

# San Antonio High School

500 Vallejo Street Petaluma, California 94952 \* 707 778-4758

## Dear San Antonio High School Community,

Welcome to the 2011-2012 School Year! I would like to take this opportunity to express my personal appreciation for everything students, parents and staff have done to make my first year at San Antonio an exciting year. I am looking forward to year two. This is a wonderful school, with an outstanding faculty and quality students. We are proud of the innovative curriculum, academic challenges, and unique opportunities available to our students. San Antonio has received top ratings from the Western Association of Schools and Colleges and our students are accepted in colleges and post graduate programs all over the country.

We anticipate that students coming to San Antonio are serious about reaching the goal of high school graduation. San Antonio affords a second chance for many of our students to reach this objective in a timely manner. To accomplish this, we expect each student to understand their academic responsibilities which include consistent attendance, conscientious participation in their learning, appropriate dress, and mature behavior.

Consistent attendance is of foremost importance. Except for the 45 minutes of lunch, students are expected to be on campus and in the classroom. Grades are based on work completion, active participation in lessons, and high level performance. Credits are earned through positive attendance and participation. Students who are absent or late to class will not earn credits for that day's work. Grades and credits are awarded six times each year. Be certain to notice both the grades and credits earned to give a complete picture of the student's effort at San Antonio.

The staff of San Antonio expects each student to model mature behavior while at school. This includes dressing in appropriate attire for success and maintaining focus in the classroom. The use of cell phones is one of the top distracters for students and is inappropriate in a classroom environment. If you have an urgent message for your child during the school day, please call the office at 778-4758 and we will be certain to deliver the message to your child. Parents should monitor their child's use of the phone during school hours by reviewing the billing information each month. Cell phones may be confiscated if a student uses their phone during school hours.

I encourage every family to become involved in our school community. Feel free to contact staff when you have questions or concerns related to your student. Only through open communication and working together, can we support each student. There are numerous opportunities for parents to volunteer in our school: become a member of our site council, take part in one of our job panels or the health and wellness faire. Please mark your calendars for the "Back to School Night" and "Open House". Together we can assure the success of every student.

I look forward to a great new school year and working with each of you.

*Lyn Moreno,* Principal

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**The Petaluma City Elementary and Joint Union High School Districts are committed to providing opportunities for all students to be challenged and motivated in school so that upon graduation, they will be successful in their future educational endeavors, careers, and community.**

Petaluma City Schools will have a strong local, state and national reputation as a district where:

- All students reach high levels of achievement in a rigorous and relevant curriculum
- All students graduate prepared for success in work, advanced study and in the community
- Students learn in a caring and safe environment where they are motivated to do their best work
- Diversity is seen as an asset that strengthens and enriches our learning community
- Parents and caregivers are recognized and engaged as partners
- The community supports the educational program and is engaged as a resource for learning and expanded student experiences
- All district employees are dedicated to student success and operate as a high-performing team sharing resources, knowledge, and skills toward common goals
- Shared decision making is valued with active participation from all stakeholders

To achieve this vision, we will:

- Align instruction, curriculum, and assessment throughout the district
- Make instructional decisions based on student performance information
- Use research-based instructional strategies that engage all students in relevant and meaningful learning experiences
- Cultivate opportunities for students to connect their learning to career choices and community involvement
- Focus district resources on the needs of the students

- Recruit, maintain, and enhance a qualified, effective staff
- Personalize learning experiences for students and provide support for social and emotional needs to enhance student academic success
- Implement student behavioral guidelines that promote mutual respect and personal responsibility
- Provide safe, clean and well-maintained facilities designed to best serve the instructional programs
- Employ technology to enhance learning, teaching, communication, operations and administrative support
- Promote practices that ensure the equitable treatment, respect and appreciation of all students, staff and families in our diverse learning community
- Provide meaningful opportunities for every parent and caregiver to participate in and support his/her student's educational experience
- Engage community members as mentors, tutors, and volunteers in our schools
- Cultivate school/community/business partnerships that support programs that provide job shadows, internships, and apprenticeships in the work place
- Collaborate with post-secondary institutions to expand educational opportunities and provide a seamless transition from high school to higher education
- Provide structures and systems to support staff collaboration
- Provide research-based staff development to increase performance and effectiveness
- Promote a common understanding and implementation of the shared decision making process

## **San Antonio High School's Direction**

SAHS provides quality education. We cannot, however, afford to be static. We want to grow and improve. As we re-dedicate ourselves to academic excellence, the staff, students, administration and community will notice many changes at SAHS. We must remember that change is necessary for growth to take place.

### **Expectations**

1. Staff will deliver instruction in a “no nonsense” yet caring manner that will call for a high level of academic performance.
2. The latest in staff development opportunities will continue to be available to all staff members.
3. Students will sense a feeling of belonging and ownership for SAHS that will result in an increase in student success.
4. Students will be in class and on time for 175 days each year.
5. Students will be well behaved.
6. The campus environment will be clean, safe and orderly.

### **Commitments**

1. Education will be challenging and stimulating.
2. Educational environment will be safe and supportive.
3. Staff and administration will be caring and dedicated.

### **Mission Statement and Vision**

The mission of San Antonio High School is education. To that end, the purpose of San Antonio High School's instructional program is to provide a student-centered academic and vocational curriculum that fosters responsibility, citizenship, communication, and respect for others and the world in which we live, and a lifelong interest in learning.

To achieve this purpose, the school will provide a safe and orderly learning environment with an exciting and challenging curriculum offering subjects that develop skills, thinking ability, and a commitment to learning. Essential to our program are a strong staff, administrative leadership, current textbooks, sufficient materials and equipment, strong guidance/counseling services, and regularly scheduled student activities. We will work to foster open communication among students, staff, and parents about the effectiveness of our program.

**Following are our Expected School-wide Learning Results which students are expected to pursue while at San Antonio high School.**

### **San Antonio High School Students Will Become:**

- 1) **Cooperative Citizens Who:**
  - Respect differences, individually and culturally
  - Maintain a healthy and responsible lifestyle
  - Make positive contributions at school and in the community
- 2) **Critical Thinkers & Problem Solvers Who:**
  - Read, listen, & comprehend information by careful evaluation and judgment
  - Effectively and appropriately demonstrate written & oral skills
- 3) **Communicators Who Effectively:**
  - Demonstrate competency in language arts, math & science by passing relevant assessments
  - Express themselves through the arts
  - Express themselves orally and in writing
- 4) **Career Seekers Who:**
  - Gather educational & job market information critical to making appropriate choices
  - Commit to life-long learning, personally and professionally
  - Present themselves positively in business & social environments
  - Utilize technology skills to enhance learning & support a path to employability

## GENERAL INFORMATION

### Bell Schedule

All students are expected to read and bring their own reading material to school daily. All students will be registered in 1<sup>st</sup> – 7<sup>th</sup> or 2<sup>nd</sup>-8<sup>th</sup> period unless they need very few credits, are consistently struggling with negative behavior, parent requests fewer courses, courses are full or some other unusual circumstances.

### Bell Schedule for Mon., Tues., Thurs., and Friday

Period 0	7:40	-	8:30	50 minutes {to be arranged by student and teacher}
Period 1	8:30	-	9:20	50 minutes
Period 2	9:20	-	10:10	50 minutes
Period 3	10:10	-	11:00	50 minutes
Period 4	11:00	-	11:50	50 minutes
Lunch Period 5	11:50	-	12:35	45 minutes
Period 6	12:35	-	1:25	50 minutes
Period 7	1:25	-	2:15	50 minutes
Period 8	2:15	-	3:20	50 minutes

### Wednesdays /Minimum Days

Period 0	8:00	-	8:30	30 minutes
Period 1	8:30	-	9:00	30 minutes
Period 2	9:00	-	9:30	30minutes
Period 3	9:30	-	10:00	30 minutes
Period 4	10:00	-	10:30	30 minutes
Period 6	10:30	-	11:00	30 minutes
Period 7	11:00	-	11:30	30 minutes
Period 8	11:30	-	12:00	30 minutes

### Calendar

The last two (2) days of each report card period are early release days (September 22, 23; November 3, 4; December 21, 22; February 15, 16; April 4, 5; and May 24, 25). Please see the last page of this document for a complete copy of the district and school calendar.

### Parent/student meetings

Before any student is enrolled at San Antonia, a meeting with the Principal will be held. All new students must attend with their parents or guardians. This meeting will set the stage for a successful experience at San Antonio. Current students and their guardians are always welcome to schedule a meeting with the Principal or school counselor. Please call the office to arrange a date and time. We welcome communication and contact with parents and guardians.

### Back To School / Open House

Back to School Night is a time for staff to share all the wonderful things that are planned for the year. All students and families are expected to attend and meet with the teachers and the staff.

The Spring Open House is a time to celebrate San Antonio's successes. Everyone is encouraged to join the celebration.

### Report Cards

Report Cards will be handed to students every 6 weeks. **Students with outstanding fines will not receive report cards until they pay their fines.** If a student and or a parent would like more timely feedback, please let us know and we'll do our best to accommodate. If parents wish to pick up their students report card. Please call the office.

### Textbooks

Textbooks are loaned to students for use during the time they are enrolled in a specific class. Students are responsible for taking care of and returning textbooks in good condition. Students are held responsible for any book assigned to them, even if it is stolen.

### Transportation

The district does not provide transportation to San Antonio High School, but the City of Petaluma provides busses to the neighborhood. Please call Petaluma Transit (778-4460) to determine a bus route that will work for your student.

### Student Parking

On campus student parking is a privilege. All students must drive safely when entering and exiting the student parking located on the right side of the main building. The parking lot directly in front of the main building is reserved for staff only. Please respect all parking areas. The parking lots are off limits for students during school hours.

### Food Service

Breakfast and lunch is available at SAHS. A free and reduced meal program is available to all students. Applications are available in the office and in the kitchen. Please return completed forms to the school office. Breakfast will be served from 8:00 a.m. – 8:25 a.m. and lunch from 11:50 – 12:35 pm.

### Student Incentive Program

On a regular basis students are rewarded for positive behavior, excellent attendance, and authentic academic progress.

### Admissions Process and Who We Serve

Students are eligible for enrollment in San Antonio when the comprehensive high schools are not meeting their educational needs or when the student has fallen behind in earning the credits appropriate for their age and grade. School administrators hold transitional team meetings throughout the school year to facilitate the movement of appropriate students from one school to another. If a student is attending one of the comprehensive high schools, they need to contact their counselor to begin the transition process. SAHS serves students on both a voluntary and involuntary basis. Many of our students are credit deficient when they enroll. Motivated students can earn up to 42.5 credits per semester. Students who are in good standing are able to attend an extra year in pursuit of their diploma. San Antonio has an on site day care for our teen parents and support for pregnant teens.

SAHS is structured to support students for success. Students are expected to be enrolled in six classes a day. Students who need to work fulltime may enroll in fewer courses to maintain their legal obligation to attend school until age 18. A minimum of 180 instructional minutes per day is required for all students. Students interested in a shortened school day must meet with the school counselor and principal.

### Inter-district Permits

Students living outside the Petaluma City School District must apply first to their home district for release and then to the Petaluma City Pupil Personnel Office for admission. Inter-/intra-district transfer students may be asked to return to their school of residence at any time during the school year if academic, behavioral and/or attendance difficulties develop. Contracts will often be required.

### Access to Homecoming, Winter Formal and or Prom (other school activities and events)

SAHS student may attend another school's prom if they are in good standing status. Good standing status is defined as 90 % attendance or better, passing all classes, earning full credit, and no major discipline actions that include suspension and expulsions.

## GRADING, CREDITS, GRADUATION REQUIREMENTS

### Grade Levels

On the 1<sup>st</sup> day of each school year the number of credits that a student has previously earned determines his/her grade level. This is important to remember when it is time for standardized tests. Students will take tests based on grade level, not years in school.

Ninth Grade----- 0 – 39 credits      Eleventh Grade---- 100 – 159 credits  
Tenth Grade----40 – 99 credits      Twelfth Grade-----160 – 220 credits

14 days of attendance and performance equals one credit in a class. More credits are possible when students complete “extra credit work” within an existing class or participate in Junior College classes, Outside Work Experience, etc.

### Graduation Requirements

English	40 Credits	English must be taken & passed all 4 years
Math	20 Credits	Math department courses only
Science	20 Credits	10 credits Physical; 10 credits Biological
<u>PLUS</u>		
Math or Science related	10 Credits	May be either in the department or in Science related areas
Physical Education	20 Credits	20 credits required
Social Studies	20 Credits	10 credits in World History 10 credits in U.S. History
Government/Econ	10 Credits	10 credits in Govt/Econ-12 <sup>th</sup> Grade
Foreign Language	10 Credits	Includes all Foreign Language courses or Visual & Performing Arts courses
Human Interaction	5 Credits	5 credits required
Electives	65 Credits	Other courses of your choice

**TOTAL                    220 CREDITS (REQUIRED FOR GRADUATION)**

Note: State of California requires completion of Algebra 1 and passing scores on the CAHSEE as additional requirement for graduation.

### Grade and Credit Posting Policy

Grades and credits will be posted to student records at the end of each of the six grading periods. Students will be expected to remain in each class and complete the course of study for the full semester even though the minimum required credits for graduation have been attained. Any additional credits in a subject area will count as elective credits.

**Grades and Credits are earned by, not given to students.** Credit is earned when a student is engaged and productive. Productivity is defined by task completion, on-task behaviors and ultimately, by teacher discretion. Students can earn approximately 2 credits per class per grading period with perfect attendance, and if all work is completed, current, and receives a grade of C or better.

Students who earn a grade of Incomplete have 2 weeks into the following grading period (with the exception of the 6<sup>th</sup> and final grading period) to make up the work needed to achieve a grade of C-. If the work is not made up, the grade is changed to an F. A grade of incomplete (INC) earns no credit. The credit that was earned is held until a passing C- is earned. If the work is not made up, the credit is lost and the grade is an F.

### **Grading Policy**

Grades and credits are separate entities at San Antonio High School. Grades reflect the student's quality of work, and credits reflect the amount of student's productive time in class spent on those assignments.

Grades are based on the percentage of points earned. The percentage is based on the quotient of the points earned divided by points possible. The grading scale is as follows:

100% = A+	
99 - 94% = A	79 - 77% = C+
93 - 90% = A-	76 - 74% = C
89 - 87% = A-	73 - 70% = C-
86 - 84% = B	69 - 60% = INC for IQ
83 - 80% = B-	59 - 0% = F

Teachers will make the following available:

- Course outline
- Individual student points
- Missed assignments
- Options for extra credit

### **Physical Education Credit**

All students are required to take 20 credits of Physical Education for graduation. Students are not required to change their clothes for P.E. at San Antonio, but are expected to wear attire that they can appropriately exercise in.

### **Work Experience Credit**

Students who are legitimately employed (pay stubs, work permit if under 18, etc.) may earn outside work experience (OWE) credit that applies toward elective credit. To do so a student must be enrolled in the first period ROP work experience class and attend consistently.

### **Santa Rosa Junior College**

San Antonio High School students are eligible to enroll in courses at SRJC. Students must receive approval from the school principal and the counselor by completing the high school Concurrent Enrollment Application (see counselor or SRJC for form). Each junior college credit earns approximately 3.3 high school credits. On average, students can earn 10 high school credits for one semester (3 unit) college class. There are fees for the classes at SRJC, however Board of Governor fee waivers may be obtained depending on family income and size.

### **STAR**

During the spring all students in grades 9-11 will be given the state standardized test. It is very important for students and families to take this test seriously. When the test results are valid, the results help us make school-wide decisions and therefore more informed decisions. Please do your part and take the test seriously. If you have any doubt and or questions, please feel free to contact the counselor or the principal.

### **Exit Exam**

Students must pass the English and math components of California High School Exit Exam before their diploma can be awarded. The test is administered at SAHS two times per year (according to district and state guidelines). Prior to the test students and families will receive notice of the dates and specific locations.

### **California High School Proficiency Exam and G.E.D.**

The California High School Proficiency Exam (C.H.S.P.E.) gives persons 16 and older, or who have completed one year or more in the 10<sup>th</sup> grade, the opportunity to earn the California equivalency of a high school diploma. You may obtain information and a form from your counselor or on line at [www.cde.ca.gov/statetests/shspe/](http://www.cde.ca.gov/statetests/shspe/). The tests are given (for a fee) according to the state schedule and at state appointed sites. Two tests will be given this school year in November and in March. Please refer to the website for up-to-date information. Registration for these tests is typically two months prior to the test date. Further, students MUST be enrolled and attending school to register, take the test, and receive their scores.

The G.E.D. is also a high school equivalency test, but for students 18 years or older. The Petaluma School District currently offers a G.E.D. program through the Adult Education Program. Successful completion of tests earns both a G.E.D. certificate and an Adult School diploma. A G.E.D. tutorial program is also offered through the evening Adult School program (778-4633) and at Santa Rosa Junior College, on the J.C.'s Petaluma campus (778-3950). The Assessment office in Santa Rosa performs the testing. Their number is 527-4802. There are fees for both tests.

### **Participation In Graduation Ceremony**

Only students who have met the academic requirements for graduation prior to graduation day AND who have cleared all fines and fees with the school will be allowed to participate in the graduation ceremony. All Alternative Education schools in Petaluma participate in the graduation ceremony. Graduation is held at the Lucchesi Community Center. Seniors will receive graduation information in early spring.

## SCHOOL COUNSELING

The Counseling Office is located in the main office of the school. The Counselor guides students with their present and future plans, such as planning a comprehensive four-year academic schedule; helping with vocational planning; giving personal counseling relating to school as well as outside problems; and giving individual aide in planning careers and attending college. Additionally we have a Petaluma City Schools MFT intern who provides individual and group sessions. Interested students and/or parents can contact the office to arrange for services.

### Goals:

- To assist each student in the development of a positive self-concept leading toward self-effectiveness, self-reliance, positive career choices, and achievement of academic goals.
- To provide individualized counseling services and interventions.

### Resources:

Appropriate school, family, community, and professional resources and role models shall be used to address individual intensive guidance-determined need. These resources shall include public agencies such as Project Success, Petaluma People Services Center (PPSC), Drug Abuse Alternatives Center (DAAC), Interns (Art Therapist and school counseling), speakers, films and district resources.

### JC Information: Co-enrollment and Fees

San Antonio High School students are eligible to enroll in courses at Santa Rosa Junior College. Students must receive approval from the school principal and the counselor by completing the High School Concurrent Enrollment Application (see counselor or SRJC for form). Each junior college credit earns approximately 3.3 high school credits. On average, students can earn 10 high school credits for one (3 unit) semester college class. There are fees for the classes at SRJC, however Board of Governor fee waivers may be obtained depending on family income and size.

### Work Permit

Businesses in the community are being reminded that no one under the age of eighteen (18) can be employed at any time without a work permit. Other than during the first grading period, to obtain and keep a work permit a student must have good attendance and maintain a 2.0 grade average. Work permit applications are available in the Counselor's office.

### Transfer Options

To be eligible for voluntary reinstatement in a comprehensive high school, students must have completed one semester at San Antonio High School and

- Have 85% attendance in all classes,
- Be eligible to graduate their senior year (with a few exceptions),
- Have passing grades in all classes, and
- Maintain good citizenship.

## STUDENT EXPECTATIONS

### Behavior and Basic Rules

In an effort to ensure a safe environment conducive to learning, all students pledge the following upon enrolling in San Antonio High School: I will not:

- Cause or attempt to cause physical injury to another person
- Possess any weapons
- Possess/or be under the influence of any controlled substance including alcohol.
- Possess any drug paraphernalia
- Steal school/private property
- Possess or use tobacco
- Disrupt school activities
- Sexually harass, threaten, or intimidate another
- Perform any hazing activities
- Participate in gang identified behavior or wear gang identified clothing

Any violation of the above items may result in expulsion.

### Attendance

It is important for students to be punctual and in regular attendance for 180 school days. We realize that students will miss school due to illness and, occasionally, students will miss school for other reasons. The following absences will be recorded as excused pursuant to the amended Education Code 48205(a) 1-7:

- Illness
- Quarantine
- Medical appointment
- Attending a funeral service of a family member
- Jury duty
- Medical appointment of student's child
- Justifiable reasons\*
  - Court
  - Funeral service
  - Religious service
  - Religious retreat
  - Employment conference

\*These reasons must be requested in writing by parents **prior** to the day of absence.

A pupil absent from school under these guidelines shall be allowed to complete all assignments and tests missed during the absence within a reasonable period of time.

### **Absences: Clearing Absences**

Each day a student is absent the parent or guardian **must call** the Attendance Office at 778-4759 and give the reason for the absence. SAHS uses an automated computer voice-message system to notify families when students are marked absent from school. If no one answers, a message will be left on an answering machine (if available). Occasionally parents remain uninformed when messages are not passed on and/or erased.

Upon the student's return, the student **must have** a written note from a parent or guardian explaining the date(s) and reason for the absence.

**Occasionally errors do occur.** Parents and guardians are responsible for contacting the attendance clerk when questions arise from automated phone calls, **but students are ultimately responsible for clearing the absence.** They must obtain a Correction Form from the attendance office, give it to their teacher(s) who make the corrections, and then return the form to the attendance clerk.

Absences not cleared within 3 days will be recorded as cuts. Disciplinary action may occur that includes loss of credit, loss of privileges, a SART/SARB hearing, or drop from school if the student is over 18.

### **Absences: Arranging for an Extended Absence**

Students who know that they will be absent from school five or more days should contact their counselor at least two weeks prior to the absence to begin arrangements for an Independent Study contract. Absences of five or more days must be handled through this process. No work will be accepted that was not arranged through a contract. Work not completed as assigned by the contract will equate to days of absences and count toward truancy.

Students with an illness that will result in absences over an extended period of time should consult with a counselor to consider qualifying for Home & Hospital Instruction that provides a teacher in the home on an hourly basis.

Independent Study and Home and Hospital Instruction services are provided to minimize the interruption of the instructional process with our students.

### **Closed Campus**

In accordance with state law and Board of Education policies, San Antonio High School is a closed campus school during the hours of 8:30-11:50; 12:35-3:20. Students who are in good standing are allowed to leave at lunch. Students who are on probation have no lunch privileges.

### **Students Needing to Leave Campus**

Students needing to leave campus must obtain an **Off Campus Pass** from the office. **OBTAIN AN OFF CAMPUS PASS BEFORE LEAVING FOR ANY REASON!** Should a student leave without following this policy, his/her absence will be recorded as a cut and cannot be cleared after the fact.

To avoid classroom disruptions, **please make routine medical appointments after school hours.** If this is not possible, parents or guardians must phone or send a note to the attendance office **BEFORE** students may leave campus.

### **Tardy Policy**

Tardiness is defined as **entering the classroom after the bell.** Tardies have the potential to decrease a students' ability to earn credit. In addition, they can be counted as trancies and may impact the students' ability to stay enrolled at SAHS.

Tardies are excused for the following reasons only:

- Illness substantiated by written note from parent, doctor, or dentist. Abuse of this excuse will result in required approval from the administration.
- Official legal document, such as a pass or call slip

All Tardies are combined, not counted separately for each class. They will be handled following these guidelines:

- 1 – 30 minutes late to class = Tardy
- More than 30 minutes late to class = Truant

Excessive Tardies may result in discipline actions and loss of credit (see below)

### **Truancy Policy, Cutting Class, and SART Referral Process**

Cutting is defined as any of the following:

- Being more than 30 minutes late to class
- Being absent from class and/or being off-campus without permission
- Failing to clear an unverified absence

Students who miss class willfully and knowingly, and whose parents have been contacted, will be considered truant and will be subject to the following process:

- 1st cut = Loss of credit opportunity
- 2nd cut = Loss of credit opportunity
- 3rd cut = Loss of credit opportunity, SART referral, & individualized remedial plan to correct the issue
- 4<sup>th</sup> cut = Truancy letter
- 5<sup>th</sup> cut = Habitual Truant & referral to SARB

### **School Attendance Review Team (SART)**

Students who have excessive absences (excused or unexcused) are missing valuable instruction and are prone to fail.

In order to reduce absences and provide meaningful alternatives, San Antonio High School has created the School Attendance Review Team (SART). The SART team consists of an administrator, a counselor and additional staff members. Excessive absences will result in the student and parent being notified by mail to appear before the SART.

The SART will consider grades and extenuating circumstances such as extended illness, hospitalization, death in the family, etc. Medical verification and/or other forms of documentation should be presented. The student will remain in class until the SART has made its decision regarding the student's status.

One of the following decisions will be made at the conclusion of the meeting. The student will:

- Remain in class with attendance monitored under contract
- Be referred to a Study or after school program
- Be placed on a minimum day contract (classes dropped)
- Be assigned to Court and Community School
- Be referred to the School Attendance Review Board (SARB)

### **Dress Code**

Appropriate attire contributes to a positive learning and working environment. Standards have been established to create an atmosphere and attitude in which students perform well, feel comfortable, and do not distract others. We appreciate cooperation from each family in helping to maintain appropriate standards of appearance.

Students will not be allowed in class or out on the school grounds if dressed inappropriately. Such students will be asked to change or remove the clothing and may receive disciplinary consequences. The Principal shall determine final judgment of appropriateness.

The following dress code guidelines apply whenever students are at school or a school activity:

- Any extremely tight or revealing clothing (including apparel with exposed midriffs, strapless shoulders, halter tops, or low cut necklines) is not appropriate. Undergarments may not be visible.
- Inappropriate words, symbols, or pictures are not permitted on clothing, hats, book bags, binders, or skin. This includes items/words that are obscene, profane, pornographic, gang related, disparaging or demeaning

to others (i.e., racial, religious, sexist, or ethnic slurs; sexual innuendo) or anything advocating pain, death, suicide or the use of drugs/alcohol. Symbols or words depicting cigarettes, beer, marijuana, etc. are not permitted.

- For reasons of safety, shoes must be worn at all times. Slippers are not acceptable.
- Sunglasses may not be worn in the classroom.
- Students may use the hoods of their sweatshirts or jackets ONLY when outdoors.
- Pajamas are not appropriate attire for school.
- Pants must be worn at the waist, not sagging. Pants should fit the student, and may not be extremely tight or loose.

In addition to the above general guidelines, following is a partial list of common standards for gang apparel or behavior at all Petaluma City Secondary Schools:

- Clothing that creates a sense of intimidation or is gang or cult-affiliated is not permitted. This includes, but is not limited to, oversized and sagging pants, hanging belts, chains and gang-related initials or symbols.
- Bandana covered belts of any color may not be worn.
- All belts must be tucked into the belt loops and may not hang down.
- Tattoos are to be covered in some manner (band-aids, clothing, make-up, etc.) if they are gang-related.
- Gang affiliated or related bandanas of any color may not be displayed in any fashion.
- Macramé crosses, if worn, must not be visible.
- Hairnets may not be worn.
- No apparel, jewelry, emblem, badge, sign, accessory, book or notebook is allowed which denotes any gang membership or affiliation.
- Hats that show gang affiliation or membership are not allowed.
- Gang affiliated or related hand signing or signals are not allowed.
- Graffiti that involves gang membership or affiliation, nicknames, tag names or numbers is not allowed on any person or property (e.g., 13, 14, 18, red, blue).
- Gang affiliated numbers or letters may not be worn on clothing, belt buckles or painted on binders, backpacks, etc.
- Groups or individuals may not habitually wear similarly styled or colored clothing or accessories that relate to gang affiliation.

- No posturing or intimidating behaviors, as determined by campus supervisors, are allowed. This includes circling the campus in groups of any number.

### **Cell Phones**

Cell phones and other electronic devices such as PSPs, IPODs, etc., must be kept out of sight and turned **off** during class-time hours. Before school, at lunch, and after school is the only time students may check messages and use devices. General rules to follow are:

- Cell phones and other devices will not be used during class-time hours.
- If a device is in use or recognizably “rings, buzzes,” etc., it will be confiscated for the remainder of the day or until lunch.
- **Parents if you need to contact your student please do not call their cell phones. Please call the school at 778-4758.**
- If a student leaves class to respond to a device, he/she will be treated as leaving without permission and appropriate disciplinary action will be taken.
- Habitual device issues may result in significant disciplinary actions such as a school suspension for defiance.
- Parents may be asked to retrieve confiscated phones or other electronic devices from the principal after school.

### **Smoking**

San Antonio High School is a smoke free environment. Students and adults are expected to refrain from smoking while in front of, behind, and/or on campus.

### **Visitors On SAHS’s Campus**

The primary purpose of San Antonio High School is educational rather than social. Visitors (friends or relatives) on campus during class hours are not allowed. Under no circumstances are small children to be brought to school as a temporary solution to childcare problems. Parents or guardians who wish to visit are welcome and may do so through prior arrangement with the Principal. All visitors must check in at the Main Office.

### **SAHS Students Visiting Other Campuses**

Students are not to visit any other school during class hours. In the event a student needs to visit another school during school hours they are expected, prior to the visit, to check in with the SAHS office AND the school office they need to visit.

### **Gang-Related Conduct and Activities**

Gang-related conduct/activity at San Antonio High School or other school campuses during school hours or during school-sponsored events is a threat to the

safety of others and is strictly prohibited. Gang-related conduct/activity includes but is not necessarily limited to symbols, graffiti, apparel, colors, hazing/initiations, gang fighting, and hand signals commonly associated with gangs. Students who engage in gang-related activity shall be subject to disciplinary action, including expulsion.

### **Vandalism**

San Antonio High School represents a major investment for the citizens of Petaluma. It is essential that we care for and preserve what we already have. Funds are limited for San Antonio High School, and any money spent on repairs or replacement of equipment takes away from the amount of money available to purchase the many things that are needed in our school. Any students involved in vandalism will face discipline consequences, a possible police report, and will be required to pay in full for any damages. Also, a conference will be required with parents and a school official.

### **Searches**

To provide a safe school environment, the principal or principal’s designee may, with the belief that students might have in their possession anything that could be harmful to them or others (such as drugs, alcohol, weapons, stolen property, other dangerous items, etc.), request that students make themselves and their belongings available for a search. This includes but is not limited to any bag, purse, and/or vehicle. Should a student refuse, the Petaluma Police Department will be contacted to conduct the search and parents will be notified.

### **Grounds for Suspension/Expulsion**

When suspended a student may not be on or around the campus of San Antonio High School or any district school. They are not permitted to attend any school activity or function during the suspension.

California Educational Codes and Petaluma City Schools disciplinary rules and guidelines will be followed. In addition, San Antonio High School uses alternative methods of discipline when appropriate.

Class work for students on suspension may be requested through the counselor. Students do not have the right to make up missed work while on suspension. The State Education Code allows individual teachers to make the determination of what work, if any, will be allowed.

## Who to Call When...

### Complaints

There are established district-wide procedures to register complaints regarding personnel or policies. All complaints will be addressed in a confidential manner, following the guidelines of Board Policy 1312.2. Retaliation in any form for filing a complaint, reporting instances of alleged discrimination, or participating in complaint procedures is prohibited. Please contact the main office for further information.

It is important that an administrator is contacted whenever there are concerns or complaints and that they are addressed at the earliest opportunity.

### Annual Notice: Uniform Complaint Procedures

For any program or activity that receives or benefits from state financial assistance, individuals, agencies, organizations, students, and interested third parties have the right to file a complaint regarding alleged unlawful discrimination based on ethnic group identification, race, ancestry, national origin, religion, age, gender, sexual orientation, color, or physical or mental disability. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in the following programs:

- Adult Education
- Consolidated Categorical Aid
- Migrant Education
- Vocational Education
- Child Care and Development
- Child Nutrition
- Special Education

Unless the time for filing is extended by the Superintendent of Public Instruction, complaints must be filed in writing with the appropriate compliance officer (identified below) no later than six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination.

In accordance with adopted procedures, complaints will be investigated and a written decision sent to the complainant within 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 through the superintendent's office.

Complainants may also pursue available civil law remedies, including, but not limited to, injunctions, restraining orders, or other orders in federal or state courts. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The 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 in accordance with 5 CCR 4622. Further information about such remedies may be available through a public or private interest attorney, the Sonoma County Lawyer Referral Service, Legal Aid Society, a mediator, or dispute resolution service.

Title of Compliance Officer: Assistant Superintendent,  
Human Resources  
Address: 200 Douglas St., Petaluma, CA 94952  
Telephone Number: (707) 778-4608

Ref. Board Policy/Administrative Regulation 1312.31

### Sexual Harassment

#### *Title IX / Harassment*

- Discrimination on the basis of sex in any program or activity of this district is not to be permitted.
- Any violation of this law should be reported immediately to a school administrator or one of the Title IX officers at the school.
- The Director of Human Services is the designated Petaluma City School District Coordinator for Nondiscrimination in employment and Title IX.
- Full text of district procedures is available in the District Office.
- **Harassment of individuals based on race, religion, gender, and sexual orientation or for any other reason is strictly prohibited.**

Board Policy 5145.4 details policy and procedures to secure, at the earliest level possible, an appropriate resolution to any allegation of sexual harassment. As defined by Ed Code 212.5, "Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting."

## TECHNOLOGY GUIDELINES

### Privileges

The use of the network is a privilege, not a right. If I do not use it correctly, I may lose access to the network. Teachers, technology support staff and administrators will decide what is appropriate use of the computer; their decision is final. A staff member or administrator may request that network access be revoked, suspended

or denied at any time.

- I will not use obscene language.
- I will not harass, insult, or attack others.
- I will not damage or do things that might damage computers, computer systems, computer networks, or data (e.g.; loading a file that may introduce a virus).
- I will not download material from the Internet on District computers without specific permission from my teacher.
- I will follow copyright laws and cite my sources when using material gathered from the network. I will not post or distribute copyrighted material or redistribute material gathered from the network without permission of the author.
- I will not use others' passwords or share mine or anyone else's with others.
- I will not trespass in others' folders, work or files.
- I will not attempt unauthorized access to computer systems, networks, or data.
- I will not intentionally waste limited network resources.
- I will not buy, sell or advertise anything on the school network.
- When using other organizations' networks or resources, I will follow their rules.
- I will not download software or other executable files for installation or storage on District computers.

I am aware that some inappropriate uses of the network can be a violation of local, state and federal laws and that I can be prosecuted for violating those laws.

### **Safety**

To protect others, and myself I will adhere to the following safety rules:

- I will never give out my or anyone else's last name, address, telephone number, or school name to someone I meet online.
- I will not respond to any messages that make me feel uncomfortable. I will show such messages to a teacher or other staff member.
- I will not send my or any other student's photo out online or put my or any other student's photo on a web page without express staff permission. I will get written permission before I put out an adult's photo online or put it on a page.

### **Network Etiquette and Privacy**

I understand that e-mail and other information accessed or stored on the network are not guaranteed to be private. Network administrators may look at files and e-mail to ensure the system is working properly and that users are using the system responsibly. In addition, files and e-mail are sometimes sent to the wrong place. Users of the network are part of a global community. I will follow generally accepted rules of network etiquette.

### **Services**

The Petaluma City School Districts assume no responsibility for the accuracy of information obtained through the network. The Petaluma City School Districts will not be responsible for any information that may be lost, damaged or unavailable due to technical, or other, difficulties. I will take responsibility for evaluating my sources of information for accuracy and biases.

### **ACADEMIC HONESTY GUIDELINES**

#### **Cheating**

In academics, cheating is generally defined as deceiving or misrepresenting in a manner that creates a false impression of student performance in a class. Cheating includes, but is not limited to, copying another's work in whole or in part, passing off another's work as one's own, plagiarism, fostering cheating, conspiring to cheat, or other tricks and devices which create a misimpression about a student's performance, including the Other Academically Dishonest conduct which is described below. A teacher may reasonably conclude that a student is cheating if the student is seen looking at another student's paper during an exam.

#### **Fostering Cheating**

A student who intentionally allows his/her paper to be copied is cheating as much as the student doing the copying. Such individuals shall be sanctioned the same as the person doing the copying. Students are responsible for the security of their own tests and papers.

#### **Plagiarism**

Plagiarism is a form of cheating whereby a student attempts to pass off someone else's written work as the student's. Plagiarism includes, but is not limited to, copying directly from an encyclopedia, textbook or website when writing a report without providing credit through footnotes. It is unnecessary to copy an entire article for the copying to be plagiarism. Peer editing assigned or allowed by the teacher is not plagiarism. The teacher should expressly designate assignments, which may be handled in a cooperative manner. Other than peer editing, only cooperative assignments are to be shared with other students before they are turned in for credit.

#### **Conspiracy to Cheat**

Aiding another in cheating is considered to be cheating itself. Such aiding may be subject to sanctions if a student takes at least one action in furtherance of a plan to cheat. The cheating need not be accomplished for a student to be guilty of conspiring to cheat.

#### **Not Cheating**

Peer or parent editing, where allowed, or working cooperatively on assignments on which the teacher allows cooperation, do not constitute cheating. Studying for

tests and exams with other students is appropriate, although if there is some question, the individual teacher should be asked to clarify what is allowed.

### **Other Academically Dishonest Conduct**

It is impossible to define every means by which a student may try to manipulate the system in an attempt to obtain higher grades. Suffice it to say that the District's Academic Honesty Policy and this regulation prohibit any misconduct where a student attempts to give an impression of false performance. Other Academically Dishonest Conduct includes, but is not limited to, stealing the key to a test, stealing or altering a teacher's grade book, hacking/entering a teacher's electronic grading system, or forging a teacher's signature for purposes of receiving academic credit. Other Academically Dishonest Conduct would be sanctioned the same as cheating. In addition, some situations, which constitute Other Academically Dishonest Conduct, may also be disciplinary problems, which should receive attention through the disciplinary referral process. For example, if theft is involved with Other Academically Dishonest Conduct, such misconduct may also constitute a suspension or expulsion offense under Education Code section 48900, subd. (g).

### **Sanctions For Cheating**

Once a determination has been made that cheating has occurred, the student will receive a failing grade on the assignment(s) in question. The teacher will make good faith and diligent efforts to contact the parent by phone or in person to discuss the matter.

For repeated incidents, or those that go beyond a single assignment, the student will be referred for disciplinary consideration under Ed. Code 48900(g), theft of school or personal property, and/or 48900 (k), defiance of authority.

In the event that a student has been found to have altered grades, grade books, transcripts or any permanent records relating to performance, attendance or behavior, the consequences would include, but would not be limited to, suspension, recommendation for expulsion, or involuntary transfer.

### **STUDENTS, WHAT TO DO IF....**

#### **You are unable to come to school.**

Have your parent (guardian) telephone 778-4759 and leave a message about your absence or bring a note to the attendance window the day you return.

#### **You are going to have an extended absence.**

Contact your Counselor.

#### **You become ill at school.**

Ask your teacher if you can go to the office.

The secretary will either refer you to the school nurse or telephone your parents for permission to go home. You must have an off-campus pass before you leave!

#### **You have lost a book or some other item or something has been stolen.**

The lost and found is located in the office.

Valuable items are kept in a safe location for a period of 6 weeks. Thereafter items are donated to local charity.

#### **You need to pay a bill or fee.**

Take your bill and your payment to the secretary. Per Ed Code, transcripts and Report Cards may be held until all bills/fees are paid.

#### **You need to make an appointment with your counselor.**

Come to the office during your time, not class time and sign up on the sheet (on the clipboard) that will be on the counter. The counselor will get to you as soon as possible (keep in mind that if you are absent this is more difficult). During your time (before school, after school, lunch) if the counselor is available, you may be able to see her immediately. She also makes every attempt to be available during lunch in the courtyard.

#### **You need to register your car.**

Come to the office and ask for registration cards.

Fill out the cards and return them to the secretary.

Non-registered cars may be towed at owner's expense.

#### **You need to make a phone call.**

Students who need to call a parent may use the office phone. Cell phones may be used ONLY prior to class, during lunch, and after school. **PARENTS...IF YOU NEED TO CALL YOUR SON OR DAUGHTER DURING SCHOOL HOURS, PLEASE CALL THE OFFICE, NOT HIS/HER CELL PHONE. IN ADDITION, STUDENTS WHO NEED TO CALL A PARENT, PLEASE COME IN AND USE THE OFFICE PHONE!**

#### **You ride your bicycle to school.**

Bicycles must be parked and locked in the rack provided in front of the attendance window. The school is not responsible for damage or theft of bicycles while parked. For safety reasons you must walk your bicycle at all times while on campus.

#### **You are being harassed.**

Report the harassment to any school employee, your teacher, counselor, secretary, or an administrator.

**You still have questions.**

Ask a fellow student, teacher, your counselor or an administrator for help.

**A GUIDE FOR PARENTS OF HIGH SCHOOL STUDENTS**

The following guidelines are offered for reflection, discussion and consideration in your family. We believe the guidelines outline the responsibilities that parents and high school students should share. We see them as promoting a trusting and understanding relationship among family members. Some families will view the guidelines as too restrictive and others as too permissive. However, we urge you to develop a workable model that best meets the needs of your family. In any event, communication between the parent and son or daughter is the key to acceptance of workable guidelines.

**Ten Ways To Help Your Children Do Well In School**

1. Show your children that their education is important to you. Set aside at least fifteen minutes a day to talk about assignments and school activities. In addition, eat dinner with your son or daughter.
2. Monitor schoolwork, ask to see it, or help if needed. Don't do it for your child.
3. Read to or with your children and let them see you reading everyday.
4. Limit the number of hours the TV is on. Turn off the TV except for special shows or at agreed-upon times. Serve as a good role model--don't spend all your time watching TV. Research illustrates that if students watch more than 5 hours a week they are 50% less likely to graduate high school.
5. Get to know their teachers and obtain any special help that your children may need. Let teachers know of circumstances that may affect learning.
6. Attend all parent-teacher conferences, PTSA meetings and as many school events as possible. Learn about school rules and curriculum, and make your opinions known.
7. Be sure that your children are properly supervised before and after school hours. Teachers say the number-one cause of students' difficulties in school is that too many are left alone before and after school.
8. Don't allow your teenagers to spend their weekends partying. Partying and drinking can have very negative effects on their schooling and their health.
9. Help your children feel good about who they are. Children with good self-esteem are better students and grow up to be happier and healthier adults.
10. Monitor the effect a part-time job has on your student's success in school. While a part-time job has many benefits, too many hours on the job can interfere.

**Mutual Responsibility**

- Parents and their children need to know where to reach each other by phone.
- Agree on a deadline for coming home, and ask your son or daughter to let you know when he/she arrives home.
- In case of unexpected circumstances, assure your son or daughter that you can be called for a ride home.
- Get to know the friends of your children as well as their parents.
- Discuss with your children your standards and expectations.

**Appendix**

**Petaluma City School District Calendar**

**Petaluma City Schools Student Discipline Plan—Grades 7-12 The Discipline Plan is always being updated please check with the office for an updated version**