------------|----------------------|
| ● Athletics  | ● Senior Trip        |
| ● Band Trip  | ● Student Council    |
| ● Dances     | ● Dixon May Fair     |
| ● Link Crew  | ● Field Trips        |
| ● Mr. GQ     | ● Concerts           |
| ● Powderpuff | ● Drama Performances |

Demerits are earned as follows:

- |                           |                                  |
|---------------------------|----------------------------------|
| 1. Class Suspension/ IHD  | 1 Demerit                        |
| 2. Referrals              | 1 Demerit                        |
| 3. Missed Detention       | 1 Demerit                        |
| 4. Missed Saturday School | 2 Demerits                       |
| 5. Suspension             | 3 Demerits Per Day of suspension |





Merits may be earned as follows:

- |                        |          |
|------------------------|----------|
| 1. BIONIC              | 2 Merits |
| 2. Senior of the Week  | 2 Merits |
| 3. Student of the Week | 2 Merits |
| 4. Athlete of the Week | 2 Merits |
| 5. Artist of the Week  | 2 Merits |

### **Rule of 85 FAQ**

1. What is the “Rule of 85”?

The Rule of 85 requires that students be in class and on time 85% of the time, calculated by school periods, in order to participate in many of the extra activities at VHS including athletics, cheer, drill team, dances, field trips etc.

2. Why this school policy?

Every minute in school counts. What we do here with your students everyday is important. To prepare students for college and/or career, we need them here as much as possible. Students who are present and on time less than 85% of the time should not be spending hours after school practicing for a sport, or be out of school on a field trip, or at the dance on Friday night. Instead they should be focusing extra attention on their school work. (A student without tardies has to be on pace to miss 27 school days or 162 periods—more than five full weeks of school—in order to fall below the 85% mark.)

3. What kind of absences/tardies are counted in calculating the 85%?

School related activities such as field trips and sports excusals are not included in the calculation. All other absences whether excused, unexcused, unverified or truant (including those occurring during FLEX) and tardies are a part of the calculation. Tardies are also counted. If looking at attendance in Aeries the codes to look for include: A, E, U, T.

4. When will you determine eligibility under this rule?

We will check for eligibility every grading period. We'll notify ineligible students at that time.

5. Is there anything “extra” a student can do to get back up the 85% threshold other than just being in school on time every day?

Yes. Each Saturday School a student attends removes a full day's absence in calculating the Rule of 85. (It does not remove scattered period absences or tardies.) Students wishing to take advantage of this opportunity may sign up in the front office. If a student doesn't have any full day absences, but would like to work on the Rule of 85, he or she should contact an administrator about options.

6. How does short- term independent study fit into this system?

If a student is out on short-term independent study and completes his or her work according to the contract requirements, the student is not considered to have been absent. It's as if the student was in class and on time for the duration of his or time out of school. If, however, the student does not complete his or her work in a timely manner, the student is considered absent for the time missed; this could have a significant ability on the student's ability to reach the 85% mark.



7. What if a student (or family) has some special circumstance?

If a student faces some very special circumstances that cause him or her to miss school they can appeal. In most cases, however, short-term independent studies (or other district programs) should assist the student. For example, a student who needs to undergo surgery or travel out of state for a loved one's funeral could be served by short-term independent studies.

8. How does the appeal process work?

The appeal form can be picked up in the front office. It must be completed by the student and signed by the parent. Administration will call the student in once they have made a decision about whether or not the student qualifies for the appeal. If the student qualifies, administration will then remove the student's name from the ineligibility list and contact coaches (if applicable).

9. How can I calculate my percentage?

See the rule of 85 cheat sheet for the cumulative total number of absences/tardies that students must be under each week in order to be at 85% or above. Ask someone in the office to print your attendance and follow step 1 below to find out if you are under 85%.

### **Academic Honesty**

The Governing Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize, and knowingly allow others to copy work, or commit other acts of academic dishonesty.

Students, parents/guardians, staff, and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to district and school-site discipline rules which includes failing the assignment and receiving progressive discipline consequences.

### **Attendance Policy and Procedures**

Regular school attendance plays an important role in student learning. Every student should be in school every day unless he/she has an excused absence. Excused absences include illness, medical appointments and funeral services for members of the immediate family.

Each time a student is absent, the parent/guardian must clear the absence by note, in person or by telephone in a timely manner. (Within 72 hours of the student's return to school is suggested.) Absences that are not properly cleared may be considered truant absences. Excessive truant absences may result in a student being removed from VHS and placed in an alternative educational setting.

Students may turn in notes before school, during lunch or after school. Please be specific enough with your note so that we can determine whether or not the absence is excused.

Absences may be cleared in person or by phone (707 453-6000) during regular school hours (7:00 a.m. until 3:30 p.m.). A doctor's note may be required if a student is absent for more than five consecutive days. After ten total days of excused absence during a school year, medical verification may be required for all future absences.

[VUSD Administrative Regulation 5113](#) outlines the reasons an student's absence may be excused.



Students who need to be excused from school early, must obtain an off-grounds pass. Parents should send a note stating the date, time and reason for the student leaving campus. Students are to bring the note to the front office before school or during lunch to receive the off-grounds pass.

### **Tardy Policy**

Philosophy – Academic success is directly correlated to attendance and tardies. Administrators, teachers, counselors, campus supervisors, students and parents must work together to make sure students are present and on time to each class of the day. There must be consequences for tardies, and there must also be a strong effort by each person in our community to help students get to class on time.

Students who are not inside their classroom before the final bell rings will be marked tardy. Tardies can only be excused for the same legal reasons allowed for excused absences.

Tardy = Lunch Detention

Students who are tardy to class are assigned a 15-minute lunch detention. Upon late arrival to class, the teacher gives each tardy student a reminder slip for lunch detention. Students will serve lunch detention during the first lunch period following the tardy, so:

- Students tardy to periods 1-4 will serve lunch detention on the same day.
- Students tardy to periods 5 & 6 will serve lunch detention on the following school day.

Detention takes place in room 6 and begins promptly five minutes after the lunch bell rings (12:34 on Monday, Tuesday, Thursday, and Friday and at 12:31 on Wednesdays). The doors to room 6 will be locked at that time.

Students who fail to serve a lunch detention will be picked up for a 30 minute after school detention the next day. Students who cut classes to avoid consequences such as after school detention will be assigned Saturday School or alternative discipline such as social probation.

Every time a student accumulates 20 tardies within a semester, a “tardy letter” will be mailed home to the parents and the student will be assigned a Saturday School.

### **Computer Network Access**

All student computer use at VHS will be monitored using Go Guardian. When you use school computers or electronic devices you agree to follow the directions of teachers and staff; rules of the school and district; and rules of the computer networks you access. Do not produce, distribute, access, use or store information which is unlawful; private or confidential; copyright protected; harmful, threatening, abusive or denigrating to others; obscene, pornographic, or contains inappropriate language; interferes with or disrupts the work of others; or causes congestion or damage to systems including large files such as movies without relevance to curriculum. Protect your password. Do not allow anyone else to use your password, and do not use anyone else’s password. Anyone “hacking into the system”, altering grades or school websites, planning, planting, or launching a virus on the network will be held financially responsible and issued appropriate consequences. Any action performed by a student on-line or through social media that disrupts the school day may result in disciplinary consequences. In addition, any student found to be in possession of indecent or otherwise.



### **School Dance Policies/ Guest Passes**

School dances are school functions, and as such, students are expected to dress and behave in ways that are appropriate for the school setting. School rules apply.

School dances are intended to be social events for the Associated Student Body. In order to attend the dance, students must be in good standing with the school, as defined by the Rule of 85 and Bulldog Citizenship Plan. Students with 15 demerits or more may not attend.

Students should conduct themselves in a safe manner and behave in a way conducive to education based activities. conducted in a safe manner. Dancing that is extremely sexualized in nature, or which could potentially cause harm to one's self or others, is prohibited.

All students will receive a wristband upon entering the dance. If a student violates the dance policy, the wristband will be removed. If a student violates the dance policy a second time, he/she will be immediately removed from the dance, without refund, and his/her parents will be notified. School personnel will make the final decision concerning appropriate dancing.

Students wishing to bring a person who is not a current VHS student to a dance must have an approved guest pass. Guest pass applications may be filled out in the main office, and are approved by an administrator after review. Late guest pass applications will not be accepted.

### **Expectations for Graduating Seniors**

Participation in the graduation ceremony and related Senior activities is a privilege, not a right. Any senior who commits a suspendable offense or has excessive absences of any kind during the fourth quarter of the senior year may not be allowed to participate in the graduation ceremony or the senior activities, including Senior Prom and Senior Trip. Students committing acts while participating in Senior Trip and Senior Prom that lead to a disciplinary suspension will not be allowed to participate in Commencement. Vandalism to the school or property on school district ground, including acts committed as "senior pranks," constitutes grounds for suspension.



## Student Dress Code

Basic Principle: Certain body parts must be covered for all students. Clothes must be worn in a way such that genitals, buttocks, and nipples are covered with non-see through material. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

### Students Must Wear:

- Shirt: for example, tank top/sweater/dress
- Bottom: for example, pants/sweatpants/shorts/skirt/dress/leggings
- Shoes; activity-specific shoes requirements are permitted (for example for sports/PE, industrial arts classes, and science labs)
- Items and apparel in accordance with state and local health mandates (such as face masks, shields, etc)

\* Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering girls’ bodies or promoting culturally-specific attire.

### Students May Wear:

- Hats, including religious headwear and durags
- Hoodie sweatshirts (over the head is allowed)
- Fitted pants, including leggings, yoga pants and “skinny jeans”
- Midriff baring shirts
- Pajamas
- Ripped jeans, as long as underwear is not exposed.
- Tank tops, including spaghetti straps, halter tops, and “tube” (strapless) tops
- Athletic attire
- Clothing with commercial or athletic logos provided they do not violate Section 23 above.

### Students Cannot Wear:

- Unacceptable clothing and apparel includes any clothing, accessory or apparel that explicitly or implicitly displays or promotes the use of alcohol, tobacco, drugs, weapons, racial or ethnic slurs, is demeaning to others, gang affiliation or identity, violence, is sexually suggestive, derogatory or profane material, hate speech, or disrupts the learning environment (VUSD board policy).
- Any item not designed to be worn as apparel (i.e. flags, blankets, towels)
- Visible underwear; however, visible waistbands or straps on undergarments worn under other clothing are not a violation.
- Headgear that obscures the face (except as a religious observance).

### Progressive Discipline for Dress Code Infractions

1st Offense:	2nd Offense:	3rd Offense:	Additional Offenses:
Verbal warning from staff member, electronic referral	Verbal warning from staff member, electronic referral, meeting with administrator, parent phone call	Verbal warning from staff member, electronic referral, IHD until infraction is fixed, parent phone call	Verbal warning from staff member, electronic referral, IHD until infraction is fixed, parent phone call, Saturday School



## **Commencement Ceremony Regalia**

Student participation in the end of year Commencement Exercise is a privilege. The graduation student uniform is the traditional black gown, with a matching black cap and tassel.

All graduates are expected to wear graduation gowns and mortarboards with clean, attractive shoes. Appropriate attire includes apparel such as collared shirts, slacks (i.e. Dockers, khakis, etc.), dresses, skirts and blouses. Sandals are acceptable but flip-flops and shorts are not permitted. Mortarboards may be decorated (school appropriate). Only wedge or block heels will be permitted for those who wish to wear heels. *Please secure cords and stoles with safety pins to prevent the wind from blowing them off.*

Regalia may include cords and stoles. A cord is a long, thin, colored ropes with tassels on each end that are worn around the neck. At VHS, cords recognize graduates with academic honors and are issued by the school at graduation orientation. A stole is a sash worn draped over the shoulders to denote achievement or involvement in specialized academic programs (ie. Capstone, AVID, etc), sports, student clubs, extracurricular, etc. Clubs may provide stoles to their seniors for commencement – but they should not issue a cord.

## **Hall Lockers**

Students may request a locker in the front office by filling out the Locker Request Form. Lockers will be assigned on a first come, first serve basis. Administration advises all students to NOT give your combination to other students. Students use lockers at their own risk. The student is responsible for lost, damaged, and/or stolen items, including textbooks. NEVER leave valuables in your locker at night or on weekends. Lockers are school property and subject to search at any time.

## **Student Parking**

All student drivers are required to complete the Parking Pass Request Form, available in the Front Office, to park on campus for the school year. Pass Requests must include a copy of the student's driver's license, registration, and proof of insurance. Students who do not get a parking pass will be able to join a waitlist. Permits will be capped at equal number of available student parking.

Student parking at VHS is restricted to 12th and 11th grade students of the current school year. Seniors shall be given priority for parking and may submit a request for a permit beginning the first day of school. Juniors will be able to apply for permits beginning the second full week of school.

Beginning the third full week of school, students will not be permitted to park on campus in the student lot without having a parking pass hung from the rear view mirror or displayed in clear view on the dashboard. Parking will continue to be first come, first serve; having the pass does not guarantee that you will get a parking spot. Students are reminded that designated student parking is on the east side of campus in the main parking lot and near the stadium. Students are not permitted to park in visitor's parking, any numbered staff spot, or clearly designated reserved spaces. Students can register up to 2 vehicles but will only receive one parking pass. Students choosing to find street parking should follow all local parking ordinances, as many of the surrounding neighborhoods have permit parking only.

Upon entering the property of Vacaville High School, the vehicle owner and/ or driver consents to search of the entire vehicle and its contents by school officials or School Resource Officers.

Students who park vehicles without a valid permit, or park in a restricted parking spot, may be subject to school progressive discipline and loss of parking privileges. Vehicles parked on campus without valid permits are subject to being towed, and the student may receive progressive disciplinary action.



### **Student Cell Phone and Personal Electronic Device Policy**

Personal electronic devices (PEDs), including cell phones, MP3 players, and video cameras can be a major disruption in classrooms and in the hallways. Student owned PEDs must be turned off and stored out of sight during class time unless explicitly directed otherwise by the teacher. This policy is in effect during class time whether the student is in the classroom, hallways or restrooms.

1. Teachers will give frequent reminders (early in the year) at the beginning of the period to turn off and put away PEDs.
2. Any time a PED is used or heard during class time and instruction is disrupted, it will be confiscated and sent to the office by an adult staff member (staff should put phone in ziplock bag with Electronic Device Referral).
3. The office will track these infractions and will return the PED to the student at the end of the day for the first offense. The parent will be contacted and must approve the pickup for the second offense. They will be warned that any subsequent offense will result in a parent pick up or conference and an additional consequence for the student (detention, Saturday school, etc.).
4. At any time, if a student refuses to give the PED to a staff member, the staff member should contact the office to request that a campus supervisor come to the classroom. The student will be escorted to the office where the PED will be confiscated and the student will receive additional consequences for defiance which may include detention, IHS, Saturday School or suspension.
5. Video or audio recording using any type of device on campus without permission from an administrator is prohibited.

The school does not take responsibility for lost, stolen or damaged property of the student, and encourages students to secure their belongings at all times while on school property.

### **Skateboards, Scooters and Bicycles**

Vacaville High School encourages students to consider alternative forms of transportation to and from school. The school does not take responsibility for lost, stolen or damaged property of the student, and encourages students to lock their skateboards, scooters and bicycles in the designated areas on the Monte Vista side of campus. Skateboards, scooters and bicycles should be secured during school hours and are not permitted to be ridden while on school property during school hours.

### **Visitors**

During school instructional hours, all visitors must announce themselves to the Front Office and obtain a Visitors Pass to enter school grounds.





## **ASSOCIATED STUDENT BODY CLUBS AND ACTIVITIES**

### **Getting Involved at Vacaville High School**

Most students at Vaca High are involved in sports and/or clubs. They help build our school community and allow students to explore their interests while developing their leadership skills. We encourage all students to find something that they are interested in and then try to stick with it for several years. VHS offers many after-school activities and clubs. Most clubs meet weekly, sometimes during FLEX, although some are much more active than others. Any student can start a club by recruiting an advisor and some other members. All clubs must complete a charter each year and get approval from ASB. Also, make sure to visit the Activities Fair in the Quad during lunch at the beginning of every semester. Get involved at VHS and make a difference in our school and community.

### **Associated Student Body**

The Associated Student Body (ASB) of Vacaville High School represents the interests and goals of the entire Vacaville High School Student Body. The ASB consists of a class officer structure, as well as school wide positions, that oversee and facilitate student activities at VHS. To that end, the officers and appointed members of the ASB class focus on providing engaging activities that ensure a well-rounded high school experience.

ASB rules and guidelines can be found in the ASB [Handbook](#).

### **Class Officers and Student Council**

Class Officers are elected to serve their peers. From running class meetings to sponsoring class events, the officers are dedicated to making everyone feel welcome at VHS. Class officers, like ASB Officers, are called to service and while the position is sometimes challenging, the skills learned are valuable and the work is rewarding. Elections are held each spring and an officer serves for one year.

### **Link Crew**

Link Crew is a freshman transition program that welcomes incoming freshmen and makes them feel comfortable and supported throughout the first year of their high school experience. Link Crew trains incoming juniors and seniors to support and be positive role models for incoming 9th graders. We are also happy to have incoming sophomores join our team, so Link Crew really is an opportunity for all students.

### **Starting a New Club**

First, read the following information governing clubs at Vacaville High School and make sure you are ready to take on the responsibility of an organized club. Clubs must be composed entirely of students enrolled at Vacaville High School. There are two cut off dates for club formations. Fall Semester – The last Friday in September; Spring Semester – The last Friday in February. A group of students may apply for permission to form a club by completing a VHS Club Application Form and submitting it with a proposed constitution, which must include the following:

- ✓ The name and purpose of the organization including background information on the organization
- ✓ The type of activities that the club will conduct
- ✓ The name of the club advisor (must be a certificated employee of the district)
- ✓ Information on the officers and meetings
- ✓ The duties of the officers
- ✓ The time, frequency and place for meetings.





To have a club on campus is a privilege and not a right. The club must have a purpose and hold regular meetings. Clubs are subject to the same procedures and regulations as the Student Body organization. If a club is inactive (does not hold the required three meetings per semester) for two consecutive semesters, the funds will be transferred to the ASB General Fund balance. Club privileges may be revoked if the requirements and responsibilities of having a club on campus listed below are not met:

- ✓ Each club must be approved by ASB and have a completed club application and constitution on file in Room 52.
- ✓ Each club must have a certificated employee of the district as an advisor and the advisor must be present in the room during club meetings and activities sponsored by the club.
- ✓ Advisors may only sponsor the maximum of two clubs per year.
- ✓ All activities and fundraisers must be cleared, IN ADVANCE, by the Associated Student Body, Activities Director and Assistant Principal.
- ✓ The ASB meets each Wednesday, so you must have your paperwork in no later than lunch Tuesday or you will not be placed on the agenda until the following week.
- ✓ All fundraisers must last for no more than a TWO WEEK period.
- ✓ All money raised by the club must be deposited into the club ASB account.
- ✓ All money must be turned in to the bookkeeper in a timely manner. Cash is not to be left in the classroom or taken home. For evening and weekend events (dances, carwashes, etc.) advisors must make arrangements with an administrator to have their funds collected and placed in the safe. No exceptions!
- ✓ It is illegal to charge students dues or fees to be a member of an ASB club. Clubs can ask students for donations with the strict understanding that students who do not donate are not excluded from club activity (CA Assembly Bill 1575, FMAT).

Each club is required to maintain proper records and keep minutes for each meeting. Minutes (see appendix C for example) must reflect details of all proceedings, including financial matters pertaining to fund raising, expenditures, etc. A copy of minutes should be placed in the club binder located in Room 52 within three days of the meeting. All minutes must be signed by the student organization secretary and advisor to be considered complete!

### **School Excusals for Student Activities**

When student participation in a school sponsored activity (clubs, field trip, sport, etc) requires them to miss class, it is the responsibility of the student to make up for all missed work. Students must be in good standing with the Bulldog Citizenship Plan to attend/ participate. Students should proactively communicate with their teachers when they know they will miss class, and make every effort to return the missed assignments to the teacher at their next class period.



## VACAVILLE HIGH SCHOOL ATHLETICS

### Sports

Vacaville High School is a member of the [Monticello Empire League](#) and [Sac Joaquin Section](#) of the California Interscholastic Federation (CIF), and therefore subject to the bylaws and guidelines of these organizations.

Vacaville High School competes in the following interscholastic sports.

Football	Soccer (Boys and Girls)
Volleyball - Girls	Swimming and Diving (Boys and Girls)
Cross Country (Boys and Girls)	Track and Field (Boys and Girls)
Golf (Men and Women)	Baseball
Basketball (Boys and Girls)	Softball
Wrestling	Tennis (Boys and Girls)
Badminton	

### Clearance

In order to participate in a sport, including preseason conditioning/training programs, athletes must be cleared. To get cleared, please complete the following steps:

1. Completed Physical – MUST be dated AFTER May 1.
  - a. Please contact your physician's office for the best means to complete this step. Some doctors have allowed teleconferencing. Please attempt to get in hand a form from your doctor (per school district rules, physicals are not accepted from chiropractors) a form which states your athlete is cleared to participate in athletics.
2. Log onto [athleticclearance.com](https://athleticclearance.com) and create an account after April 30th
  - a. If you created an account previous years, log in to your account, select 2022-2023 school year, and update any information.
  - b. Complete all tabs in [athleticclearance.com](https://athleticclearance.com) including electronic signatures
  - c. Print and sign the Consent to Participate
3. Concussion Baseline Test - Typically we provide opportunities at Vacaville HS in the spring. We are extending the information to take on your home computer if you are able. If the athlete has already taken the concussion baseline, they do not need to take it again. To take the Concussion Baseline Test at home, please follow the steps below:
  - a. Log on to <https://www.impacttestonline.com/htmlalauncher/>
  - b. Enter Code: AX8XNJMGXW
  - c. Select "VACAVILLE HIGH SCHOOL"
  - d. Click "Launch Baseline Test"
  - e. Answer Name, date information
  - f. Click "Skip Additional Demographics"
  - g. Click "Next" for current symptoms and conditions
  - h. You are answering these questions relating to how you are currently feeling as you begin to take the test (0=Not experiencing, 1=Barely Noticeable, 6= Worst Ever Experienced)
  - i. As you begin the test...READ ALL INSTRUCTIONS TWICE. This will ensure you understand the task and do provide incorrect data which would require you to take it over



- j. When the exam is complete, you will be prompted to enter your email again. Enter email” click send and test is complete
4. Turn in the Physical along with the Consent to Participate

Once all paperwork is complete and turned in to the front office at VHS, please reach out to your coach for more information regarding current independent training and future schedules.

### **Eligibility**

Minimum academic requirements for participation in all extra- curricular activities established by the CIF are summarized as follows:

1. Students in grades 9 (other than first quarter), 10, 11, and 12 shall have a grade point average of C (2.0) at quarter or semester grading period immediately preceding and/or during the extra-curricular activity season.
2. All 9th grade students shall be eligible to participate in extra-curricular activities until their grades are reviewed at the end of the first quarter.
3. Students must be currently enrolled in at least 20 semester credits of work.
4. A transfer student is eligible to participate if he/she was eligible at his/her previous school and by CIF or other organization requirements.
5. Students must be in good standing with Rule of 85.



## **EXTRA CURRICULAR CODE OF CONDUCT**

### **Introduction**

The Vacaville Unified School District (VUSD) recognizes the importance and value that extracurricular activities play in the lives of our students. As an integral component of our student's education, we see the activities that students participate in on our campuses as extensions of the classroom. We aim to provide these activities in an environment that promotes a student's personal growth, as well as their physical and emotional health. Through these programs, VUSD strives to strengthen the integrity of students and adults within our schools by advancing the highest principles of character – respect, responsibility, fairness, and good citizenship.

Vacaville Unified School District considers the coaching and advising of extracurriculars to be teaching stations. This implies that teacher responsibility for supervision, preparation, and training is as essential as it is in the classroom. We expect that the coach or advisor will apply him/herself to extracurricular assignments in the same professional manner displayed in a formal classroom situation. We believe that a coach and advisor has a unique opportunity to influence young people through his/her interaction with students in our extracurricular program. These are teaching opportunities a coach and advisor can use to help young people become better citizens.

### **Purpose**

The Extra Curricular Code of Conduct (Code) applies to student athletes and students involved in clubs and other school sponsored activities (ex. Student Council, Link Crew, Drama, Music, etc). Student participation in extracurriculars is a privilege, not a right. A student's participation is contingent upon their full cooperation with all provisions of this Extracurricular Code of Conduct. Vacaville Unified School District asserts the right of every student to equitable access to these opportunities, and when in violation of the Code, equitable corrective actions will apply.

### **General Provisions**

1. Accept and understand the seriousness of your responsibility and the privilege of representing your school and community. Understand that your conduct is a reflection of your program, school and our community, and therefore must always be of the highest regard.
2. Maintain all eligibility requirements as outlined by the VUSD Board of Education policy.
3. Learn the rules of your sport/activity thoroughly. This will assist you in achieving a better understanding and appreciation and promote fair play. Student athletes must abide by the bylaws set forth by the California Interscholastic Federation and their local league or program.
4. Cooperate fully with coaches/advisors and officials, always exercise good judgment and conduct, abiding by the rules as they are stated.
5. Fulfill your commitment to the team/ program prior to moving on to the next activity. If an athlete tries out for a sport and finds that he/she does not have the ability or just does not like the sport and wishes to change to another sport, he/she must get a release from the coach of the first sport before he/she can take part in another sport during that same season.
6. Maintain in good repair all equipment, uniforms and materials issued to them. Equipment and uniforms must be returned at the end of the season in good condition or be paid for.



## **Statute of Limitations and Related Issues**

A student is considered subject to the Code of conduct while enrolled in their current grade level. The rules governing students are in effect from July 1st through June 30th of each school year, and apply to all students encompassing grades seven through twelve. This policy is in effect 24 hours a day and covers student behavior both in and outside of school.

Violations brought to the attention of the administration that occurred prior to July 1st will not be considered under this policy, unless the incident proves to be a substantial disruption to the school's current operations or educational environment.

No violation which occurred prior to a student's documented first violation (between the dates above) will be considered under this policy as a subsequent (e.g. second, third, etc) violation. Only violations that occurred subsequent to a first violation will be considered as such for the purposes of this policy.

## **Violations**

Per VUSD [Board Policy 6145](#), when attending or participating in extracurricular and cocurricular activities on or off campus, district students are subject to district policies and regulations relating to student conduct. Students who violate district policies and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or co curricular activities in accordance with VUSD Board policy and administrative regulation. When appropriate, the Superintendent or designee shall notify local law enforcement.

In addition to the general provisions written above, while present at school or a school sponsored event, or while not under the direct supervision of school, the following shall be considered specific violations of the Code of Conduct.

1. Unlawful acts that have the potential to disrupt school operations.
2. Acts, including social media activity, that is illegal, encourages illegal activity, is obscene, sexually harrassing, explicit in nature, poses a risk to the health or safety of individuals, racist and/or discriminatory in nature, or comments that personally attack or threaten a person(s).

The following violations of California Education Code will be cause for immediate removal from the team/ activity.

1. When a student is suspended from school for being in possession, use, or under the influence of alcohol or illegal drugs, they will be dropped from the team/ activity for the remaining duration of the sport/activity.
2. Students recommended for expulsion under California Education Code 48900, or suspended for violations under California Education Code 48915 (c), shall be removed from sport/ activity for the duration of the expulsion term.

## **Due Process Procedures**

1. If there is a reasonable belief a student violated the Code, and the violation was made known to an employee of the Vacaville Unified School District, the allegation must be reported to a site administrator and Athletic/Activity Director.
2. Any reported allegation of a potential violation, including unlawful acts that occur either in school or in the community that have the potential to disrupt school operations, will result in an investigation. At minimum, the investigation will include:
  - a. An opportunity for the affected participant to explain his/her involvement to a site administrator and/or Athletics/Activity Director.
  - b. A review of any previous corrective actions relating to the affected participant.



- c. Interviews with others (students, staff members, coaches, officials, etc.) who may have knowledge of the alleged incident.
  - d. An interview with the parent/guardian, as appropriate.
  - e. The site administrator and/or Athletic/Activity Director may determine that other steps must be taken before the investigation is complete.
3. If concluded that the participant did violate the Code, the site administrator and/or Athletic/Activity Director may determine an appropriate corrective action in consultation with the Athletic and Activities Director, as appropriate. The corrective action will be commensurate with the nature of the extra-curricular activity, the participant's offense, honesty, and his/her own conduct, and/or other relevant factors.
  - a. Corrective action(s) applied under the Code are to be interpreted in a way that would not limit the application of disciplinary corrective action that would otherwise be imposed under other applicable policies and procedures when appropriate.
4. If concluded that the participant did violate the Code, the site administrator and/or Athletic/Activity Director will provide the participant and parent/guardian a written record of the corrective action imposed on the student participant. The written record will include at minimum the behavior that led to the corrective action, the corrective action, and applicable appeal rights. Records of corrective action imposed on a participant under the Code are maintained in the same manner as any other student information.
5. Should a corrective action under the Code be applicable for a co-curricular activity that is part of a credit course for grade (examples include drama, music, journalism, art), the site administrator will determine an appropriate corrective action. The corrective action will only be for the extracurricular event portion of the activity commensurate with the nature of the co-curricular activity, the student's offense, honesty, and his/her own conduct, and/or other relevant factors.
6. If a student commits an infraction of the Code, but is not currently involved in a sport/activity, the site administrator and/or Athletic/Activity Director will determine an appropriate corrective action. The site administrator and/or Athletic/Activity Director will then:
  - a. Either apply a corrective action with a completion date PRIOR to the next sports season in which the student participates.
    - i. Note: If the student does not participate in a sport/activity within an academic year, no corrective action will be applied.
    - ii. Note: Participation is defined as follows: the student must report for try-outs and complete the season in order to serve the corrective action that has been imposed.
  - b. Or apply the corrective action to the next consecutive sports season in which the student participates.
7. Corrective actions apply to the sport and the activity if the student participates in both concurrently during a given school year.
8. If a corrective action imposed on a student participant overlaps with a period of ineligibility in a sport or activity (for reasons including but not limited to grades, injury, or practice requirements), the corrective action does not begin after the period of ineligibility. Instead, the site administrator and/or Athletic/Activity Director will determine an appropriate corrective action commensurate with the nature of the extra-curricular activity, the student's offense, honesty, and his/her own conduct, and/or other relevant factors.
9. Appeal Procedures:
  - a. Students shall have the opportunity to appeal the finding of a Code of Conduct violation to a Code of Conduct Review Board, but shall not review the length of the sanctions imposed as the result of such a finding. A parent has the right to accompany a student during the student's appearance before the Review



Board. The Code of Conduct Review Board shall be composed of the following, all appointed by the Building Principal:

- i. An administrator other than the administrator(s) responsible for the initial determination of a Code of Conduct violation;
  - ii. One athletic head coach or activity sponsor, who shall not supervise or coach the student in question.
- b. The Code of Conduct Review Board will make a written report of its decision and rationale. The decision of this Review Board is final, except where the sanction removes the student from sports and activities for one year or more. In these cases, the student may appeal the decision to the Building Principal. The decision of the Building Principal is then final.

10. Out-of-School/Alternative Learning Environment: In the occurrence of an administrative suspension, an athlete may not participate in any extracurricular activity until the suspension period has concluded and the student has been formally readmitted to school.

### **Expectations of Parents/ Spectators**

- Be positive with your son/daughter. Let them know that they are accomplishing something positive by being part of the extracurricular program.
- As a fan, you are entitled to cheer enthusiastically for your student, always demonstrating respect for all participants.
- Insist that your student respect team/club rules, school rules, game officials, and sportsmanship. Self-respect begins with self-control.
- Remember that the coach/advisor is involved because he/she is sincerely fond of children and is an experienced professional. Coaches and advisors have different ways of dealing with people and situations. Students' lives are enriched by interaction with different types of leaders.
- Remember, as the parent, you represent your community, your school and your student. Please be a positive role model.

### **Parent/Coach/Advisor Communication**

As your son/daughter becomes involved in the extracurricular programs at VUSD they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your student wishes. This is the opportunity for your student to talk with their respective coach/advisor and discuss the situation. When your student handles the problem, it becomes part of the learning and maturation process.

There may also be situations that require a conversation between the coach/advisor and the parent. These are encouraged. It's important that both parties have a clear understanding of the other's position.

Please do not attempt to broach a conversation regarding your student with a coach/advisor before or after a contest or event. These can be emotional times for both the parent and coach/advisor. Meetings of this nature do not promote resolutions. Please contact the coach the next day to arrange a mutually agreeable time to discuss this concern.

If the concern is not resolved between your student and the coach/advisor, call the Athletic/Activity Director to arrange a conference. A meeting will be arranged with the coach/advisor, parent and Athletic/Activity Director. At this meeting, the appropriate next step can be determined. Only after these steps have taken place, and a resolution has still not been reached, should an administrator be contacted.