

Parent/Guardian & Student Handbook

**Policies, Rules, Rights & Responsibilities
2026 - 2027**



East Nicolaus High School

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Nicolaus, California 95659
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PHILOSOPHY

The purpose of our school is to provide educational opportunities for the maximum growth of each individual within our educational system. We believe a positive self-image, self-realization, and constructive participation in our society are best enhanced through the intellectual, cultural, emotional, social, and physical development of each person.

Recognizing that successful education is the mutual responsibility of the community and the educator, the School District commits itself to:

1. Open, effective communication among students, parents, citizens, and educators.
2. Secure qualified educators who create dynamic learning situations, communicate effectively with all individuals and function cooperatively within the school community.
3. Develop school policies that utilize available resources to fulfill the needs and interests of participants in the educational process.

Education Code §§ 51002, 35160, 51019

VISION STATEMENT

East Nicolaus High School will inspire and prepare every student for academic excellence, individual achievement, and future success, while maintaining the courage and honor of our traditions.

MISSION STATEMENT

Through partnerships with families and community, East Nicolaus High School is committed to:

- Academic excellence, career preparation & technological understanding
- A safe and small school environment
- Fostering school pride and tradition
- Diverse opportunities, in and out of the classroom
- Preparing students with leadership skills who are self-directed, responsible community members with a strong work ethic

SCHOOLWIDE LEARNER OUTCOME (SLO)

- Critical Thinking and Problem Solving
- Creativity and Innovation
- Civic and Cultural Awareness
- Adaptability and Resilience
- Collaboration
- Communication

ACHIEVING EXCELLENCE, THE R.I.T.E WAY

Respect, Integrity, Teamwork, Effort

re•spect <i>noun</i> 1. a feeling of deep admiration for some one or something elicited by their abilities, qualities, or achievements. 2. due regard for the feelings, wishes, rights, or traditions of others. <i>verb</i> 1. admire (someone or something) deeply, as a result of their abilities, qualities, or achievements.	in•teg•ri•ty <i>noun</i> 1. the quality of being honest and having strong moral principles; moral uprightness. 2. the state of being whole and undivided.
team•work <i>noun</i> 1. the combined action of a group of people, especially when effective and efficient. 2. willingness of a group of people to work together to achieve a common aim. <i>roles</i> 1. leader, creative director, facilitator, coach, and member	ef•fort <i>noun</i> 1. a vigorous or determined attempt. 2. a force exerted by a machine or in a process.

KEYS TO SUCCESS

Be On time

There is a direct relationship and research proven that being in class on time creates opportunities for student success.

Ask for Help

It is crucial that our students learn to communicate effectively by seeking help from any and all personnel at East Nicolaus High School. Seeking and asking for help requires communication skills and is a lifelong skill.

Be Kind

We pride ourselves at East Nicolaus High School on being a family. Being kind, benevolent, and compassionate to others builds an atmosphere of trust, sincerity and comfort so that our Spartans are safe, confident, and successful.

ATTENDANCE

Attendance is a critical factor in school success for students. Studies have shown that consistent school attendance, academic success, and school completion have a positive correlation. The educational process requires continuity of instruction and students need to experience classroom discussions, debate, and independent study in order to increase achievement. The purpose of East Nicolaus Joint Union School District's attendance policy is to ensure the maintenance of an adequate record of verifying the attendance of all children during days of instruction and to establish a mechanism by which the patterns of pupil absence can be examined to develop effective intervention strategies. This procedure will permit each school to know the whereabouts of every student for safety and school management reasons and will help students succeed at meeting the California State learning standards.

BOARD POLICY 5010.6 - ABSENCE AND TARDY PROCEDURES

If it is necessary for a student to leave the school during the school day, that student must obtain official permission to do so. Early dismissal passes are available at the office. Early dismissal passes will be issued when the office receives a phone call from parent/guardian or when a student brings a note from his parent/guardian asking that the student be excused. Permission to leave school for lunch only will be denied.

Students must attend at least 50% of all classes on a given day in order to participate in any extracurricular activity unless he/she has a legitimate excuse as determined by administration. Legitimate excuses include doctor, dentist, or optometry appointments, funerals or court appearances. All absences must be accompanied by written notification in order to attend extracurricular functions. As a reminder, East Nicolaus High School is a closed

campus. Leaving class, campus, or assisting others to leave campus without permission during school or lunch times is a violation.

ABSENCES

East Nicolaus Joint Union School District is working to improve our student's attendance and the process we use to verify absences. Your attendance is very important to us. If you are not here you cannot participate in the learning activities of the day. There is also a financial impact of students being absent. Each day a student is not in attendance, the school loses money regardless of the reason or purpose of the absence. Money is vital to keeping our programs such as academic support, elective programs and athletics strong. We highly recommend that every student attend a portion of every school day. If an absence is unavoidable, the following steps should be followed. These steps apply to every absence, excused or not excused, all day, or partial day:

- **When a student is absent, a parent or guardian must call the office the morning of the absence, giving the reason for the absence.**
- When the student returns to school, they need to pick up a readmit slip in the Front Office. If a parent or guardian did not call the school, the student needs to bring a written note. If a student does not have a note or a parent/guardian has not cleared the absence personally or by phone, the student will be issued a "Note Pending."

Any absence due to illness lasting three (3) or more consecutive school days must be cleared by a written doctor's note. Vacations, shopping trips, or any absence other than illness or religious reason are technically unexcused absences as identified in the California Education Code.

NOTE - If a student is absent for more than 10% at any given time in the school year, they will be considered chronically absent by the State of California and will receive a chronic absentee letter. In addition, the student will be encouraged to attend Saturday School for attendance recovery purposes.

METHOD OF VERIFICATION

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences.

1. Written note from parent/guardian, parent representative, or student if 18 or older, if letter on file in the Attendance Office. (Education Code 46012)
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian. The employee shall subsequently record the following:
 - o Name of student
 - o Name of parent/guardian or parent representative
 - o Name of verifying employee
 - o Date or dates of absence
 - o Reason for absence

3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. A written recording shall be made including information outlined above.

Physician's verification:

- o When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments, but may contact a medical office to confirm the time of the appointment.
- o **When a student has had 10 absences in the school year for illness verified by methods listed in #1 - #3 above, any further absences for illness must be verified by a physician. Without a physician's note, the absence will be counted as an unexcused absence.**

EXCUSED ABSENCES (STUDENTS)

A student's absence shall be excused for the following reasons:

Personal Illness (Education Code 48205)

Quarantine under the direction of a county or city health officer (Education Code 48205)

Medical, dental, optometric, or chiropractic appointments (Education Code 48205)

Attendance at funeral services for a member of the immediate family (Education Code 48205)

- o Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)
- o "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household. (Education Code 45194, 48205)

Jury duty in the manner provided by law (Education Code 48205)

Mental Health (Education Code 48200)

Participation in religious instruction or exercise in accordance with district policy.

- o In such instances, the student shall attend at least the minimum of 50% of the school day. (Education Code 46014)
- o The student shall be excused for this purpose on no more than four school days per month. (Education Code 48205)

In addition, a student's absence shall be excused for justifiable personal reasons. Advance written request by the parent/guardian and approval of the principal or designee shall be required for absences for: (Education Code 48205)

1. Appearance in court - other than jury duty
2. Employment interview or conference

In addition, if a student is the custodial parent of a child, his/her absence shall be excused when the child is ill or has a medical appointment during school hours. (Education Code 48205) All other absences are considered unexcused and will be identified as unexcused or truant.

PLEASE NOTE: Students may not be allowed to make up work missed during an unexcused absence. This may lead to the reduction of a student's grades. If a student will be absent due to a planned appointment or vacation, students must notify their teachers at least three days prior to the absence and parents must notify the office of the planned absence.

TRUANCY

1. Students shall be classified as truant if absent from school without a valid excuse three (3) full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three (3) occasions in one school year, or any combination thereof. Such students shall be reported to the Superintendent or designee. (Education Code 48260). After five (5) unexcused absences, the student and parent may be required to attend a meeting with the School Attendance and Review Board through Sutter County. The parent/guardian of a student classified as a truant shall be notified of the following: (Education Code 48260.5)
 - a. The student is truant.
 - b. The parent/guardian is obligated to compel the student to attend school.
 - c. The parent/guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290-48296.
 - d. The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy.
 - e. The student may be subject to arrest by a probation officer, a peace officer, a school administrator, an attendance supervisor or his/her designee under Education Code 48264 if found away from home and absent from school without a valid excuse.
 - f. The student may be subject to suspension, restriction or delay of his/her driving privilege pursuant to Vehicle Code 13202.7.
 - g. It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day.

Attendance: Unexcused Absences or periods of absences	
5 Days	T-1 Letter - Saturday School assigned for attendance recovery.
10 Days	T-2 Letter, SART meeting with Parent/Guardian and SART Team. Two Saturday Schools assigned for attendance recovery.
15 Days	T-3 Letter, referral to the county SARB board. Three Saturday Schools assigned for attendance recovery.

- Saturday School is assigned for attendance recovery purposes for the benefit of increasing the student's attendance rate for the current school year.

METHOD OF VERIFICATION

The Superintendent or designee shall gather and transmit to the County Superintendent of Schools the number of referrals and types of referrals made to the school attendance review board and the number of requests for petitions made to the juvenile court. (Education Code 48273)

Cutting Class

A cut is concerned 30 minutes or more missed for a class period, (Left Early, Arrived Late, or did not attend class)

- **1st Offense:** 1 hour Detention
Teacher/ADMIN: Detention assigned by whomever initiated the cut, and parent/guardian notification
Office: Input offense into Aeries
- **2nd Offense:** 2 hour Detention
Teacher/ADMIN: Detention assigned by whomever initiated the cut, and parent/guardian notification
Office: Input offense into Aeries
- **3rd Offense:** Saturday School
Teacher/ADMIN: Teacher informs administration using Slip, Saturday School assigned ADMIN, and parent/guardian notification
Office: Input offense into Aeries

TARDINESS

After the class bell rings, any student not present, seated and ready to work or follow instruction will be counted tardy. A tardy to class becomes an unexcused absence after 30 minutes.

There is no such thing as an “excused” tardy. Students held over by a teacher in the prior class who bring a note from that teacher, or students who are held in the office by the principal, vice-principal or counselor will not be considered tardy to their next class.

TARDY CHART FOR PERIOD 1	
10 Tardies	Teacher assigns Saturday School and parent notification. Office: Input offense into Aeries
20 Tardies	Teacher assigns 2 Saturday Schools and parent notification: Office: Input offense into Aeries
30 Tardies per class period:	Teacher Teachers assign 3 Saturday schools and parent notification. Office: Input offense into Aeries Admin: Parent meeting
30 + Tardies	Teacher: Informs administration using slip Office: Input offense into Aeries Admin: Mandatory parent (SART), possibly send the Truancy Officer

TARDY CHART FOR PERIODS 2-7

3 Tardies per class period	Teacher assigns Detention (30 minutes), and parent notification; Office: Input offense into Aeries
6 Tardies per class period:	Teacher assigns Detention (1 hour), and parent notification: Office: Input offense into Aeries
9 Tardies per class period:	Teacher informs administration using Slip, Office: Input offense into Aeries Admin: Saturday School, and parent notification
12+ Tardies per class Period	Teacher: Informs administration using slip Office: Input offense into Aeries Admin: Mandatory parent (SARC), possibly send the Truancy Officer

INDEPENDENT STUDY

Although we encourage students to attend school without undue interruption, there are times when a student may need to miss several consecutive days of school. In order to avoid unexcused absences, a student may request an "Independent Study Contract." Students can only be granted short term independent study for planned absences a minimum of **five or more consecutive school days, and a maximum of 14 school days per school year**. In order to receive Independent Study, **a parent must submit a request at least two weeks prior to departure**. The student will be given a master agreement to take home. Once the contract is signed and returned, the student will be given a form to take to his or her teachers requesting work for the time she/he will be gone. While absent, the student should complete the assigned work which **must** be turned in to the front office first to make copies of all work and then turned in to the teachers **the day the student returns to school**. Independent Studies will only be granted for up to 14 days per school year. *Requirements for Independent Study has been updated under BP/AR 6158, Board approved August 11, 2021.*

WITHDRAWAL FROM SCHOOL

Students withdrawing from school before the end of the school year will secure a checkout form from the Main Office. This form requires your new address, when the family is moving, the reason for the transfer or withdrawal, and the name of the school you will be attending, if known, and parent signature. All school books, school issued locks, supplies, library fines, outstanding school bills, athletic gear and materials cost must be returned in good condition or paid in full before the student will be cleared for withdrawal. Records of students transferring will not be sent to the next school until all materials are returned or paid for.

TRANSPORTATION RULES

The following transportation safety rules are based upon the "Regulations for Pupil Transportation" as set forth by the State Department of Education and the California Highway Patrol to govern the operation of the school buses.

1. Each pupil may be assigned a definite seat and shall not be permitted to move from the

- assigned seat except upon permission from the driver.
2. No part of the body, hands, or arms may be extended out of the windows.
 3. Pupils must sit up in the seat and face the front of the bus, keeping feet out of the aisle.
 4. No pupil is permitted to interfere with another pupil or to molest the property of another pupil.
 5. Playing musical instruments, whistling, yelling, talking too loudly, using profane language, throwing articles, shooting rubber bands, scuffling, or creating any other unnecessary commotion is prohibited. These are the most common disturbances that cause the driver to divert his attention from the road.
 6. Any damage to the bus by a pupil, which cannot be considered ordinary wear and tear, must be paid for by the pupil.
 7. Pupils are under the authority of the bus driver and shall comply with his/her instruction.
 8. Students who ride to school on a bus are to return to their pickup point on the bus unless special permission from the parent/guardian is on file with the driver.

Students violating the school policy will lose the privilege of riding the bus/van. This will include sports.

CALIFORNIA SCHOLARSHIP FEDERATION

C.S.F. points are calculated as follows:

- A grade of "A" in a subject that grants five semester credits - three C.S.F. points.
- A grade of "B" in a subject that grants five semester credits - one C.S.F. point. (A grade of "B" shall be interpreted to mean that lowest grade which is recommended to the University of California.)
- A grade of "C" - no C.S.F. points.
- A grade of "D" or "F" in a subject, including physical education, repeated subjects and citizenship, shall debar from membership for the semester.
- No C.S.F. points will be given for physical education, repeated courses, or work experience for pay.
- A student must earn a minimum of ten C.S.F. points. Only five core subjects will be used.
- In each case, seven C.S.F. points must be in certain courses. Only semester grades are used. Check with the C.S.F. advisor or the Director of Student Guidance for a listing of the courses.

To earn life membership (gold tassel at graduation), a student must have earned and fulfilled the obligations of semester membership four semesters during the tenth, eleventh, and twelfth grades. One of these semesters must be in the senior year. For further information, students should see the advisor. 100% members (gold cord) have fulfilled this obligation of semester membership (for all six semesters during 10, 11, and 12 grades). *Membership Application available for print at the back of the handbook. (Appendix)

CITIZEN COMPLAINT

The East Nicolaus Joint Union High School District has primary responsibility for ensuring compliance with federal and state laws and regulations. Individuals, agencies, organizations, students, and interested third parties have the right to file a complaint regarding a public education agency's alleged violation of federal and state law including allegations of unlawful discrimination in specified programs and activities that receive state or federal funding. Such complaints include allegations that the local educational agency has failed to implement a student's individual education program (IEP). Complaints must be filed in writing with the appropriate compliance officer identified below. Complaints alleging discrimination must be filed not later than six months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the Superintendent of Public Instruction.

In accordance with adopted procedures, complaints will be investigated and a written decision sent to the complainant within sixty (60) days. If the complainant is not satisfied with the local educational agency's decision, the complainant may file within fifteen (15) days of receipt of the decision a written appeal with the California Department of Education in Sacramento, California. A copy of the local educational agency's policy and complaint procedures may be obtained free of charge through the superintendent's office.

Complainants also may pursue available civil law remedies, including, but not limited to, injunctions, restraining orders, or other orders in federal or state courts. Further information about such remedies may be available through public or private interest attorneys, the Sonoma County Lawyer Referral Service, Legal Aid Society, a mediator, or dispute resolution service.

For complaints concerning: Adult Education, Child Development, National School Lunch program, Consolidated Categorical Aide, Migrant Education, Special Education, Career Technical Education and training programs.

Contact Information for Complaints

Superintendent

2454 Nicolaus Ave.

Nicolaus, CA 956598

Telephone: 530-656-2255

DANCE REGULATIONS

- Dances are open to all eligible students attending East Nicolaus Joint Union High School District. Students must attend at least 50% of classes all day on the day of a dance in order to attend. Should a dance be scheduled on a non-school day, all students are required to attend a full day of school on the day prior to the dance.
- School dances may not extend beyond 11:00 p.m.
- Each student is permitted to bring one guest, providing arrangements have been made to secure a guest pass from administration during school hours. The applicant who

made the request for the guest pass must accompany the guest. In any event, guest passes must be obtained and returned to the front office three days in advance of the dance. NOTE: All guest passes must be signed by an administrator of the guest's school clearing that student to attend. Should the student not be enrolled in school, clearance may be made by administration. Any pass turned in incomplete or after the deadline will be immediate grounds for denial of the guest pass.

- Once a student or guest enters the dance, he or she will not be allowed to leave unless a parent makes prior arrangements with the administrator in charge. Loitering outside during a dance is not permitted.
- The ENHS student requesting a guest pass accepts the responsibility for the conduct of the guest. Should a guest misbehave, that student's conduct would be reported to their school of record. Should a guest who is out of school misbehave, that person will be removed and barred from further ENHS activities.
- All students are expected to conduct themselves as ladies and gentlemen. Anyone causing a disturbance or engaging in questionable actions will be asked to leave and prohibited from attending future dances.
- Decorations for the dances should not be too elaborate. All plans for a dance are subject to the approval of the group advisor.
- Prices for admission are to be set at a reasonable rate by the organization or club, which sponsors the dance.
- Sponsoring organizations are responsible for the removal of decorations, complete clean up, and return of borrowed equipment before the start of the next school day.
- School dress is appropriate attire for dances unless otherwise specified. Backpacks will not be permitted in dances.
- A guest enrolled below grade nine or twenty years or older will not be admitted.
- Should a dance be scheduled on a non-school day, all students are required to meet the minimum attendance requirement on the day prior to the dance.
- All students or guests of students will be subject to screening for the possession or use of any alcohol or controlled substance. Any student or guest found to be under the influence of these substances will be detained and referred to local law enforcement. A machine to measure the amount of alcohol in one's body may be utilized upon the discretion of the East Nicolaus Joint Union High School District Staff.

DELIVERING MESSAGES OR PERSONAL ITEMS

Since it is our desire to maintain a learning environment that is uninterrupted, the office will not deliver items or messages to students in non-emergency situations. Students are responsible for bringing everything they need at the start of the school day. This includes homework assignments, study materials, uniforms, athletic equipment, and lunches. Please remind students of doctor and other appointments and transportation arrangements before the student leaves home in the morning. We appreciate your understanding that instructional time should not be interrupted.

Students will not be allowed to have Doordash/UberEats or any other food delivery service deliver food to East Nicolaus High School between the hours of 8:00 am and 3:20 pm. If food is delivered during those times, students will be able to pick it up after school.

DETENTION PROCEDURES

- Detention shall be assigned for the listed violations under the Detention Policy. Referrals are for more serious offenses.
- Detentions are scheduled throughout the month for 30-minute sessions, (two sessions available) unless otherwise posted. There will be no late admittance. Students arriving after the start time will be denied access and will be issued a consequence for failure to serve detention.
- If a student is unable to serve during the specified detention time, special arrangements may be made with administration however the only exception is transportation issues (ie. riding the bus). Failure to prearrange special detention times will result in a further consequence as outlined in this section. **Athletic practice is not an exception.**
- Students missing detention due to illness may be required to provide a doctor's note stating their illness or reason for missing detention.
- Students will be notified of their upcoming detention at least one day prior to their scheduled detention.
- Students shall arrive at the assigned detention with work to do. Sitting idly or sleeping will be deemed inappropriate behavior. The student will be excused and consequences for failure to serve detention will apply.
- Failure to serve detention will result in the following action(s):
 - Suspension from all club or extra-curricular activities until the missed detention is made up. See Athletic Handbook for specific athletic procedures.

Progressive discipline will result from repeated violations or failure to serve detention as mandated by administration. A history of failure to serve detention will be considered willful disobedience, which may also result in further disciplinary action or revoking of Interdistrict Agreement.

SATURDAY SCHOOL PROCEDURES

In an effort to improve the learning environment and campus culture through greater accountability, Saturday School will be assigned for the following reasons: tardiness, cutting class, missed detention(s), three or more unexcused absences, and/or less severe infractions of school rules that undermine classroom rigor and student achievement. Saturday school may be assigned for non-disciplinary reasons such as being unprepared for academic classes/failure to complete assignments.

1. Saturday School will be held on the campus from 8:00 a.m. to 12:00 p.m. once a month or as needed.
2. Students will be notified of their upcoming Saturday School.

3. Basic rules for Saturday School:
 - o Students must come with school work to do or they will receive an alternate assignment on character.
 - o No late admittance.
 - o No cell phones or electronic devices are allowed.
 - o Dress code will be enforced at Saturday School.
4. Failure to serve Saturday or removal from Saturday School will result in mandatory In-house Suspension.

DISCIPLINARY POLICY/DISCIPLINE PHILOSOPHY

At East Nicolaus High School, we believe it is the basic right of each student to receive a quality education. School and classroom rules, which students are expected to learn and obey, are designed to enhance quality education, prevent disruption, and protect students.

Administration will visit students in the opening weeks of school to discuss district and school policies. Students are responsible for their behavior and the consequences of good or poor judgment. All of the rules and policies in this handbook apply to students on the way to and from school and school events, on school premises, and at all school sponsored functions.

When a student is found to have violated a rule or broken a law, consequences will be determined by school officials and/or law enforcement officers. The particular consequences administered will be based on:

- The nature of the infraction
- The policies of the school
- The attitude/cooperation of the student
- The student's disciplinary history
- Other relevant information

VIOLATIONS

Include, but are not limited to:

- Disrupting school activities or otherwise defying the valid authority of school personnel
- Leaving class, campus, or assisting others to leave campus without permission during school or lunch times. East Nicolaus High School is a closed campus.
- Committing an obscene act or engaging in profanity/vulgarity
 - o *Education Code, Section 48900 (k)*
- Cheating, plagiarism, or forgery in connection with academic endeavors or school processes or procedures
- Passionate embracing or kissing, petting or other inappropriate intimate gestures
 - o *Education Code, Section 48900 (i)*
- Inappropriate use of cell phone/electronic devices, or offenses involving social media
- Gambling
- Loitering in unauthorized areas: parking lot, halls, restrooms, off campus, field areas,

etc.

- Riding bicycles, skateboards, or using roller blades anywhere on campus
- Chewing gum, littering, or creating a mess with food
- Disobeying bus rules
- Destroying or defacing school property or the property of others including inappropriate activity with school technology
- False fire alarms/bomb threats or committing arson
- Possession of a dangerous object/weapon (firearm, knife, explosive, lighters, matches, chains, etc.)
 - *Education Code, Section 48915(c)*
- Committing or attempting to commit robbery/extortion
- Committing theft or possession of stolen property or contraband
 - *Education Code, Section 48900 (g)*
- Smoking, possession, cigarettes or tobacco, including chewing tobacco or tobacco like substances
- Use, possession or sale of drugs, vaporizing devices (vapes), drug paraphernalia, alcohol or any other controlled substance
- Representing any substance as a drug with respect to possession, use, or sale is a violation and equivalent to the possession, use, or sale of any controlled substance
 - *Education Code, Section 48900 (h)*
- Fighting or provoking a fight
- Threatening or assaulting another person
 - *Education Code, Section 48900 (a)*
- Harassing, teasing, hazing, or verbally abusing another person or group of individuals
 - *Education Code, Section 48900.4*
- Causing or attempting to cause physical injury to another person
- Sexual harassment
 - *Education Code, Section 48900.2*
- Committing a hate crime: an act or attempted act against the person or property of another individual or institution which in any way manifests evidence of hostility toward the victim because of his or her actual or perceived race, religion, disability, gender, nationality or sexual orientation. This includes, but is not limited to threatening telephone calls, hate mail (including any sent by email, Internet or other form of electronic communication), physical assault, vandalism, cross burning, destruction of religious symbols, or fire bombings
 - *Education Code, Section 48900.3*

CONSEQUENCES

One or more of the following may be applied:

1. Extra-Curricular Activities
2. After school detention and/or work detail
3. Implemented Restorative Processes
4. Student and/or parent/guardian conference

5. Student Study Team/counseling referral
6. Saturday School
7. Campus restrictions of student privileges
8. Confiscation of item(s). Item(s) will be returned only to parent/guardian
9. Academic Integrity Policy Notification Letter
10. Revoke campus parking/driving privileges
11. Payment for damages, restitution
12. Work permit revoked or denied
13. Suspension from co- and extracurricular activities
14. Suspension (either on-campus or off-campus) from class and/or school
15. Involuntary transfer to another class
16. Mitigated Behavior Contract
17. Law enforcement notification
18. Loss of senior privileges and participation in graduation ceremony
19. Expulsion

EDUCATION CODES

We are determined as administrators, teachers, and staff to provide a safe and positive learning environment at East Nicolaus High School. The California Education Code for student discipline (48900 and 48915) is a comprehensive document that identifies multiple situations where a student may be suspended and / or expelled for committing acts which are related to school activity or attendance while on the school grounds, while going to or coming from school, during the lunch period whether on or off campus, and during or while going to or coming from a school sponsored activity. [Ca. Ed. Code](#)

DRESS CODE

The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or causes a substantial disruption to the educational program.

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance. In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. *Education Code 212.1*

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate

application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code. When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students. Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

GANG-RELATED APPAREL The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. *Education Code 35183*

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

Dress Code Policy

Appearance and Dress:

East Nicolaus High School encourages students to maintain a respectable appearance that contributes to a productive learning environment. Students are responsible for attending school dressed in a respectful manner so as not to offend or disrupt student learning. Please look at the following dress code parameters and make sure your son or daughter has read and understands all of the restrictions. If in doubt about the appropriateness of clothing, contact an administrator for clarification.

Dress Code Violations:

First Offense- The student will be required to change out of the inappropriate clothing. If the student has no change of clothing, a parent/guardian will be called to bring a change of clothing or loaner clothing will be given to the student. The inappropriate attire will be left in the office and the student can pick up attire after school.

Second Offense- Change clothing and a 30 minute detention is assigned, parent/guardian notification and the inappropriate attire will be left in the office and the student can pick up attire after school.

Third Offense- Change clothing and a 1 hour detention is assigned, parent/guardian notification and the inappropriate attire will be left in the office and the student can pick up attire after school.

Fourth Offense- A parent/guardian will pick the students clothing and the student will be assigned 1 day of in-house suspension. (In school suspension equals 7 full periods)

Guidelines:

- **Any apparel, accessory, notebook, personal belongings, or manner of grooming which, by virtue of its color, arrangement, trademark, or other attribute, denotes membership in gangs is prohibited. Clothing with alcohol, tobacco, or drug symbols, terms, etc.** – Any article of clothing which mentions, directly or indirectly, drugs, alcohol or tobacco; shows drugs, alcohol, or tobacco; or has brand names of companies which produce alcohol or tobacco products is not allowed.
- **Clothing with sexual messages-** Any article of clothing with sexual statements or sexual drawings, or which can be interpreted to be sexually offensive is not allowed.
- **Clothing which degrades any race or other group of individuals-** Any article of clothing which can be interpreted as degrading another group of individuals is not allowed.
- **Clothing which is perceived to be vulgar, obscene, or profane is not allowed.**
- **Clothing that reveals undergarments, chest, breast, midriff, navel, buttocks, or any private body part are not appropriate.**
- **No blankets will be permitted at school.**

TOPS/SHIRTS:

Clothing that reveals undergarments, chest, breast, midriff, navel, buttocks, or any private body part are not appropriate. **All tops/shirts must cover the students belly button.**

1. All tops must have straps connecting the front and back of the clothing. **Undergarments don't count as straps.**
2. See through tops are prohibited

HATS/HOODS:

1. Hats are allowed indoors unless staff directs the student otherwise. Hoods are not to be worn in the classroom at any time.

PANTS/SHORTS/SKIRTS:

1. Pajama pants are not permitted at school as they are flammable in shop and science classrooms. **(Unless on approved spirit week dress up days but still will not be permitted in shop and science classrooms due to safety concerns.)**
2. Pants must be worn above the hips and be able to stay at hip level.
3. Undergarments must not show due to pants that are too large, have holes, tears, or rips.
4. Inseam of shorts shall be at least 3 inches and skirts must be mid- thigh level.
(Undergarments shall not be exposed)

SHOES:

1. No bare feet. Shoes must be worn at all times. Closed toe shoes are required in all shop/physical education/weight training classes for safety reasons.

STUDENT RESPONSIBILITIES/RULES

The Governing Board, District Administration, Faculty and Staff, in cooperation with your parents/guardians, believe that students should show proper conduct in school and should conform to reasonable rules and regulations. It is necessary that rules be established, that students be informed of these rules, and that school authorities enforce these rules.

Incidents of misbehavior generally result from failure to observe one or more of the following required citizenship standards:

1. Comply with the rules and regulations of the school.
2. Exert reasonable effort and achieve a quality of work, which is consistent with the student's individual ability and grade level.
3. Abstain from gambling, stealing, cheating, immorality, and the use of profanity.
4. Abstain from the use, sale, distribution, and possession of tobacco, vaping, alcoholic beverages, and other narcotics on or near school premises.
5. Show proper attention to personal cleanliness, neatness, standards of dress, and appearance.
6. Refrain from participation in any hazing or any act that tends to injure, degrade, or disgrace a fellow student or other person associated with the School District.
7. Abide by the school driving regulations.
8. Refrain from acts that interfere with the private lives of school employees.
9. Display proper conduct to and from school, on the school grounds, at school activities, and on school buses.
10. Submit to the authority of the teachers and staff of the school.
11. Refrain from defacing, damaging, or destroying school and private property. (Parents/guardians shall be held responsible for any costs involved and in some cases law enforcement will be called.)
12. Pursue the required courses of study. To be diligent in study, a student shall:
 - a. Complete all assigned work on time.
 - b. Pay strict attention to the teachers.
 - c. Exhibit good citizenship at all costs.
 - d. Do the caliber of work consistent with individual ability.
 - e. Cooperate with the teachers and other students at all times.
 - f. Be regular and punctual in attendance.
13. The on-campus possession, use, sale, or being under the influence of alcohol or narcotics such as marijuana is prohibited by law. Violations may result in serious disciplinary action such as arrest, suspension, or expulsion. Students may be suspended or

recommended for expulsion for any possession and/or use of controlled substances. Continued violation will result in the student being brought before the District School Board for an expulsion hearing.

14. A show of affection deemed to be inappropriate by staff will receive an immediate verbal warning. Further incidents will be referred to the administration for a parent/guardian conference with the involved students' parents/guardians.
15. Fighting will not be tolerated and will result in immediate disciplinary action (suspension) against all involved.
16. The bringing on campus or possession of firearms, knives, other weapons, explosives, including firecrackers, or any other substance or object dangerous to the health and safety of others is prohibited by law. Those having or using any of the above will be subject to disciplinary action (referral to the Governing Board for consideration of expulsion) by school authorities and may be arrested by the County Sheriff's Department.
17. The use of skateboards, roller blades, scooters, e-bicycles and bicycles on the school grounds is prohibited as posted.
18. The school is not liable for the theft or loss of personal property. Students shall maintain school-issued lockers and P.E. issued locks.

Any student who is asked to leave a class and report to the front office because of disciplinary reasons will automatically receive discipline consequences consistent with the ENHS Discipline Policy. This may include detention and possibly Saturday School as well as losing all privileges for participating in athletics for that day which may include missing practice or a game.

GRADING POLICY

Teachers are experienced in grading and will evaluate the student's progress fairly and accurately. Any questions about grades should be discussed directly with the teacher.

The following grades and credits can be earned each semester at this school:

- A and 5 credits for superior work
- B and 5 credits for above average work
- C and 5 credits for average work
- D and 5 credits for below average work
- F and 0 credits for failure
- P and 5 credits for being enrolled in a Pass/Not Pass class
- NP and 0 credits for failure in a Pass/Not Pass class
- NG and 0 credits for being enrolled in a class less than ten days
- NM and 0 credits for being enrolled in a non-credit class or in a class less than ten days
- I and 0 credits for incomplete work. An "I" becomes an "F" nine weeks into the next grading period if it is not made up. End of year incompletes must be made up prior to the end of summer-school session.

Grades are important and every effort should be made to earn the best grades possible.

Academic achievement, homework, conduct, attendance, and punctuality will make the difference between a high semester grade and a low one.

GRADE REPORT TO PARENTS/GUIARDIANS

With the district's implementation of AERIES, parents/guardians are able to review their student's grades and attendance in real time with the AERIES Parent Portal. Information and instructions to obtain a student's ID number as well as verification code will be distributed at the beginning of the school year.

*PROGRESS REPORTS: When it becomes evident to a teacher that a pupil is in danger of failing a course or has a drop of two grades in their level of academic work.

GRADE REPORTING PERIODS

Fall Progress (ends) 10/16/2026

- Quarter grades uploaded in Aeries by 10/19/2026

Fall Semester (ends) 12/17/2026

- Semester grades uploaded in Aeries by 12/18/2026

Spring Progress (ends) 03/19/2027

- Quarter grades uploaded in Aeries by 03/22/2027

Spring Semester (ends) 06/04/2027

- Senior grades uploaded in Aeries by 06/03/2026
- Semester grades uploaded in Aeries by 06/04/2026

HONOR ROLL

In determining Honor Roll standings, all semester grades are counted except those in Study Hall and Teacher/Office Assistants. An "A" earns four points; a "B" three; a "C" two; and a "D" one. If your total grade point divided by the number of subjects taken equals 3.0 or more, you are eligible for Honor Roll. Honors Classes earn 5.0 points for an "A", 4.0 points for a "B", 3.0 points for a "C" and 1.0 points for a "D".

PRINCIPAL'S SCHOLARS

The Principal's Scholars are those students who have achieved a grade point of 3.57 or above in 35 credits or more per semester. To achieve this honor, a student must have four "A's" and three "B's" or better or 3.66 in credits and have four "A's" and two "B's" or better. The student will receive an honor certificate for the highest level achieved.

HOMECOMING/COURTWARMING QUALIFICATIONS

All students who participate in either Homecoming or Courtwarming must have the following qualifications:

1. Must have a current GPA of a 2.0 or higher as well as a 2.0 GPA their Junior year
2. Must have participated in a least one club, sport, or activity and have it signed off by the coach or advisor
3. Student cannot have any current F's or NC's at the time of nomination
4. Students cannot have any suspensions during their Junior or Senior year for Homecoming and no suspensions during the current year or prior year for Courtwarming.
5. Must be in good standing with attendance (80% or above, less the 6 tardies per semester in a single class)

Note: if a student is accepted for Homecoming, they cannot be nominated for Courtwarming.

IMMUNIZATIONS

All students are required to be adequately immunized against polio, diphtheria, pertussis (whooping cough), tetanus, and measles (rubella). California State law does not allow the enrollment of any student who is not properly immunized; he or she will be excluded from school until the immunizations are obtained.

INJURIES

If you receive an injury at school, notify the teacher immediately. If it is sufficiently serious, the school will notify your parents/guardians and arrange for you to be taken to the doctor. Even if the injury is minor, it is necessary to report it, since an accident report must be filled out by the teacher. The school district no longer provides insurance for pupil injuries.

INTERDISTRICT POLICY

Requirements for Students Requesting Attendance at East Nicolaus Joint Union High School on an Inter-district Agreement **BP/AR 5117**

A student/parent/guardian understands that all transfers are subject to revocation due to attendance, academic progress, and/or behavior.

A student applying for acceptance at East Nicolaus High School under an inter-district agreement must:

1. Reside at the address listed on the request. As defined in the CIF Constitution and

Bylaws, "reside", is defined as the student and family, with all of their personal items, live full time at the address provided. For students of divorced or separated parents, the student must reside at least 50% of the time at the address provided. The district may request a copy of divorce decree or legal order indicating the physical custody status of the students as verification.

2. Understand that we are required to submit proof of residence and a new transfer request if there is a change of residence address.
3. Understand that transportation shall not be provided for students living outside of the residence living area.
4. Understand that all transfers are subject to revocation due to attendance, academic progress, and/or behavior.
5. Understand that any false or misleading information provided to support a transfer request will be grounds to deny, revoke or not renew.
6. Understand that all transfers shall be granted for the entire duration of the student's high school career by the ENJUHS, unless another district requires resubmission or other arrangements are made.

DISTRICT OF CHOICE

In accordance with East Nicolaus Joint Union High School District policy, applications must be received before December 31st of the year prior to the attending year.

Please Note: The Governing Board of East Nicolaus Joint Union High School District is responsible for determining the number of transfers the district is willing to accept and for ensuring that students admitted are selected through a random, unbiased process. Placement in specific grade levels is determined by space availability.

What is District of Choice?

District of Choice is an enrollment program that gives parents/guardians residing in any school district the opportunity to apply for enrollment at any school. East Nicolaus Joint Union High School District is a District of Choice School.

Why would I apply for a District of Choice?

District of Choice is an alternative way for parents/guardians who do not wish to send their children to the schools in which they are assigned. With District of Choice, applicants will not need to obtain an Inter-district Transfer release to attend East Nicolaus High School.

How do I apply for District of Choice?

East Nicolaus High School has a District of Choice Form you can find online or in the front office.

INTERNET, E-MAIL, AND COMPUTER USE POLICY

The use of East Nicolaus High School (ENHS) automation systems, including computers, fax machines, and all forms of Internet/Intranet access, is for school and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable only if approved by the school.

Use of computers, networks, and Internet access is a privilege be granted by the school and maybe revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail (“spam”) that is unrelated to legitimate ENHS purposes.
- Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms, or social media.
- Accessing networks, servers, drives, folders, or files to which the student has not been granted access or authorization from someone with the right to make such a grant.
- Making unauthorized copies of ENHS files or other ENHS data.
- Destroying, deleting, erasing, or concealing ENHS files or other ENHS data, or otherwise making such files or data unavailable or inaccessible to the ENHS or to other authorized users of ENHS systems.
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the ENHS’ network or systems or those of any other individual or entity.
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages.
- Sending, receiving, or accessing pornographic materials.
- Causing congestion, disruption, disablement, alteration, or impairment of ENHS networks or systems.
- Maintaining, organizing, or participating in non-work-related Web logs (“blogs”). Web journals, “chat rooms”, or private/personal/instant messaging.
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended.
- Destruction or loss of equipment.
- Defeating or attempting to defeat security restrictions.
- Loss of destruction of any computer equipment and will be charged for such damage.

Violation of this policy, or failure to permit an inspection of any device covered by this policy,

shall result in disciplinary action, up to and possibly including immediate expulsion from school, depending upon the severity and repeat nature of the offense. In addition, the student may face both civil and criminal liability from ENHS, from law enforcement officials, or from individuals whose rights are harmed by the violation. *Board Policy 6163.4*

LOCKERS

Lockers are provided so that each student shall have one in the main campus area for books and one in the gym for P.E. equipment. Students are responsible for reimbursing costs for lost or damaged lockers. It is the student's responsibility to secure their locker. The school is not liable for replacing stolen property. If a reasonable cause exists, then as provided by law, lockers may be searched by school authorities. Searches may include physical searches and external searches by the use of specially trained dogs with the assistance of a trained dog handler. All lockers will be assigned by the office only. Rules for use of lockers are as follows:

1. Students shall keep their lockers locked. Do not jam paper or other materials into the locker lever to keep it from locking. A few seconds of time usually can save you a loss and prevent someone from becoming a thief.
2. Students must use assigned lockers only.
3. Lockers must be kept clean and neat. All books must be kept in lockers at all times.
4. Lockers remain school property and are subject to inspection at any time.
5. The school office will maintain locker combinations. Lockers are issued in the main office.
6. Inform the office if your locker is not working properly and it will be repaired as soon as possible.
7. The school is not responsible for articles missing from lockers. Do not bring valuables to school.
8. If a locker is damaged, the student/ family is responsible for paying for damages.

PHYSICAL EDUCATION POLICIES

Board policy requires all students to participate in twenty units of physical education. Any student with a valid health excuse signed by a parent/guardian, guardian, or doctor will not be required to participate. Excuses signed by a parent/guardian are limited to two days. It should be kept in mind, however, that physical education is a participation class; attendance, therefore, is an item of prime importance. Students will dress down for PE and participate in all classes everyday including game days. Students who do not dress down in P.E. and/or do not participate in class will not be allowed to participate in that day's practice or contest(s), including game day. If a student has a medical note excusing them from physical activity within a class period, then the student may not practice or participate in contest(s) until cleared by a medical note.

Students will be assigned a separate equipment locker and lock for PE. Locks must be maintained at all times. Students are responsible for reimbursing costs of lost or damaged locks. Dress code: PE clothes will consist of a plain red shirt and black mid-thigh or knee-high shorts

and/or red East Nicolaus t-shirt and black shorts. Spandex shorts are not appropriate PE shorts. Sweatshirts and sweatpants over PE clothes may be worn during winter months. Clothing under PE clothes is not permitted. No torn clothing or cut-out clothing is permitted or allowed. Gym clothes can be purchased for \$10 each piece. Students must wear appropriate athletic footwear. Students without appropriate footwear will not be permitted on the gym floor. Shoes that mark the floor will not be permitted.

Loaner clothing is available for students who forget their PE clothing.

P.E. REGULATIONS

- Have an appropriate uniform properly marked with the student's name for identification.
- Wash gym clothes weekly.
- Suit up every day unless specifically excused by a physician or parent/guardian. A note with the date and signature of the parent/guardian, stating why the student should be excused is all that is necessary. This excuse is good for two days. A physician's excuse will be good as long as the doctor deems necessary.
- Cooperate with the teacher and fellow students.
- Participate in class activities to the full extent of your ability.
- Keep the P.E. locker locked at all times. Students are responsible for lost articles. Keep belongings locked up at all times. Do not bring valuables to school.
- Good health habits, sportsmanship, citizenship, teamwork, physical fitness, and recreation are part of the many aims of the physical education program.

PROGRAM CHANGES AND ACADEMIC ADVISING

Our academic planning goal at East Nicolaus High School is to help students plan for their future, whatever path they choose. The education that students receive in our school prepares them for many future opportunities, both in college and career. Therefore, careful planning and thoughtful course selection are critical for students to make the most of their four years at our school. Students are given the opportunity early in the spring semester of each school year to select courses for the following year. The Director of Student Guidance will meet with the students, discussing the course offerings and will allow them to select courses. It is important that the student and student's parents/guardians select courses according to both graduation requirements and the student's career objectives. We strive to make sure each student's schedule aligns with their needs.

Course Selection

It is extremely important that students look over the guidelines below when selecting courses for the following year.

1. Review their transcripts and complete or revise their educational plans. Students must complete all [graduation requirements](#). In addition, they should select courses that support their plans for college and other training.

2. Make certain that they meet the prerequisites for the courses selected. If a course requires a teacher's permission, they must obtain the proper signature on the course selection form and must follow the application or placement procedures for a designated course.
3. Complete course selections; obtain parent/guardian's signature and submit the selection form on the expected date. The course descriptions contained in the course catalog will help students understand what each course will offer and will assist them in making final selections for registration.

Class Changes

The Learning Director/Director of Student Guidance will make class changes based on the following reasons:

1. Obvious schedule errors, or;
2. Class at incorrect level, inappropriate placement.

Class Change Process

ALL class changes must be initiated through the student by completing the schedule change request form including appropriate signatures. ALL CLASS CHANGES MUST BE COMPLETED WITHIN THE ASSIGNED TIME EACH SEMESTER.

STUDENT BODY CARDS

Student Body Cards are given to every student, free of charge. To support Student Body activities throughout the year, students may purchase an ASB sticker. The purchase of this ASB sticker will give the student free admission to all home game athletic contests including football, volleyball, and basketball (does not include playoff games) and discounts to dances.

STUDENT VISITORS

There will be **NO on-campus visitor** passes issued during school hours.

STAY SAFE, SPEAK UP!

East Nicolaus Joint Union High School District is fully committed to your safety and well-being. That's why we're using the Stay Safe. Speak Up! Student Safety Reporting System that allows students, parents/guardians, and staff to submit safety concerns to school officials.

If you, or someone you know, is being bullied, harassed, considering suicide, bringing a weapon to school, or has any other safety concern, you can easily submit a report in one of three ways:

1. Mobile App. Download the Stay Safe. Speak Up! mobile app and enter our unique District Code to submit reports directly from your smartphone. DISTRICT CODE: SPARTAN
2. Phone. Call 1-866-547-8362 to leave a voice message or speak with a trained, live attendant. Attendants can initiate contact with various national crisis hotlines if a student needs help in dealing with a personal emergency.

3. Online. Go to the district's website and click on the Stay Safe. Speak Up! button to access the online form from a desktop computer or laptop.

Your voice matters, and we are counting on you to help us make East Nicolaus Joint Union High School District a positive environment for all students. We appreciate your support.

SUICIDE PREVENTION

The East Nicolaus High School is committed to providing a safe, civil and secure school environment. It is the District's charge to respond immediately and appropriately to a student expressing or exhibiting suicidal ideation or behaviors and to follow-up in the aftermath of a death by suicide. School personnel, parents/guardians and students are instrumental in helping to save lives by identifying students at-risk and linking them to essential school and community mental health resources. If you believe that your child is thinking about suicide, approach the situation by asking. Asking is the first step in saving a life and can let them know that you are there for them and will listen. If you need IMMEDIATE assistance due to a life-threatening situation, call 911.

Local Help Lines

Sutter-Yuba Behavioral Health

- Main Business Number: (530) 822-7200
- 24-HOUR PSYCHIATRIC EMERGENCY SERVICES (CRISIS SERVICES): (530) 673-8255 or Toll Free (888) 923-3800

National Help Lines

- The National Suicide Prevention Lifeline – 1.800.273.8255 (TALK), www.suicidepreventionlifeline.org
- The Trevor Lifeline – 1.866.488.7386, www.thetrevorproject.org
- Crisis response text line – text HELLO to 741-741

CELL PHONE/ELECTRONICS POLICY

East Nicolaus High School understands the importance of technology in preparing students for the 21st century. In an effort to support faculty in a distraction free learning environment in the classroom the following policy will be utilized:

East Nicolaus High School is a cell-phone free campus during class time. Cell phones may not be visible in a classroom and must be placed in the designated area in the classroom. **Cell phone use is only allowed during non instructional time. We are a NO Cell-Bell To Bell school.** Board Policy 5131.8

Students are not permitted to wear headphones within the classroom. All electronics should be

stored in the designated area.

Chromebooks are to be used for educational purposes only and should not be out during class unless being used for a lesson or at teacher discretion.

- Students are not permitted to use Personal Electronic Devices in the classroom unless authorized by school personnel. Personal Electronic Devices include, but are not limited to: cell phones, earbuds/headphones, smart watches, non-school issued laptops or tablets, all smart glasses such as Meta Halliday, XReal etc., cyber multi-tools and other devices as yet to be named as technology progresses. Under California Education Code § 51512 It is illegal to record audio or video inside a classroom without teacher & principal's permission/consent.

Cell Phone/ELECTRONICS Offenses

- **1st Offense:** Phone to the office
Teacher: Detention (1 hour) assigned and parent/guardian notification
Administration: Parent/Guardian Follow conversation
Office: Input offense into Aeries, return phone to the Parent/Guardian or Emergency Contact.
- **2nd Offense:** Phone to the office
Teacher: Detention (2 hours) assigned and parent/guardian notification
Administration: Parent/Guardian Follow conversation
Office: Input offense into Aeries, return phone to Parent/Guardian or Emergency Contact
- **3rd Offense:** Phone to the office
Teacher: Parent/guardian notification and admin notification
Administration: Phone is checked into the office for a week. Can be used at lunch for a parent/guardian phone call only. Parent/Guardian Follow Up conversation
Office: Input offense into Aeries, return phone to Parent/Guardian or Emergency

Contact

- **4th Offense:** Phone to the office
Teacher: Parent/guardian notification and admin notification
Administration: Phone is checked into the office for 30 days. Can be used at lunch for a parent/guardian phone call only. Parent/Guardian Follow Up conversation
Office: Input offense into Aeries, return phone to Parent/Guardian or Emergency Contact

Student Cell Phone FAQ

Can the school take my phone? **YES. Your school can confiscate your phone.**

Can my school restrict when I use my phone? **YES. Your school can also confiscate your phone if you violate your school's cell phone policy. But that does not give it the authority to conduct a search on the phone.**

STUDENT ASSETS

TEXTBOOKS

Students are expected to take good care of the textbooks assigned to them. Book covers shall be kept on the textbooks at all times. Important: regardless of the reason for loss or damage, the responsibility for textbooks rests entirely upon the borrower. Students who have failed to pay any fine or charges for novels, textbooks, uniforms, equipment, etc., will not be permitted to participate in sports, extracurricular activities or graduation exercises, and will not receive a diploma until all the charges are cleared. Office staff will check all books in at the end of semester and/or school year. It will be determined at that time if the textbook is in acceptable condition.

LOST OR DAMAGED CHROMEBOOK AND CHARGER

Each student will be given a Chromebook and a Chromebook charger. If your Chromebook becomes damaged or lost the cost for replace are below:

Property	FEES
Chromebook	min. \$300.00
Chromebook Charger	\$20.00 - \$60.00

WORK PERMITS

Students who do hired work must possess a valid work permit if they are under eighteen years of age. Work permits allow students to work after school, during vacations, and on weekends. The number of hours a student can work is dependent upon the age of the student and type of work performed. Work permits are available in the administration office upon presentation of a Social Security number and a work permit request form signed by a parent or guardian requesting the school to issue the permit. California's Child Labor laws protect teens under the age of 18 from working too long, too late, or too early. Information concerning Laws and Regulations Governing the Employment of Minors can be obtained from the District office, Department of Education, and California Labor Code. Students must maintain good attendance habits, and have a grade point average of at least a 2.0 with no more than one failing grade to qualify for a work permit in the main office. Please allow 5 working days for permits to be granted.

LEGAL STATUS OF EIGHTEEN YEAR OLDS

EAST NICOLAUS JOINT UNION HIGH SCHOOL DISTRICT
2454 Nicolaus Avenue, Nicolaus, CA 95659
(530) 656-2255

Student _____ Date _____

ATTENDANCE OFFICE PROCEDURE FOR 18-YEAR-OLD STUDENTS WRITING THEIR OWN NOTES:

Education Code 46012 provides the above-named student the responsibility/right to write
Absence notes:

“For purposes of any procedure for verification of absence from school, a student 18 years of age or over, with respect to her/his own absences from school, shall have as of the responsibilities and powers which, in the case of a minor, would be charged to the parent, guardian, or any other person have charge or control of the minor.”

In order to inform you of this Education Code we ask you to sign the following waiver or right/responsibility:

I _____, the parent/guardian of _____,
understand that my student is 18 and may write his/her own absence notes. I recognize that my student is responsible to attend school on a regular basis and that failure to do so would bring about disciplinary action.

Parent/Guardian Signature _____

Parent/Guardian Name (Print) _____

Address _____

City _____

Phone _____

PUBLICITY AUTHORIZATION & RELEASE

The East Nicolaus Joint Union High School District requests your permission to reproduce through printed, audio, visual, or electronic means activities in which your student has participated in his/her education program. Your authorization will enable us to use specially prepared materials to train teachers and/or increase public awareness and promote continuation and improvement of education programs through the use of mass media, displays, brochures, websites, etc.

1. I, as a parent or the guardian, of the named pupil fully authorize and grant the East Nicolaus Joint Unified School District and its authorized representatives, the right to print, photograph, record, and edit as desired, the biographical information, name, image, likeness, and/or voice of the named pupil on audio, video, film, slide, or any other electronic and printed formats, currently developed, (known as "Recordings"), for the purposes stated or related to the above.
2. I understand and agree that use of such Recordings will be without any compensation to the pupil or the pupil's parent or guardian.
3. I understand and agree that the East Nicolaus Joint Unified School District and/or its authorized representatives shall have the exclusive right, title, and interest, including copyright, in the Recordings.
4. I understand and agree that the East Nicolaus Joint Unified School District and/or its authorized representatives shall have the unlimited right to use the Recordings for any purposes stated or related to the above.
5. I hereby release and hold harmless the East Nicolaus Joint Unified School District and its authorized representatives from any and all actions, claims, damages, costs, or expenses, including attorney's fees, brought by the pupil and/or parent or guardian which relate to or arise out of any use of these recordings as specified above.

My signature shows that I have read and understand the release and I agree to accept the provisions. Granting of permission is voluntary.

Parent/Guardian Signature

Student Signature

Date

SENIOR INFORMATION

This section is for your information. Senior students will receive these pages as a separate pack to be reviewed, signed and returned the first week of school.

COMMENCEMENT AND GRADUATION REQUIREMENTS:

Students shall be allowed to participate in Commencement Exercises at East Nicolaus High School after successfully completing the following graduation requirements:

- Eight semesters of high school attendance with good citizenship.
- A minimum of 240 credits of required subjects and electives, counting ten credits per year for each subject.
- No more than one failing grade during the senior year. (Semester F)
- The failing grade (s) cannot be in any course required for graduation
- Forty credits of English.
- Twenty credits of physical education.
- Thirty credits of social science.
- Thirty credits of mathematics (10 of which must be in Algebra I or Integrated Math I).
- Ten Credits of-College and Career Education/Health
- Twenty credits of science, including physical and life science.
- Ten credits of fine arts or foreign language.
- Agree to and abide by the Senior Attendance and Behavior Contract.
- Senior Project (see official guidelines)
- No outstanding fees or fines.

A student may receive a Diploma of Graduation from East Nicolaus High School should he/she fail more than one class during the senior year, providing he/she has completed the remaining requirements. If he/she receives more than one F during either semester of the senior year he/she will not be allowed to participate in Commencement Exercises. Commencement participation will be denied to any student who does not achieve a passing grade or the required amount of credits in any course required for graduation.

Valedictorian and Salutatorian will be based on grades through the 1st Semester of the Senior year. To be eligible a student must have attended ENHS for a minimum of SIX semesters.

The number of credits earned determines student progress through high school. For each semester (half year) passed, he/she receives five credits for each subject passed. No credits are given for "F" grades or "NM", (no mark). With a seven-period day, it is possible to earn a maximum of 280 credits during the four years he/she is enrolled. Students must meet all minimum graduation requirements within the four years of high school beginning with their freshman year ending with the conclusion of a four-year progress to the completion of their senior year. Students who fail to or who are unable to may be denied the privilege of participating in commencement exercises.

All outside final course grades (college or independent study) intended for diploma credit must

be submitted one-month prior to the end of the grading period.

SENIOR ATTENDANCE, ACTIVITIES, AND SENIOR SNEAK AGREEMENT

All seniors shall abide by the following terms and conditions while attending school functions. Seniors and their parents/guardians are to read, sign and return this agreement during the first two weeks of the school year.

Attendance at Senior Sneak, etc.:

- Seniors will ensure that all rules and regulations required of any student attending East Nicolaus Joint Union High School District will be followed.
- Seniors will be in good academic and disciplinary standing.

Students are required to attend all classes all day on the day prior to Senior Sneak.

*** Should the prom be scheduled on a non-school day, all students are required to meet the minimum attendance requirement on the day prior to the dance.

Each senior MUST meet the following eligibility requirements:

- Each senior is required to maintain strict adherence to the discipline policy committing no serious offenses.
- Each senior is required to maintain at least a 2.0 grade point average in EACH of the following grading periods:
 1. Second Quarter/Fall Semester:
 2. Third Quarter Progress Report:
- Any senior who is failing a class at the time of senior trip will not be allowed to participate and will lose all money paid towards the trip.
- Each senior is required to attend all classes the day prior to Senior Sneak.
- Each senior is required to adhere to the senior attendance guidelines.
- Each senior must complete a Senior Project with a passing grade.

SENIOR GRADUATION PARTICIPATION AND DISCIPLINE AGREEMENT

All seniors who wish to participate in graduation ceremonies and receive a printed diploma must meet the following criteria:

- Intra-District and Inter-District Transfer seniors must have enrolled at East Nicolaus High School no later than the beginning of the last semester of school attendance.
- Graduation credit requirements are 240 semester credits at East Nicolaus High School. Credits earned from another high school or from approved college course work shall be calculated considering District policy.
- All seniors must pass/complete the Senior Project.
- Any senior who has been suspended 3 or more days during the school year will not be eligible to participate in graduation ceremonies.(appealable)
- All seniors must meet the minimum period attendance threshold, which means you cannot have more than 10 unexcused days. (appealable)
 - o Unexcused absence is calculated by periods
 - Example: A student with 5, 6, 7 period schedules would be 7 unexcused period absences equal One (1) day.

- o Student Example: John Smith has been absent for 18 periods total, John Smith only has five periods a day. We calculate his missed days ($18/7=2.57$ days). John Smith has 2.57 days of unexcused days out of the 10 allowed.
- Student visits to an accepted college campus must be approved by an administrator two weeks prior to the day of the visit. Students are allowed up to 5 college visits a year to not factor toward the attendance requirement
- Students will be given multiple opportunities with Saturday school to recoup their required days (10) to participate in graduation ceremonies.
- A senior must not be under suspension at the time of graduation rehearsals and ceremonies.
- A senior on contract in lieu of expulsion or on a stipulated expulsion, with a condition of no extra-curricular activities for 30 days, shall not participate if the activities and /or ceremony fall within the 30-day period.
- All seniors must have outstanding bills cleared (lunch charges, lost locks, missing books, broken/missing Chromebook)
- A senior must attend the Thursday and Friday graduation rehearsals and must behave in an appropriate manner during rehearsals and the graduation ceremonies.
- ENHS values the traditions and symbolisms previously established for graduation ceremonies; therefore, as such, mortar boards will remain un-decorated.

It should be noted that parents/guardians and relatives wait many years to see and hear their loved one's name called during graduation from high school. This is a once in a lifetime event and those seniors whose behavior disrupts this opportunity may be asked to leave the ceremony.

Behaviors such as excessive talking, throwing objects, beach balls, possessing or using noise makers, expelling accelerants, such as silly string are examples of behaviors that will not be tolerated during the graduation ceremonies. Graduates who participate in such behavior may be asked to leave the ceremony.

Specific contract rules of conduct will be provided in writing by the senior advisors, approved by the Superintendent, and provided to each graduating senior prior to graduation (see below). These rules are to be strictly followed and will be rigidly enforced.

Seniors who are deemed ineligible may appeal the decision in writing, however only attendance and behavior are appealable. The appeal must be submitted to the Superintendent or the principal. The [appeal procedure](#) is located with the forms at the back of this handbook.

SENIOR SNEAK BEHAVIOR CONTRACT

The Senior Sneak is a school-sponsored activity. All students will be held to the standards of conduct required by the Education Code for regular school attendance and school level attendance requirements for seniors.

Every student participating in the Senior Trip must abide by all of the rules and requirements stated below. Each student understands that once the student and parent/guardian sign this contract, the rules and requirements will be in effect throughout the entire Senior Trip. Parents/guardians and their senior students are to initial that they have read and understand each rule listed below.

Student Initial	Parent/Guardian Initial	General Behavior: Students at East Nicolaus High School are expected to conduct themselves in a manner that will not discredit himself or herself or the school. It is further understood that any such behavior WILL affect my participation in the graduation ceremonies. Simply stated, my behavior shall not bring embarrassment, dishonor, or discredit to my class or my school.
		Alcohol and Drugs: Absolutely no possession or use of alcohol, drugs or tobacco products will be tolerated. A violation of this rule will result in my removal from the trip and the loss of the privilege of participating in graduation ceremonies (legal action may also be taken per education code).
		Tobacco: There is to be no use of tobacco in any form. This includes chewing, vaping and smoking.
		Before boarding the bus at school, all students, their luggage and person will be searched for contraband. Canine searches may also be utilized. Should contraband be located, the student will be immediately sent home and no refund will be granted for loss of the activity.
		Students who violate any of the above rules and conditions may be sent home immediately from the trip and will be subject to normal school discipline including suspension from school.
		Students who pay but become disqualified, choose not to attend, or become unable to attend the senior trip will lose all the funds paid by the student. Once the trip is booked with the travel company and the fees have been sent, it is beyond the control of the school to refund money for this trip. The travel company's policy for refunds will be strictly enforced.
		I have read and understand all of the above rules and requirements and agree to accept the consequences as stated. I further understand that the chaperones are in charge and I will accept their authority during the entire course of the trip.
		I have reviewed the above rules and requirements for my son/daughter on the Senior Trip and should my son/daughter violate any of the above, I agree to the consequences as stated. I further agree that should the school call me in the event my son/daughter violates the above rules, (a) I will bring my son/daughter home; or (b) I will authorize the school to send my son/daughter home on the earliest bus and I will pay all transportation costs.

 Parent/Guardian Signature

 Student Signature

 Date

ENHS GRADUATION CEREMONY CONTRACT

I, _____ (Print Name), wish to participate in the East Nicolaus High School Class of 2025 Graduation Ceremony that will be held on Friday, June 6, 2025 on Wahl Field. I agree with the following rules and regulations and understand that if I do not comply with them, I will be removed from the ceremony. Granting of my diploma will then be subject to a conference held with an administrator and my parent/guardian. I further understand that I am expected to behave courteously and conduct myself in an acceptable manner during the entire evening.

I understand that I must attend all rehearsals in order to participate in the ceremony.

- I will not engage in disruptive activities during the rehearsals or ceremony.
- I will not carry anything onto the field nor adorn my cap and/or gown with any decorations.
- I will be dressed according to the guidelines set forth by the school: dress, skirt or skort and blouse, long, dress pants, light colored shirt, and proper shoes.
- Cultural Stole must be approved by Administration by **May 3rd**.
- Behaviors such as excessive talking, throwing objects, and beach balls, possessing or using noise makers, expelling accelerants, such as silly string are examples of behaviors that will not be tolerated during the graduation ceremonies. Graduates who participate in such behavior may be asked to leave the ceremony.

Student Signature

Date

Parent/Guardian Signature

Date

This contract must be signed by your parent/guardian even if you are 18 years of age. You will not be issued your cap and gown if you have not returned your completed contract.

GRADUATION CEREMONY APPEALS PROCESS

- A panel that includes two Governing Board Members and the Superintendent will hear the appeal and be the voting members.
- School administration will present the students' case for reasons of appeal.
- At the appeal meeting, students will have the opportunity to explain why they want to participate in the graduation ceremony. Students can bring a teacher of their choice to advocate for them or the teacher may write a written statement on students' behalf.
- The committee's decision will be made by secret ballot and shall be binding with a majority vote.
- No further appeals will be accepted after the appeals committee has made its findings.
- All appeals must be delivered to the office by the appeal deadline prior to graduation ceremonies.
- The committee will convene as soon as possible after receipt of an appeal request.
- The TWO WEEKS requirement may be waived by the Superintendent/Principal or upon request of the Governing Board.

WRITTEN APPEALS:

All appeals must be in memorandum format. The memorandum shall state the reason the student was denied participation in graduation ceremonies. The memorandum must contain reasons for mitigating the denial.

I have read and I understand the terms of this contract. I understand that if I do not follow the rules set forth by this contract that my privilege of participating in graduation and receiving a diploma will be denied to me.

Senior (Print)	Senior (Signature)	Date
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As a parent/guardian of a senior at East Nicolaus High School, I understand the terms and conditions placed on my Senior by this agreement. I hold harmless the East Nicolaus Joint Union High School District, the Staff and Faculty for any violation of this agreement committed by my Senior.

Parent/Guardian (Print)	Parent/Guardian (Signature)	Date
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EAST NICOLAUS HIGH SCHOOL ATHLETIC HANDBOOK

PHILOSOPHY OF STUDENT ATHLETICS

East Nicolaus Joint Union High School recognizes athletics as an integral part of the entire school setting as a means of achieving an athlete's complete educational development. As such, all students should have an opportunity to participate in some form of interscholastic athletics within the limitations of individual sport. Participation should encourage positive scholastic and social growth and achievement. Both the student athlete and the sport itself should be a credit to the school and general community. The East Nicolaus Joint Union High School District realizes that an effective interscholastic athletic program is a product of the responsible cooperation among its four major contributors: the student athlete, the coaching staff, the parents/guardians, and the administration.

Athletes are expected to strive toward a personal code of conduct consistent with the time-honored values of sportsmanship, scholarship, integrity, commitment to self and team, and respect for self and others. Furthermore, as a result of participation in organized team sports, athletes should strive to become advocates of the school and community.

I. Parent/Guardian Expectations

Players play. Parents and guardians cheer. Coaches coach. Referees ref.

Parents/guardians, along with the coach, should be excellent role models of all character qualities ENHS strives to teach. The following ideas are a few things you can do to help ENHS athletics continue to offer quality programs.

- Make sure your children know you love them; appreciate their efforts and be the most constant and positive person in their lives.
- Teach your children to always feel good about themselves when giving their best.
- Be a great fan. Attend all games and practices. Show respect for the opponents and game officials. When communicating with coaches, see the following guidelines.

A. PROCEDURES FOR COMMUNICATING WITH THE COACH

1. Athlete and Coach – if a situation occurs, the athlete should be the first one to reach out to the coach with the issue and have a meeting. If the situation is not resolved or questions remain then...
2. Athlete, Parent/Guardian, and Coach – all three parties will meet, and discuss the situation. This meeting will remain as an informational meeting where you can ask questions, listen, and have a discussion. Remember that the coach makes decisions for the good of the team based on practice, ability, attitude, and team dynamics.
3. Athlete, Parent/Guardian, Coach, and Athletic Director. – A meeting will be called so that all parties can discuss the situation and hopefully come to a resolution.
4. Panel – If the situation is not resolved, then an impartial panel consisting of coaches from another sport and the admin will listen and make the final decision.

See also XV. Procedures Regarding Suspension of an Athlete

B. DISCUSSION AREAS AND MEETING ETIQUETTE

1. Things Parents/Guardians are encouraged to discuss
 - a) Ways to help their child improve.
 - b) Treatment of their child
 - c) Concerns about their child's behavior
 - d) Coach(es) expectations for their child
 - e) Team rules
2. Things that are "off limits" for discussion
 - a) Playing time
 - b) Game strategies
 - c) Other Student-Athletes
3. Meeting Guidelines
 - a) The conversation must be in a professional manner with regard to both language and conduct.
 - b) Everyone will get a chance to speak, but everyone must listen.
 - c) Emotional control by all parties is imperative.
 - d) Meeting cannot occur on a game day, during practice time, on a non-school day, and will be by appointment only.

II. ENHS & CIF ATHLETIC BYLAWS/GUIDELINES

Any student enrolled at East Nicolaus High School who satisfies the requirements of the California Interscholastic Federation (CIF) and those of the district is eligible to try out for an athletic team.

A. Northern Section/CIF Eligibility Requirements:

1. **AGE LIMIT** – Article 2, Section 201 of the CIF Handbook: Ineligible if 19 years of age on or before June 15th.
2. **Semesters of Eligibility** – Article 2 Section 202 of the CIF Handbook: Student is eligible for the first eight semesters of his/her high school attendance.
3. **Transfer Rule** – The CIF requires that students who participate on a school team must be living with parents or legal guardians who reside within the school's attendance boundaries. All exceptions to this rule require special permission, forms and letters of approval to be on file with the ENHS athletic dept. before a student can be declared eligible. Questions about exceptions should be addressed to the athletic director at ENHS.
4. **Amateur Standing Rule** – Article 4 of the CIF Handbook: A student who violates CIF amateur or award rules shall be barred from CIF competition in that sport.
5. **Outside Competition** – Article 6, Section 600 of the CIF Handbook: A student on a school team becomes ineligible if he/she competes in a contest on an outside team in the same sport during the high school season of sport.
6. **All Star Competition** – Article 9 of the CIF Handbook: Any pupil taking part in a prohibited All Star contest shall be barred from ALL CIF athletic contests.

NOTE: Because the penalty for allowing an ineligible athlete to participate is severe (the team must forfeit all the contests in which the athlete participates), any deviation from the above rules should be brought to the coach's attention at the beginning of the season, to make sure all appropriate forms and approvals are on file. An athlete who is dishonest about these rules places an entire team in jeopardy. Any athlete known to be violating any of these rules should be immediately reported to the coach to avoid penalizing the entire team.

III. GENERAL ELIGIBILITY REQUIREMENTS

All participants of East Nicolaus Union Joint High School District are required to adhere to the rules and regulations set forth by the ENHS Board of Trustees and the CIF. All rules, regulations, and expectations will be enforced for the entire school year whether the act of misconduct happens on or off campus. Failure to comply with all rules, regulation or expectations may lead to denial of eligibility.

A. ACADEMIC ELIGIBILITY REQUIREMENTS

It is the policy of East Nicolaus Union High School District that students who desire to participate in an Interscholastic Program will be making satisfactory progress towards graduation requirements. To be eligible to participate in interscholastic athletics the following rules will apply:

- a) Each student athlete must maintain a 2.0 GPA with no more than one (1) F for the enrolled classes of the previous grading period.
- b) Grades will be checked for eligibility each semester by coaches or administration.
- c) In addition, grades will be checked on a 4 week basis. If a student has more than 1 failing grade or is below a 2.0, then the student will be suspended from extracurriculars for the week. If the grade has not improved, then the student will be out until the following school grade check. Grade reports will be issued on week 4, week 8, and week 12. and 16.

1. Academic Probation

Students may practice at the coach's discretion with approval of the Athletic Director and/or Director of Student Guidance. Student athletes deemed ineligible may qualify for academic probation if they meet the following requirement:

Received a GPA below 2.0 with no more than one (1) failing grade.

OR

Received a GPA above 2.0 with no more than two (2) failing grades.

- a) A student who fails more than 2 classes is not eligible for academic probation.
- b) Student athletes that are granted academic probation will be allowed to participate until the next grading period in which the student's GPA can be verified.

These requirements meet all CIF Academic Eligibility Requirements.

2. **Probation Period** - A student is only granted one (1) probation period for their entire 4 years at ENHS.

Any athlete that is academically ineligible may request a probation period. This means that if an athlete is academically ineligible and chooses to use their probation period the athlete will be allowed to participate until the next grading period in which the student's GPA can be verified. If the student is then academically eligible, the athlete may continue participation. If the athlete is still academically ineligible the student will not be allowed participation until the next grading period.

- a) In order for the probation period to be granted the student must indicate to the athletic director they wish to apply for the probation period.
- b) Students, parent/guardian, athletic director, and administration will meet to discuss the probation contract.
- c) The probation contract will then be given to the student to have it signed by the athlete's parents/guardians, academic advisor, and the assistant principal.
- d) When the probation period is over the athlete must then meet with their academic advisor and assistant principal who will sign them off ensuring they have met the academic standards.

IV. NON-DISCRIMINATION STATEMENT

It is the policy of the East Nicolaus Joint Union High School District not to discriminate on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability, in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendment. "All vocational opportunities are offered without regard to race, color, national origin, sex or handicap." Inquiries regarding compliance with Title IX and Section 504 may be directed to Mr. Neil Stinson, Title IX Coordinator, East Nicolaus Joint Union High School District, 2454 Nicolaus Avenue, Nicolaus, CA 95659, (530) 656-2255; or the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington D.C. **ATHLETIC GUIDELINES**

V. GENERAL BEHAVIOR

Student athletes are the most highly recognized students on campus and in our communities. Student athletes understand that they are role models whether they choose to be or not. Profanity, unsportsmanlike conduct, and disrespect to any person or institution will not be tolerated and may be cause for removal from a team. Athletes accept responsibility for their actions both on and off the field/court. An athlete's language and behavior should not embarrass himself, the team, the school, the district, or the community.

- A. Specifically, throwing of equipment, profanity, or any similar displays of unsportsmanlike behavior will not be tolerated and may be cause for removal from any team.
- B. Defiant behavior and back-talk toward any coach, school official, or game official will not be tolerated and may be cause for removal from any team. Any disagreements should be handled in private mature discussions.
- C. Any student who steals, damages, defaces, or possesses without permission a teammate's property, ENHS property, or property from any other school will not be tolerated and may be cause for removal from any team.
- D. Any student that is found to be bullying, hazing, or any other form of harassment toward teammates, opposing teams, or the general student population will be cause for removal from any team.

VI. SPORTSMANSHIP

A. PARTICIPATION

Participation in athletics requires adherence to the highest standards of good sportsmanship. Aspects of good sportsmanship ensure fairness in competition, while exhibiting respect for the people and institutions associated with athletic contests. In order to promote fairness in competition, a series of rules governing each sport has been adopted. Good sportsmanship requires that athletes adhere to the rules of the game. Furthermore, it requires that athletes comply with the spirit of rules that were written to promote fairness. Athletes of the East Nicolaus Union High School District will comply with the rules of each sport.

1. On the field, athletes will be respectful toward their teammates, opponents, coaches and officials. Athletes will abide by all the rules of the game and will pursue victory with honor.
2. On campus, athletes will set an example of good citizenship for their classmates. Athletes will help promote school spirit and be positive leaders in school activities.
3. In the classroom, athletes will show respect for teachers, other students and fellow athletes. Athletes will maintain positive attendance and quality academic grades.

B. 503.2 INELIGIBLE STUDENT PARTICIPATION OF THE CIF HANDBOOK

Statewide Sportsmanship and Ejection Policy

Player: A player who is ejected from a contest (for reasons other than fighting or leaving the bench area during a fight) shall be ineligible to participate in the remainder of that contest (event) and his or her team's future contest (s) as outlined below:

- a) **First Ejection:** Player is ineligible to participate in the team's next contest. Player may remain on the bench for the duration of that contest and may be on the bench in street clothes for the team's next contest. If the ejection occurs in the last game of the season, the player would be ineligible for the team's first contest the following season. If the player is a senior, he or she would be ineligible for the first contest of their next season of sport.

*b) **Second Ejection:** Player is ineligible to participate in the team's next three (3) contests. Player may remain on the bench for the duration of that contest and may be on the bench in street clothes for the team's next three (3) contests. If the season concludes prior to the player serving the three (3) contests suspension, he or she would be ineligible for the number of contests remaining on the suspension for the team's following season. If the player is a senior, he or she would be ineligible for the number of contests remaining on the suspension for their next season of sport.*

*c) **Third Ejection:** Player is ineligible to participate for the remainder of that season. Player may remain on the bench for the duration of that contest and may be on the bench in street clothes for the team's remaining contest that season. If there are six (6) or fewer contests remaining in the season, the player would be ineligible for up to six (6) contests for the team's following season as determined by the CIF Section Commissioner with jurisdiction in the matter. If the player is a senior, he or she would be ineligible for up to six (6) contests for the next season of sport as determined by the CIF Section Commissioner with jurisdiction in the matter.*

C. EJECTIONS

A player who is ejected from a contest for fighting or leaving the bench area during a fight* shall be ineligible to participate in the remainder of that contest and his or her team's future contests as outlined below:

*a) **First Ejection:** Player (Fighting/Assaultive Behavior/Gross Unsportsmanlike Conduct) is ineligible to participate in the team's next three (3) to six (6) contests as determined by the CIF Section Commissioner with jurisdiction in the matter. Players may remain on the bench for the duration of that contest and may be on the bench in street clothes for the duration of the suspension. If the season concludes prior to the player serving the full suspension, he or she would be ineligible for the number of contests remaining on the suspension for the team's following season. If the player is a senior, he or she would be ineligible for the number of contests remaining on the suspension for their next season of sport. *NFHS Rules indicate automatic one game suspension for leaving the bench.*

b) Second Ejection: Player is ineligible to participate for the remainder of that season. Players may remain on the bench for the duration of that contest and may be on the bench in street clothes for the team's remaining contests that season. If there are six (6) or fewer contests remaining in the season, the player would be ineligible for up to six (6) contests for the team's following season as determined by the CIF Section Commissioner with jurisdiction in the matter. If the player is a senior, he or she would be ineligible for up to six (6) contests for their next season of sport as determined by the CIF Section Commissioner with jurisdiction in the matter.

c) Before a player may return to participate in a contest following a multiple game suspension for any of the above infractions, the school principal must inform the CIF Section Commissioner with jurisdiction in the matter that they have met with the student athlete, his or her parent/guardian/caregiver and coach to discuss future behavioral expectations.

D. APPEAL PROCESS FOR MULTI-GAME EJECTIONS

The school principal may appeal the penalties listed above in writing to the League Commissioner and/or President (for a regular season contest not including the final contest prior to Section playoffs) or CIF Section Commissioner with jurisdiction in the matter (for the final contest prior to Section playoffs and all playoff contests). The appeal must be received by the Section with 48 hours of the date of the ejection. Reasons for the appeal may only include misidentification of the ejected player or a misapplication of the rule. There will be no appeal regarding the judgement of an official.

Note: There is no appeal process for single game ejections.

E. 503.4 STUDENT PENALTIES OF THE CIF HANDBOOK

A student who was ejected from his/her team's previous contest for a flagrant foul, dangerous or unsportsmanlike conduct, shall not be allowed to dress in his/her team's uniform, nor participate in introductions nor warm-ups, but will remain the responsibility of school personnel. Illegal participation of an athlete under suspension will result in forfeiture of contest by school and ineligibility for the remainder of the season for the athlete.

Northern Section Note: A player, who is suspended from a game, due to an ejection in the previous game, may not dress down nor participate in warm ups nor introductions

Athletes understand that compliance with sportsmanship is an absolute must and will be followed in every situation. Athletes that find themselves unable to comply with the sportsmanship standards may be denied athletic participation eligibility.

VII. SOCIAL MEDIA

Playing sports for your high school is a privilege. Athletes are held in the highest regard and seen as role models in the community. As leaders you have the responsibility to portray your team, your school and yourselves in a positive manner at all times. Sometimes this means doing things that are an inconvenience to you, but benefit the whole team.

Facebook, Twitter, Instagram, YouTube, TikTok, SnapChat, Thread, and other social media sites have increased in popularity globally, and are used by the majority of student athletes here at your school in one form or another.

Student athletes need to be aware that third-parties- the media, faculty, future employers, future universities, CIF, and NCAA officials- can easily access your profiles and view all personal information. This includes pictures, videos, comments and posts. Inappropriate material found by third-parties affects the perception of the student-athlete, the athletic department and this school. This can also be detrimental to the student athlete's future employment options or future choice in university attendance.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

- Photos, videos, comments, or posts showing the use of alcohol, drugs, and tobacco. Ex. No holding cups, cans, shot glasses, etc.
- Photos, videos, and comments of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, comments, or posts that condone drug related activity. That includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia

Content online that is unsportsmanlike, derogatory, demeaning, or threatening toward any other individual or entity (examples: derogatory comments regarding another institution; taunting comments aimed at another cheerleader/athlete, coach or team at another school and derogatory comments against race or gender). No posts should depict or encourage unacceptable, violent or illegal activities (ex. hazing, sexual harassment, assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, illegal drug use).

Failure to comply could result in immediate dismissal from the team

VIII. TEAM SELECTIONS

In the event that team tryouts/participation is high, team selections will be made for Varsity and Junior Varsity squads. Criteria for each team will be presented by the coach to the team. The principal, athletic director and head coach will decide when team selections are needed based on the number of participants, equipment available and safety.

NOTE: CIF rules allow, before league play, freshman and sophomores to play at the varsity level, however, if it is determined that the athlete would flourish better at the Junior Varsity level, such assignments would be made after notification to the parents/guardians. Juniors are allowed to play on JV level per section CIF guidelines.

IX. ATHLETIC CLEARANCE (Home Campus)

Every student wishing to participate in a sport at ENHS must have on file with the athletic director an athletic clearance account through the Home Campus website. The student and his/her parent/guardian must complete all the questions and have the required signatures before clearance is fully awarded to the athlete in Home Campus. This form includes the following clearances:

1. Health History Questionnaire
2. Physical form
3. Emergency information
4. Insurance verification
5. Parent/guardian permission to compete
6. Handbook Agreement, Consent Risk Assumption and Acknowledgement Form
7. Concussion Heat Stress Form

Athletes must have a yearly physical exam from a qualified medical physician who will complete the physical examination portion of the athletic clearance form. Physical Exams are valid for 1 calendar year from date.

Athletic Clearance information is available in the Main Office of ENHS as well as on the ENHS website. www.eastnicolaus.k12.ca.us Home Campus: <https://www.homecampus.com/login>

The student's parent/guardian must first complete the Health History Questionnaire before going to the physician. The completed form should be uploaded into their home campus account.

X. ATTENDANCE REQUIREMENTS

A. The student is to be in attendance a **minimum of 50% of their school day**, be punctual, and make every effort to complete all class assignments on time and to the best of his/her ability.

B. The student must attend at least 50% of their school day on a given day in order to attend team practice or participate in an interscholastic contest, unless he/she has an excused absence (see below).

1. EXCUSED ABSENCES (STUDENTS) A student's absence shall be excused for the following reasons:

- a) Personal illness (Education Code 48205)
- b) Quarantine under the direction of a county or city health officer (Education Code 48205)
- c) Medical, dental, optometric, or chiropractic appointments (Education Code 48205)
- d) Attendance at funeral services for a member of the immediate family (Education Code 48205)
 - (1) Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)
 - (2) "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household. (Education Code 45194,48205)
- e) Jury duty in the manner provided by law (Education Code 48205)
- f) Participation in religious instruction or exercise in accordance with district policy.
 - (1) In such instances, the student shall attend at least the minimum school day. (Education Code 46014)
 - (2) The student shall be excused for this purpose on no more than four school days per month. (Education Code 48205)
- g) Mental Health

2. In addition, a student's absence shall be excused for justifiable personal reasons. Advance written request by the parent/guardian and approval of the principal or designee shall be required for absences for: (Education Code 48205)

- a) Appearance in court (not jury duty)
- b) Employment interview or conference

3. In addition, if a student is the custodial parent/guardian of a child, his/her absence shall be excused when the child is ill or has a medical appointment during school hours. (Education Code 48205)

4. All other absences are considered unexcused and will be identified as unexcused or truant. Students may not be allowed to make up work missed during an unexcused absence. This may lead to the reduction of a student's grades. If a student will be absent due to a planned appointment or vacation, students must notify their teachers at least three days prior to the absence and parents/guardians must notify the office of the planned absence.

5. A student is temporarily ineligible to practice or participate in any way on an athletic team while suspended from any class. This includes classroom and in-school suspensions up to one week.

6. Truancies: Any student found to be truant or have been truant will be temporarily ineligible for that day or days in which they were found truant.

7. Students will dress down for PE and participate in all classes everyday including game days. Students who do not dress down in P.E. and/or do not participate in class will not be allowed to participate in that day's practice or contest(s), including game day.

8. If a student has a medical note, excusing them from physical activity within a class period, then the student may not practice or participate in contest(s) until cleared by a medical note.

XI. PRACTICE ATTENDANCE

Students who participate in athletics make a commitment to a team and are expected to maintain good attendance at practice.

- A. Students are expected to attend all practices and contests unless they are absent from school due to illness or they are excused by their coach. Students are expected to communicate directly with the coach when they cannot attend practice.
- B. Two (2) unexcused absences from practice or games without prior notification to the head coach could be grounds for dismissal from the team.
- C. Too many excused absences (more than 5) may be grounds for dismissal from the team.

XII. CARE OF ATHLETIC EQUIPMENT

East Nicolaus Joint Union High School, EN Booster Clubs and EN Spartan Foundation provide a great deal of money to maintain and purchase proper equipment. Equipment is to be handled properly for financial reasons and also to teach athletes responsibility.

- A. All equipment will be inventoried, numbered, checked-out and checked-in by the coach. Coaches will keep a list of jersey(s), equipment, and any other paraphernalia needed for the sport. The coach and player will sign it when checked out and then sign it again when checked back in.**
- B. Students are expected to turn in the same piece(s) of equipment that was checked-out to them. It is the student's responsibility to check the equipment numbers they checked out to ensure they match the numbers recorded.
- C. Any and all equipment assigned to a student/athlete is the responsibility of that student/athlete. Lost, stolen or damaged equipment will be at the expense of the athlete and athlete's family. Student/athletes will assume all responsibility for all equipment for the entire time the equipment is checked out to the student.
- D. Any student/athlete that does not return all equipment must replace it. Student/athletes will not be allowed to participate in any sports until all equipment is turned in or replaced.**
- E. Students will not receive any awards (letters, trophies, etc.) until equipment is returned or replaced.
- F. The cost to replace equipment will in most cases be more than the value of the equipment. In the event a student athlete is unable to return any and all equipment in the condition it was checked out in for any reason (stolen or lost) will be charged the replacement cost of the equipment.
- G. Though it is the responsibility of the student/athlete, **ENHS equipment is never the property of the student/athlete and shall not be altered in any way.** (Example: name on jersey, sewing seams, patches)

XIII. RULES RELATING TO TOBACCO AND VAPE DURING SCHOOL HOURS, AT SCHOOL ACTIVITIES AND NON-SCHOOL HOURS

Students should understand that the coaches at ENHS and the administration of the district believe that the use of tobacco is not acceptable for an athlete's health and safety. Athletes must prepare themselves physically, emotionally, and mentally for the highest level of competition.

A. The first offense for any student who smokes, chews, or possesses tobacco/vapes, in any form will be ineligible to represent the school in any interscholastic contest for 30 days. The student may practice but cannot participate with any team for a contest during the period of ineligibility. The student may not participate in any extra-curricular activities during this time.

B. A second offense involving tobacco, vape, will cause the student to be banned from participating for 90 days in any district sponsored athletics. The student may not practice or participate with any team in an interscholastic contest during the period of ineligibility. The student may not participate in any extra-curricular activities during this time.

C. The third offense for any student who smokes, chews, or possesses tobacco/vapes, will be ineligible to represent the school in any interscholastic contest for a full calendar year in any district sponsored athletics. The student may not participate in any extra-curricular activities during this time.

XIV. RULES RELATING TO ALCOHOL AND DRUGS DURING SCHOOL HOURS, AT SCHOOL ACTIVITIES AND NON-SCHOOL HOURS

A. A first offense involving alcohol and/or drugs will cause the student to be banned from participating for 90 days in any district sponsored athletics. The student may not practice or participate with any team in an interscholastic contest during the period of ineligibility. The student may not participate in any extra-curricular activities during this time.

B. The second offense for any student using/under the influence or in possession of alcohol or drugs in any form will be ineligible to represent the school in any interscholastic contest for a full calendar year in any district sponsored athletics. The student may not participate in any extra-curricular activities during this time.

XV. PROCEDURES REGARDING SUSPENSION OF AN ATHLETE

In the event that a student shall have eligibility suspended the following procedure will occur.

- A. The coach of the sport in progress will inform the student of the infraction. The student will have the opportunity to explain his/her action.
- B. After consideration of the facts of the incident, the coach will take appropriate action which would include notifying the student's parent/guardian.
- C. If the student or the student's parent/guardian wish to appeal the decision, the case may be presented in writing to the athletic director.
- D. The athletic director will schedule a meeting with the coach, parent/guardian, and athlete to discuss the suspension and come to a resolution.
- E. If a resolution is not made, then the athletic director will convene an Athletic Review Board to consider the matter. The Athletic Review Board will be made up of the athletic director, an ENHS Varsity Coach for a different sport, and an administrator.
- F. The review board will convene within ten (10) school days after the request is received by the athletic director and as soon as it is convenient for those involved to meet. The athlete and his/her parents/guardians will be encouraged to participate in the meeting. A decision by the board will be rendered within 24 hours from the conclusion of the hearing.
- G. At the termination of the suspension, the athlete will go before the athletic director to regain eligibility by making sure all stipulations of the suspension have been met.

XVI. DISMISSAL FROM A TEAM

Athletes that are dismissed from a team or that choose to leave a team will be denied participation for the following season of sport. Should this happen in the spring the student will be denied participation for the following two sport seasons.

A. EXCEPTIONS

1. Academically ineligible will not be counted as team dismissal.
2. In the event that a coach and student mutually agree that the reason for leaving the team before the end of the season is in the best interest for the student and team, the athlete may be allowed to participate in the following season of sport.

XVII. AWAY CONTESTS/ROAD TRIPS

A. AWAY CONTESTS

The East Nicolaus Union High School District provides transportation (bus or vans) for all sports. Students must travel to and from away contests on the district provided transportation. However, ENHS understands that there are cases in which athletes need to return home from an away contest with their legal parent/guardian. At no time may an athlete return home from an away contest with anyone other than their legal parent/guardian.

1. In the event that an athlete needs to return home from an away contest with their parent/guardian the parent/guardian must speak with the head coach and sign only their legal kin out, therefore releasing the district's liability of the athlete.
2. In the event that a parent/guardian wishes to release their child to another adult after an away contest the following procedure must occur.
3. The parent/guardian must provide consent to release their child to another adult to provide them transportation.

B. OVERNIGHT TRIPS

Away contests are part of an athletic team. Most contests should be within the normal school day, however some away contests can be cause for athlete to leave from school in the early morning and return during late night hours or even overnight.

1. The ENHS Board of Trustees shall approve all trips keeping teams out of the district overnight or longer with the following exceptions: athletic competitions which arise such as League, Northern Section or CIF playoff obligations. In the event that teams are obligated to participate in such championship tournaments/playoffs the superintendent shall give approval for the overnight trip.
2. All team members shall leave as a team in district approved transportation, unless otherwise authorized by the school administration in writing.

XVIII. GENERAL REMARKS

A student athlete is a special individual, special both in terms of the opportunities and responsibilities encountered. Working hard, playing hard, and living up to the high behavior standards will help students in their future endeavors. We are pleased to have you as a part of our athletic program. Your coaches want to work with you to make this one of the most important and enjoyable experiences of your high school career.

XIX. IMPORTANT INFORMATION REGARDING CONCUSSIONS

If a student is suspected of sustaining a concussion or head injury during an athletic activity, the student shall be immediately removed from the activity. The student will not be allowed to resume any participation in the activity until he/she has been evaluated by a licensed health care provider (MD or DO for CIF-governed interscholastic sports; MD, DO, nurse practitioner, or physician's assistant for all other sports/athletic activities), who must affirmatively state (1) that he/she has been trained in concussion management and is acting within the scope of his/her licensed medical practice, and (2) the student has been personally evaluated by the health care provider and has received a full medical clearance to resume participation in the activity. By law, there can be no exceptions to this medical clearance requirement.

Depending on the circumstances of a particular practice or game, a supervising referee/umpire, coach/assistant coach, athletic trainer, or attending health care provider may determine that a student should be removed from an activity based on a suspected or potential concussion or head injury. The following guidelines will be used: (1) in the case of an actual or perceived loss of consciousness, the student must be immediately removed from the activity; (2) in all other cases, standardized concussion assessment tools (e.g., Sideline Concussion Assessment Tool (SCAT-II), Standardized Assessment of Concussion (SAC), or Balance Error Scoring System (BESS) protocol) will be used as the basis to determine whether the student should be removed from the activity. For the safety and protection of the student, once a supervising individual decides that a student must be withdrawn from activity due to the potential existence of a concussion or head injury, no other coach, player, parent/guardian or other involved individual may overrule this determination.

Once a student is removed from an activity, the parent/guardian should promptly seek a medical evaluation by a licensed health care provider, even if the student does not immediately describe or show physical symptoms of a concussion (headache, pressure in the head, neck pain, nausea or vomiting, dizziness, blurred vision, balance problems, sensitivity to light or sound, feeling "slow," "foggy," or "not right," difficulty with concentration or memory, confusion, drowsiness, irritability or emotionality, anxiety or nervousness, or difficulty falling asleep). If the student reports or shows any of these symptoms, immediate medical health care should be obtained. If a parent or legal guardian is not immediately available to make health care decisions, the district reserves the right to have the student taken for emergency or urgent evaluation or medical care in keeping with the authorization contained in the Agreement for Team Participation.

Appendix A

Extra Curricular Activities

- Dances
- All clubs-FFA/FNL/Key/Recycling/ETC (All ENHS sponsored clubs)
- Sporting Events - as in Powder Puff, etc.
- Athletics - you may not practice or participate in athletic contest
- Any and All Field Trips using an Extra Curricular Form. (On and Off Campus) -inc. Senior Sneak, WBL, etc.
- Homecoming, Courtwarming, Prom Court

Senior Reduced Schedule Permission Agreement

School Name: East Nicolaus High School

School Year: _____

Student Information

- **Student Name:** _____
 - **Grade:** 12 (Senior)
 - **Student ID#:** _____
-

Permission Agreement for Reduced Senior Schedule

This agreement authorizes the above-named senior student to maintain a reduced academic schedule consisting of a minimum of **five (5) class periods per school day** during the school year listed above, subject to all conditions stated in this agreement and approval by school administration.

The student, parent/guardian, and school acknowledge and agree to the following terms:

Eligibility Requirements

To remain eligible for this reduced schedule, the student must:

1. Maintain satisfactory academic progress and remain on track for graduation.
2. Maintain acceptable attendance with no excessive tardies or unexcused absences.
3. Remain in good behavioral standing with no serious disciplinary violations.
4. Comply with all school rules, district policies, and state attendance requirements.
5. Maintain passing grades in all required coursework.

Failure to meet any of the above conditions may result in revocation of this privilege and restoration to a full class schedule at the discretion of school administration.

Release and Acknowledgment

The parent/guardian and student understand and acknowledge that:

- A reduced schedule is a privilege, not a right.
- The student is expected to leave campus immediately following their final scheduled class period unless otherwise authorized by school staff.
- The school district is not responsible for the student during unscheduled periods when the student is not required to be on campus.
- This agreement may be modified or canceled by the school at any time for academic,

attendance, behavioral, safety, or graduation-related concerns.

The student and parent/guardian certify that all information provided is accurate and that they understand the terms of this agreement.

Schedule Details

- Number of Approved Class Periods: (Min. 5)
- Effective Start Date: _____
- Effective End Date: _____
- Approved Release Period(s): _____

Signatures

Student Agreement

I understand and agree to comply with all conditions stated in this agreement.

Student Signature: _____

Date: _____

Parent/Guardian Authorization

I authorize my student to participate in a reduced senior schedule consisting of _____ class periods and acknowledge the conditions and responsibilities outlined above.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Phone Number: _____

School Approval

Approved by: _____

Administrator/Principal Signature: _____

Date: _____

School Use Only

- Graduation Status Verified: ☐ Yes ☐ No
- Attendance Reviewed: ☐ Yes ☐ No
- Discipline Reviewed: ☐ Yes ☐ No
- GPA/Academic Standing Reviewed: ☐ Yes ☐ No
- Final Approval Status: ☐ Approved ☐ Denied