



*East Side Union High School District  
Student Handbook*

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2017-2018

*Oak Grove High School*



*For additional information regarding East Side Union High School District,  
check our web site: <http://www.esuhd.org>*

# Oak Grove High School

Principal: Mrs. Martha Brazil

285 Blossom Hill Road

San Jose, CA 95123

Telephone: (408)347-6500

FAX: (408)347-6505

Web Site: <http://oghs.schoolloop.com>



## Mission Statement

To provide a safe, caring, learning environment where students achieve the academic, personal, and social development required to pursue post-secondary education, compete in a changing job market, and participate in a multicultural democratic society.

## Bell Schedules

### REGULAR

1	7:15	-	8:10
2	8:15	-	9:10
3*	9:15	-	10:15
Break	10:15	-	10:30
4	10:35	-	11:30
5	11:35	-	12:30
Lunch	12:30	-	1:00
6	1:05	-	2:00
7	2:05	-	3:00

### COLLABORATION (MONDAY)

1	7:35	-	8:10
2	8:15	-	8:50
3*	8:55	-	9:35
Break	9:35	-	9:50
4	9:55	-	10:30
5	10:35	-	11:10
Lunch	11:10	-	11:40
6	11:45	-	12:20
7	12:25	-	1:00

Collaboration begins at 1:05

### SCHOOLWIDE ACTIVITY

1	7:20	-	8:10
2	8:15	-	9:05
3*	9:10	-	10:05
SWA	10:05	-	10:35
Break	10:35	-	10:50
4	10:55	-	11:45
5	11:50	-	12:40
Lunch	12:40	-	1:10
6	1:15	-	2:05
7	2:10	-	3:00

### ASSEMBLY

1	7:25	-	8:10
2	8:15	-	9:00
3*	9:05	-	9:55
Assembly	9:55	-	10:55
Break	10:55	-	11:10
4	11:15	-	12:00
5	12:05	-	12:50
Lunch	12:50	-	1:20
6	1:25	-	2:10
7	2:15	-	3:00

\*Student announcements are read Monday - Friday during 3rd period

## School Calendar 2017-18

Dates in the following calendar may be changed if necessary to schedule makeup days, for days lost to emergency school closing or furlough, in order to meet the minimum number of student instructional days required by law.

### Holidays/Vacation Days

#### *Labor Day*

September 4, 2017

#### *Veterans Day*

November 10, 2017

#### *Thanksgiving*

November 22-24, 2017

#### *Holiday Break*

Dec. 25, 2017 - Jan. 5, 2018

#### *Martin Luther King, Jr.'s Birthday*

January 15, 2018

#### *Winter Break*

February 19-23, 2018

#### *Cesar Chavez Break*

March 30, 2018

#### *Spring Break*

April 2 - April 6, 2018

#### *Last Day of School*

May 24, 2018

### Grading Period Ends

#### *1st Grading Period*

September 22, 2017

#### *2nd Grading Period*

November 3, 2017

#### *3rd Grading Period (End of Semester)*

December 22, 2017

#### *4th Grading Period*

February 16, 2018

#### *5th Grading Period*

April 13, 2018

#### *6th Grading Period (End of Semester)*

May 24, 2018

**Who's Who at Oak Grove?**  
**(408)347-6500 • FAX (408)347-6505**

Academic Counselor	Joyce Armstrong	(408)347-6548
Academic Counselor	Binh Lieu	(408)347-6630
Academic Counselor	Martha Esquivel	(408)347-6536
Academic Counselor	Kelly Kruger	(408)347-6521
Academic Counselor	Marcelo Leal	(408)347-6527
Activities Director	Keith Chung	(408)347-6550
Advisor (A-L)	Wendy Holtz	(408)347-6532
Advisor (M-Z)	Michael McCoy	(408)347-6533
Associate Principal (APED)	Kyle Kleckner	(408)347-6540
<ul style="list-style-type: none"> <li>• Oversees counseling</li> <li>• Oversees scheduling</li> <li>• Oversees teachers</li> <li>• Oversees testing</li> </ul>		
Associate Principal (APA)	Karen Aragon	(408)347-6520
<ul style="list-style-type: none"> <li>• Oversees attendance</li> <li>• Oversees discipline</li> <li>• Oversees SARB</li> <li>• Oversees Student Services</li> </ul>		
Athletic Director	Rich Young & Rick Huck	(408)347-6927
Attendance Clerk	Patti Gustafson	(408)347-6522
Attendance Secretary	Michael Anchondo	(408)347-6513
Band Director	Christopher Moura	(408)347-6674
Bank	Corinne Bowers	(408)347-6551
Bookroom	Karin Inzunza	(408)347-6547
Counseling Technician	Lucero Cecena	(408)347-6534
<ul style="list-style-type: none"> <li>• Scheduling questions</li> <li>• Work permits</li> </ul>		
Food Services	Ayhu Endalew	(408)347-6554
Health Clerk	Sherri Allen	(408)347-6518
Language Assessment	TBD	(408)347-6528
Library	Robert Crichton	(408)347-6557
Parent Involvement Specialist	Martha Cabrera	(408)347-6556
Principal	Martha Brazil	(408)347-6510
Principal's Secretary	Rhonda Wood	(408)347-6511
Registrar	Mike Lynch	(408)347-6514
<ul style="list-style-type: none"> <li>• ID card replacements</li> <li>• Transcripts</li> </ul>		
School Psychologist	Sara Chong	(408)347-6671
Social Worker	Valarie Ikemoto	(408)347-6836
Speech Therapist	Mike Luna	(408)347-6808

**Stay Informed of School Events  
and Activities**

**OG WEBSITE: [oghs.schoolloop.com](http://oghs.schoolloop.com)**

Our website includes information on the following: bell schedules, the school calendar, special events, administration and teacher contact information, counseling and curriculum, and important policies and forms.

**SCHOOLLOOP:**

Sign up for free to join our private online learning community– “School Loop.” It is an easy and quick process that will allow us to work together to help students succeed. Each student receives a custom homepage with classroom assignments listed and access to teachers.

School Loop will be our primary way of getting you news, information, and an easy way for you to participate actively with the Oak Grove staff. Students can get homework assistance, check archived assignments, store their work, turn work in, participate in groups for their clubs, activities, and contact each other and their teachers.

Please visit our website, click on the “Register now” link, select “Parent Registration” and fill out the brief form. All you need is your student’s ID number.

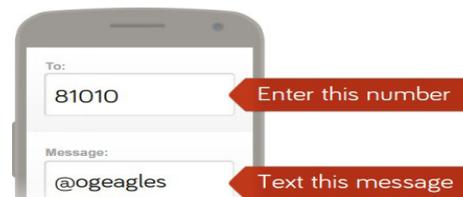
**FACEBOOK:**

Follow us on Facebook at: <https://www.facebook.com/oakgrovehighschool/>

**REMIND:**

To receive messages via text, text @ogeagles to 81010. You can optout of messages at anytime by replying, ‘unsubscribe @ogeagles’.

Or to receive messages via email, send an email to [ogeagles@mail.remind.com](mailto:ogeagles@mail.remind.com). To unsubscribe, reply with ‘unsubscribe’ in the subject line.



## Opportunities for Parent Involvement

It is the goal of Oak Grove High School that students will graduate ready for college and 21st century careers. The school is aware that students are more likely to be successful if families and educators are informed and work together. To that end, the school promises to:

- Assist parents in understanding academic content and achievement standards and assessments.
- Provide parents with materials and training to help them regularly monitor and improve the achievement of their children.
- Educate staff, with the assistance of parents, in the value of parent contributions and how to work with parents as equal partners.
- Coordinate and integrate parental involvement with other programs and conduct activities that encourage and support parents in more fully participating in the education of their children.
- Distribute information related to school and parent programs of upcoming academic and informational events via the school's Teleparent system and School Loop in English and Spanish.

Numerous opportunities are available for parents to become active participants at the school site. Please visit our website for meeting dates and locations. We encourage and welcome you to participate in one or more of the following committees:

- **African American Parent Association (AAPA):** A committee of parents who advocate for and support the African American community on matters pertaining to the learning environment and the educational needs of students. The Association sponsors projects and initiatives to support the
- **Comité de Padres Latinos (CPL):** The purpose of this committee is to support and advocate for the Latino community at Oak Grove in matters related to the learning environment and the educational needs of students.
- **English Language Advisory Committee (ELAC):** The ELAC assists in the development of the school's Single Plan for Student Achievement (SPSA), the annual language census and ways to inform parents of the importance of regular school attendance.
- **Parent Committee Organization (PCO):** This committee is dedicated to bringing together parents, educators, students and the community to support school activities and address educational issues.
- **School Site Council (SSC):** A committee of teachers, counselors, parents, students and administrators who are responsible for planning and sustaining the school's SPSA and the School Safety Plan per SB 187. This committee oversees the school budget and program expenditures, including T1.

We welcome parent participation and involvement. Please attend the events listed above or feel free to contact Martha Cabrera, Parent Involvement Specialist, at 408-347-6556 any time if you have concerns or suggestions.

## Student Learning Outcomes

In addition to the graduation requirements set forth by the State of California and the East Side Union High School District, each of the students in the graduating class at Oak Grove High School will have met the Student Learning Outcomes (SLOs) demonstrating their ability to SOAR to new heights by being:

### Social Contributors

Students are community contributors.

All students:

- Work collaboratively with diverse populations.
- Exercise responsible behavior to facilitate academic and social success.
- Contribute time and talents to improve our natural environment as well as the quality of life in our community and our school.
- Feel proud of his/her cultural background and support activities that celebrate other cultures.

### Outstanding Communicators

Students communicate effectively. All students:

- Speak, listen, read and write critically and reflectively.
- Acknowledge other points of view and respectfully seek conflict resolution.

### Academic Achievers

Students demonstrate academic achievement.

All students:

- Create intellectual, artistic, practical, and physical projects.
- Identify, locate, and organize information or data.
- Demonstrate computer literacy.
- Analyze, evaluate, and synthesize information through independent and/or cooperative efforts.

### Respectful Citizens

Students demonstrate logical and effective decision-making skills. All students:

- Apply problem solving and decision making strategies to real-life scenarios.
- Demonstrate honesty and integrity in their academic pursuits.
- Conduct themselves in a responsible manner throughout their academic careers.
- Have knowledge of and comfort for people of different cultural, racial, and ethnic backgrounds.

## ***ESUHSD Parent Handbook***

The ESUHSD Parent Handbook includes the Uniform Disciplinary Chart, Board Policies, and references to California Education Code and California Penal Codes related to students. The Administration does reserve the right to objectively determine punishment based on the seriousness of a particular infraction and the previous discipline record of the student who commits the offense.

### ***Student Behavior Policy***

Oak Grove places a heavy emphasis upon the safety of its students and staff. We will do everything within our authority to ensure a safe and orderly environment for all members of our educational community. All students are reminded that if they are having any difficulties with other students on campus, they are to report the problem to an advisor or Assistant Principal in the office so the situation may be remedied before it comes to a physical confrontation.

Any student(s) who, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cause bodily injury to, or commit hate violence against, or engage in an act of bullying or cyberbullying (committed by means of an electronic act)...directed toward a student or school personnel will be subject to disciplinary action. This includes while on school premises, or off campus in a manner that causes or is likely to cause disruption of a school activity or school attendance and may be subject to suspension or expulsion in accordance with District policies and regulations as well as referral to the appropriate law enforcement agency. (Penal Code 653.2)

Hazing of students for their birthday or other events is not permitted. Hazers may be disciplined and hazing victims may be sent home and/or disciplined.

All forms of hazing, bullying, cyber bullying, harassing or fighting or conspiracies to engage in fighting are strictly prohibited including any "gang" activity such as flashing signs or intimidation postures or large group stand offs. Acts specifically included in the above are:

- Fighting on any school grounds, in a school vehicle or at any school sponsored activity;
- Fights initiated at school but taking place elsewhere;
- Fights which affect any pupil in the East Side Union High School District;
- Causing, attempting to cause or threatening to cause physical injury to another person;
- Any student who transmits information between students or groups that causes or tends to cause a fight is guilty of conspiring to fight.

### ***Vandalism/Tagging/Graffiti***

It is policy to seek monetary damages (restitution) from any individual, or the parent or guardian of a minor, in the amount of the damages for any act of vandalism committed or loss caused by that individual. Students will be disciplined accordingly by administration. Any student involved in pranks, where damage to or theft of school or private property occurs, may be suspended from school and subject to expulsion or transfer, referral to appropriate law enforcement agency and loss of all school privileges and activities (i.e. senior picnic, senior ball, graduation, athletics).

### ***School Identification Requirement***

By district mandate, each OGHS student is required to be in possession of their ID badge at all times on school grounds during school hours. Students must be able to present their ID badge when a staff member asks them for it; if student is chronically not in possession of his or her ID disciplinary action may be taken (detention, community hours, etc). ID badges are needed to check out textbooks, purchase food at break and lunch, attend certain school activities (dances, games, etc.).

All students will receive a free ID badge at the beginning of school. If the identification card is lost, it must be replaced immediately. Students should report to the school bank during school hours and pay the \$5.00 replacement fee, then report to the Registration Office for a replacement ID badge.

## ***School Policies & Discipline***

**The ESUHSD Parent Handbook is available at <http://www.esuhsd.org>**

**The OGHS Handbook and other school policies are available at <http://oghs.schoolloop.com>**

**Education Code 48900 defines grounds for suspension or expulsion.**

**To anonymously report bullying, crime and suspicious activity on campus, call 408-347-6600.**

**Education Code 48908: All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools.**

**ESUHSD Administrative Regulation 5132: Students are expected to dress in a manner that is neat and appropriate for school work. A full list of dress code standards is included in the ESUHSD Parent Handbook.**

**All confiscated clothing items must be picked up within 30 days from the confiscation date; otherwise, they will be turned over to charity organizations.**

**Students must be picked up within 15 minutes of dance ending or students may lose the privilege of attending future dances.**

## ***Dress Code and Grooming***

Students and their parents are responsible for student's cleanliness, clothing, and neat appearance. Students who dress in a manner that is inconsistent with the dress code policy will be sent to the office and will either be sent home to change into proper school attire, or someone will have to bring them proper attire from home. Any class time missed because of improper dress is unexcused, and teachers have the discretion as to whether students will be allowed to make up the work. Repeated violations may result in disciplinary action.

Multiple items of "RED" are not permitted on campus. This includes: shoes, belts, shirts, tops, jackets, etc. Any clothing item resembling "gang attire" or any items suggestive of gang affiliation identified by San Jose Police are not permitted on campus, this includes, but is not limited to the following apparel: Cali shirts, telephone area codes (408), Scar face, items with 13 or 14, or items with N or S on their belt buckles or on other parts of their person. No professional athlete team jerseys, hats or beanies (Raiders, 49'ers, Sharks, etc.) are allowed on school grounds.

In order to maintain an appropriate campus environment, we request and expect all students to dress appropriately for Oak Grove's campus. Our policy is very simple. Students should report to school dressed in "Clean, Covered, and Appropriate" apparel. Parents of Oak Grove students are asked to help promote a safe and academic environment for their children.

In addition, the following district dress code standards shall apply to all regular school activities:

1. Students are expected to dress in a manner that is neat and appropriate for school or work.
2. Students may not wear clothing that disrupts the educational process.
3. No sagging clothes (baggy pants); pants should be size appropriate and worn at the waist.
4. Students are allowed to wear official Oak Grove hats and beanies. Solid grey or black beanies, bucket hats, and sun hats are also permitted on campus. All other hats will be confiscated and given to an Advisor. After the first warning, the student's parent/guardian must retrieve it. No exceptions.
5. Clothing and other items that bear logos, insignia, letters or colors signifying a gang, violent actions or weapons will not be permitted. Additionally, clothing/items that are crude, profane, sexually suggestive, or that bear drug, alcohol or tobacco company advertising, or that advocate racial, ethnic or religious prejudice are strictly prohibited.
6. Students may not wear clothing that reveals the back or midriff, or through which skin and/or undergarment is visible, or when arms are raised becomes visible. These include but are not limited to: boxers, sheer tops, mesh tops, overly large openings at the neck or arms, off-the-shoulder tops, spaghetti straps, halter tops, swim tops, tube tops or clothing that exposes the midriff.
7. Shoes must always be worn; no inappropriate footwear.
8. No sunglasses or hats may be worn inside school buildings or classrooms.
9. Any jewelry, body art, piercing deemed by the school to be dangerous or a distraction to the learning environment is not acceptable (items with spikes).

## ***Personal Needs***

Students can pick up food items directly from parents in the administration building during break and lunch only (these should not be delivered curb-side). Students will not be called out of class to pick up other deliveries, such as flowers, gifts, and balloons; however, they can be picked up during break or lunch from the administration building.

## ***Dance Rules***

Dances are generally held from 8:00 p.m. – 11:00 p.m, with doors closing at 9:30 p.m. Students must be picked up from the dance within 15 minutes from the end of the dance or students may lose the privilege of attending future dances. The cost to enter a dance (other than the Grand Ball) is \$5 with an ASB card and \$10 without. Non Oak Grove students may attend as a guest, but must be accompanied by an Oak Grove High School student and must be pre-registered at the Student Bank. Guest passes are \$15.

All students must provide a current school ID in order to enter the dance. All school and district rules, including those pertaining to dress code and behavior, must be followed. Students who violate a policy are subject to disciplinary action which could result in suspension and or expulsion.

Only “appropriate” dancing is permitted at Oak Grove High School. “Inappropriate dancing” is defined as follows:

- a. Any dancing that imitates sexual behavior
- b. Any dancing that is sexually suggestive
- c. Any dancing where chairs, tables or walls are used
- d. Any bumping or grinding of bodies

Staff members, police officers, parents and administrators will be enforcing these rules. Students engaging in any of these behaviors will be asked to leave the dance and may lose the privilege of attending future school events.

### ***Cell Phones and Electronic Devices***

Cell phones, iPods, iPads, MP3 players, laptops, and other electronic devices must be turned off and put away during class. If electronic devices are visible or disruptive during class, the teacher has the right to take them away. The use of devices such as camcorders, cameras, or cell phones used with the intention of videotaping or voice recording on campus is prohibited (Education Code 51512: Use of any electronic devices during class time or instructional minutes and passing periods is prohibited). **External speakers are NOT allowed on campus and sound may only be played through ear buds or head phones.** If an item is confiscated, the teacher will determine whether the student will get it back at the end of class, at the end of the day, or if it will be given to an advisor or administrator. If given to an advisor or administrator, it must be picked up by a parent or guardian after school. No exceptions. **Oak Grove High School is NOT responsible for lost or stolen items nor will school staff investigate the loss or theft of such devices.** Please keep items of high value at home. If a teacher or staff asks to confiscate the item and the student resists giving up the item, defiance will result in further disciplinary action. (Education Code 51512: Use of any electronic devices during class time or instructional minutes is prohibited).

### ***After School Detention, Saturday School, and Community Service***

Students are assigned to after school detention or Saturday School for violations of school, district and/or attendance policies. Students who are ill and therefore unable to attend Saturday School must have their absence cleared by noon on the following Monday.

- Students who are late to detention or Saturday School will not be admitted.
- Students who are ill and unable to attend detention or Saturday School will be rescheduled to attend the following session.
- Students who are “no-shows” to detention or Saturday School may be suspended and/or additional disciplinary action will be taken.

### ***Student Announcements***

Announcements regarding upcoming events, changes in bell schedules, important activities and more are read aloud Monday -Friday each week during the first five minutes of third period. A copy of these announcements are also posted daily on Oak Grove’s website at <http://oghs.schoolloop.com>. The daily announcements enable all students and staff to hear useful and important information regarding school and student issues and opportunities.

The goal of the “Appropriate dance” policy is not to curb freedom of expression but has been designed and put into place in order to maintain a comfortable, safe and inviting atmosphere for all students.

Electronic devices must be picked up within 30 days from the confiscation date; otherwise, they will be turned over to charity organizations.

Repeat violations of the cell phone and electronic device policy will be subject to our progressive disciplinary action policy as outlined in ESUHSD’s Parent Handbook.

EC 48900.6. Campus beautification: In lieu of suspension, the principal or the principal’s designee, may require a pupil to perform community service on school grounds. “Community service” may include, but is not limited to, work performed on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs.

### ***Online Classes***

Per East Side Union High School District policy, students wishing to take online classes for credit recovery or enrichment must first obtain approval from their academic counselor.

### ***Concurrent Enrollment:***

Students may not register for PE courses through a community college. Students may also not enroll in community college courses if the course is available at Oak Grove. Counselor approval on all requests for community college courses is required. Please speak to your counselor about community college courses prior to enrolling in one.

### ***Advance Placement Courses***

All AP courses are taught at the college level. Your child may be required to spend two or more hours per night on homework (per AP course), in addition to coursework from other classes. Taking an AP course does not guarantee that your son/daughter will pass the AP exam given by the College Board. Once enrolled, students may not drop an AP Course for any reason. The last day to drop an AP course is the last school day of the previous school year. After this date, AP classes are unable to be dropped for any reason (regardless if an AP form has not been submitted).

### ***Academic Integrity Policy***

We believe that the primary goal of an educational institution must be to facilitate all aspects of learning and to promote the values of our society. The goal of the educational institution is to create an environment where ethical behavior is promoted as well as the pursuit of academic excellence. Cheating demonstrates a lack of integrity and character that is inconsistent with the goals and values of Oak Grove High School. Students who cheat or plagiarize do not learn. Oak Grove is committed to encouraging students to behave ethically and with integrity. This policy is designed to prevent improper conduct which would give any student an unfair advantage. Please refer to the school website for specific information regarding this policy.

### ***Work Permits***

As your student begins their education at Oak Grove High School, there might be a time when they want to become employed. A work permit is required of all minors under the age of 18 years old. A permit is also required during the summer months.

The following grades and attendance policies will help your student understand what is required to obtain and keep a work permit.

- A student must have at least a 2.0 GPA and no more than 1 "F" to obtain and/or keep a work permit
- A student may not have more than five (5) unexcused absences per semester to obtain and/or keep a work permit
- All book fines must be paid in full
- All overdue books returned

Your student can pick up an application for a work permit from the Counseling Tech.

- He/she picks up an application after the employer promises to employ the minor (this usually occurs during the job interview).
- All information for the student, employer, and parents must be filled out completely before giving it to the secretary.
- Expect a 24-hour (1 day) processing time for all renewal permit requests; and, a 48-hour (2 days) processing time for new permit request.

Reminder: If your student does wish to work while in high school, they can obtain work permit applications from our Counseling Technician in the Administration Building.

### ***Drugs, Alcohol, Tobacco***

Sale, use, or possession of drugs, alcohol, tobacco products or paraphernalia is illegal and may result in suspension, citation by SJPD and/or assignment to drug/alcohol counseling.

**California Penal Code  
Section 308(b): It is  
a violation for anyone  
under the age of 21  
to be in possession of  
Tobacco Products.**

## ***Eagle Student Support***

Offices for counselors working with Oak Grove's Eagle Student Support (ESS) are located in the front administration building. Counselors work closely with students on topics including: Healthy Relationships; Drug and Alcohol Dependence; Positive Conflict Resolution and Communication; Family Issues in an effort to empower them to have a successful and enjoyable high school experience. In addition, ESS hosts a number of support groups run by community organizations/agencies.

## ***Visitors and Guests to Campus***

Unauthorized visitors or guests are not allowed on campus before, during or after school. Visitors, upon entering the school grounds, shall register in the administration office and identify themselves and the nature of their business in order to receive a guest badge. Unauthorized individuals are subject to arrest for trespassing. Parents are encouraged to visit school and classes; however, no person shall be permitted access to pupils in a classroom without prior approval of the principal. Parents must contact the Principal's Secretary to find out school and classroom visitation procedures.

## ***Student Drop-off and Pick -Ups***

Please do not enter the staff parking lots. To ensure the safety of all students, it is requested that parents and guardians use the student parking lot on Eagles Lane or the curbside area in front of the school on Blossom Hill Road when dropping off or picking up students. To avoid a citation, refrain from double parking or dropping off/picking up students in red (no parking) zones. The campus is very busy in the morning and afternoon with cars coming and going. As such, please plan ahead so that your student has plenty of time to make it to his/her first class.

## ***Student Parking***

Parking at Oak Grove is a privilege not a right. All students who park a vehicle on campus will be required to have an Oak Grove Parking Permit. Students may pick up a parking permit application from the school bank during break and lunch. Students will be required to show their driver's license, proof of vehicle registration, proof of insurance, have a parent-signed registration form on file and pay a non-refundable \$20 fee. Student and parents are advised that all California Vehicle Code laws must be observed. Permission to park in the students' lot may be revoked by the administration at any time. Failure to have an Oak Grove Parking Permit displayed in the vehicle will result in a citation by the San Jose Police Department. Students are not permitted to park in the staff parking lots or parking spaces. Students must be parked only in spaces officially designated by the school bank when the parking permit was purchased.

- Students may not go to the student or faculty parking lot during the school day.
- Campus speed limit is 5 mph.
- Parking is not permitted in triangles at the end of a row.
- Students must allow adequate time to drive, park, and walk to class before the tardy bell rings.
- Any vehicle using school parking lots may be subject to search.

## ***Other Forms of Transportation***

- Bicycles, scooters, skates, *Razors* and skateboards must be walked on to campus. Riding on campus is strictly prohibited.
- Bicycles are to be locked in the bike racks. Always try and lock your bike's frame and at least one wheel to the bike rack. DO NOT just lock your bike's easily removable front tire to a pole; making sure the frame is attached is definitely crucial. For additional protection, secure the front wheel to the frame via cable lock or a second u-lock.
- Upon arrival, students should store their skateboards in the classroom of a teacher willing to secure it for the entire day.
- Failure to comply with these policies will result in the item being confiscated and disciplinary action.

**ESUHSD Board Policy:  
Notice of intent to visit  
a classroom must be  
given in writing to the  
principal (and to the  
teachers) at least 24  
hours before the time  
of the scheduled visit.**

## *Attendance*

**California Education Code 48200: Regular attendance is mandatory for all students.**

**Student Passes: Students may not leave a scheduled class at any time during the school day without permission from the teacher. Students who are out of class without a pass may be issued progressive discipline. No students are allowed to leave class during the first or last 10 minutes of class.**

**Tardies: Students must be in their seat, in the locker room, or at their work station before the tardy bell rings. Students who are tardy may be disciplined by their teachers and parents will be contacted. Excessive tardiness may result in progressive discipline, which may include detention, campus beautification, referral to advisor, or Saturday school.**

**Closed Campus Policy: Students who are caught leaving campus without prior permission from the attendance office will be subject to disciplinary action, which may include Saturday school.**

## *Attendance Policies and Procedures*

In order to maximize your highest academic achievement in high school, you will need to develop and maintain good attendance habits and punctuality. Every student must be in school unless it is necessary for him/her to be absent due to illness, medical/dental appointment, court subpoena or the funeral of an immediate family member. These are the only absences from school which will be excused.

All students arriving late to school must have a note from a parent/guardian. It is the responsibility of the student to take the note signed by the parent to the attendance office and then report directly to class; tardy slips will only be issued for excused tardies. If no parent/guardian verification is received, absences or tardies will remain unexcused for each class affected. Also, students who must leave campus before the end of the school day must obtain an "Advance Absence" pass through the Attendance Office prior to leaving school. Failure to obtain an "Advance Absence" pass from the Attendance Office prior to leaving school, even with parent permission, will result in unexcused period absences. Students who do not follow attendance procedures may be referred for disciplinary action.

### **Procedures for calling in student absences:**

1. Contact the school (408-347-6522). It is required that a parent/guardian telephone the school as soon as possible to advise the school of the nature of and clear the absence.
2. In cases where a student is or will be absent for a period of less than five days, a parent/guardian should call the school daily and advise the Attendance Office of the condition of the student. The parent/guardian is also encouraged to contact the counseling office and teachers through School Loop for lesson assignments that have been missed. Following this procedure will help prevent the student from falling behind in his/her work.
3. If you know in advance that the absence will be more than five days in length, please contact the Attendance Secretary to apply for Short Term Independent Studies (STIS). This must be done at least five days in advance of the absence. STIS is an optional temporary educational alternative to classroom instruction. A student's parents/guardian can opt for STIS when their child is likely to be away from school for no less than 5 days and no more than 15 consecutive days per semester.
4. Each teacher will receive daily computerized "Absence Reports" that specify the status (excused, unexcused, cut, etc.) of all absent students from his/her class the previous day. If a student does not bring his/her note to the Attendance Office early on the day he/she returns to classes, his/her name will appear on the report as "unverified" and the teacher will assume his/her absences to be a "cut" after five (5) days. Detention will be assigned for these "cuts". The parent will still be able to clear an absence, however, the detention will remain for failure to clear the absence during the first five (5) days.

### *School Attendance Review Board*

Students with excessive absences will be subject to review by the School Attendance Review Board. (SARB). SARB is a truancy reduction program that operates in alliance with the District Attorney's office. Failure of the student to improve attendance may result in a referral to the SARB Board, where the student and an accompanying parent/guardian will be informed of consequences. Refer to the ESUHSD Parent Handbook for more information. Students who are considered chronic truants may be assigned Saturday School either by the Oak Grove's administration.

### *Science Camp*

Juniors and seniors with a GPA of 2.0 or better and no more than one "F" are eligible to attend one Science Camp per year. The volunteer agreement and application must be completed and turned in to the Associate Principal for approval two weeks prior to the start date of any camp. Only students with good attendance (no more than 3 unverified period absences) and no recent disciplinary problems or referrals will be allowed to attend. No requests will be approved during standardized testing. **Students attending Science Camp, must apply for Short Term Independent Study at least two weeks prior to the start of camp.**

## ***Health Office***

Students who are ill are encouraged to stay home. Students who become too ill to continue classroom activities will report to the Attendance Office with a pass from their teacher. The student's parent or guardian will be notified of the situation and will be expected to make appropriate arrangements for the student to leave the campus. Students leaving campus without an Advanced Admit Pass from the Health Office are subject to disciplinary action. Students are advised to have parent emergency numbers at all times.

- Must have a completed, up-to-date, emergency card signed by his/her parents/guardians on file in the Health Office. An incomplete or incorrect card may cause serious delay in an emergency.
- Emergency care is given for sudden illness or injuries occurring in school.
- Most injuries are avoidable. Please observe safety rules!
- Injuries occurring on campus must be reported immediately to a staff member.
- No student should report to the Health Office without a pass, except in the case of an emergency.
- Any arrangement to leave school due to an illness must be made through the Attendance/Health Office.
- Please consult the P.E. Department directly regarding exemption requests for medical excuses. Please note, however, that to be excused for more than three days requires verification from a medical doctor which must remain on file in the front office.
- State law prohibits the school Health Clerk, or any school staff member, from giving medication without a written order from your physician.

**Medications:** Students may bring medication to take during school if they have a written statement on file from their physician and parent detailing the method, amount and time schedule by which medication is to be taken. The medication must be in a container labeled by the dispensing pharmacist and given to the Health Clerk or Attendance Secretary for dispensing.

## ***PE Lockers***

The school assumes no responsibility for articles left in the PE lockers. All items stored in lockers are considered the possessions of the person assigned to the locker. To further secure your items, you may bring a lock from home; however, you must register the lock with the PE Department. All lockers are school property; therefore, the school reserves the right to seek access to lockers for just cause.

## ***Student Bank***

For the convenience of our students, Oak Grove High School maintains a Student Bank which is open for students during break and lunch. Students may purchase yearbooks, ASB cards, and various event tickets, pay fees for AP tests, deposit funds for student fundraisers and more. It is requested that students avoid bringing bills larger than \$20 to campus. Personal checks are accepted only with proper identification and provided that the student has not had a returned check on campus. After April 15th, no checks will be accepted by the Student Bank for any reason.

## ***Textbooks***

All novels and textbooks will be issued by the school bookroom personnel at the beginning of a new class. Students are responsible for all books issued to them. If a book is lost or stolen, it should be paid for prior to receiving a new textbook.

**California Education Code Sections 49421.3 and 49423: A student may be subject to disciplinary action if the student uses inhaled asthma medication or auto-injectable epinephrine in a manner inconsistent with the law.**

## *Student Services*

**Club Day:  
On Wednesday,  
August 23rd, the Oak  
Grove High School  
ASB Council will  
feature its annual Club  
Day in the new quad  
during lunch with over  
50 clubs to join.**

## *Clubs & Athletics*

Get Involved! Oak Grove High School has something for everybody. The extra-curricular program at Oak Grove offers a way for students to round out their high school experience. Clubs and athletics are a great way to learn leadership and social skills that can't always be learned in the classroom.

No fees are charged by any club. Any Oak Grove High School student may join any club, although both the California Scholarship Federation (CSF) and National Honor Society (NHS) require a minimum grade point average. National Honor Society candidates must be a junior or senior with a minimum of a 3.0 GPA. Applications for National Honor Society may be picked up in Room U105 after the first day of school. Selection is based on scholarship, leadership, character, and community service. Completed profile sheets and recommendations will be required.

What Sports does Oak Grove have to offer?

### **Boys' Athletics**

Baseball  
Basketball  
Cross Country  
Football  
Soccer  
Swimming  
Tennis  
Track  
Volleyball

### **Girls' Athletics**

Basketball  
Cross Country  
Soccer  
Softball  
Swimming  
Tennis  
Track  
Volleyball  
Wrestling

### **Co-Ed Athletics**

Badminton  
Golf

## *Athletic and Spirit Squad Eligibility*

To participate in athletics and/or the spirit squad at Oak Grove, students must be currently enrolled in at least 20 semester units of work and have passed at least 20 semester units of work at the completion of the previous grading period. In addition, students must maintain a 2.0 grade point average in all enrolled courses on a 4.0 scale (CIF Rule 204). Furthermore, students may have no more than one "F" during each respective grading period used to determine eligibility for a particular season.

Probation Period: This option may be available to students who meet all of the above eligibility requirements, but are unable to maintain a 2.0 G.P.A. Students will only be approved if it is determined they are making every effort to improve grades, and commit to attending a specified number of tutoring hours each week. Students with poor attendance or disciplinary issues will not be considered. Students are allowed one probation period during their 9th and 10th grade years and one probation period during their 11th and 12th grade years. Students on probation must meet the required standards by the end of the probationary period in process in order to remain eligible (CIF Rule 204).

All athletes and spirit squad members are required to have:

- A complete physical examination.
- Proper insurance coverage (Insurance can be purchased at the Student Bank, if needed).
- A signed parental consent card, which can be obtained at the Student Bank or from respective coach(es).
- A signed Code of Conduct contract.