2017-18 North High School
Attendance and Discipline Policies

NHS VISION STATEMENT

Elevating our youth, cultivating our future.

ATTENDANCE

Absences

Students are required by state law to attend school full time until age 18. Studies show that there is a direct correlation between good school attendance and achievement; therefore, we encourage parents to help their children achieve the habit of daily attendance. If you find it necessary to keep your children out of school for reasons other than illness, we encourage you to send them to school for at least part of the day so that they will not be counted absent. This will also help them to keep up with assignments.

Schools are required by law to account for absences. When students return to school following full or partial-day absences, they must bring a note signed by a parent or guardian stating the exact dates and reasons to the Attendance Office before attending class.

Students must check in at the Attendance Office by 8:00 a.m. daily to submit a note to verify any excused absences. Students who fail to submit a note (handwritten or emailed) for a school absence will not be allowed to attend any school activities for the semester of that absence.

Absence Verification

1. Parents must excuse absences in one of the following ways:
   a. A parent/guardian-signed note brought by the student to the attendance office upon return. The note must have student’s full name, grade, the specific periods and date(s) (Month/day/year) of absence and the reason for the absence. Only parents/guardians whose names appear on the Attendance & Discipline Policy form may excuse student’s absences.
   b. A parent/guardian email to the attendance office (preferably in the morning) the day of absence to report the absence and the reason. If this is done, the school will have a record for the absence, with the name of the parent/guardian and the reason for absence, and no note will be required upon return to school, as long as the parent indicates the length of absence or sends an email for each additional day of absence.

   i. NOTE: 48-Hour Absence Verification. ALL absences must be verified within 48 hours of the student’s return. Failure to notify the attendance office of an excused absence may result in an unexcused / truant absence. Students with an unexcused/truant absence will not be allowed to attend any school activities for the semester of that absence and may be cited by Torrance Police Department

   ii. All absences are reported to the State for auditing purposes. Since school funding is based on attendance, it is important to you and to the school that all absences are verified.
**Excessive Absences**
When a student accumulates nine (9) absences in one or more classes, regardless of the reasons, a computer mailing will be sent from the Attendance Office to the parent/guardian informing them of the number of absences in each class as well as the importance of regular attendance. This mailing will be sent each time the student reaches nine (9) absences in an additional class during a semester. Excessive absences in a class may result in further disciplinary action referral to the School Attendance Review Board (SARB) and possible withdrawal from the class involved, or adjustment to another school.

**Forged Notes**
Forged notes cannot be cleared. They will be marked truant and students are required to serve Saturday detention. No notes will be accepted from students who have previously forged notes. The parent/guardian must call the attendance office whenever the student is absent. Failure to serve Saturday detention will result in “in-school” suspension.

**Off-Campus Passes**
Off-campus passes are the only legal means for a student to leave campus during the school day. Off-campus passes must be obtained either from the health clerk (if a student is ill at school) or from the attendance office. Students need to bring off-campus parent/guardian permission notes to the Attendance Office prior to the start of school, preferably in the morning. Parent/guardian may also give permission via verified email address.

NOTE: It is illegal for a student to leave campus during class time or between classes without first obtaining permission to do so. **Anyone leaving without an off-campus pass will be issued a TRUANT absence. This is termed a walk-off truancy and cannot be cleared by a note from home once the student has left campus and will result in a Saturday detention (no exceptions).** Failure to serve Saturday detention will result in an In-House Suspension.

**All Extra-Curricular Activities**
To participate in all extra-curricular activities, including sporting events, dances, and performances, students must be in attendance for the entire day of the activity or on the day before (Friday) in the case of a Saturday activity. Furthermore, students with excessive absences, unexcused absences (of any sort), or excessive tardiness will forfeit the opportunity to attend any and all extra-curricular activities, including Homecoming and Prom.

**Tardy to School or Class**

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**Tardiness is unacceptable because:**
1. Tardiness reduces the instructional time for the student who is late.
2. A student’s tardiness interrupts the class he or she is coming into, resulting in a loss of instructional quality and time for all students.
3. Students late to class frequently are noisy in the halls and disturb surrounding classrooms.
4. Students late to class cause additional paperwork for teachers and the attendance office.
5. Punctuality is a practice valued by business and society; students should be trained in this practice while in school.

**Tardiness is defined as:**
1. Any student arriving to class after the tardy bell.
2. Any student who is tardy by more than 30 minutes from the student’s first period of the day will be regarded as absent for the period and must be excused by parent/guardian’s note or call in to the Attendance Office.

**Corrective Action for Unexcused Tardiness (by period) will be as follows:**
1. On the 2nd and 3rd tardy- student will be reminded of tardy policy and expectations, as well as consequences for continued tardiness. Parents/guardian will be contacted to work on a resolution to the tardiness.
2. On the fourth tardy- parents are notified and the student assigned a detention.
3. After the fifth tardy- parents are notified, a progress report for a U in citizenship is issued, and referral is made to the NHS Attendance Advocate, a formal entry into the student discipline file is made and an attendance contract may be implemented. Habitual tardiness will result in referral to the School Attendance Review Board (SARB) and possible adjustment to another school.
DISCIPLINE

Conduct (TUSD Board Policy 5131 (a), (b) and (c))

Students will . . .
… treat everyone with respect.
… respect everyone’s privacy and property.
… attend class on time prepared to work.
… remain on campus all day.
… have good citizenship and conduct.
… use appropriate language

Students will not . . .
… fight or threaten others while at school.
… fight or threaten others on the way to school.
… fight or threaten others on the way home.
… buy, sell, or trade any items
… distract from the learning process.

Students come to school to learn. Teachers come to school to teach. Everything that prevents this is inappropriate. Infractions of school rules will result in consequences that may include:

- Warning
- Detention - before or after school;
- Saturday School
- In-school suspension
- Out-of-school suspension
- Loss of school activities, including and not limited to school dances
- Parent visitation to school to monitor student
- Adjustment transfer to another school
- Expulsion
- Restitution

Students may be suspended* or expelled** for any of the following:

- Causing, attempting to cause, or threatening to cause physical injury to another person.
- Possessing, selling, or furnishing any firearm, knife, explosive, or other dangerous object.
- Unlawfully possessing, using, selling, or otherwise furnishing or being under the influence of any controlled substance, as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind including prescription drugs.***
- Unlawfully offering, arranging, or negotiating to sell any controlled substance, as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage, any “look alike” controlled substance, or an intoxicant of any kind.
- Committing robbery or extortion.
- Causing or attempting to cause damage to school property or private property.
- Stealing or attempting to steal school or private property. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
- Possessing or using tobacco or any products containing tobacco or nicotine.
- Committing an obscene act or engaging in habitual profanity or vulgarity.
- Unlawfully offering, arranging, or negotiating to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code.
- Unlawfully offering, arranging, or negotiating to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code.
- Disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- Knowingly receiving stolen school or private property.
- Harassment (sexual or otherwise) of another student.
Due process shall be afforded each student suspended or expelled. All such action will be taken in strict conformity with the procedures and limitations set forth in the Education Code.

Education Code 49079 requires that teachers be informed of a pupil’s suspension and the infraction specific to the case, as described in Education Code 48900, except for smoking. This information shall be provided confidentially to teacher for the previous three school years.

* Suspension: Removal of a student from school for a specified length of time.
** Expulsion: The dismissal of a student from all Torrance Unified School District schools.
*** (NOTE: TUSD Policy 5141.21 and Education Code 49480 requires parents/guardians of pupils taking medication on campus to notify the school nurse or other designated school employee of the medication, dosage, and the name of the supervising physician. All medication will be kept in the school health office.)

**DRESS CODE (TUSD Board Policy 5132)**

In keeping with Board policy, students are expected to dress in a manner that is respectful and supportive of a positive learning environment that is free of distractions and disruptions. If it is determined that a student’s dress is inappropriate or distracts others from learning, that student will be provided dress code complaint attire for the remainder of the school day. Further infractions will result in consequences including detention, Saturday detention, or suspension.

1. Clothes shall conceal underwear and cover midriff at all times. Halter-tops, strapless, backless and sheer / fishnet fabrics are prohibited.
2. Revealing clothing (low-cut and off the shoulder, torn jeans) is prohibited.
3. Short inseam length must be a minimum of two inches. Skirt length must meet shorts-length requirement.
4. Clothing, jewelry and personal items (backpacks, gym bags, water bottles, etc.) shall be free of any text or graphic which is vulgar, profane, alcohol or drug-related, demeaning, or which advocate prejudice of race, ethnicity, sexual orientation or religious beliefs.
5. Hats, beanies and bandanas are not allowed unless they display the North High logo and shall not be worn indoors unless medically /religiously required. Students may not wear hoods or sunglasses in class.
6. Swimwear, pajamas, nightgowns, and oversized clothing are not appropriate school wear.

The principal and staff may establish reasonable dress and grooming regulations for times when students are engaged in certain sports and/or classes and extracurricular / other special school activities.

**Corrective Action for Unexcused Tardiness (by period) will be as follows:**

1. On the **first offense**- student will receive a warning and clothing item will be exchanged for school issued clothing. Parents/guardian will be contacted.
2. On the **second offense**- student will receive a detention and clothing item will be exchanged for school issued clothing. Parents/guardian will be contacted.
3. On the **third offense**- student will receive a Saturday detention and clothing item will be exchanged for school issued clothing. Student will attend a counseling meeting to discuss what appropriate and respectable attire for a learning environment is. Parents/guardian will be contacted.
4. On the **fourth offense**- student will receive an in-school suspension and clothing item will be exchanged for school issued clothing. Parents/guardian will be contacted.
5. On the **fifth offense**- student will receive off-campus suspension and clothing item will be exchanged for school issued clothing. Parents/guardian will be contacted.
ELECTRONICS

TUSD Board Policy 5131 (d) Students may possess or use personal electronic signaling devices, including but not limited to pagers, cellular / digital telephones, as well as other mobile communications devices including, but not limited to, digital media players, and personal digital assistants, compact disc players, portable game consoles, cameras, digital scanners, and laptop computers.

Permitted devices shall:
1. Be turned off during class time, and at any other time as directed by a District employee
2. Not disrupt the educational program or school activity
3. Not be used for illegal or unethical activities such as cheating on assignments or tests.

TUSD AR 5144. If a disruption occurs or a student uses any mobile communications device for improper activities, the employee shall direct the student to turn off the device and/or confiscate it. If a school employee finds it necessary to confiscate a device, he/she may either return it at the end of the class period or school day or keep it until the principal or designee has consulted with the student's parent/guardian.

In accordance with the Board of Education’s policy and administrative regulation on search and seizure, a school official may search a student’s mobile communications device, including, but not limited to, reviewing messages or viewing pictures. (cf. 5145.12 – Search and Seizure) A student who violates this policy may be prohibited from possessing a personal electronic signaling device at school or school-related events and/or may be subject to further discipline in accordance with Board policy and administrative regulation.

Students are not allowed to possess laser beam pointers on school grounds (California Penal Code 417.27 (a), (b), (c), and (d)).

Public Displays of Affection (PDA)
Only age-appropriate Public Displays Affection (PDA) is acceptable (holding hands, hugging, etc.)

Student ID Cards
Students will be issued a North ID card, which should remain with them at all times while in school. The ID card is used to ensure campus safety and security, as well for the purchase of cafeteria lunches, to checkout library books, and for school activities. Student ID card must be shown to school personnel upon request.

Zero Tolerance Policy

The staff and students at our school actively protect the safety of this campus. We enforce a policy of Zero Tolerance. The following violations may result in immediate suspension and/or expulsion from the Torrance Unified School District:

- Possession of a firearm
- Brandishing a knife
- Sale of a controlled substance
- Committing or attempting to commit a sexual assault or battery
- Harassing, threatening, or intimidating a witness

In addition, the following violations will result in immediate suspension and a determination of further action that may result in expulsion proceedings:

- Serious physical injury to others
- Assault or battery upon any school employee
- Possession of knives, explosives, or other dangerous objects
- Possession of a controlled substance
- Robbery or extortion

Anyone with information regarding the above violations is encouraged to inform school personnel. You may call this number anonymously for the same purpose. 1-800-78CRIME

A California Gold Ribbon, Honor Roll and Distinguished School