

MAXWELL HIGH SCHOOL



STUDENT HANDBOOK 2024• 2025

Maxwell Unified School District

Vision Statement

Maxwell Unified School District (MUSD) will provide a quality education where students acquire knowledge and skills needed to be successful as they continue their postsecondary education and/or enter the work force.

Mission Statement

Maxwell Unified School District (MUSD) strives to provide a meaningful, rigorous academic program for all students within a safe and supportive environment, prepare all students to be career or college ready, positive contributors to society, and promote academic excellence in all students, personal integrity, and responsible decision-making.

Upon completion of high school, all students will be ...

Responsible, self-directed learners who –

- *pursue achievable personal, educational, and career goals
- *strive toward mastery of curriculum aligned to academic standards
- *persevere independently and collaboratively to apply knowledge and skills

Positive contributors to the community who –

- *actively participate in community service and leadership activities

Effective 21st Century communicators who –

- *Exhibit proficiency in using various forms of technology for success

Maxwell High School

515 Oak Street/P.O. Box 788
Maxwell, CA 95955

(530) 438-2291

Fax 438-2693

Website: <http://mhs-maxwell-ca.schoolloop.com/>

Aeries Portal: <http://mhs-maxwell-ca.schoolloop.com/>

District Policy link: <http://www.gamutonline.net/district/maxwell/>

Summer Shadley, High School Principal

Bridget Azevedo, High School Site Secretary

Maxwell Unified District Office

515 Oak Street/P.O. Box 788
Maxwell, CA 95955

(530) 438-2052

Fax: (530) 438-2693

Website: www.maxwell.k12.ca.us

Summer Shadley, Superintendent

Danielle Wilson, Business Manager

Kristie Pearson, Executive Secretary

Nondiscrimination Policy Statement

(BP 5145.3(a))

District programs and activities shall be free from discrimination, including harassment, with respect to ethnic group, religion, gender, sexual orientation, color, race, national origin and physical or mental disability.

Sexual Harassment Policy (BP 5145.7(a))

The Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity.

Uniform Complaint Procedures (BP 1312.3)

The Governing Board of Maxwell Unified School District recognizes its responsibility for insuring that the district fully complies with applicable state and federal laws and regulations governing educational programs. The district shall follow the Uniform Complaint Procedures (UCP) when addressing complaints alleging unlawful discrimination or failure to comply with state or federal law.

The following programs are covered by the Maxwell Unified Uniform Complaint Procedures: adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs and allegations of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any person, based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code [200](#) or [220](#), Government Code [11135](#), or Penal Code [422.55](#), or based on his/her association with a person or group with one or more of these actual or perceived characteristics, in district programs and activities, including, but not limited to, those funded directly by or that receive or benefit from any state financial assistance.

A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.

Formal Complaint Procedure

The complainant submits a written complaint to the Principal or to the designee. Within 10 days of receiving the complaint an investigation will begin. The investigation shall include an opportunity for the complainant and/or representative an opportunity to present evidence regarding the complaint within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written

Decision" below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board. The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant.

Resolution of the Complaint

A written report of the investigative findings will be given to the complainant. The complainant has the right to appeal the decision to the California Department of Education within 15 days of receipt of the findings.

Civil Law Remedies

Nothing in this policy precludes a complainant from pursuing civil law remedies outside of the district's UCP. For discrimination complaints, however, a complainant must wait until 60 days from the filing an appeal with the California Department of Education before pursuing civil law remedies. This moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint.

For more information:

UCP Program Complaints--

Superintendent Summer Shadley
P.O. Box 788, Maxwell, CA 95955
(530) 438-2291

Discrimination Complaints, such as Title IX, Section 504--

Superintendent Summer Shadley
P.O. Box 788, Maxwell, CA 95955
(530) 438-2291

Maxwell Unified School District Student Handbook

Cafeteria

Students are expected to conduct themselves in an orderly and polite manner in the snack bar area. If a student's behavior is unacceptable, the situation will be dealt with using school discipline policies and California Education Code.

Students will **NOT** be allowed to charge. Food may be purchased by prepaying cash or by paying cash daily.

Open Campus (BP 5112.5)

Maxwell High School is currently an open campus lunch for 9th – 12th grade students only.

Students shall not leave the school grounds at any other time during the school day without written permission of their parents/guardians and school authorities. Students who leave school or who fail to return following lunch without authorization shall be classified truant and subject to disciplinary action.

The privilege of open campus may be revoked from individual students for disciplinary reasons.

Academic Standards for Students (BP 5131.9, BP 6145)

Maxwell Unified School District is required to strive for academic excellence. Students wishing to participate in any extra-curricular activities must maintain a minimum 2.0 GPA (with no more than one F) and must maintain a good discipline record. Academic honesty is an integral part of student growth. Cheating will not be allowed in any format and will be subject to disciplinary action, which may include loss of credits and removal from the athletic team, suspension and/or expulsion. Along with cheating, plagiarism of any website or book without the proper recognition will be treated in the same manner as if the student was cheating.

Academic Probation

Students will be placed on academic probation if their grade point average drops below a 2.0 and/or they have more than one "F" for any quarter report card. Students will remain on academic probation for a full quarter. Students will also lose the ability to become a TA during academic probation, along with the ability to have or retain a work permit. While on academic probation, students will sign a contract for academic probation containing the following:

1. Will arrive to class on time.
2. Will attend class on a regular basis.
3. Will not have discipline referrals.
4. Will have a weekly progress report to each of their teachers for completion each Thursday. The

progress report will be taken home for a parent/guardian signature and returned to the school principal or counselor by Friday morning. Failure to return the signed progress report on Friday morning will require attendance at Saturday school from 8am to 12pm.

5. Will attend after school tutorial a minimum of three days for one hour per day.
6. Will complete all assignments.
7. Will not have off campus lunch privileges.

As long as students are in compliance with their academic contract, they may attend all school functions and extra-curricular activities. Student's will also need to check with individual teachers for eligibility in regard to running for any office, or running for any other student body elected position such as homecoming or rodeo.

Athletic Programs (BP 6145)

Eligibility for all Maxwell Unified School District athletic programs is governed by California Interscholastic Federation (C.I.F.) regulations. Participation is encouraged for all students. Students violating school rules as outlined in Education Code 48900 are subject to disciplinary action, which could result in suspension from participation in athletic team events. Students must maintain a minimum grade point average of 2.0 with no more than one F to participate. For more information about athletic programs, please refer to the Athletic Handbook. A “one-time” waiver is available for students not meeting academic requirements. In addition, students must be “on track” in terms of credits for graduation.

The Board values the quality and integrity of the athletic program and the character development of student athletes. Student athletes, coaches, parents/guardians, spectators, and others are expected to demonstrate good sportsmanship, ethical conduct, and fair play during all athletic competitions. They shall also abide by the core principles of trustworthiness, respect, responsibility, fairness, caring, and good citizenship and the Codes of Conduct adopted by CIF.

Discipline (BP 5131)

Maxwell Unified School District believes that one of the major functions of the public school is the preparation of our students to become responsible citizens. Maxwell schools shall foster a learning environment, which reinforces the concepts of self-discipline and the acceptance of personal responsibility. Students are expected to progress from adult-directed to self-directed students that need a minimal application of disciplinary measures.

In order to maintain an environment conducive to attaining the highest quality of education, there must exist certain disciplinary policies and regulations relating to student conduct which delineates acceptable behavior and provides the basis for sound disciplinary practices. These policies and regulations will be enforced fairly, uniformly, and consistently without regard to race, creed, color, or sex.

The administration, teachers, and classified staff share the mutual responsibility for student conduct, safety and the enforcement of school policies. The administration shall give reasonable

support and assistance to all employees with respect to student discipline. Sufficient support services shall be provided so that continually disruptive students will not be returned to regular classes without some modification of behavior. Students may be assigned to other alternative programs or be subject to removal from school.

Please refer to the Discipline Guidelines for further details.

Consequences

Depending upon the severity or frequency of infractions to school regulations the school may choose to use these consequences but are not limited by the finite language of these paragraphs.

1. Classroom discipline system – teachers utilize a multi-leveled classroom management system. Teachers may handle a behavioral referral in the classroom. When administrative support is needed after previous consequences, student referral will be sent to office.
2. The teacher or site administrator may assign detention after school.
3. Saturday School Program (S.S.P.) – The Saturday School Program is a disciplinary alternative to school suspension. Instead of being suspended from school for a violation of Education Code 48900, students may be assigned to S.S.P. for four hours, from 8:00 a.m. until 12:00 noon on a Saturday determined by the principal. Saturday School is considered an academic day and students should be prepared to do their academic work. The student may be given tasks to help clean the campus or community. Supervision of the S.S.P. will be a certificated member of the district. Failure to attend the S.S.P. will result in a one day suspension on the following Monday. Transportation will not be provided for S.S.P.
4. Off campus suspension or in school suspension will be used for more serious offenders.
NOTE: Severe offenses, such as fighting, will result in a **MANDATORY SUSPENSION** for all parties involved. Suspendable offenses include but are not limited to:
 - a. Threatening, attempting, or causing physical injury
 - b. Theft or damage of property; school or personal belongings
 - c. Obscenity
 - d. Defiance of school authority
 - e. Disrupting school activities
 - f. Cheating
 - g. Sexual harassment
5. **Expulsion:** Recommendation for expulsion is reserved for the most serious of violations. These include but are not limited to:
 - a. serious physical injury
 - b. possession or brandishing a weapon

- c. controlled substance, both possession and/or sale
 - d. being under the influence of alcohol or drugs
 - e. robbery or extortion
6. Removal from school: students demonstrating that they are unable to be successful in the regular school program for academic or behavioral problems may be placed in the Colusa County Community School currently located in Williams, California.

Please refer to the Discipline Guidelines for further details.

Weapons (BP 5131.7)

The Board prohibits any student from possessing weapons, imitation firearms, or other dangerous instruments, as defined in law and administrative regulation, in school buildings, on school grounds or buses, at school-related or school-sponsored activities away from school, or while going to or coming from school.

Gangs (BP 5136)

Maxwell Unified School District seeks to prevent gangs, including hate groups, from infiltrating the school system. Those who are cited for gang related activity will receive maximum consequences allowed by law. If a student is cited for a gang related activity, law enforcement will be notified and invited to school campus to meet with students and their parents/guardians. Maxwell Unified School District strives to keep student's safe, therefore keeping gangs out of our schools.

Alcohol and Other Drugs (BP 5131.6)

The Board of Education believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board desires to keep district schools free of alcohol and other drugs in order to help prevent violence, promote school safety and create a well-disciplined environment conducive to learning. Students possessing, using or selling alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures including suspension or expulsion and/or referral to law enforcement in accordance with law, Board policy and administrative regulation. In addition, such students may be referred to an appropriate counseling program, transferred to an alternative placement, and/or be restricted from extracurricular activities, including athletics.

Sexual Harassment (BP 5145.7)

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

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the principal, or any other available school

employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer.

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Bullying (BP 5131.2)

Bullying and Cyberbullying

1. Students are expected to immediately report incidents of bullying to a staff member or principal.
2. Students can rely on staff to promptly and thoroughly investigate each complaint of bullying/cyberbullying. The staff will make reasonable efforts to keep a report of bullying/cyberbullying and the results of the investigation confidential.
3. If the complainant or the parent/guardian of the student feels that the appropriate resolution of the investigation or complaint has not been reached, the student or the parent/guardian of the student should contact the superintendent/principal.
4. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.
5. Students also may be subject to discipline for any off-campus conduct during non-school hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts the educational program of the district or any other district in accordance with law, Board policy, or administrative regulation.
6. As defined below, any student who engages in bullying/cyberbullying may be subject to disciplinary action up to and including suspension and/or expulsion as per board policy.

Harassment of students or staff, such as bullying, including cyberbullying, intimidation, hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering.

"Cyberbullying" includes the transmission of communications, posting of harassing messages, direct threats, social cruelty, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account

ATTENDANCE REGULATION LETTER

Dear Parents/Guardians,

As a way of improving school attendance, Colusa County School districts may implement SARB (School Attendance Review Board) and possibly acquire an attendance officer through Colusa County Probation Department to assist with this program. For your information we have listed the applicable Education Codes that are important for your understanding:

According to Section 48200 of the Education Code, each person between the ages of 6 through 18 are subject to compulsory full-time education.

Each person between the ages of 6 and 18 years...is subject to compulsory full-time education...shall attend the public full-time day school or continuous school or classes...for the full time designated as...the school day by the...school district...Unless otherwise provided for...a pupil shall not be enrolled for less than the minimum school day established by law.

According to Section 48260 of the Education Code, any pupil subject to compulsory full time education who is absent from school without valid excuse three 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 occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor.

If, during the investigation of truancy, it is shown that the parent or legal guardian of the truant is responsible for or contributing to the minor not attending school on a regular basis, the parent or legal guardian may be issued a citation for violation of Section 272 of the Penal Code and the case may be submitted to the District Attorney's Office for prosecution.

ABSENCES ARE EXCUSED FOR THE FOLLOWING REASONS (BP, AR 5113):

1. Personal Illness
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, optometrical, or chiropractic appointment for student
4. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state
5. Jury duty in the manner provided by law
6. The illness or medical appointment during school hours of a child to whom the student is the custodial parent
7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code [48205](#))
 - a. Appearance in court
 - b. Attendance at a funeral service

- c. Observation of a holiday or ceremony of his/her religion
- d. Attendance at religious retreats not to exceed four hours per semester
- e. Attendance at an employment conference
- f. Attendance at an educational conference offered by a nonprofit organization on the legislative or judicial process
- 8. Service as a member of a precinct board for an election pursuant to Elections Code [12302](#) (Education Code [48205](#)) (cf. 6142.3 - Civic Education)
- 9. To spend time with his/her immediate family member who is an active duty member of the uniformed services, as defined in Education Code [49701](#), and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code [48205](#)) (cf. 6173.2 - Education of Children of Military Families)
- 10. Participation in religious exercises or to receive moral and religious instruction in accordance with district policy: (Education Code [46014](#))
 - a. In such instances, the student shall attend at least the minimum school day.
 - b. The student shall be excused for this purpose on no more than five days per school month.

Parents are responsible for notifying the school regarding their child's absences. Absences not cleared within a reasonable time will be considered unexcused. Parents must adhere to the school calendar and plan vacations accordingly. Vacations taken during school days are considered unexcused absences unless upon prior notification to the school, an alternative educational program is designed and approved by the school site administrator.

SCHOOL REQUIREMENT – ATTENDANCE AND ACTIVITIES

Students must be in school all day on the day of any activity, whether a sports event or extra-curricular, to have attendance/participation privileges. Students absent from school, with an unexcused absence earlier in the day, may not attend a school function. Students on any suspension are excluded from all extra-curricular activities for an entire 24 hour/period day.

TARDY POLICY

The following tardy policy is per semester:

1. Three tardies will result in one 45 minute after school detention.
2. The fourth tardy will result in one 45 minute after school detention.
3. The fifth tardy will result in one 45 minute after school detention.
4. The sixth tardy and every tardy following the sixth, will result in two days of 45 minute after school detention.
5. Students who cut a class (missing more than 30 minutes) will receive two days of 45 minute after school detention.
6. Students who cut two or more periods in a school day will receive in-school suspension.

7. Students who accumulate three separate days of cutting class will, in addition to the above, be assigned a Saturday School.

Students will report to the high school secretary in the library to locate the assigned room for detention. After school detention will be from 3:15 p.m. – 4:00 p.m.

Failure to serve an assigned after school detention will result in suspension (in-school or out-of-school) or Saturday School as determined by administration.

GRADUATION CEREMONY REQUIREMENTS

Maxwell High School conducts an annual graduation ceremony for students who meet District and CA State graduation requirements. Only students who wish to participate in the program are obliged to do so; however, all students who participate must conform to school regulations. The graduation ceremony is a privilege, not a right. All students must be clothed in caps and gowns. All school, District, and state policies and laws apply to graduation ceremonies.

Eligible seniors must turn in all books, pay any financial obligations, complete any detention hours, and complete a clearance checkout in order to be eligible to participate in graduation ceremonies.

Seniors must maintain 95 percent attendance during their senior year in order to participate in graduation ceremonies. Both excused and unexcused absences will be considered. Seven period absences will be considered as one day of absence. Absences due to school sponsored trips and/or activities are not counted as absences toward the 95 percent attendance requirement. Students temporarily disabled by accident or by illness may receive individual home hospital instruction when a student is expected to be out of school for two weeks or longer. The independent study program may be used to accommodate students. Students who are below the 95 percent attendance requirement may attend an academic Saturday School program on an hour-for-hour seat-time basis. The option of Saturday School is at the discretion of the Superintendent and may not be offered.

Students who are suspended more than 5 days during their senior year, or who are suspended during the last two weeks of school, shall be ineligible to participate in graduation ceremonies. This includes in-school and out-of-school suspension.

Students must meet all academic requirements with respect of credits earned.

Students, who are denied graduation privileges, may appeal the decision to the Board of Trustees, provided the timeline allows for a Special Board Meeting.

Graduation Trip Requirements

Seniors must maintain the 95 percent attendance rate as listed in the graduation ceremony requirements above in order to participate in the senior graduation trip. Students who are suspended more than 5 days during their senior year, or who are suspended during the last two weeks leading up to the senior trip, will be ineligible to participate. This includes in-school and out-of-school suspension. Students must be on track as meeting all academic requirements with respect of credits earned for graduation. All assigned detentions must be completed in order to attend the senior trip.

Maxwell High School Dress Code

Clothing which is neat and clean is deemed appropriate. The Student Dress Code is to promote an atmosphere suitable for learning rather than for leisure.

Parents and guardians have the primary responsibility to see that students are properly attired for school. School district personnel have the responsibility of maintaining proper and appropriate conditions conducive to learning. Hence, at all school and/or related activities, appropriate attire will be worn.

When the principal or principal designee determines that a student's appearance or attire is in violation of the Dress Code, the student may be required to modify his/her appearance, clothing, and / or apparel in such a manner that it no longer violates the Student Dress code. If necessary, the student may be taken or sent home with parent/guardian permission to modify unacceptable appearance and/or dress and then return to school. Refusal to take steps as described shall be cause for disciplinary action.

1. **Hats** – Hats may only be worn out of doors.
2. **Clothing that is revealing**, specifically,
 - a. Halter tops, spaghetti straps and strapless tops are not allowed. No see-through tops are allowed.
 - b. Dresses, skirts or shorts must be close to, or at, mid-thigh length or longer.
 - c. Sleeveless tops must fit properly to cover undergarments. T-shirts with torn sleeves are not allowed.
 - d. Shirts that do not cover the midriff are not allowed.
3. **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 that produce alcohol or tobacco products, is not allowed.
4. **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.
5. **Clothing which degrades any race or other group of individuals** – Any article or clothing, which can be interpreted as degrading another group of individuals, is not allowed.
6. **Clothing which is vulgar, obscene, or profane** is not allowed.
7. **Gang related items** – Items such as jewelry, insignias, colors, paraphernalia, materials, clothing, attire, bandanas, shoe strings and wristbands that promote gang affiliation are not allowed.
8. **Clothing likely to provoke others to acts of violence** – Clothing that is likely to cause act of violence or to be intimidating to others by fear of violence is not allowed.
9. **Shoes** – Shoes are to be worn at all times.

10. **Pants** are to be worn so that no skin is showing above mid-thigh and no undergarments are visible. No pajama or lounging pants are to be worn to school, athletic events, or any school sponsored field trips.

11. **Cell Phone Use** - Cell phones are to be secured during school hours. Cell phones are not to be used during class time. Cell phones are not to be used inside any buildings on campus, including library, gymnasium, bathrooms, and classrooms. Classroom use of electronic devices is with prior permission of the teacher and must be for “educational purposes”. Listening to music is not considered an “educational purpose”. First offense will result in phone taken away, given to the principal, referral warning, and picked up by student after school. Second offense parent pick-up, and after school detention, Third offense Saturday School or comparable consequence and may result in loss of phone privileges for the rest of the academic year.

Adopted by the Maxwell Unified School Board on August 8, 2018.

*******PLEASE SIGN AND RETURN TO YOUR ADVISOR*******

AS A STUDENT OF MAXWELL UNIFIED SCHOOL DISTRICT, I ACKNOWLEDGE
THAT I HAVE READ AND UNDERSTAND THE MAXWELL UNIFIED SCHOOL
DISTRICT HIGH SCHOOL HANDBOOK

Student's Signature

Date

Parent Signature

Date