



Northgate High School Broncos 2016-2017

PLANNER



NORTHGATE HIGH SCHOOL

425 Castle Rock Road, Walnut Creek, CA 94598
(925) 938-0900—FAX (925) 945-6429
www.northgate.mdusd.org



STUDENT HANDBOOK & AGENDA

Michael McAlister
Principal

Ben Campopiano
Kelly Eagan
Jonathan Fey
Vice Principals

This agenda belongs to:

Name _____

Address _____

City _____ Zip _____

Phone _____

Student ID # _____

NORTHGATE HIGH SCHOOL MISSION STATEMENT

The mission of Northgate High School is to develop responsible, productive and informed citizens who are prepared to contribute and excel in a global society.

Northgate High School **School-Wide Learner Outcomes**

A Northgate graduate will be able to meet the California Academic Standards and will be able to perform the following tasks:

Communicate (clearly / efficiently / effectively)

Read.
Write.
Listen.
Speak.
Use technology and media.

Critique (openly / seriously)

Make connections.
Generalize and apply information.
Find information, evaluate, and use it effectively in all disciplines.
Analyze a situation/examine the data.
Evaluate and assess the problem/arrive at a solution; compare and contrast.
Recognize perspective and bias.
Make predictions.

Create (abundantly / enthusiastically)

Create original work (i.e. art, music, stories, reports, presentations.)
Work through process to solve problems.
Propose, design solutions.
Generate new ideas, knowledge, and skills.
Use technology to create original work.

Perform (fluently / legitimately)

Start and complete projects promptly.
Practice regularly for fluency and efficiency.
Persist when working on a problem/project.
Be resilient after taking a wrong turn.
Take responsibility of his/her own learning and work.
Organize and synthesize information.

Relate (actively / passionately / respectfully)

Relate ideas and skills learned in school to the everyday world.
Know how to work independently as well as collaboratively; know the difference.
Value learning and continue to learn throughout life.
Think beyond "self" – Think about how one's actions affect the world around us.
Be a respectful citizen culturally, globally, ethically, and physically.
Be environmentally literate.
Be receptive and be adaptable to new and different ideas, culture, persons.
Use technology to broaden awareness of the world.

Ultimately, Northgate High School is about excellence for, and from, all students.

TELEPHONE NUMBERS INFORMATION DIRECTORY DISTRICT CAMPUS SAFETY HOTLINE

Main Office	938-0900
Attendance (All-Day Absences only)	939-6911
FAX	945-6429
District Campus Safety Hot Line	709-4847

Regarding	Contact	Extension
Absences (partial-day)	Attendance Office	3505
Vice Principal (A-G)	Kelly Eagan	3556
Vice Principal (H-O)	Ben Campopiano	3504
Vice Principal (P-Z)	Jon Fey	3503
Athletics	Dr. Earle Paynton	3511
College/Career Information	College and Career Center	3525
Class/Club Activities	Kourtnie Howerton	2197
Bills/Fines	Treasurer's Office	3518
Health (ill or injured)	Attendance Office	3505
Lockers	Treasurer's Office	3518
Lost & Found	Attendance/Main Office	3505/3501
Parking	Main Office	3501
Permit-to-Leave/Absences	Attendance Office	3505
Principal	Principal's Office	3500
Scheduling Questions	Academic Counselor	3526/3539
Scholarship Information	Career Center	3525
Student ASB Card	Treasurer's Office	3518
Student Services	VP Secretary	3513
Textbooks	Library/Treasurer	3528/3518
Transcripts/Records	Registrar's Office	3537
Use of School Facilities	Main Office	3501
Work Permits	VP Secretary	3513

All students and staff within the Mount Diablo Unified School District have the inalienable right to attend campuses which are safe, secure and peaceful. Feeling safe at school is a student right. When something is happening which makes you feel unsafe, tell an adult about the problem. Students should expect to receive help. If you feel you cannot tell an adult, there is a District Campus Safety Hotline for students to use. By using the Hotline, a confidential, recorded message about the problem can be given to people who will help. Call the District Campus Safety Hotline: (925) 709-4TIP (4847).

BRONCO COMMUNITY

MONTHLY PARENT/STAFF MEETINGS

Parent Faculty Club (PFC)

Third Thursdays, in the Library
www.northgatehs-pfc.com

Athletic Boosters (Bronco Boosters)

Second Thursdays, 7:30 PM in the Library
www.northgatebronzos.org

School Site Council

First Tuesdays, 3:15 PM in room 91
www.northgatesc.org

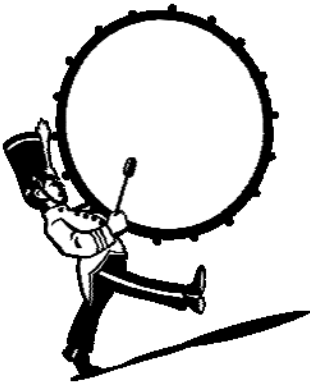
Northgate Instrumental Music Boosters

Second Tuesdays, 7:00 PM in Room 93
www.northgatehs-pfc.com/nimb

Northgate Choral Boosters

First Tuesdays, 7:00 PM in Room 90
www.northgatehs-pfc.com/ncmb

NORTHGATE FIGHT SONG

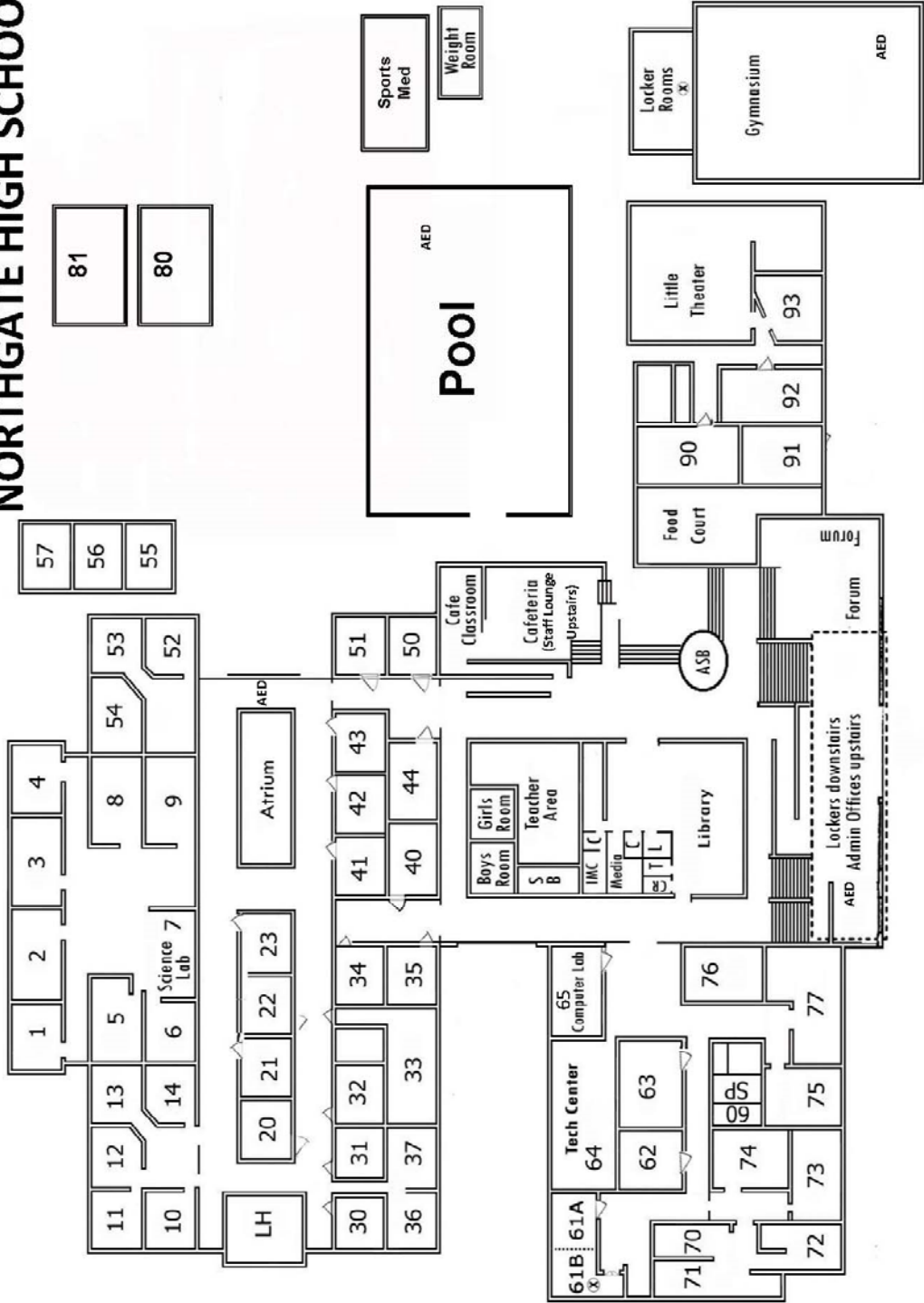


*We are the Broncos
We are the bold
We are the Broncos
Crimson and gold.
Onward to victory
On to fame
Bringing honor to our name*

GO! FIGHT! WIN!

*We are the Broncos
We're on the field
We are the Broncos
We'll never yield.
Fight, fight
We'll win tonight
'Cause we'll fight for Northgate High!*

NORTHGATE HIGH SCHOOL



STRATEGIC SUPPORT

Strategic Support (SS) is held most Mondays, Thursdays and Fridays (see Bell Schedule on back of planner). Students are offered academic support including peer tutoring and time for completion of homework.

STUDENT ASSIGNMENTS

- All freshman attend Link Crew during SS.
- 10th—12th graders who earned any D's or F's during the previous grading period are required to attend a directed study session to receive academic support.
- Students who have above a 2.0 with no D's or F's may serve as Link Crew leaders, Academic Mentors, or are assigned to a general study session.

PURPOSE

- Create a systematic approach to provide directed peer-to-peer mentoring for students who need assistance in mastery of curriculum
- Pro-active approach to student success
- Build a cooperative learning culture at Northgate High School
- Increases equity and provides additional time for all students to access the curriculum

ACADEMIC MENTORS

Students who peer tutor other students during SS. Mentors may be recruited by teachers or administrators and can sign up through an application process. Mentors will be trained by faculty members throughout the year. Students who work as Academic Mentors will receive community service hours and other accolades.

Student Guidelines for Strategic Support

1. Students come to Strategic Support prepared with materials and stay for the full study session.
2. Students use Strategic Support productively as defined in the Strategic Support Purpose section above.
3. Trips to lockers and bathrooms are permitted only on an emergency basis.
4. Go directly to your destination (without side-trips to lockers, vending machines, bathrooms or wandering around) and stay the full period.

Student Consequences for infractions of the Guidelines

1. Students truant from Strategic Support may be assigned detention or Saturday School.
2. Students disturbing the productive classroom environment may be given a referral, assigned a detention, or given work to do at the discretion of the teacher. Referrals to administration will be handled through the assertive discipline procedures.

LIBRARY

The library is open every school day from 7:30am—3:30pm and houses a wide collection of print and electronic books and resources. The Northgate library uses Follett's Destiny School Library Management System. Students may check out up to three books at one time for a three week period. Books may be renewed as long as they are not subject to hold by another patron. Overdue books are subject to a 10 cents/day fine with a cap of \$2.00 per book. Fines are payable at the treasurer's office or at the library circulation desk.



TEXTBOOKS

Every student will be issued on copy of the textbook required by each course, as well as any associated workbook(s) (certain exceptions apply for a second set of books). ALL textbooks, including novels for English, must be returned by the last day of the school year. A charge will apply for lost and/or damaged books. Graduating seniors must have a clear textbook/library record prior to participation in any graduation ceremonies.

SILENT SUSTAINED READING (SSR)

- SSR will be an extension of a student's second period class.
- Strategic Support mentors and Link Crew Leaders will be trained during SSR.
- It is expected everyone reads the entire time.
- SSR should not be interrupted in any way. If you leave your book at home, choose another one from the classroom. Please stay in your seat so others are not distracted and do not talk.
- You may choose your own school appropriate reading material.
- SSR is not a time to do homework, complete assignments, or take notes.

MULTIMEDIA CENTER

The Multimedia Center is available for students when accompanied by a teacher only. Students must sign an Internet User Contract and use their student log-in whenever they are on the computers. In addition to the computers in the Multimedia Center, a few computers and printers are available for students use before school, brunch, and lunch. These are closely monitored by library staff, and students with homework or printing needs have first priority. The Internet is available on all computers for researching class projects. **Students using the Multimedia Center are required to sign (parent's signature is required if under 18) an Internet User Contract and will be issued a personal password.**

Consequences for any violation of the Computer and Internet User Contract: Please see the disciplinary matrix on pages 27-33.

EXTRA CURRICULAR SPORTS, ACTIVITIES AND PARTICIPATION

Clubs and Organizations

Clubs are open to all interested students and are organized with the approval of the Associated Student Body (ASB), the Leadership Advisor and the administration. Before a club can be approved, they must have a faculty advisor who will attend all club meetings, adopt a club constitution, and have an account set up with our school treasurer. The purpose of clubs is to serve the needs and interests of current students at Northgate and to be of service to the school.



Athletic Teams and Spirit Squads

Open to all students on a competitive basis. To actively participate, a student must:

- Have a 2.0 G.P.A. in the grading period immediately preceding that sport season.
- Maintain a 2.0 G.P.A. in grading periods during the season.
- Avoid any involvement with alcohol, drugs, or tobacco at school or during school related activities.
- Comply with all requirements of the participation contract.
- Have sufficient credits to be making satisfactory progress toward graduation.
- For further questions and/or concerns please contact the Athletic Director at ext. 3511 or at nhsad@mdusd.org



FALL SPORTS	WINTER SPORTS	SPRING SPORTS
Cross Country	Men's Basketball	Baseball
Football	Women's Basketball	Men's Golf
Women's Golf	Men's Soccer	Softball
Women's Tennis	Women's Soccer	Men's Swimming
Women's Volleyball	Wrestling	Women's Swimming
Men's Water Polo		Men's Tennis
Women's Water Polo		Men's Volleyball
Cheerleading		Track and Field
Dance		Lacrosse

EMERGENCY PROCEDURES

EARTHQUAKE

- Take cover under tables and desks to protect yourself from falling objects. Stay away from windows and mirrors. Stay away from tall cabinets or bookcases and shelves.
- Remain Calm. Try to calm and assure others, if necessary.
- DO NOT rush outside. If evacuation is necessary, you will be advised by the administrator in charge.
- Be prepared for additional earthquake after-shocks.
- If the lights go out, use emergency lighting (flashlight) immediately.
- Be quiet and wait for instructions. If you are told to vacate the building, do not touch power lines or objects in contact with downed wires.
- If you are outside during an earthquake, get into the open, away from buildings and powerlines.

Note: There will be no alarm to signal an actual earthquake. If necessary, an alarm will sound to signal an evacuation. In the event of a real quake, teachers will provide leadership to initiate the above procedure.

FIRE

- Upon hearing the fire alarm (repeating series of siren-like sounds) or receiving a verbal order by the administrator in charge:
- Walk to the nearest exit. Teachers should regularly review the evacuation plan posted in each classroom.
- Do not run or shove.
- Evacuate to the stadium and meet your classroom teacher for role to be taken.
- Do not go near downed wires.
- Above all, remain calm.
- False Fire Alarms: (Penal Code 148.4) Any person who willfully and maliciously tampers with, molests, injures, or breaks any public fire alarm apparatus, wire or signal, or willfully and maliciously sends, gives transmits, or sounds any false alarm of fire, by means of any public fire alarm system or signal or by any other means or methods, is guilty of a misdemeanor.

ACTIVE SHOOTER

When an intruder has been identified on campus, a general announcement will be made: **“There is an intruder on campus; teachers please follow the Intruder Protocol”**

- If you are in a classroom, stay in place. Turn off all lights and silence phones. Lock all doors and cover windows. Block the door as much as possible; place a door wedge underneath the door. Stay quiet and calm.
- If you are in a hallway, get into the closest room and help secure it. Do not try to run down long corridors and do not hide in a restroom.
- If you are in the Little Theater, Lecture Hall or Gymnasium, if the intruder is not in your immediate area move to the closest external exits and move towards any police unit.

SHELTER IN PLACE

Shelter-in-Place is invoked when there is an emergent situation near-by and it is necessary to keep students on site in a safe and secure environment. The important feature of this protocol is absence of movement in the hallways with all doors locked.

After the announcement **“ATTENTION STAFF: IT IS NECESSARY TO BEGIN THE SHELTER-IN-PLACE PROCEDURES,”** the teacher should announce **“We need to secure the room until further notice.”** Please quickly enter your hallway area and provide an opportunity for any student in proximity to enter your room as all students should be secured.

Lock your door and attempt to keep everyone away from doors and windows. No one may leave your supervised area. **Remain calm and quiet.** There should be no phone usage once you hear the alert via the intercom. In the event of a localized emergency in your room, call ext. 3500. **Do not open your door until directed to do so.** It is possible for regular teaching to occur; however, it is recommended all class activities remain as quiet as possible.

Once the “All Clear” notification has been provided, normal class activities may resume.

EMERGENCY PROCEDURES continued...

Power Out/"Lights out" Procedures

"Lights Out" While Students in Class:

- Keep students in rooms for 20 minutes.
- After 20 minutes in rooms, administrators will direct teachers to take students to "lights out" area and hold for at least one more hour or until the lights come back on.
- After remaining in the "lights out" area for at least one hour, administrators may direct students and staff to the forum, cafeteria and adjoining outside areas until the electricity has been restored and students are told to return to class, or until students are officially dismissed from school.

"Lights Out" Before School/Brunch/Lunch:

- Before School: Go to "lights out" area for 3rd period class.
- Brunch: Extend brunch until Principal announces students and teachers go to their 3rd period "lights out" area.
- Lunch: Will be extended until power is restored. Teachers will help patrol campus during extended lunch. Students will not be allowed in normal "off limits" areas.

Additional Procedures

- All Administrators, teachers on prep, and available classified personnel will report to the Principal and be assigned specific tasks.
- Any student who defiantly leaves their "lights out" area will receive a written behavior referral.
- Students must remain on campus, in their assigned areas and with their teachers. Only the Mt. Diablo Unified School District Superintendent can direct the principal to release students early.

HEALTH SERVICES

Health emergencies will be handled by the Attendance Secretary who, in an emergency situation, will contact parents by phone. Students are not to contact parents without first going through the Attendance Office. If the parents cannot be reached, the Emergency Card is used and a neighbor or friend called. If no one can be reached and the school feels immediate medical care is warranted, 911 will be called. Parents will be charged for any ambulance fees.

The School Nurse is available on campus one day per week. She can provide help with vision and hearing tests, referrals to outside clinics, and referrals to the Home & Hospital program.



SUPPORT COUNSELORS

For over 17 years, Northgate students and families have been able to take advantage of social and emotional counseling services offered on campus. Through a combination of PFC, City of Walnut Creek and school district funding, MFT counselors are available to meet with students and families. Referrals to the support counselors can be made by faculty, parents, fellow students and the student themselves. The services are free to Northgate students and their families. *A support counselor is on campus every day.* Counselors can be reached at: (925) 938-0900 x 3519

Counseling Services include: "drop-in" counseling, student support groups, individual/group counseling. For questions or concerns, please see an administrator.

CONFLICT MANAGEMENT

Trained students are available to help students deal with conflicts including: verbal conflicts, bullying, fights, rumor control and peer pressure. All students are urged to seek out Conflict Managers in helping to solve problems which may arise. All referrals to trained Conflict Managers may be made through Student Services and/or their Vice Principal.

COLLEGE AND CAREER CENTER

The Northgate College and Career Center assists students in achieving their goals. We like to meet students in grade nine and remain accessible to them throughout high school providing guidance on academic scheduling, extracurricular, and post-secondary options.

We work with student and parents to find the college which best fits the student academically, socially and financially. We offer current information and guidance for college selections, standardized testing, financial aid, scholarships and career options. Whether the student is interested in college or going directly into the workforce, our goal is to support each student in these endeavors.

Our college and career office is staffed by:

To Be Determined, College and Career Counselor
Ornella Gallagher, College and Career Secretary

ACADEMIC COUNSELORS

The academic counselors at Northgate High School are committed to providing a comprehensive guidance program. The three major areas of service will be college/career advisement grades 9 through 12; response to personal, academic, and career issues; individual and small group career and educational planning.

Students will receive course planning to meet college entrance requirements, college information appropriate to individual goals, financial aid/scholarship information and assistance, information on post-secondary opportunities, ROP advisement and enrollment, and military service information. Students and parents will participate in building an individualized 4-year plan, orientation to scheduling and graduation requirements, registration and scheduling adjustments when possible, test results interpretation, parent/student/teacher conferencing, counseling assistance, community referrals for special needs, transcripts as well as graduation status reporting.

Academic Counselors are assigned according to the student's last name:

Leah Duchene, Academic Counselor (A-G)

Kristin Bligh, Academic Counselor (H-O)

Mandy Kaur, Academic Counselor (H-O)

REGISTRAR

Students and parents may visit the Registrar for a variety of reasons. The Registrar can provide copies of transcripts for car insurance purposes, letters that officially states the student is attending Northgate, proof of grade changes, etc. New students enroll at Northgate through the Registrar's Office. The Registrar is also the last stop for students leaving Northgate to attend a new school, and more.

Transcripts

A transcript provides a student's semester grades, both their total GPAs (weighted for Honors/AP classes and non-weighted for college-prep or non-college prep classes). The transcript provides GPAs by semester as well. It also lists the total number of Credits Earned as compared to the Total Credits Needed. Transcripts do not include quarter grades; these are considered progress grades.

Official transcripts are needed for college applications, scholarships and sometimes for other purposes such as applying to a summer program or to take a class at a community college. Instructions for senior student requests are available outside the Registrar's office and the College & Career Center.

For seniors applying to colleges, transcripts are \$3 each. Each transcript must be paid for in order for it to be sent. Payment is accepted through the WebStore at northgate.mdusd.org or at the Treasurer's office.

Note. If a senior owes any fees to Northgate, his/her diploma will be withheld until payment has been received.

Dropping/Transferring from Northgate

To transfer out of Northgate, a student's parent(s)/Guardian(s) or other adult Caregiver needs to notify the Registrar, Attendance Secretary or an Administrator first. Then the student picks up a Drop/Transfer form. This allows the student to bring the drop form to his/her teachers to get check-out grades; these grades are critical for the new school to have if the student leaves mid-semester. The student must bring the drop form to the Library and return all library and textbooks to the library and to receive the librarian's signature indicating no fines are due. The student then gets a signature from the cafeteria indicating no fees are due. Then the student brings the form to the Treasurer to determine if any other fees are due. The final stop is the Registrar, who gives the student a copy of the form and copies of the student's current grades and transcript for submission to the new school. These steps are communicated when the student comes to the Registrar for the Drop/Transfer form.

Grade Changes

Grade changes are not made frequently, but if a student believes that he/she was issued an incorrect grade, they, or their parents, should communicate with the teacher first. Only teachers can change grades. If the teacher agrees that the grade should be changed, the teacher comes to the Registrar's office to submit the change and provide signature. The Registrar then enters the grade change on the transcript.

It is incumbent upon the student to come to the Registrar for a copy of the transcript with the new grade. Note: because quarter grades do not go on the transcript, quarter grade changes can be made on the student's report card by the teacher.

INCOMPLETES

A grade of Incomplete can be assigned in circumstances where the teacher feels work can still be turned in beyond the end of the grading period in order to pass a class. A signed Incomplete Grade contract is required and can be obtained from the student's Academic Counselor. After 6 school weeks, the Incomplete grade will automatically turn into an F unless otherwise stated in the contract.

GRADUATION REQUIREMENTS

Minimum total credits to graduate from Northgate High School:

-- 220 credits

All students are guaranteed enrollment in six (6) courses each semester. Seniors may have a 5-period day if they have already earned 180 units towards graduation at the end of their Junior year.

Students earn five (5) credits for every semester course they complete with a "D" or better.

The following specific requirements must be included:

SUBJECT	CRED-ITS	GRADE 9	GRADE 10	GRADE 11	GRADE 12
English	40	English I	English II	English III	English IV
Social Science					
World 10	30		World History	U.S. History	Govern- ment / Economics
U.S. History 10					
U.S. Gov / Eco- nomics 10					
Mathematics *	30	Math course	Math course	Math Course	
Fine Arts or 10 and/or	20	Art or			
World 10 Language or and/or					
Career Tech- nical (CTE) 10					
Science:					
Life Science 10	20	Biology	Chemistry		
Physical Science 10					
Physical Education **	20	PE 9	Team Sports or Dance or Aero- bics or Weight Training		
Electives***	60				

** Students must pass Algebra I either in middle school or high school in order to graduate. Students who have already passed Algebra I in middle school must pass at least 30 units of additional Mathematics courses in order to meet the graduation requirement.*

**** Physical Education units may not exceed 40 total units**

***** Teacher's Aid units may not exceed 20 total units**

NORTHGATE HIGH SCHOOL'S HOMEWORK PLAN:

Homework is considered any task students are expected to complete outside of the school day.

Northgate's Philosophy and Purpose of Homework:

- Homework is relevant and appropriate to course of study
- Provide opportunities to develop positive personal study habits
- Include opportunities to learn to use time effectively
- Reinforce the skills and content taught in class and may also include a preview of new material.
- Stimulate intellectual development.
- Be a component of the grade.

Amount of Homework:

Homework is expected to take between 120 to 180 minutes per night for regular course work, students in Advanced Placement or Honors courses should expect a minimum of 60 minutes a night for each period of class (these are college courses and therefore a college expectation). Students may be required to do additional reading for 20-30 minutes per night. Homework may be assigned each night, adhering to the above timelines.

Teachers are expected to communicate with parents what percentage of homework is a component of the student's final grade assessment.

Homework Concerns:

If your student is consistently spending more time on homework than outlined in our homework plan, please communicate your concerns to your child's teachers as soon as possible. The faculty is available to work with you and your child to ensure a positive academic experience for your student.

We encourage families to use a progressive approach to address their concerns:

- 1) Communicate with the teacher first to address your concerns.
- 2) If your student continues to have a challenge with homework, a parent/teacher conference arranged by the administration will be scheduled.
- 3) If the above options have not resolved your concerns, a principal conference would be scheduled.

SPECTATOR CONDUCT AT ATHLETIC EVENTS

The Mt. Diablo Unified School District has endorsed the program "Victory with Honor" which embraces the tenets of good sportsmanship for players, coaches, and spectators at athletic events. The expectation is all people representing Northgate High School do so with dignity and care.

Among the expectations for all spectators and participants:

- ◇ Accept and understand the seriousness of his/her responsibility, and the privilege of representing the school, District, and community.
- ◇ The officials are doing their best to help promote athletes and the sport. Treating them with respect, even if the athlete disagrees with their judgment, will only make a positive impression of the athlete and the team in the eyes of the officials and all the people at the event.
- ◇ Refrain from taunting, trash talking, and making any kind of derogatory remarks to opponents during the game, especially comments of ethnic, racial, or sexual nature.

Any form of unacceptable behavior by any student is subject to discipline which may include removal from the event, suspension of participation in all athletic events for a season or school year, suspension from school, and/or referral to the local authorities.



TREASURER

Office Hours 7:00am—3:30pm

Open for student business: before school, brunch, lunch and after school

Payments

- All checks coming into the Treasurer's Office should be made out to Northgate High School.
- Your student's name and what the check is for should be written in the memo section of the check.
- Until any debt is paid, yearbooks will be held until the last day of school. Major dance/ activity tickets and diplomas will also be held. Transcripts are not available to alumni who still hold outstanding fines.
- Due to the large volume of returned checks, only cash or money orders will be accepted in the Treasurer's Office June 1 through June 30.

Returned Checks

- A check returned due to non-sufficient funds will be assessed an additional processing fee of \$25.00.
- A second returned check will result in an acceptance of cash or money order **only!**

Dances/Activities

- All students and guests must have an activity contract turned in before participating in school events.
- Guests must also have guest bids completely filled out by the guest's school and signed by your V.P. before purchasing a dance ticket.
- Ticket deadlines are determined by the venue being used and will be strictly enforced.
- We adhere to CA Ed Code (35160.5) where grades and attendance can affect a student's ability to attend out-side school activities. This also includes clearing all fines.

SECURITY—LOCKERS

The following guidelines are to help in protecting property from theft or vandalism:

- 1) Students shall assume responsibility for the contents and security of the book and PE lockers assigned to them by ensuring that their assigned **lockers are locked after each use.**
- 2) Students shall not share their locker, or provide another student with access to their locker, or their locker combination unless the shared locker is assigned by the school.
- 3) No student shall be allowed to store any materials in their locker which are in violation of the law.
- 4) All student lockers remain under the joint control of the District and are considered district property.
- 5) All student lockers are subject to periodic inspection at any time with or without the presence of students.
- 6) Do not use any locker other than the one assigned to you.
- 7) Students should not leave any personal belongings unattended.
- 8) **DO NOT LEAVE MONEY OR VALUABLES IN LOCKERS.** If valuables are brought to school, arrange to leave them in the Main Office or in the P.E. office.
- 9) **NORTHGATE DOES NOT CARRY INSURANCE AND IS NOT RESPONSIBLE FOR LOST OR STOLEN PERSONAL PROPERTY.**

ATTENDANCE

CLEARING ABSENCES:

Absences must be reported to the attendance office within 3 school days. Please call the 24-hour attendance hot-line at 939-6911 and report your student's all-day absence(s). If you call after 12 noon, the absence will not be cleared until the next day. You may also send in a note with your student upon student's return.

For the sake of efficiency, please use the following format when reporting an absence:

Students' name/grade (ALWAYS S-P-E-L-L the last name please)

Date of absence(s)

Reason for absence (details, but please be brief)

Relationship to student

Your daytime phone #

The following reasons are deemed valid by the Calif. Education Code:

1. Illness or injury of the student (code = L)
2. Student attendance at a doctor, dental, orthodontist, or other medical appointment (code = E)
3. Student attendance at the funeral service of an immediate family member (code = E)
4. A quarantine imposed by a city or county health official (code = E)
5. Student service on a jury (code = E)
6. Up to five days to obtain required immunizations (code = O)
7. Exclusion from school due to head lice, lack of immunization, or physical examination (code =O)
8. Appearance in court (code = E)
9. Employment interview or conference for the student (code = E)
10. Prior approval of absence from the Principal (code = O)

All invalid reasons will be coded with a U (unexcused) and will count towards placing student on a truancy contract. Examples of UNEXCUSED reasons include: vacations/out of town, transportation issues, taking care of sibling, DMV, non-NHS sports/arts events, college visits.

Excessive Excused Absences:

When a student has had more than 13 excused absences in the school year for illness, each and every subsequent absence for illness must be verified by a physician's note. Failure to provide the note will result in the absence being marked Unexcused.

ATTENDANCE CALLS/E-MAILS (School Messenger):

Automated phone calls are made every night to the home phone number you have provided on the Emergency Card. You will also receive an e-mail for the same absence if you have provided us with your e-mail address. If your student is missing from one period, chances are he/she was marked absent by mistake or arrived to class late; roll is taken by the teacher within the first few minutes and students are required to be in their desk when the bell rings. The student has three days to get a Correction Form from the Attendance Office, get it signed off by the teacher and returned to the Attendance office. Please do not call to report a mistake as no action will be taken by the office. The student and teacher are responsible for clearing errors in attendance.

ATTENDANCE contd.

STUDENT TRUANCIES

Compulsory education laws require students, age 6-18, to attend school. Parents are, therefore, required to notify the school following a student's absence which permits school officials to determine whether the absence can be excused and to identify truant students. When absences are excused, students may make up work which was missed during the absence. Parents, please be advised we are obligated to enforce state law concerning students being absent from school for reasons which are not valid. Our district Student Attendance Review Team (SART) and Student Attendance Review Board (SARB) procedures are:

- Level 1 - after a second instance of truancy, a warning letter may be sent home
- Level 2 - after 4 days of being truant, parent and student may be required to attend a general meeting; student will also be assigned a Saturday School
- Level 3 - after 5 days of being truant, parent and student may be required to attend an administrative meeting; student will also be assigned a Saturday School
- Level 4 - if truant attendance patterns continue, parent(s) and student may be required to attend a SARB meeting at the district office
- Level 5 - if truant attendance patterns continue, student and parent(s) may be referred to the county courts

HOMELINK: The BEST way for students/families to manage attendance

Parents/guardians have real-time access to your student's attendance 24/7, via the HomeLink Parent Portal (<http://www.mdusd.org/parentportal>) – if there is a class absence and you don't receive an attendance call or an e-mail advising same, chances are there was a computer glitch and they didn't go out or the contact information from the Emergency Card is incorrect. If you are new to MDUSD or have transferred from a private school, you will need the Verification Code from the Attendance Office to initialize the account online; the account is valid grades 6-12. Keep in mind that once you've initialized your HomeLink account (remember to write down your password), your account is ready for you.

ABSENCES:

If your student has a medical appointment in the morning or is running late, please call **938-0900, ext 3505** to report this. The student then needs to check in with the Attendance Office to get an admit slip (you may also send student with a note). Also, if your child has a medical/dental/ortho appointment early morning, please be sure to ask for an excuse slip from that provider.

PERMITS TO LEAVE:

If your student needs to leave early, he/she must come to the Attendance office with a note/phone call from the parent/guardian before leaving campus.

MDUSD has a "closed campus" policy. If you need to pick up your student during the school day please call 938-0900, ext 3505 at least one hour before pick up. The office then writes a pass and has it available for your student to pick up before leaving campus, (student's are encouraged to pick up their pass before school or during lunch/brunch) the student will meet you at the location you have agreed upon. Please don't pick up your student without a permit to leave and call in later to clear the absence. If you have an emergency and need to pick up your child while the office is closed, or your student becomes ill, you can speak to anyone in the main office or Student Services. Please be mindful of the school's cell phone policy and not allow your student to call/text you from their cellphone while in class.

AVERAGE DAILY ATTENDANCE (ADA) INFO:

The District does not receive ADA when a student is absent from school whether it's a valid reason or not. If you have reported your student absent for the whole day, but the student comes to school in the afternoon because he/she feels better, please be sure to call the Attendance Office and have your student check-in so the absence can be recorded correctly. **IF A STUDENT COMES TO SCHOOL EVEN FOR ONE CLASS, WE RECEIVE ADA FOR THE WHOLE DAY.**

ATTENDANCE contd.

Every effort should be made to discourage students from missing school unless necessary. Medical appointments should be made at a time which least disrupts your student's instructional time and attendance. Please be aware if your student misses 13 days of school due to illness, you are required to provide medical verification to the office for each future absence (MDUSD AR 5113)

SHORT-TERM INDEPENDENT STUDY CONTRACT:

If a student is going to be absent from school for 5 school days or more because of medical reasons or family matters - and you know about this absence in advance, please call the Attendance Office and request an Independent Study Contract, preferably with 2 weeks lead time. If the contract is completed correctly, the school will receive ADA for the days the student is absent and the student will receive credit for the work completed.

MEDICATION AT SCHOOL:

Students are never allowed to carry medication on campus, whether it be prescription or over-the-counter, unless the Attendance Office has the Authorization to Administer Medication During School Hours on file. This form must be filled out and signed by the physician and parent/guardian and must be re-submitted yearly. Medication will be stored and administered in accordance with the doctor's orders. Please call the Attendance Office at ext. 3505 for more information. You will also find this form with the Student Emergency Card on the NHS website.

REPORT CARDS & ABSENCES:

Absences are shown on progress reports & report cards. It makes no difference if the absence was cleared or not, it's an absence from class and as such, has to be recorded and reported.

GOING ON VACATION WITHOUT STUDENT?

If you're going to be out of town or on vacation for a number of days, please be sure to send in a note to the Attendance Office or call in with information of the person responsible for your student during your absence.

EMERGENCY CARDS (forms available through www.northgate.mdusd.org)

Emergency cards are to be filled out by parent/guardian – not the student. If there is a change in your contact information during the year, please be sure to call the Attendance Office so we may update our data base. Always keep your emergency contacts current.

MEDICAL VERIFICATION OF ABSENCES

The school may require medical verification for absences. This will be done when excused absences have been excessive and when there is evidence of false reasons given for absence.

MAKE UP WORK FOR ABSENCES

CA Education Code details the right for students to make up work missed during an EXCUSED ABSENCE.

Students who are absent more than THREE (3) days in succession may call and request homework. Please allow three (3) days for teachers to gather work. To request homework, call extension 3508. Remember to check the HomeLink Parent Portal and the teacher's website for additional information.

GENERAL INFORMATION

PARKING PERMITS REQUIRED FOR PARKING ON CAMPUS

Parking permits will be sold on a priority basis to Seniors, then Juniors. After these priority sales, additional permits may be sold if the lot is not being fully utilized. Students must be parked in student parking lot in front of the school. Vehicles without a permit visibly displayed is considered an unauthorized vehicle and may be cited or towed and/or your parking privileges may be revoked. The parking permit cost is \$75 and may be purchased in the treasurer's office. The purchase of a parking permit is not a guarantee of a parking space.

Always lock motorcycles and bicycles securely. Do not park in designated staff, visitor, handicapped, fire lanes, or red curb parking areas or you may be cited and/or towed!

SEARCH OF A VEHICLE

Any vehicle on campus is subject to search by a school administrator. If the school official determines there is reasonable suspicion that a school regulation, a City of Walnut Creek law, or state law has been violated, he/she may be assisted by a law enforcement officer. Anything in a student's vehicle is understood to belong to that student. All contraband (including, but not limited to, weapons, alcohol, drugs, fireworks, and other items inappropriate or disruptive to the school environment) will be confiscated. Students with inappropriate items in their vehicles may be subject to additional school consequences per district policy.

DRIVING ON CAMPUS

Students driving on school grounds are required to drive slowly and cautiously. Violators may lose parking privileges and face disciplinary consequences. After students arrive on campus, the parking lot is considered out-of-bounds until students leave campus at the end of their school day. Loitering is not allowed in cars or the parking lot during the school day; including brunch and lunch. Violators may lose parking privileges and face further disciplinary action. Parents are requested to drop off and pick up their students at the designated student drop-off area along Castle Rock Road. Parents are not to enter the parking lot for drop-off purposes, as this adds unnecessary additional traffic to the lot.

SKATEBOARDS

Skateboards may be used to get to school, but may not be ridden on campus at any time. Skateboard lockers are available outside the Attendance Office. Please know students skateboarding on campus may have their boards temporarily confiscated and disciplinary action may be taken.

LEAVING CAMPUS WITHOUT PERMISSION

All schools in the Mt Diablo Unified School District have a "Closed Campus" policy. Students are required to remain on campus until the end of their school day. Students who leave without permission will be subject to the discipline matrix located on p. 27-33 (This includes leaving at brunch or lunch). Students may leave for legitimate reasons by obtaining a "Permit to Leave" from the Attendance office before leaving campus.

VISITORS ON CAMPUS

Students may not bring friends or relatives with them to school. All visitors with appointments must check-in at the Main Office before entering campus.

GENERAL INFORMATION contd.

ACADEMIC HONESTY POLICY

Northgate High School's Academic Honesty Policy is a product of cooperation between students and staff to ensure all students will conduct themselves in an honest fashion, both morally and intellectually, at all times. It is the responsibility of the staff and students to ensure the values of honesty, integrity, and responsibility be upheld in all school endeavors. Any academic dishonesty devalues the academic effort of all students by diminishing the sense of academic integrity and ethical values among students.

The purpose of the Academic Honesty Policy is to establish fair guidelines for consequences and to clarify the academic values this school embraces in preparing students for further academic endeavors. Any infraction of the code will render serious consequences and a notation will be made in the student's permanent file. Academic grades in courses for which academic dishonesty has been verified by established school procedures may not be dropped or changed from the record.

Repeat offenses and specific behaviors not included in the following list of consequences will be assessed individually by the administration and personnel involved.

1. **HOMEWORK:** Student may receive a "0" on the assignment, including any student who allows others to copy his/her work. Student will be referred to the Vice Principal, subject to the school's discipline policy, and the incident will be recorded in student's permanent file.
2. **CHEATING ON AN EXAM:** Student may receive a "0" on the test . Student will be referred to the Vice Principal, subject to the school's discipline policy, and the incident will be recorded in the student's permanent file.
3. **STEALING AN EXAM:** Student will be referred to the Vice Principal, subject to the school's discipline policy, and the incident will be recorded in the student's permanent file. This includes taking and/or sharing an unauthorized picture or soft copy of an exam
4. **STUDENT CHANGING GRADES AND/OR USING A COMPUTER TO CHANGE GRADES:** Student will be subject to the school's discipline policy. Student will be referred to the Vice Principal, subject to the school's discipline policy, and the incident will be recorded in the student's permanent file.
5. **PLAGIARISM AND DIGITAL PLAGIARISM:** Student may receive a "0" on the assignment for plagiarism; individual teachers determine consequences for indirect (borrowing ideas) plagiarism. Student will be referred to the Vice Principal, subject to the school's discipline policy, and the incident will be recorded in the student's permanent file.
6. **FORGERY:** Possibility of failure in class. Student will be referred to the Vice Principal, subject to the school's discipline policy, and the incident will be recorded in student's permanent file.

CHEATING OF ANY KIND MAY RESULT IN LOSS OF ACADEMIC HONORS.

GENERAL INFORMATION contd.

EVENT CONDUCT AND DRESS CODE

Students and Parents must sign a contract before attending any dance.

CONDUCT

All school rules apply at dances. Use and/or possession of cigarettes, vapor pens, alcohol, drugs and weapons are prohibited. Entrance to events may require security screening including being breathalyzed. Some items may not be permitted and may be confiscated. Event security and/or NHS administration have the right to confiscate any item that may be deemed a safety hazard. Vehicles may be subject to search. Any person using, possessing and/or under the influence of alcohol and/or drugs will be detained until parents and/or police are notified and escorted from the event. Students will then be subject to disciplinary action the next school day following the event. Members of school groups/sports teams must be aware that any infraction of the rules governing the use of alcohol/drugs/weapons may be grounds for suspension or removal from the group/team. Seniors must be aware that any infraction of school rules may prevent them from participating in senior activities including graduation ceremonies. All students violating school rules may be prevented from attending future school activities and dances. No ticket refunds will be given to students sent home.

DANCING

Students shall conduct themselves in an appropriate, professional manner at school events, including dancing and language. Grinding will not be allowed. Dancing shall not suggest sexual action or anything unsuitable for a high school event. Dancers shall not touch inappropriate body parts, and shall not dance back to front. All dancers must remain upright. Students shall not perform lap dances or sandwich dances, and a reasonable level of separation shall be maintained between all dance partners. All dancing shall be assessed for appropriateness by the administration, and inappropriate dancers will be sent home. No ticket refunds will be given to students sent home.

DRESS

All participants at our events shall dress appropriately. All articles of clothing must remain worn throughout the duration of the event. All attire worn to an event is subject to administrative discretion and consequences, and any inappropriately-dressed students will be asked to change or be sent home. No ticket refunds will be given to students sent home.

SCHOOL DRESS CODE

Dress Expectations

Students at Northgate High School are expected to dress according to appropriate advocacy and revelation. Clothing must not jeopardize the health and/or safety of the wearers or others; or cause distraction to the educational environment within the school. Any clothing which suggests alcohol, drug or tobacco use or advocacy, gang affiliation, weapons or violence, racial or general intolerance, or sexual content is prohibited. Students will be asked to change their attire or they may be sent home. Footwear must be worn at all times.

Right to Privacy

Transgender status is the private information of the student and the district will only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or is necessary to preserve the student's physical or mental well-being.

GENERAL INFORMATION contd.

ACCESSIBILITY TO FACILITIES

A student shall be entitled to access facilities and participate in programs and activities consistent with the student's gender identity. IN addition, a student shall be permitted to participate in accordance with the student's gender identity in other circumstances where students are separated by gender (e.g., class discussions, field trips, etc.). Where available, a "gender neutral" restroom or changing area may be offered to any student who desires increased privacy, regardless of the underlying issue.

DISCIPLINE

All discipline at Northgate High School is guided by the district's Positive Behavior Intervention and Support (PBIS) discipline policies and procedures. A copy of the school's specific discipline matrix can be found on pages 27-33 of this handbook. If you have any questions regarding student discipline, please do not hesitate to contact your student's Vice Principal.

OMC

"Other Means of Correction" is an integral part of the district's PBIS. It consists of a list of suggested behavior modifications in the categories of supportive, restorative, and punitive. The severity level of the consequence is directly related to the severity level of the infraction.

FIGHTING

A fight includes anyone engaging in or threatening an act which causes or might cause harm to another person. It also includes mutual combat between two or more people.

THEFT/POSSESSION OF STOLEN PROPERTY

Theft is the taking or attempting to take property which does not belong to you, or knowingly being in possession of stolen property.

ASSAULT

An unlawful attempt, coupled with present ability, to commit violent injury to someone.

DEFIANCE

In order to maintain a safe and orderly campus, students are expected to comply with reasonable requests of staff members in a respectful and cooperative manner.

VANDALISM TO SCHOOL OR PRIVATE PROPERTY

Any person who vandalizes any property on school grounds will be subject to restitution as well as the discipline matrix on p. 27-33.

CELL PHONE & ELECTRONIC DEVICE POLICY

The use of cell phones and other electronic devices as instructional tools is at the discretion of the classroom teacher.

TARDY POLICY - CUMULATIVE FOR ALL CLASSES FOR THE QUARTER

5th Tardy	Student may receive a 1-hour detention, parent contact
10th Tardy	Student may be assigned Saturday School, parent contact
15th Tardy	Student may be assigned Saturday School, parent contact, behavior contract
20th Tardy	Student may be placed on Activity Suspension; no attendance at after school events through the end of the quarter
25th Tardy	Student may be suspended and require a Principal's Conference.

Note: The above tardies are cumulative through the quarter. At the beginning of the following quarter; all tardy counts reset, the activity suspension is lifted, and the steps listed above will start over.

DISCIPLINE contd.

LITTERING

Students must place their trash in appropriate receptacles and work together to keep the campus clean. Any student observed littering on campus may be subject to the school's discipline policy.

Detention (Tuesdays, 3:10—4:10 p.m.)

1. Detentions can be assigned for infractions of school rules.
2. Students are required to bring study materials to detention.
3. Students asked to leave detention for misconduct or students failing to attend an assigned detention will have their entire detention reassigned and/or possibly doubled.

Saturday School (8:00 a.m.—12:20 p.m.)

1. Saturday School will be held at least twice a month during the school year.
2. Failure to attend or being asked to leave may result in the entire Saturday School reassigned and/or possibly doubled.

Suspension

"Temporary removal of a student from on-going instruction."

Usually implemented as a result of progressive discipline (i.e., warning, detention, Saturday School), although not always the case depending on the infraction.

Expulsion

Expulsion is defined as the removal of a student from all schools of the district and from all school district activities and programs by order of the Board of Education.

Ed. Code 48915(a)

Mandatory Suspension:

The following infractions will result in mandatory suspension and possible recommendation for expulsion from the MDUSD. The school has jurisdiction for these behaviors occurring: while on school grounds, while going to or coming from school, during the lunch period whether on or off the campus, and during or while going to or from a school sponsored activity:

- Causing serious physical injury to another person except in self-defense
- Possession of any knife or other dangerous object of no reasonable use to the pupil
- Possession of any controlled substance except for the first offense of possession of not more than one ounce of marijuana
- Robbery or extortion
- Assault or battery upon a school employee

DISCIPLINE contd.

Ed Code 48915(c)

Mandatory Expulsion:

The following infractions will result in the mandatory recommendation for expulsion from the MDUSD. These behaviors must have occurred at school or at a school activity off school grounds. Administrators **must** consult with the Principal and Assistant Superintendent before utilizing any of these charges:

- Possession, selling, or otherwise furnishing a firearm. Must be verified/witnessed/observed by a District employee
- Brandishing a knife
- Selling a controlled substance.
- Committing or attempting to commit a sexual assault or battery
- Possession of an explosive

FOOD/DRINK EATING AREAS

Food/drink is available from the cafeteria at brunch/lunch. Student cooperation is needed to maintain a clean school building and campus. Food/drink is permitted in designated areas.

GENERAL HARASSMENT

In the school environment, harassment may include threats, intimidation, slurs, epithets, verbal or physical abuse, and derogatory or degrading comments. Bullying is a serious form of harassment and may include physical, verbal, or exclusionary practices by a student or group of students.

SEXUAL HARASSMENT

The Mt. Diablo Unified School District prohibits harassment/threat/intimidation of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

Harassment includes a pattern of unwelcome sexual advances, requests for sexual favors, and other unwanted verbal, visual or physical conduct of a sexual nature. A single incident may also be considered harassment depending upon the circumstances.

Any student who feels that he/she is being harassed, threatened or intimidated should immediately contact either the school personnel, principal or designee. If a situation involving harassment/threat/intimidation is not promptly remedied by the school personnel, principal or designee, a complaint may be filed with the Student Services Director who shall determine which complaint procedure is appropriate.

Whether or not conduct is harassment/threat/intimidation depends upon how the person to whom the conduct is directed and/or the people standing nearby feel about what was said or done, and not upon whether the harasser intended to hurt or bother anyone.

HATE-MOTIVATED BEHAVIOR OR HARASSMENT

Hate-motivated behavior is any act or attempted act against a student or staff member that is motivated all or in part by hostility to the victim's race, ethnicity, sexual orientation, religion or gender.

DISCIPLINE contd.

EVERYONE DESERVES TO BE SAFE AT SCHOOL— California Law, AB 537 now makes it ILLEGAL TO HARASS or discriminate against students based on real or perceived sexual orientation and gender identity. District Campus Safety Hotline 825-1641.

INAPPROPRIATE USE OF ELECTRONIC COMMUNICATION

As the use of digital technology becomes more prevalent throughout our schools, the Mt. Diablo Unified School District is committed to helping students learn the responsible use of such technology in a safe and appropriate manner. This document serves as a reminder to parents and students that cell phones, cameras, video cameras, websites and other means of transmitting electronic data can be disruptive and/or harmful, with respect to themselves, other students and staff, as well as the overall school environment.

CYBER BULLYING

Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending/posting false, cruel, hurtful, embarrassing or vicious messages/comments/pictures
- Creating websites that have stories, cartoons, pictures, and jokes ridiculing others
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.

Bullying of this nature creates a hostile, disruptive environment on the school campus and is a violation of the student's and staff member's right to be safe and secure. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm or damaging the individual's property; or disrupting the orderly operation of the school, will not be tolerated.

INAPPROPRIATE USE OF TECHNOLOGY

The fundamental principles behind these policies are that students should never do anything that harms another student or prevents them from learning. Any use of technological media that interrupts with a student's right to learn will not be tolerated. Electronic media includes, but is not limited to: social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

Examples of this behavior include but are not limited to:

- Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of sexually explicit, graphic, or disruptive nature on any device is prohibited on a school campus.
- If the conduct occurs off school grounds and causes or threatens to cause a substantial disruption at school or interferes with the rights of students or school staff to be secure, school administration may impose consequences. The Administration may also report the Cyber Bullying or Harassment to the police.

DISCIPLINE contd.

CONSEQUENCES—INAPPROPRIATE USE OF TECHNOLOGY

Education Codes 48900.4 and 48900(r), strictly prohibit harassment or bullying of any kind and such behavior is subject to consequences.

- Sexually explicit material which is transmitted electronically may result in parents or police being notified, and that material may be reported as suspected child abuse or neglect.
- If reasonable suspicion exists a student has been involved in possessing or transmitting such material, the electronic device involved may be confiscated and searched by law enforcement.
- All students involved in the transmission and/ or possession of such images or electronic messaging may be disciplined under California Education Code 48900(i): Committed an obscene act or engaged in habitual profanity or vulgarity.
- The transmission of such material involving another student may be punished under California Education Code 48900(r): Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- Additionally, Education Code 48900(k) states that any disruption of school activities or otherwise willful defiance of the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties can also lead to suspension

PROGRESSIVE DISCIPLINE CHART—Minor Offenses

OFFENSE	1st Occurrence	2nd Occurrence	3rd Occurrence
CLOSED CAMPUS	Referred to administration. OMC level 1 - i.e. detention and parent contact	Referred to administration. OMC level 2 - i.e. Saturday School, parent contact and behavior contract.	Referred to administration. OMC level 3 - i.e. suspension and parent conference
CLASSROOM DISRUPTION/ DISRUPTION OF SCHOOL ACTIVITIES: disrupt the orderly business of school or school activities.	OMC level 1 - i.e. parent contact, teacher detention, support call	OMC level 2 - i.e. parent/teacher conference, class suspension, behavior contract	Referral to administration. OMC - level 3. i.e. Saturday School, suspension
NO SHOW FOR DETENTION	2 detentions	Saturday School, behavior contract	Possible suspension
PROFANITY: use of offensive words or language	OMC level 1 - i.e. warning, parent contact,	OMC level 2 - i.e. parent/teacher confer-	Referral to administration. OMC level 3. i.e. Saturday
OBSCENE BEHAVIOR/ GESTURES: any act or gesture which is considered offensive to others. Examples include, but are not limited to: using inappropriate hand gestures or other similar or suggestive behaviors directed towards individuals or groups.	OMC level 2 - i.e. warning, parent contact, teacher detention, support call, parent/teacher conference	Referral to administration. OMC level 3 - i.e. after school detention, Saturday School, suspension, behavior contract	Referral to administration. Suspension from school
NON-INSTRUCTIONAL USE OF ELECTRONIC DEVICE: usage of devices during class, SSR, and Strategic Support is at the discretion of the teacher/ adult in charge.	OMC level 1 - i.e. warning, informal student conference	OMC level 2 - i.e. teacher detention, behavior agreement, parent/ teacher conference	Referral to administration: OMC level 3 - i.e. detention, Saturday School, administrative conference, behavior contract
DEFIANCE OF AUTHORITY: Refusing to follow the reasonable direction or request by school personnel at school or school events. School personnel shall include anyone employed by the district or in serving the district on a volunteer basis under the supervision of school personnel.	OMC level 1 or 2 (depending on severity) - i.e. warning, parent contact, teacher detention, support call, parent/ teacher conference	Referral to administration. OMC level 2 or 3 (depending on severity) - i.e. after school detention, Saturday School, suspension, behavior contract	1-5 day suspension, parent contact and Vice Principal conference
NO SHOW FOR SATURDAY SCHOOL	Reschedule Saturday School	2 Saturday Schools assigned and behavior contract	Suspension
GAMBLING: Any game of chance or possession of gambling materials including but not limited to cards, tossing coins, dice, or betting.	OMC level 1 - i.e. counselling referral, detention	Referral to administration. OMC level 2 - behavior contract, Saturday School	Referral to administration. OMC level 3 - suspension
LITTERING	OMC level 1 - i.e. student/teacher conference, detention, parent contact	Referral to administration. OMC level 2 - i.e. detention, Saturday School, behavior contract, parent contact.	Referral to administration. OMC level 3 - i.e. Saturday School, suspension.

OFFENSE	1st Occurrence	2nd Occurrence	3rd Occurrence
INNAPPROPRIATE/ UNAUTHORIZED USE OF TECHNOLOGY: includes any violation that involves altering teacher or school data	OMC level 1 or 2 (depending on severity) - i.e. warning, administra- tive referral (serious of- fense), loss of computer privilege.	Referral to administration. OMC level 2 or 3 (depending on severity) - i.e. detention, Saturday School, loss of computer privilege, behavior con- tract.	Referral to administra- tion. OMC level 3 - Sat- urday School, suspen- sion.
TARDIES/TARDY SWEEP	As per Tardy Policy On page 22		
TRUANCY	Attendance letter - Truancy level 1	SART	SARB
FORGERY: Using the signa- ture or initials of a teacher, parent, or guardian; imperson- ating another adult or parent for the purpose of fraud in excus- ing absences or being given permits to leave class or cam- pus.	Referral to administration. OMC level 1 - i.e. coun- selling referral, detention	Referral to administration. OMC level 2 - i.e. behav- ior contract, 2 detentions, Saturday School	Referral to administra- tion. OMC level 3 - i.e. Saturday School, sus- pension
ACADEMIC DISHONESTY: Plagiarism of another's work or cheating on paper, quiz, test, or the Internet; the falsification of grade books, progress reports, report cards, or other material used for assessment purposes. This also includes the theft and use of teacher's texts, tests or quizzes.	Referral to administration. OMC level 2 - possible reduction in credit down to a score of "0" on as- signment/test, parent contact by teacher.	Referral to administration. OMC level 3 - possible reduction in credit up to a "0" on assignment/test, parent contact by teach- er, will be reflected on student's Secondary School Report to colleg- es, behavior contract.	Referral to administra- tion. OMC level 3 - possi- ble reduction in credit up to a "0" on assignment/ test, parent contact by teacher, will be reflected on student's Secondary School Report to colleg- es, suspension.

PROGRESSIVE DISCIPLINE CHART—Major Offenses			
OFFENSE	1st Occurrence	2nd Occurrence	3rd Occurrence
Caused, attempted to cause, or threatened to cause physical injury to another person	OMC or possible 1-2 day out of school suspension, may be required to check in with administration upon return Severity Level 3	1-5 day out of school suspension, may be required to check in with administration upon return, may noti- fy Police	2-5 day out of school suspension, may be required to check in with administration upon return, may notify Police
Willfully used force or violence upon the person of another, except in self-defense	OMC or possible 1-2 day out of school suspension, may be required to check in with administration upon return Severity Level 3	1-5 day out of school suspension, may be required to check in with administration upon return, may noti- fy Police	2-5 day out of school suspension, may be required to check in with administration upon return, may notify Police
Possession, sale, or furnishing of any knives, firearms, or other dangerous objects Knife is less than 3.5 inches and non-locking blade	OMC or possible 1-2 day out of school suspension, may be required to check in with administration upon return, may notify Police Severity Level 2 *Possession of a firearm will result in charge of 48915 (c) (1)	1-5 day out of school suspension, Princip- al's Conference, may notify police, and possi- ble recommendation for expulsion if princi- pal finds that the expul- sion is appropriate due to the particular circumstance	2-5 day out of school suspension, Principal's Conference, may notify police, and possible recommendation for expulsion if principal finds that the expulsion is appropriate due to the particular circum- stance

OFFENSE	1st Occurrence	2nd Occurrence	3rd Occurrence
Possession of an imitation firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm	1-2 days out of school suspension, may be required to check in with administration upon return, may notify police Severity Level 2	2-5 day out of school suspension, Principal's Conference, may notify police, and possible recommendation for expulsion if the Principal if the principal finds that the expulsion is appropriate due to the particular circumstance	3-5 day out of school suspension, Principal's Conference, may notify police, and possible recommendation for expulsion if the Principal if the principal finds that the expulsion is appropriate due to the particular circumstance
Offering, arranging, or negotiating to sell drugs, alcohol or any intoxicant and then substituting a look-a- like substance intended to represent drugs, alcohol, or an intoxicant	OMC or possible 1-2 day out of school suspension, may be required to check in with administration upon return, may notify police Severity Level 3 *Sale of a controlled substance will result in charge of 48915 (c)(3)	1-5 day out of school suspension, Principal's Conference, may notify police, and possible recommendation for expulsion if the principal finds the expulsion is appropriate due to particular circumstance	2-5 day out of school suspension, Principal's Conference, may notify police, and possible recommendation for expulsion if the principal finds the expulsion is appropriate due to particular circumstance
Committed or attempted to commit robbery or extortion	OMC or possible 1-2 day out of school suspension, may be required to check in with administration upon return, may notify police Severity Level 3 *Robbery or extortion will result in charge of 48915 (a) (1)(D)	1-5 day out of school suspension, may be required to check in with administration upon return, may notify police	2-5 day out of school suspension, Principal's Conference, may notify police, and possible recommendation for expulsion if the principal finds that the expulsion is appropriate due to particular circumstance
Caused or attempted to cause damage to school or private property (including Graffiti/ Tagging)	OMC , may notify police if damage was of significant value Severity Level 2	1-2 day out of school suspension, may be required to check in with administration upon return, may notify police if damage was of significant value	2-5 day out of school suspension, may be required to check in with administration upon return, may notify police if damage was of significant value
Stealing, or attempting to steal school or private property	OMC or 1-2 days out of school suspension, may be required to check in with administration upon return, may notify police. Severity Level 2	1-5 day out of school suspension, may be required to check in with administration upon return, may notify police	2-5 day out of school suspension, may be required to check in with administration upon return, may notify police
Possessed or used tobacco or nicotine products	OMC Severity Level 1	OMC or possible 1-2 days out of school suspension, may be required to check in with administration upon return	OMC or possible 1-3 days out of school suspension
Committed an obscene act or engaged in habitual profanity or vulgarity	OMC Severity Level 2	1-2 day out of school suspension, may be required to check in with administration upon return	2-5 day out of school suspension, may be required to check in with administration upon return

OFFENSE	1st Occurrence	2nd Occurrence	3rd Occurrence
Willful defiance and/or disruption of school activities and/or the learning environment	OMC See pages 29-30	OMC See pages 29-30	OMC See pages 29-30
Knowingly received stolen school or private property	OMC, may notify police if property was of significant value Severity Level 2	1-2 day out of school suspension, may be required to check in with administration upon return, may notify police	2-5 day out of school suspension, may be required to check in with administration upon return, may notify police
Committed sexual assault or battery *First occurrence or minor offense.	OMC or 1-2 days out of school suspension, may be required to check in with administration upon return Severity Level 3	1-5 day out of school suspension, may be required to check in with administration upon return, may notify police. *May result in a charge of 48915 (c)(4).	2-5 day out of school suspension, may be required to check in with administration upon return, may notify police *May result in a charge of 48915 (c)(4).
Harassed, threatened, or intimidated a pupil who is a witness in a school disciplinary proceeding for the purpose of intimidation or retaliations	OMC or 1-2 days out of school suspension, may be required to check in with administration upon return Severity Level 3	1-5 day out of school suspension, may be required to check in with administration upon return, may notify police	2-5 day out of school suspension, may be required to check in with administration upon return, may notify police
Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma	OMC or 1-2 days out of school suspension, may be required to check in with administration upon return, may notify police Severity Level 2	1-5 day out of school suspension, may be required to check in with administration upon return, may notify police	2-5 day out of school suspension, may be required to check in with administration upon return, may notify police
Engaged or attempted to engage in an act of hazing initiation or pre- initiation into a student organization	OMC or 1-2 days out of school suspension, may be required to check in with administration upon return Severity Level 3	1-5 day out of school suspension, may be required to check in with administration upon return, may notify police	2-5 day out of school suspension, may be required to check in with administration upon return, may notify police
Engaged in an act of bullying, including, but not limited to electronic act, directed toward a pupil or school personnel	OMC or 1-2 days out of school suspension, may be required to check in with administration upon return Severity Level 2	1-5 day out of school suspension, may be required to check in with administration upon return, may notify police	2-5 day out of school suspension, may be required to check in with administration upon return, may notify police
Aiding or abetting infliction or attempted infliction of physical injury to another person	OMC or 1-2 days out of school suspension, may be required to check in with administration upon return Severity Level 3	1-5 day out of school suspension, may be required to check in with administration upon return, may notify police	2-5 day out of school suspension, may be required to check in with administration upon return, may notify police

Possessed, offered, arranged, or negotiated to sell any drug paraphernalia	OMC Severity Level 2	OMC or 1-2 days out of school suspension	1-3 days out of school suspension, may be required to check in with administration upon return
Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance or an intoxicant of any kind	OMC or possible 1-2 day out of school suspension, may be required to check in with administration upon return, may notify Police Severity Level 3 *Sale of a controlled substance will result in charge of 48915 (c)(3)	1-5 day out of school suspension, Principal's Conference, may notify police	2-5 day out of school suspension, Principal's Conference, may notify police, and possible recommendation for expulsion if the principal finds the expulsion is appropriate due to the particular circumstance
Committed sexual harassment	OMC or 1-2 days out of school suspension, may be required to check in with administration upon return Severity Level 3	1-5 day out of school suspension, may be required to check in with administration upon return, may notify police	2-5 day out of school suspension, may be required to check in with administration upon return, may notify police
Caused, attempted to cause, threatened to cause, or participated in any act of, hate violence	OMC or 1-2 days out of school suspension, may be required to check in with administration upon return Severity Level 3	1-5 day out of school suspension, may be required to check in with administration upon return, may notify police	2-5 day out of school suspension, may be required to check in with administration upon return, may notify police
Engaged in harassment, threats, or intimidation, directed against school District personnel or pupils	OMC or 1-2 days out of school suspension, may be required to check in with administration upon return Severity Level 3	1-5 day out of school suspension, may be required to check in with administration upon return, may notify police	2-5 day out of school suspension, may be required to check in with administration upon return, may notify police
Making terroristic threats against students, school officials and/or property	OMC or 1-2 days out of school suspension, may be required to check in with administration upon return Severity Level 3	1-5 day out of school suspension, may be required to check in with administration upon return, may notify police	2-5 day out of school suspension, may be required to check in with administration upon return, may notify police

PROGRESSIVE DISCIPLINE CHART—Severe Offenses

<i>OFFENSE</i>	<i>Initial Occurrence</i>	<i>Additional Occurrences</i>	<i>Interventions</i>
<p>Causing serious physical injury to another person except in self-defense</p> <p>*Medical verification required Refer to Education Code</p>	<p>1-5 day out of school suspension, Principal's Conference, may notify police, and possible recommendation for expulsion if the Principal finds that the expulsion is appropriate due to the particular circumstance Severity Level 3</p>	<p>1-5 day out of school suspension, Principal's Conference, may notify police, and possible recommendation for expulsion if the Principal finds that the expulsion is appropriate due to the particular circumstance</p>	<p>Anger Management Support Counseling PBT referral</p>
<p>Possession of any knife, or other dangerous object of no reasonable use to the pupil</p> <p>Knife is longer than 3.5 inches and/or locking blade</p>	<p>1-5 day out of school suspension, Principal's Conference, may notify police, and possible recommendation for expulsion if the Principal finds that the expulsion is appropriate due to the particular circumstance Severity Level 2</p>	<p>1-5 day out of school suspension, Principal's Conference, may notify police, and possible recommendation for expulsion if the Principal finds that the expulsion is appropriate due to the particular circumstance</p>	<p>Support Counseling PBT Referral</p>
<p>Possession of any controlled substance except for the first offense of possession of not more than one ounce of marijuana</p>	<p>1-5 day out of school suspension, Principal's Conference, may notify police, and possible recommendation for expulsion if the Principal finds that the expulsion is appropriate due to the particular circumstance Severity Level 2</p>	<p>1-5 day out of school suspension, Principal's Conference, may notify police, and possible recommendation for expulsion if the Principal finds that the expulsion is appropriate due to the particular circumstance</p>	<p>TUPE Referral Support Counseling PBT Referral</p>
<p>Robbery or Extortion</p>	<p>1-5 day out of school suspension, Principal's Conference, may notify police, and possible recommendation for expulsion if the Principal finds that the expulsion is appropriate due to the particular circumstance Severity Level 3</p>	<p>1-5 day out of school suspension, Principal's Conference, may notify police, and possible recommendation for expulsion if the Principal finds that the expulsion is appropriate due to the particular circumstance</p>	<p>Anger Management Support Counseling PBT referral</p>
<p>Assault or battery upon a school employee</p>	<p>3-5 day out of school suspension, Principal's Conference, may notify police, and possible recommendation for expulsion if the Principal finds that the expulsion is appropriate due to the particular circumstance Severity Level 3</p>	<p>3-5 day out of school suspension, Principal's Conference, may notify police, and possible recommendation for expulsion if the Principal finds that the expulsion is appropriate due to the particular circumstance</p>	<p>Anger Management Support Counseling PBT referral</p>

PROGRESSIVE DISCIPLINE CHART - Egregious Offenses

<i>OFFENSE</i>	<i>Initial Occurrence</i>
Possession, selling, or otherwise furnishing a firearm. Must be verified/witnessed/observed by District employee	5 day out of school suspension, Principal's Conference, notify police, and mandatory recommendation for expulsion Severity Level 3
Brandishing a knife	5 day out of school suspension, Principal's Conference, notify police, and mandatory recommendation for expulsion Severity Level 3
Selling a controlled substance	5 day out of school suspension, Principal's Conference, notify police, and mandatory recommendation for expulsion Severity Level 3
Committing or attempting to commit sexual assault or battery	5 day out of school suspension, Principal's Conference, notify police, and mandatory recommendation for expulsion Severity Level 3
Possession of an explosive	5 day out of school suspension, Principal's Conference, notify police, and mandatory recommendation for expulsion Severity Level 3

ADDITIONAL NOTICE: These charts are intended as a guideline for Vice Principals. Individual circumstances and situations may require lesser or harsher discipline than indicated above. Northgate reserves the right to make changes to this and other parts of the student handbook. Please refer to the online version of this handbook at www.northgate.mdusd.org for current updates.

ANNOUNCEMENT OF NONDISCRIMINATION

The Mt. Diablo Unified School District does not discriminate on the basis of race, color, national origin, gender, disability, age, marital status or religion in any of its policies, practices or procedures. This nondiscrimination policy complies with the requirements of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Act of 1990 and other Federal and State laws. Coverage applies to admission and access to, and treatment and employment, District programs and activities, including vocational education. The lack of English language skills will not be a barrier to admission and participation in the vocational education or any other district program. Students, parents or guardians, or any other individuals having questions or concerns regarding the Mt. Diablo Unified School District nondiscrimination policy or the filing of nondiscrimination complaints should contact:

***Director of Student Services
Felicia Stuckey-Smith
(925) 682-8000, ext. 4069
1938 Carlotta Drive, Concord, CA 94519***

2016-2017

BELL SCHEDULE

Monday, Thursday, Friday

Period A	7:00 - 7:50
Period 1	7:55 - 8:45
Period 2	8:50 - 9:40
SSR	9:40 - 10:05
Brunch	10:05 - 10:15
Period 3	10:20 - 11:10
Period 4	11:15 - 12:05
SS	12:10 - 12:40
Lunch	12:40 - 1:15
Period 5	1:20 - 2:10
Period 6	2:15 - 3:05

Tuesday

Period A	7:00 - 7:50
Period 1	7:55 - 8:55
Period 2	9:00 - 10:00
Brunch	10:00 - 10:10
Period 3	10:15 - 11:15
Period 4	11:20 - 12:20
Lunch	12:20 - 12:55
Period 5	1:00 - 2:00
Period 6	2:05 - 3:05

Wednesday

Period A	7:00 - 7:50
Period 1	7:55 - 8:43
Period 2	8:48 - 9:36
Brunch	9:36 - 9:46
Period 3	9:51 - 10:41
Period 4	10:46 - 11:34
Lunch	11:34 - 12:09
Period 5	12:14 - 1:02
Period 6	1:07 - 1:55

Minimum Day Schedule

Period A	7:00 - 7:50
Period 1	7:55 - 8:35
Period 2	8:40 - 9:20
Period 3	9:25 - 10:05
Brunch	10:05 - 10:20
Period 4	10:25 - 11:05
Period 5	11:10 - 11:50
Period 6	11:55 - 12:35

Finals Exam Schedule - 3 days

Day 1

Period 1/6	7:55 - 9:55
Brunch	9:55 - 10:30
Period 2/5	10:35 - 12:35

Day 2

Period 3/4	7:55 - 9:55
Brunch	9:55 - 10:30
Period 4/3	10:35 - 12:35

Day 3

Period 5/2	7:55 - 9:55
Brunch	9:55 - 10:30
Period 6/1	10:35 - 12:35