

ORCUTT ACADEMY HIGH SCHOOL

610 Pinal Avenue Orcutt, California 93455



Student Handbook

2021-2022

ORCUTT ACADEMY HIGH SCHOOL

Office: (805) 938-8550 Fax: (805) 938-8599

School Administration

Principal

[Rhett Carter](#)

Vice Principal

[Joshua Ostini](#)

Counselors

A – K

[Monica Cedillo](#)

L – Z

[Ana Perez](#)

Board of Education Trustees

Board Member

Shaun Henderson

Board Member

Lisa Morinini

Board Member

Liz Phillips

Board Member

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Board President

Melanie Waffle

District Administration

District Superintendent

Holly Edds, Ed. D.

Assistant Superintendent

Joe Dana

Assistant Superintendent

Susan Salucci

Assistant Superintendent

Nicholas Taylor, Ed. D.

The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school- sponsored or school-related activities, sexual harassment targeted at any student by anyone. The board also prohibits retaliatory behavior or action against any person who reports, files a complaint, or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact his/her teacher, the principal, or any other available school employee. Additionally, students may report harassment of any kind using the [OAHS Incident Report Form](#).

Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

For more details, please see the entire [Orcutt Union School District Sexual Harassment Policy](#)

UNIFORM COMPLAINT PROCEDURES

[\(Click to View Full Policy\)](#)

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, After School Education and Safety programs, agricultural vocational education, American Indian Education Centers and early childhood education program assessments, bilingual education, peer assistance and review programs for teachers, career technical and technical education and training programs, child care and development programs, child nutrition programs, compensatory education, consolidated categorical aid programs, Economic Impact Aid, English learner programs, federal education programs in Title I-VII, migrant education, Regional Occupational Centers and Programs, school safety plans, special education programs, State Preschool Programs, Tobacco-Use Prevention Education programs, and any other district-implemented program which is listed in Education Code 64000(a)
2. Any complaint alleging the occurrence of unlawful discrimination, (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)
3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)
4. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)
5. Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)
6. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)
7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, , a former juvenile court school student, or a child of a military family as defined in Education Code 49701 who transfers into the district after his/her second year of high school, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)
8. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)
9. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)
10. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
11. Any other complaint as specified in a district policy The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint, if he/she is different from the complainant, confidential as long as the integrity of the complaint process is maintained.

For any concerns regarding discrimination and equity in educational programs or activities, contact:

Susan Salucci, Assistant Superintendent
Human Resources and Discrimination/Equity and Title IX Compliance Officer
500 Dyer Street, Orcutt, CA 93455
(805) 938-8908
ssalucci@orcutt-schools.net

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THE ORCUTT ACADEMY STORY

The Orcutt Academy grade K-12 Charter School was founded by the Board of Trustees of the Orcutt Union School District as another educational “right answer” for students of the Santa Maria Valley and surrounding area. Initial surveys to our parent community revealed a strong need for a small grade K-12 school that pursued academic excellence while encouraging career technical understanding in a relevant environment.

THE ORCUTT ACADEMY MISSION STATEMENT

The mission of the Orcutt Academy is to create a learning community which values the application of academic learning in the “real world” while promoting intercultural understanding and respect for others. The creation of new knowledge is encouraged and expected, thereby equipping graduates for successful academic and workforce experience as life-long learners.

THE ORCUTT ACADEMY PHILOSOPHY

We believe all students can learn

We believe students learn best in dynamic
collaborative environments

We believe educational experiences with
cross-curricular linkages
make learning relevant

We believe that the achievement of the
school’s mission is a shared responsibility
requiring the cooperation of students,
parents, staff and community

We believe students learn best in environments
that foster mutual respect among students, parents,
staff and the community

We believe small school size encourages
collegial learning among student, teachers
and our community partners

We believe the application of academic
knowledge in structured career technical
education programs promotes lifelong learning

We believe that no one person can accomplish
what partners in collaboration can create.

ORCUTT ACADEMY HIGH SCHOOL

Office and Support Staff

Administrative Assistant	Kim Domingues
Business Office Manager	Lauren Whitham
Cafeteria	
Head Custodian	Bob Walling
Licensed Vocational Nurse	Kristy Urquhart
Media / Career Specialist	Brenda Williams
District Nurse	Michelle Romine
Psychologist	
Registrar	Veronica Barrios-Timbrook
Reception/Attendance Clerk	Jennifer Baird
Special Education Support Staff	Ivy Ando
Special Education Support Staff	Angie Dana
Special Education Support Staff	

Certificated Teaching Staff

English/ASB	Graham Culbara
English/ PROD 301	Lauren Eubanks
English	Scott Gelotti
English/ Physical Education	Megan McKenzie
English	Virginia Locken
English/ ELD	Genevieve Millin
English/ Drama	Michael Shaw
History	Joel Mason
History	John Wells
History/ Success 103	Leigh Bode
History	Gregory Verch
Spanish	Heidi Miller
Spanish	Ann Duston
Math	John Dell'Armo
Math	Jenny Hubbard
Math	Susana Gonzalez
Math	Josh Mason
Math/ Computer Science	Heather Penk
Physical Education/ Health	DePalma-Steed, Bridgette
Physical Education/ Athletic Director	Chad McKenzie
Science	Kristin Bornhoft
Science	Andrew Ciervo
Science	Ty Fredriks
Science	
Special Education	
Special Education	
Visual and Performing Arts: Band	Josie Coburn
Visual and Performing Arts: Art	Sydney Culbara
Visual and Performing Arts: Photo/Yearbook	Jim McManus
Visual and Performing Arts: Choir	Sarah Slezak

Orcutt Academy High School Bell Schedule

Regular Day				Block Day				Minimum Day			
Period	From	To	Min	Period	From	To	Min	Period	From	To	Min
0	7:30 AM	8:20 AM	50	0	7:30 AM	8:20 AM	50	0	7:30 AM	8:20 AM	50
<i>Passing</i>	8:20 AM	8:30 AM	9	<i>Passing</i>	8:20 AM	8:30 AM	9	<i>Passing</i>	8:20 AM	8:30 AM	9
1	8:30 AM	9:28 AM	58	B 1/2	8:30 AM	10:08 AM	98	1	8:30 AM	9:04 AM	34
<i>Passing</i>	9:28 AM	9:34 AM	6	Break	10:08 AM	10:15 AM	7	<i>Passing</i>	9:04 AM	9:10 AM	6
2	9:34 AM	10:32 AM	58	<i>Passing</i>	10:15 AM	10:21 AM	6	2	9:10 AM	9:44 AM	34
Break	10:32 AM	10:37 AM	5	B 3/4	10:21 AM	11:59 AM	98	<i>Passing</i>	9:44 AM	9:50 AM	6
<i>Passing</i>	10:37 AM	10:43 AM	6	<i>Passing</i>	11:59 AM	12:06 PM	7	3	9:50 AM	10:26 AM	36
3	10:43 AM	11:45 AM	62	SS	12:06 PM	12:43 PM	37	Break	10:26 AM	10:36 AM	10
<i>Passing</i>	11:45 AM	11:51 AM	6	Lunch	12:43 PM	1:20 PM	40	<i>Passing</i>	10:36 AM	10:42 AM	6
4	11:51 AM	12:49 AM	58	<i>Passing</i>	1:20 PM	1:27 PM	6	4	10:42 AM	11:16 AM	34
Lunch	12:49 PM	1:29 PM	40	B 5/6	1:27 PM	3:05 PM	98	<i>Passing</i>	11:16 AM	11:22 AM	6
<i>Passing</i>	1:29 PM	1:35 PM	6					5	11:22 AM	11:56 AM	34
5	1:35 PM	2:33 PM	58					<i>Passing</i>	11:56 AM	12:02 PM	6
<i>Passing</i>	2:33 PM	2:39 PM	6					6	12:02 PM	12:36 PM	34
6	2:39 PM	3:36 PM	57								

GRADUATION INFORMATION

GRADUATION REQUIREMENTS

In order to graduate from Orcutt Academy High School, students must complete the following requirements: **A) 240 total credits** divided between Subject requirements and Electives. All credits must be earned from an institution that is accredited. Graduation requirements are subject to change pending School Board decisions relating to the school's schedule and budget. The following is a description of the requirements as of 06/2021:

CAPSTONE A MINIMUM HIGH SCHOOL GRADUATION REQUIREMENTS <small>(Prepares student Community College or Career Tech Schools)</small>	CAPSTONE B 4 YEAR "A-G" COLLEGE PREP ADMISSION REQUIREMENTS <small>(Prepares student to be eligible for University Admissions)</small>
History/Social Science 2 years required	History/Social Science *a 2 years required
American Gov./Economics 1 years required	American Gov./Economics 1 years required
English 4 years required	English *b 4 years required
Math (Algebra 1 required) 3 years required	Math (Alg. 1, Geom., Alg. 2) *c 3 years required, 4 REC
Science 3 years required	Science (1 Life, 1 Physical) *d 3 years required
Visual & Performing Arts <i>OR</i> LOTE 1 years required	Language Other than English *e 2 years required, 3 REC
Health 1/2 year required	Visual & Performing Arts *f 1 years required
Career Tech Course 1 year required	Health 1/2 year required
Physical Education 2 years required	College Prep Elective *g 1 year required
	Physical Education 2 years required

Community Service Requirement

Forty hours of community service are required to graduate. Community Service hours MUST be entered and verified each school year for that year's activities. Hours submitted for previous years will NOT be accepted.

- ❖ Volunteer opportunities are available on X2VOL.
- ❖ If you have any questions, please email the [Media Career Specialist](#).

Community College Credit

Orcutt Academy High School students who attend a community college must seek prior written approval for high school credit from an OAHS counselor. High school credit will only be granted for courses that fulfill the requirements of courses listed in this Registration/Course Guide and for courses approved by the school principal or his designee.

Students are responsible for delivering a transcript from their completed community college courses to the school Registrar. Credit will not be considered until this occurs.

COMMUNITY COLLEGE CREDIT GRANTED IN THE AMOUNTS BELOW:	
<i>College Credit</i>	<i>OAHS Credit</i>
0.5 unit	2.0 units
1.0 units	3.3 units
1.5 units	5.0 units
2.0 units	6.6 units
3.0 units	10.0 units
4.0 units	13.2 units
5.0 units	17.0 units

Early Graduation

Students wishing to explore the possibility of graduating from high school in less than four years should meet with their counselor.

GENERAL POLICIES

Academic Honesty Code

The Board of Trustees 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 or commit other acts of academic dishonesty. Work presented by students as their own must be their own. To do otherwise results in unfair advantage and is inconsistent with society's expectations of ethics and integrity. The following guidance is provided for specific areas but is not all-inclusive. This guidance applies to all members of the academic community, including students, faculty, staff, and parents/guardians. The standards set forth below apply not only during examinations but to all aspects of academic life at OAHS.

1. Plagiarism is prohibited. Plagiarism is the presentation of another's writings or another's ideas as one's own. It is a form of theft. Plagiarism includes not only copying another's work word-for-word but also the use of a portion of another's writing without acknowledging the true author. The proper citations for using another's work are taught at OAHS.
2. Students will not:
 - a. Possess, use, or transfer copies of examination questions or solutions that are not intentionally provided to them by a faculty member.
 - b. Possess or use during an examination any unauthorized reference material, either in the form of text, "crib sheet", writing upon the person body, or any other form of notes, or electronic devices, such as cell phones, to assist in answering examination questions.
 - c. Use a computer, calculator, and other electronic device, possess or use any information in a recorded form such as on a CD, or computer drive, unless permission is granted by the classroom teacher.

A student who violates the Academic Honesty Code will receive discipline and academic consequences from their teacher. If the code is violated after a teacher has documented and disciplined a previous act, then the Principal will be notified.

Academic Probation

At the high school, any student whose grade point average (GPA) drops below 2.0 at the end of each six-week grading period (Progress Report or Semester Report Card) must participate in the school's academic intervention program. When the student has passed all classes with a "C" or better and has expressed confidence in his or her ability to be successful without the program, the student may exit the program.

Maintenance of High School Enrollment Status

If a student is failing to thrive in the Charter School's high school as evidenced by failing to maintain a grade point average of 2.0 at the end of a given semester or failing to make meaningful progress towards obtaining sufficient credits to graduate, the student must participate in the school's academic intervention program and/or credit recovery program (See Element 8 of the Orcutt Academy Charter).

Those programs will be made available for at least three (3) semesters. If a student fails to make up the required credits or to bring up their grade point average after three (3) semesters of participation in the academic intervention and/or credit recovery program, then they will be notified by the high school that they may not be eligible to continue in the Charter program.

Please see the full [Maintenance of High School Enrollment Status Policy](#) for additional details.

Preparation for College

Students planning to attend a college or university must select their courses to meet the specific requirements of the higher institution as requirements vary from one institution to another. Generally, private colleges and universities consider the quality and quantity of academic preparation. Capable students are urged to meet the admissions requirements for the University of California/California State University (UC/CSU) system if undecided about a particular college. For more information, please see the OAHS Course Guide, your counselor, or the [counseling website](#).

Progress and Grade Reports

Progress reports are mailed home at the end of the 1st and 2nd Semesters. Progress Reports are available at the end of each six-week grading period through the Aeries Parent Portal. A ParentSquare notice will be sent out notifying parents that they may check their student's grades on the Portal when grades become available.

Students whose grades fall below a 2.0 grade point average at each grading period will have their progress report mailed home along with an intervention letter. If parents/guardians would like a hard copy of their child's progress reports or transcripts, they can request one in the front office.

ATHLETICS

Sport	Season
Cheer	All Year
Dance	All Year
Cross Country (Boys)	Fall
Cross Country (Girls)	Fall
Varsity Football	Fall
Golf (Girls)	Fall
Tennis (Girls)	Fall
Volleyball (Girls)	Fall
Varsity Basketball (Boys)	Winter
JV Basketball (Boys)	Winter
Varsity Basketball (Girls)	Winter
JV Basketball (Girls)	Winter
Varsity Soccer (Boys)	Winter
JV Soccer (Boys)	Winter
Varsity Soccer (Girls)	Winter
JV Soccer (Girls)	Winter
Baseball	Spring
Golf (Boys)	Spring
Softball	Spring
Swimming (Boys & Girls)	Spring
Tennis (Boys)	Spring
Track & Field (Boys & Girls)	Spring
Volleyball (Boys)	Spring

Spartan Athletics

Interscholastic athletics play a very important part in the social, as well as educational, life of students at Orcutt Academy High School. Information regarding the athletic program is available in the Athletic Director's Office. Qualifications for trying out for these athletic teams are the following:

1. Passing a physical examination given before participation in a sport.
2. Meeting citizenship and scholastic achievement criteria and completing 20 units per semester.
3. Completing parental consent and medical release form.
4. Having all financial responsibilities cleared through the Business Office.

Eligibility

To be eligible to participate in extracurricular and co-curricular activities, students must meet California Interscholastic Federation (CIF) scholastic eligibility for extracurricular and co-curricular activities. The student must be:

1. Enrolled in at least 20 semester periods of work (four 5 credit courses).
2. Passing the equivalent of at least 20 semester hours of work (four 5 credit courses) at the completion of the most recent grading period.
3. Maintaining minimum progress toward meeting the high school graduation requirements.
4. Maintained, during the previous grading period, a minimum 2.0 grade point average in all enrolled classes.
5. Be in good standing without any major discipline issues.

If ineligible academically, students may practice with the extracurricular group, but may not participate in the “performance” or “contest.” The duration of the ineligibility will last until eligibility status is again achieved at the next grading period.

Athletic Code of Ethics

It is our belief that participation in athletics is a privilege at Orcutt Academy High School. Our goal is the development of commitment, discipline and sportsmanship as well as providing a safe and healthy environment to ensure all participants are provided with an opportunity to have a positive athletic experience. All student athletes will be required to sign and uphold the Athletic Code of Ethics, defining conduct expectations. Violations of the agreement can lead to dismissal from the sport and suspension from participation in athletics for up to one year.

The Athletic Code of Ethics can be obtained on the Athletics section of Orcutt Academy Website.

Attendance on the day of Athletic Events

Students who miss more than half of the school day (3 periods on regular day; two blocks on block day) will not be permitted to participate in any extracurricular-co-curricular activity, game, rehearsal, practice or performance on that day. Any exceptions must be approved by an Administrator.

Drug, Alcohol, Tobacco and Controlled Substance

A student involved in the possession, use, sale or provision of drug paraphernalia, drugs, alcohol, tobacco or other controlled substances, as defined in the Health and Safety Code Section 11007, will be suspended.

- **First Offense:** Students will be suspended from all co-curricular activities/athletics for two performances/contests from the day of incident. Students may only return to their co-curricular activity/athletics after two performances or contests. Student-athletes and parents/guardians will be required to receive counseling through after-school programs that address the specific issue. Any exceptions to this policy may be appealed to the Site Administrator.
- **Second Offense:** Removal from all sports teams for the remainder of the school year.

COUNSELING SERVICES

The goal of our Counseling departments is to support our school's students and parents/guardians with information and guidance to ensure a successful future. OAHS is fortunate to have the parent/guardian, staff, and community support necessary to create a friendly, accessible, dynamic Counseling Office staffed by professionals to guide students and their parents/guardians in forming future educational and career goals and assist in the planning required to reach those goals.

Counseling Team Contact Information

Vice Principal	Josh Ostini	jostini@orcutt-schools.net	805-938-8550
Counselor - last name A - K	Monica Cedillo	mcedillo@orcutt-schools.net	805-938-8550
Counselor- last name L - Z	Ana Perez	aperez@orcutt-schools.net	805-938-8550
Registrar	Veronica Barrios-Timbrook	vbarrios@orcutt-schools.net	805-938-8550

Academic

The counselors assist students and their parents/guardians with high school educational planning and programming to ensure that students have an appropriate secondary education and graduate from Orcutt Academy High School in a timely manner. In addition, counselors help students in selecting coursework that supports their post-secondary, educational and vocational choices. Counselors:

- Advise students with regard to course selection and planning
- Recommend students to summer school for remediation or enrichment
- Monitor graduation status
- Provide options for tutoring services
- Provide individual academic counseling to students and parents/guardians
- Identify and refer students to reading and math intervention programs
- Provide high school orientation to incoming 9th grade students
- Provide parent/guardian and family informational meetings

College and Career

The counselors also assist students by providing information and guidance pertaining to college admissions, college entrance requirements, testing, scholarships, financial aid, completion of college applications, NCAA Collegiate Sports, and Gap Year information. Career planning for all students is enhanced by access to computer programs available in the College & Career Center, My10YearPlan.com, Naviance, classes such as Senior Success and PROD 301. Counselors:

- Meet individually with all students in grades 10, 11, and 12 to discuss plans for after graduation
- Provide letters of recommendation, secondary school reports and mid-year reports
- Provide GPA verification for college scholarships and financial aid
- Monitor and assist students with NCAA eligibility and registration
- Assist students with college applications
- Provide information regarding SAT/ACT/Subject Test/AP registration
- Sponsor financial aid and college application workshops
- Provide college and career information
- Provide access to community college via on-campus meetings with Allan Hancock College representatives
- Provide access to Financial Aid and Scholarship information via on-campus meetings with Santa Barbara Scholarship Foundation.

Personal/Social

The counselors assist students by providing support and guidance to improve school performance. Counselors are available on a daily basis to discuss personal concerns with students. Counseling interns, school psychologists, and the school nurse are also available to assist students. Counselors:

- Provide assistance to students before school, at nutrition and lunch breaks, and after school
- Identify and refer students to the Student Study Team (SST) for intervention services
- Identify and refer students for outside counseling services
- Provide crisis intervention and appropriate mental health referrals
- Provide assistance and guidance via individual parent/guardian meetings

ATTENDANCE

Regular School Attendance

Regular school attendance in all classes is a critical factor in achieving academic success and is also an important component of responsibility with respect to post high school endeavors--be it college or the workplace. The value of the daily class interaction between teachers and their students cannot be duplicated or substituted in any way. Each absence limits student potential to master the subject and be successful in the class.

To ensure that all students are given the best opportunity to acquire the necessary skills for success in adult life, school attendance is mandatory in the State of California.

Under Section 48205 of the Education Code, the only legal excuses for an absence or tardy from school are: illness, quarantine, medical, dental and optometric appointments, attendance at the funeral service of an immediate family member, and exclusion based on health code violations or jury duty. With only a few exceptions (defined by Education Code 48205), ABSENCES FOR ANY OTHER REASON ARE CONSIDERED UNEXCUSED AND UNLAWFUL.

All other reasons for an absence are considered unexcused. A student is allowed 18 unexcused period absences prior to being considered truant. Progressive notification will advise parents/guardians when a student is at risk of becoming a habitual truant. When habitual truancy status is achieved, a student may be referred to the Student Attendance Review Board (SARB)

- ParentSquare Notifications will be made daily for unverified absences.
- Verification must be made by one of the following, or the absence will be considered unexcused:
 - Replying to the **ParentSquare** Notification message,
 - **Emailing** our attendance clerk at oaattendance@orcutt-schools.net
 - Calling the **OA Attendance Hotline**: (805-938-8595), or
 - Bringing a signed note upon return to school explaining the absence with a phone number to verify the absence.
- ❖ **All absences* MUST be cleared within 3 School Days, or the absence will be considered Unexcused by law.**
- ❖ If a student is absent due to illness more than 10% of days within a school year, the student will receive a "10% letter." After a 10% Letter has been given, students must provide a doctor's verification or be checked by a school nurse for each additional absence. Failure to provide verification from a doctor or school nurse will result in those additional absences being recorded as unexcused. (A.R. 5113 (b))

Absences, Excused

Illness normally will be excused with parent/guardian verification. A verification of an appointment by the doctor or dentist (i.e., doctor's stamp, receipt, etc., but NOT a doctor's signature) must be presented when the student returns to school. Full credit in the class will be given upon completion of make-up work or tests. The time limit for make-up work is one day for every day absent plus one day after returning from absence.

Illness during School

A student who feels too ill to continue school must obtain a pass from their teacher to report to the Health Office. Failure to report back to class or the Health Office will be considered a truancy. Student should not be using their cell phones during school hours to call their parents/guardians from the classroom. Students need to come up to the Health Office and will be allowed to call home from there.

Independent Study/Preapproved Absences

Independent Study/Preapproved Absences should be requested prior to a planned absence period if your student will be gone between 5 and 10 school days. Independent Study/Preapproved Absences are granted at the discretion of the Vice Principal for students with good citizenship and in good academic standing (above a 2.0 GPA with no "F"s).

Parents/guardians must request Independent Study/Preapproved Absences no less than five school days in advance of a planned absence period. Students returning from Independent Study/Preapproved Absences must report to the attendance office upon return, and all work must be completed and turned at that time.

Part Day Absences

Students leaving campus for any reason throughout the normal school day must check out in advance through the Attendance Office. A student may check out during the day if:

- They have a signed note by the parent/guardian stating the reason for leaving and time required to check out. The note must have a parent/guardian signature and a phone number to verify the reason.
- A parent/guardian phones the Attendance Office and checks the student out.
 - ❖ Students leaving campus for any reason and not checking out through the Attendance Office will be considered truant for that particular class period. Students must be in school at least half of the school day (3 periods on regular day; two blocks on block day) in order to practice or participate in a game, practice, rehearsal, performance or activity. Requests for exceptions must be made in advance through the Attendance Office. Students must check back in at the Attendance Office when returning to school.

Tardiness and Tardy Discipline

It is the responsibility of the student to be on time to all classes. Six minutes are allowed for students to pass from one class to the next. **A student will be marked "Truant" after 30 minutes into the class period.** Students who are consistently or excessively tardy may be referred to administration by the classroom teacher. Consequences for tardiness may include, but are not limited to the following: lunch detention, after school detention, referral to administration, parent/guardian conference, revoked parking permit, or tardy contract.

Truancy

A student is truant when absent from school or a class without permission of the school or parent/guardian. Truant students will be assigned hours of discipline and may be cited by the Sheriff. No make-up work is permitted when a student is marked truant. Students may not leave school without being checked out in advance by the Attendance Office.

18-Year-Old Waiver

Students who are 18 years old may sign their own notes and sign themselves out of school. However, OAHS encourages parents/guardians to come to Orcutt Academy High School and sign a waiver in the Attendance Office acknowledging their agreement to this procedure.

EXPECTATIONS AND POLICIES

Electronics (Cell Phones, earbuds, etc.)

In accordance with Education Code 48901.5, Orcutt Academy High School recognizes that parents/guardians may wish to be in close contact with their children during the school day, and therefore, students may be provided with an electronic communication device such as a cellular telephone. Through the use of cell phones, families can communicate better and students and staff can feel a greater sense of security while at school. Although the school authorizes the possession of electronic communication devices, it further recognizes that these communication devices can disrupt the instructional process.

Therefore, the following procedures shall be implemented for students:

1. Students shall be permitted to be in possession of electronic communication devices (cell phones, etc.) while attending school and school-sponsored activities.
2. Students shall have electronic communication devices and earbuds (cell phones, AirPods, etc.) powered off at all times during classroom instruction unless permitted by the teacher for instructional purposes. Electronic communication devices and earbuds may only be used before school, during passing periods, lunch and after school.
3. No student shall be prohibited from possessing or using an electronic communication device that is determined by a licensed physician to be essential for the health of a student.
4. If a student uses his or her electronic communication device or earbuds during class hours without permission or his or her electronic device is found to be disruptive, teachers may refer said student to the administration. The administration will then deal with disciplinary action on an individual basis.

Teachers and administration have the right to assign detentions to reinforce the proper use of electronic communication devices and earbuds if they deem it necessary to maintain our high standards for student learning.

Discipline

All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers, principal or designee of the schools.

A student may be disciplined, suspended or expelled for any of the acts listed below if the act occurs while on school grounds, while going to or coming from school, during the lunch period (on or off campus), or during, going to, or coming from any school-sponsored activity at any school or on any school district's grounds ([Education Code 48900](#)).

The Sequential Discipline Plan is considered a guide and does not supersede State Law or local Board Policy. Likewise, this guide does not alter the discretion given the Superintendent, Principal or designee by State law or local Board Policy. Each administrator has the discretion to adjust consequences for each incident/offense (including other intervention steps) as needed, except in cases wherein the education code mandates a specific penalty. Situations not specifically addressed in this plan or unusual or extreme cases will be dealt with in accordance with Board Policy, Administrative Regulations or the California Education Code

*Note: All infractions are cumulative throughout a student's high school career. (References in the "Offense" column below: **EC** is Education Code; **BP** is Orcutt Unified School District Board Policy; **PC** is Penal Code.)*

	Student Infraction	First Offense	Second Offense	Third Offense
1	(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person (mutual combat). E.C. 48900 (a) P.C. 243.2	Notify Parents; Up to 5 day suspension.	Notify parents; 5 day suspension. <i>May recommend expulsion if degree of offense merits.***</i>	Notify parents and Sheriff. 5 day suspension. <i>Recommend involuntary transfer or Expulsion.</i>
2	(a)(2) Willfully used force or violence upon the person of another, except in self-defense. E.C 48900 (a) P.C. 242 & 243.2	Notify parents and Sheriff; 5 day suspension; may recommend for expulsion if injury results in physician or hospital intervention.	Notify parents and Sheriff; 5 day suspension; <i>Recommend for expulsion.</i>	None permitted.
3	Assault/Battery on School Personnel. E.C. 48900 (a) P.C. 243.6	Due to the potential seriousness of this offense and the requirements of CA Ed Code 48915, this will result in 5 days suspension, and a recommendation for expulsion and Sheriff notification.	None permitted.	None permitted.
5	<u>Brandishing a knife</u> or explosive or possession of any firearm. EC 48915C	Due to the potential seriousness of this offense and the requirements of CA Ed Code 48915, this will result in 5 days suspension, and a recommendation for expulsion and Sheriff notification.	None permitted.	None permitted.
6	Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object. EC 48900B	Notify parents and Sheriff; 5 day suspension. <i>May recommend for expulsion.</i>	Notify parents and Sheriff; 5 day suspension; <i>Recommend for expulsion.</i>	None permitted.
7	Unlawfully possessed, used, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code , an alcoholic beverage, or an intoxicant of any kind .E.C. 48900(c) P.C. 11357	Notify parents and Sheriff, up to 5-day suspension; suspension from all co-curricular activities/athletics for two performances/contests from the day of incident; parents/student counseling through after-school programs that address specific issue. <i>Student non-compliance with discipline may result in involuntary transfer.**</i>	Notify parents and Sheriff; 5 day suspension; removal from all co-curricular activities/athletics for the rest of the school year; additional ; parents/student counseling through after-school programs that address specific issue <i>Student non-compliance with discipline may result in expulsion from district.**</i>	Notify parents and Sheriff; 5 day suspension. <i>May recommend for expulsion.</i>
8	Unlawfully <u>selling a controlled substance</u> listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code. (any amount) E.C. 48900(d)	Due to the potential seriousness of this offense and the requirements of CA Ed Code 48915, this will result in 5 days suspension, and a recommendation for expulsion and Sheriff notification.	None permitted.	None permitted.
9	Committed or attempted to commit robbery or extortion 48900(e)	Due to the potential seriousness of this offense and the requirements of CA Ed Code 48915, this will result in 5 days suspension, and a recommendation for expulsion and Sheriff notification	None permitted.	None permitted.
10	Caused or attempted to <u>cause damage</u> to school property or tagging private property, including graffiti, tagging, etching E.C. 48900.5, 48900 (f) P.C. 594	Notify parents and Sheriff, up to 5 day suspension; reimbursement for damages. <i>May recommend for expulsion.</i>	Notify parents and Sheriff; up to 5 day suspension; reimburse for damages. <i>May recommend for expulsion.</i>	Notify parents and Sheriff; 3-5 day suspension; reimburse for damages. <i>May recommend for expulsion.</i>
11	Stole or attempted to steal school property or private property E.C. 48900.5, 48900 (g) P.C.488, 487	Notify parents and Sheriff; up to 5 day suspension; reimbursement to be made. <i>May recommend expulsion.</i>	Notify parents and Sheriff; up to 5 day suspension; reimburse for damages. <i>May recommend for expulsion.</i>	Notify parents and Sheriff; 3- 5 day suspension; reimburse for damages. <i>Recommend for expulsion.</i>

	Student Infraction	First Offense	Second Offense	Third Offense
12	Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. E.C. 48900 (H)	Notify parents and Sheriff, up to 5-day suspension; suspension from all co-curricular activities/athletics for two performances/contests from the day of incident; parents/student counseling through after-school programs that address specific issue. <i>Student non-compliance with discipline may result in involuntary transfer.**</i>	Notify parents and Sheriff; 5 day suspension; removal from all co-curricular activities/athletics for the rest of the school year; additional parents/student counseling through after-school programs that address specific issue <i>Student non-compliance with discipline may result in expulsion from district.**</i>	Notify parents and Sheriff; 5 day suspension. <i>May recommend for expulsion.</i>
13	Committed an <u>obscene act</u> or engaged in habitual profanity or vulgarity. E.C. 48900 (i)	Notify parents; up to 3 days detention; may suspend 1-3 days.	Notify parents; up to 5 days detention; may suspend 1-3 days; parents/student counseling through after-school programs that address specific issue. <i>Student non-compliance with discipline may result in involuntary transfer.**</i>	Notify parents; up to 5-day suspension; additional parents/student counseling through after-school programs that address specific issue. <i>May recommend for involuntary transfer</i>
14	Unlawfully possessed or unlawfully offered arranged or negotiated to sell any <u>drug paraphernalia</u> , as defined in Section 11014.5 of the Health and Safety Code. E.C. 48900 (j)	Notify parents and Sheriff, up to 5-day suspension; suspension from all co-curricular activities/athletics for two performances/contests from the day of incident; parents/student counseling through after-school programs that address specific issue. <i>Student non-compliance with discipline may result in involuntary transfer.**</i>	Notify parents and Sheriff; 5 day suspension; removal from all co-curricular activities/athletics for the rest of the school year; additional parents/student counseling through after-school programs that address specific issue <i>Student non-compliance with discipline may result in expulsion from district.**</i>	Notify parents and Sheriff; 5 day suspension; <i>May recommend for expulsion.</i>
15	<u>Disruption of school/classroom activities</u> ; i.e. disrupting the learning process, habitually unprepared for class, non-suit (P.E.) using unauthorized electronic devices during class. E.C. 48900 (k)	Notify parents; up to 3 days detention.	Notify parents; up to 5 days detention; may suspend 1-3 days; parents/student counseling through after-school programs that address specific issue. <i>Student non-compliance with discipline may result in involuntary transfer.**</i>	Notify parents; up to 5-day suspension; additional parents/student counseling through after-school programs that address specific issue. <i>May recommend for involuntary transfer.</i>
16	Knowingly received stolen school or private property E.C. 48900.5, 48900 (l)	Notify parents and Sheriff; up to 5 day suspension; reimbursement to be made; <i>May recommend expulsion.</i>	Notify parents and Sheriff; up to 5 day suspension; reimburse for damages. <i>May recommend for expulsion.</i>	Notify parents and Sheriff; 3- 5 day suspension; reimburse for damages. <i>May recommend for expulsion.</i>
17	Possessed an <u>imitation firearm</u> . As used in this section, means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. E.C. 48900 (m)	Notify parents and may notify Sheriff, up to 5-day suspension.	Notify parents and Sheriff; 5 day suspension; removal from all co-curricular activities/athletics for the rest of the school year; additional ; parents/student counseling through after-school programs that address specific issue <i>Student non-compliance with discipline may result in expulsion from district.**</i>	Notify parents and Sheriff; 5 day suspension; <i>May recommend for expulsion.</i>
18	Committed or attempted to commit a sexual assault as defined in Section 261,266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code. E.C. 48900 (n)	Due to the potential seriousness of this offense and the requirements of CA Ed Code 48915, this will result in 5 days suspension, and a recommendation for expulsion and Sheriff notification.	None permitted.	None permitted.
19	Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. E.C. 48900 (o)	Notify Parents; Up to 5 day suspension.	Notify parents; 5 day suspension. <i>May recommend involuntary transfer or expulsion.</i>	Notify parents. 5 day suspension. <i>Recommend involuntary transfer or expulsion.</i>

	Student Infraction	First Offense	Second Offense	Third Offense
20	Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. E.C. 48900 (p)	Notify parents and Sheriff, up to 5-day suspension; suspension from all co-curricular activities/athletics for two performances/contests from the day of incident; parents/student counseling through after-school programs that address specific issue. <i>Student non-compliance with discipline may result in involuntary transfer.**</i>	Notify parents and Sheriff; 5 day suspension; removal from all co-curricular activities/athletics for the rest of the school year; additional parents/student counseling through after-school programs that address specific issue <i>Student non-compliance with discipline may result in expulsion from district.**</i>	Notify parents and Sheriff; 5 day suspension; <i>Recommend involuntary transfer or expulsion.</i>
21	Engaged in, or attempted to engage in, hazing as defined in Section 32050. E.C. 48900 (q)	Notify parents and Sheriff; up to 5 day suspension; may recommend for expulsion if injury results in physician or hospital intervention.	Notify parents; 5 day suspension. <i>May recommend involuntary transfer or expulsion.</i>	Notify parents. 5 day suspension. <i>Recommend involuntary transfer or expulsion.</i>
22	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. E.C. 48900 (r)	Notify Parents; Up to 5 day suspension.	Notify parents; 5 day suspension. <i>May recommend involuntary transfer or expulsion.</i>	Notify parents. 5 day suspension. <i>Recommend involuntary transfer or expulsion.</i>
23	Sexual harassment: physical, visual, or verbal, including via electronic transmissions E.C.48900.2, P.C. 243.4	Notify Parents; Up to 5 day suspension.	Notify parents; 5 day suspension. <i>May recommend involuntary transfer or expulsion.</i>	Notify parents. 5 day suspension. <i>Recommend involuntary transfer or expulsion.</i>
24	Hate, violence (i.e.) any words or actions which reflect negatively on a person's culture, race, or ethnic background E.C. 48900.3 P.C. 242, 243	Notify Parents; Up to 5 day suspension.	Notify parents; 5 day suspension. <i>May recommend involuntary transfer or expulsion..</i>	Notify parents. 5 day suspension. <i>Recommend involuntary transfer or expulsion.</i>
25	Making terroristic threats to school officials or against school property, or both E.C. 48900.7 P.C.451	Notify parents and Sheriff; up to 5 day suspension. <i>Threats deemed serious enough in nature may be grounds for expulsion.***</i>	Notify parents and Sheriff; 5 day suspension. <i>Threats deemed serious enough in nature may be grounds for expulsion. ***</i>	None permitted.
26	Teacher class suspension E.C. 48910	Student will be sent to administration; teacher will notify parents; student may be suspended from the class.	Repeat process from first offense; student may be assigned additional detention(s); student may be placed on student behavior contract.	Repeat process from first offense; request a parents/teacher/administrator meeting; place on behavior contract; possible removal from class with loss of credit.

******May be referred to the School Board for expulsion if individual case is deemed severe in nature by the Principal. Involuntary transfer will be for the balance of the semester in which the offense occurred and the following semester

*******May be referred to the School Board for expulsion if individual case is deemed severe in nature.

EDUCATION CODE 48900.6: DISCIPLINARY ACTION/COMMUNITY SERVICE: Instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, or the superintendent of schools, or the governing board, may require a pupil to perform community service on school grounds during non-school hours. For the purposes of this section "community service" may include, but is not limited to, work performed on school grounds in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs. This section shall not apply to instance where suspension or expulsion is required by this article. (Add. Stats. 1995, Ch. 972).

NOTE: Any items confiscated by staff may or may not be returned directly to the student. Parents/guardians may recover confiscated items not held in evidence upon administrative approval within a reasonable period of time. Items not recovered in a reasonable period of time will be discarded. Orcutt Academy High School or any individual school is not liable for damage or loss to these confiscated items. The primary objective of requiring students not to bring restricted materials to school is to ensure students' focus on educational tasks, students' safety and to prevent the loss or damage of private property.

Expulsion (Education Code 48915)

Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

- (A) Causing serious physical injury to another person, except in self-defense.
- (B) Possession of any knife or other dangerous object of no reasonable use to the pupil.
- (C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:
 - (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
 - (ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
- (D) Robbery or extortion.
- (E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

- (1) Possessing, selling, or otherwise furnishing a firearm.
- (2) Brandishing a knife at another person.
- (3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
- (4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
- (5) Possession of an explosive.

Dress Code

The Orcutt Union School District is committed to establishing a safe and secure learning environment. While a student's attire is generally at the discretion of a parent/guardian, appropriate dress standards are necessary for the healthy, safe and uninterrupted operation of a school.

Appropriate Dress Standards

Our district's students are prohibited from wearing clothing that (a) causes an actual distraction from or disturbance of any school activity, or interferes with participation of a student in a school activity, (b) creates a health or safety hazard or (c) denotes membership in, affiliation, or sympathy with gangs which advocate drug use, violence or disruptive behavior [BP 5132] or (d) impedes the learning of self or others.

For more details, please see the entire [Orcutt Union School District Dress Code Policy](#).

Permits to Leave School Grounds

Orcutt Academy High School is a **Closed Campus**. Students are not permitted to leave campus once they arrive to start the school day. If a student must leave campus prior to the close of school, permission of the parent/guardian must be obtained and the student must possess an off campus permit. Leaving campus without permission during the day can result in disciplinary action.

Physical Education Uniform

To improve instruction in the physical education program, uniforms are required of all P.E. students. Our P.E. uniform will be available throughout the school year and may be purchased in the Business Office. Cost for the uniform is subject to change each year. A notice will be sent home regarding the uniform the first week of school. Please contact the school office for more information. P.E. uniforms should be purchased during Freshman Orientation or the first week of school. If any student has a financial challenge meeting the P.E. uniform requirement, he/she should confer with the P.E. instructor and the uniform will be provided.

Public Display of Affection (PDA)

Students are not to have public displays of affection on or around the school campus. Orcutt Academy wants to ensure that our focus remains on education. Students who fail to adhere to this policy will conference with the school administration and parents/guardians regarding disciplinary action.

School Events

School dances and other activities are planned throughout the year. The following guidelines apply to all school sponsored events:

- For selected dances, you may bring a student from off-campus with a completed guest pass and administrative permission. Guest passes must be requested through the school business office. OAHS students will be held responsible for the behavior of their non-OAHS guest.
- School rules and regulations are enforced at all school dances and other after-school events.
- Chaperones are in charge of students at all dances.
- Loitering in parking lots or in other areas of the campus is not permitted.
- Improper conduct at any school activity will result in disciplinary action and removal from the event.
- Any student who is found to be intoxicated or under the influence of a controlled substance before, during, or after any event is not permitted and will result in suspension and law enforcement being contacted.

Students who miss more than half of the school day (3 periods on regular day; two blocks on block day) will not be permitted to participate in any extracurricular-co-curricular activity, game, rehearsal, practice or performance on that day. Any exceptions must be approved by an Administrator.

Student Parking

Students may park on campus in designated student areas if they possess a valid student parking sticker. Parking stickers may be purchased at the school office. At the time of purchase students will be required to sign the parking agreement that indicates the rules to be followed in regards to the vehicle being parked on campus.

- Students are not allowed to park in Staff designated parking spaces.
- Student spaces in the front lot are reserved for senior class students.
- Parking lots are monitored throughout the day.
- Please keep in mind that students must have and maintain at least a 2.0 GPA to have parking privileges on campus.
- OAHS is a closed campus. Students may not leave campus to retrieve items from their vehicles during the school day.

Wheeled Vehicles (Motorcycles, Mopeds, Bicycles, Roller Skates, Skateboards)

Bicycles must be parked in a bike rack area. The riding of bicycles, motorcycles, mopeds, roller skates and/or skateboards, etc., is NOT allowed on campus.

Student Search

Students may be searched at any time by the school principal or his/her designee based on a reasonable suspicion that they possess prohibited items or evidence of violations of school policy. If searched, parents/guardians will be contacted as soon as convenient.

Student Use of Technology

The Board of Trustees recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice skills and to develop reasoning and problem-solving abilities. In addition, electronic resources foster workplace skills that may be transferable to new technologies. The Board of Trustees intends that technological resources provided by the district be used in a safe, responsible and proper manner in support of the instructional program and for the advancement of student learning.

On-Line Services

To discourage access to adult content on on-line electronic services and preclude other misuses of the system, the Superintendent or designee shall establish age/grade-level qualifications and shall ensure that students receive training in user obligations and responsibilities.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with district regulations and the district's Acceptable Use Agreement.

Before a student is authorized to use the district's technological resources, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless the district and district personnel for any damages or costs incurred.

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced.

The Superintendent or designee shall establish administrative regulations governing the use of the district's on-line services. He/She shall ensure that user have no expectation of privacy and understand that district staff may monitor or examine all system activities to ensure proper use of the system. **Students who fail to abide by these regulations shall be subject to disciplinary action, revocation of the user account, and legal action as appropriate.**

The Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying. [BP 6163.4 November 2009; EC 51006, 51007, 60044; PC 313, 502, 632, 653.2; 15 USC 6501- 6506; 20 USC 6751-6777; 47 USC 254; 16 CFR 312.1- 312.12; 47 CFR 54.52]

Video Surveillance Cameras

In an effort to provide a safer, secure and peaceful environment for all students and staff, Orcutt Academy High School has video surveillance cameras on campus.

Visitors on Campus

Orcutt Academy High School is a closed campus. Anyone who visits Orcutt Academy High School must stop at the Administration Building and receive a guest pass from an administrator. The campus is NOT open to visitors during the school day unless prior arrangements for academic reasons have been made at least 24 hours in advance.

STUDENT SERVICES

Associated Student Body (ASB)

ASB stands for Associated Student Body and it represents the interests and goals of the entire Orcutt Academy High School Student Body. The class is made of elected and appointed individuals who enroll in ASB to broaden their leadership and career development skills through the organizing and running of student activities and student government.

Business Office Services

The Orcutt Academy High Business Office sells a variety of things such ASB discount stickers, dance tickets, yearbooks, student apparel, P.E. uniforms, and much more. You can also pay for lost or damaged textbooks and library books, tickets to dances as well as other events, and many other student services.

Business office hours are from 7:30 a.m. to 3:30 p.m. All students entering the business office during class must present a hall pass signed by the teacher sending the student.

There is a debt list in the business office that is posted on the wall to keep track of students that have financial responsibilities that have not been taken care of. Students are responsible for clearing their name off the list before they are eligible for other school activities, if it is not taken care of in a timely manner, a letter will be sent home. All financial responsibilities must be taken care of before the end of the school year or their grades/transcripts may be held until it has been resolved.

Clubs and Organizations

There are many ways to become involved at Orcutt Academy High School and the staff believes students should be involved in extracurricular activities as part of a well-rounded education. A current list of clubs and organizations is available on the OAHS Website. Clubs will be initiated with student involvement; please reach out to the ASB Director if interested in starting a new club.

College and Career Information

Please consult your counselor for assistance. Additionally, the school library will provide access to college and career information. Email the [Media Career Specialist](#) for more information.

Food Services

A complete Federal Government Type "A" lunch is served each day. Individual items are also served in the cafeteria, snack bar, and at cart locations. Water and juice vending machines are also available. Information for free or reduced snack and lunch is available from the cafeteria, counseling and administration office.

Health Office

The Health Office is in the Administration Building. If you become ill or you are injured at school, report to the Health Office. Your parent/guardian will be called to take you home, or the Health Office will assist you.

I.D. Cards

Each student enrolled at OAHS is issued a photo I.D. card in the fall. Replacement cards cost \$5.00 each. I.D. cards should be carried by students at all times while on campus. The ID card will be required when checking out textbooks and may be needed for certain business transactions. If a student does not receive a photo ID card, one will be created and issued to the student through the Business office. Students may also purchase an ASB Activity sticker (for **\$30**) both to support ASB activities and athletics. The ASB sticker will allow students to free admission to all home athletic events, discounts on school activities and dances as well as a discount for the yearbook.

Library

The Orcutt Academy High School Library offers the latest in resources and technological equipment to assist students with research and projects. Library hours will be posted at the beginning of the school year. Library cards or books should never be loaned to other students. All students entering the library during class must present a hall pass signed by the teacher sending the student. No books or materials will be loaned to any student who has overdue materials. Overdue books are assessed a fine of ten cents per day. No food or drink is allowed in the library. Electronic library resources will be available online from home for students.

Lost and Found

The clothing lost and found is located in between rooms 1 and 5. Please seek assistance from the office to access the Lost and Found.

Physical Education Lockers

Students who have PE will be issued a PE locker. Students must provide their own combination lock. PE lockers are the property of the school and are provided for the convenience of the students. Neither OAHS nor the OUSD make any assurances or guarantees as to the safety of the contents in the locker. Items placed in the locker are done so at the risk of the user and neither the school nor the district is responsible in any way for damage and/or loss of items kept in the locker. Locks will be cut off if the administration has reason or cause to search the students' lockers.

PTSA

The Parent/Teacher/Student Association is an integral part of the Orcutt Academy High School campus. Any parent/guardian or student interested in volunteering their time and effort may contact the PTSA Officers listed on their website.

School Advisory Council

The School Advisory Council (SAC) is a decision-making body whose goals are to increase student competencies and improve the campus environment. For more information, contact the administrative assistant, (805) 938-8550.

Textbooks

Students are issued all required textbooks free of charge. It is the student's responsibility to return the same book at the completion of the course in as good a condition as possible. Should a textbook be lost, stolen, misplaced, or damaged beyond normal use, it is the student's responsibility to pay for a replacement. When textbooks are found and returned to the bookroom, the cost of the replacement is refunded.

Work Permits

Students must have a work permit to legally work (including summer jobs) in the community. Students must maintain a 2.0 GPA in order to obtain a valid work permit. Student Work Permit applications are available from the front office. The Fair Labor Standards Act allows minors age 16 and 17 to work any number of hours other than those required to be in school. Work must be performed between 5 a.m. and 10 p.m. Minors age 14 and 15 may work up to 3 hours on a school day outside of school hours. The total of the hours worked may be up to 18 hours per school week, except during summer. Minors age 12 and 13 may not be employed on days that school is in session.