

Santana High School Student Handbook 2009~2010



Home of the Sultans

9915 Magnolia Avenue
Santee, CA 92071
(619) 956-0200

Grossmont Union High School District

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination with respect to sex, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability, and sexual orientation, or any other unlawful consideration, whether actual or perceived. The Board shall promote programs, which ensure that discriminatory practices are eliminated in all district activities.

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ESLRs:

Students who graduate from Santana High School will be:

1. Effective Communicators:

- Who read, write, speak, and listen reflectively and critically for a variety of purposes and audiences.

Means of measurement:

- Data from: CST ELA grades 9, 10 and 11; CAHSEE ELA and math; AP test scores; grade level yearly common writing assessments in English; CA diagnostic test in 9th grade English; EAP junior English, pre and post Cal-PASS assessments
- Statistics of circulation of library books
- Oral presentations in class measured by comparing the results of teacher observations from the 2008-2009 WASC report to future teacher observations within a two week time frame
- PLC team grade level writing assessments and disaggregation through formative assessments

2. Effective Problem Solvers:

Who compute, reason, gather information to solve problems, and utilize that information both quantitatively and critically for a variety of purposes.

Means of measurement:

- Data from: CST scores in Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, Earth Science; CAHSEE math scores
- Scores on district assessment tests in Algebra I and Geometry
- Project Lead the Way
- Research paper in 11th grade English and collaborative read-around
- Products/projects emanating from Career Technical courses, technology/computer related courses, art, performing arts
- Who are effective users of technology to access, research, and organize information for personal, educational, and career purposes.

Means of measurement:

- a-g completion rate

3. Self-Directed, Life-Long Learners:

Who assess, apply, and connect learning to their career plans and personal goals.

Who set short and long-term goals and work progressively toward their achievement.

Means of measurement:

- Enrollment in academics and the development of career pathways
- a-g completion rate
- Increase the number of students who gain acceptance to colleges, universities, and the military

4. Productive, Involved Citizens:

Who participate in responsible examination and reflection of social issues, including issues of diversity, health, and the environment.

Who perform in both collaborative and individual work settings.

Who utilize positive strategies for resolving conflict.

Means of measurement:

- Attendance rates
- Student participation in extra curricular activities/sports
- Suspension/Expulsion rate for verbal or physical altercations
- Involvement in organizations that nurture acceptance of cultural differences
- Challenge Day, SAGA, Camp Lead, Sultan Link, Peace Week
- Eco-Club beach clean-ups and recycling on campus

**SANTANA HIGH SCHOOL
9915 Magnolia Avenue
Santee, CA 92071**

August 2009

Dear Santana Parents and Students:

Welcome to Santana High School and the 2009-10 school year! We are looking forward to school starting on Tuesday, September 8, 2009.

Students, whether you are a new or returning Sultan, you will have the opportunity to meet and make new friends, take new classes, achieve new goals, expand your horizons and participate in a variety of sports, clubs and extra curricular activities.

Parents, we are pleased to have you as partners in the educational process. As the year progresses and you have questions or concerns please, talk with us to get the help and attention that you deserve. If you have questions regarding in-class issues, please start with talking with the classroom teacher. Our counselors, academic advisors, and assistant principals are always available to assist you, should the need arise.

One of our goals is to ensure that the parents and guardians of students, and the students themselves, feel at home at Santana. To keep you informed, our Magic Carpet newsletter is available for review on line and six progress reports/report cards are mailed home during the school year. Our web page located at <http://santana.guhsd.net> is also a good resource to get information on events and activities and to check many of your students' grades by visiting the teacher grade books. In addition to the web site, Parent Portal is also available for you to view more detailed information regarding your students' educational progress. Please stop by the administration office to get your Parent Portal account set-up. I also want to encourage all parents to join the PTSA and parent booster organizations.

You are also encouraged to read and retain for future reference this Santana Handbook, which outlines expectations for student behavior and explains all school policies and procedures.

On behalf of all Santana staff members, I wish you a happy and successful school year.

Sincerely,

Tim Schwuchow
Principal

Administration and Office Staff

Title	Name	Phone #
Principal	Tim Schwuchow	956-0212
Principal's Secretary	Sherry Bingham	956-0212
Assistant Principals	Andrea Arrieta	956-0220
	Larry Oedewaldt	956-0221
	Robyn Wiggins	956-0222
Facilities Manager	Tree Torres	956-0251
Assistant Principal's Secretaries	Elisa Felley	956-0224
	Sandi King	956-0225
Counselor (A-F)	Lori Ruff	956-0240
Counselor (G-M)	Monica Perrapato	956-0240
Counselor (N-Z)	Jason Cook	956-0240
Academic Advisor	Lindsay Lane	956-0240
Academic Advisor	Samantha Wilkerson	956-0240
Counseling Secretary	Meredith Weaklem	956-0240
ASB Advisor	Melissa Hassell	956-0286
Athletic Director	John Bobof	956-0371
Attendance	Kim Smith	956-0231
Day Utility Worker	Fred Windisch	956-0256
Duplicating	Rebecca Torres	956-0280
Finance	Christy Hines	956-0237
Free/Reduced Lunch	Diane Duffy	956-0277
Lead Custodian	Elena Long	956-0256
Librarian	Carolyn Teschler	956-0262
Library Technician	Connie Bobof	956-0261
Nurse	Cindy Carter	956-0271
PE Attendant	Jerry Henson	956-0372
	Pamella Yerigan	956-0266
Psychologist	Althea Miller	956-0272
Registrar (Site Technician)	Gloria Harrington	956-0244
Technology Specialist	Cesar Rodriguez	956-0263
Speech/Language Therapist	Jennifer Strahle	956-0384
Work Permits	Patti Gordinier	956-0383

2009-10 Calendar

Dates subject to change without notice

September	1,2	Tues.-Wed.	Staff Development days
	7	Monday	Labor Day – No School
	11	Friday	Ice-Cream Sundaes in the Quad
	17	Thursday	Department Chair
	18	Friday	Welcome Back Assembly
	18	Friday	Welcome Back Dance (8:30 – 10:30 p.m.)
	21	Monday	PTSA Meeting
October	6-7	Tues. – Wed.	CAHSEE Testing – 11 th & 12 th only
	10	Saturday	Saturday School - 8-noon
	12	Monday	Science Council
	14	Wednesday	Back to School Night
	15	Thursday	Department Chair
	16	Friday	First Student Progress Report
	17	Saturday	Saturday School – 8-noon
	19	Monday	Minimum Day
	19	Monday	PTSA Meeting
	24	Saturday	Saturday School – 8-noon
November	3	Tuesday	Homecoming Assembly
	4	Wednesday	School Site Council
	5	Thursday	Senior vs Faculty Basketball Game
	7	Saturday	Saturday School – 8-noon
	9	Monday	Science Council
	11	Wednesday	Veterans Day – No School
	13	Friday	Homecoming Assembly II
	13	Friday	Homecoming Game and Dance (9:00 – 11:00 pm)
	14	Saturday	Saturday School – 8-noon
	16	Monday	PTSA Meeting
	19	Thursday	Department Chair
	20	Friday	Senior Takeover Day/Minimum Day
	21	Saturday	Saturday School – 8-noon
23-25	Mon. – Wed.	Thanksgiving Recess – No School	
26-27	Thurs. – Fri.	Thanksgiving Holiday – No School	
December	2	Wednesday	School Site Council
	4	Friday	Second Student Progress Report
	5	Saturday	Saturday School – 8-noon
	12	Saturday	Saturday School – 8-noon
	14	Monday	Science Council
	14	Monday	PTSA Meeting
	17	Thursday	Department Chair
	18	Friday	Winter Assembly
	18	Friday	Winter Formal
	18	Friday	Minimum Day
	21-31		Winter Break – No School

January	1	Friday	Winter Break – No School
	4	Monday	School Resumes
	9	Saturday	Saturday School – 8-noon
	11	Monday	Minimum Day
	11	Monday	Science Council
	13	Wednesday	School Site Council
	16	Saturday S	Saturday School – 8-noon
	18	Monday	Martin Luther King Jr. Holiday – No School
	19	Tuesday	PTSA Meeting
	21	Thursday	Department Chair
	26-28	Tues. – Thurs.	Final Exams
	28	Thursday	First Semester Ends
29	Friday	Faculty Work Day – No Students on Campus	
February	1	Monday	Second Semester Begins – Minimum Day
	2-3	Tues. & Wed.	CAHSEE Testing – 12 th only
	3	Wednesday	School Site Council
	8	Monday	Lincoln Observance – No School
	15	Monday	Washington Observance – No School
	16	Tuesday	PTSA Meeting
	18	Thursday	Department Chair
March	1	Monday	Minimum Day
	3	Wednesday	School Site Council
	6	Saturday	Saturday School – 8-noon
	8	Monday	Science Council
	10	Wednesday	Airbands
	12	Friday	First Student Progress Report
	13	Saturday	Saturday School – 8-noon
	15	Monday	PTSA Meeting
	16-17	Tues. & Wed.	CAHSEE Testing – 10 th only
	18	Thursday	Department Chair
	20	Saturday	Saturday School – 8-noon
	29-31	Mon. – Wed.	Spring Break (1 week)
April	1-2	Thurs. – Fri.	Spring Break
	5	Monday	Minimum Day
	7	Wednesday	School Site Council
	12	Monday	Science Council
	15	Thursday	Department Chair
	17	Saturday	Saturday School – 8-noon
	19	Monday	PTSA Meeting
	24	Saturday	Saturday School – 8-noon
	29-30	Thurs. – Fri.	STAR Testing
May	1	Saturday	Saturday School – 8-noon
	3	Monday	Minimum Day
	1-27		STAR Testing
	5	Wednesday	School Site Council
	7	Friday	Second Student Progress Report

	8	Saturday	Saturday School – 8-noon
	10	Monday	Science Council
	11-12	Tues. & Wed.	CAHSEE Testing – 11 th and 12 th . 10 th make-up
	15	Saturday	Saturday School – 8-noon
	17	Monday	PTSA Meeting
	20	Thursday	Department Chair
	22	Saturday	Saturday School – 8-noon
	26	Wednesday	Dodgeball
June	2	Wednesday	School Site Council
	4	Friday	Minimum Day
	4	Friday	Prom
	5	Saturday	Saturday School – 8-noon
	12	Saturday	Saturday School – 8-noon
	14	Monday	Minimum Day
	17	Thursday	Department Chair
	18-22	Fri. – Tues.	Final Exams
	19	Saturday	Saturday School – 8-noon
	21	Monday	PTSA Meeting
	22	Tuesday	Minimum Day
	22	Tuesday	Last Day of School – GRADUATION
	23	Wednesday	Faculty Work Day

PARENT TEACHER STUDENT ASSOCIATION

SANTANA HIGH SCHOOL PTSA Needs your support!

Dear Santana Students and Parents:

Welcome to the 2009-2010 school year! We look forward to making this the best year yet at Santana, with your help. Each year, the PTSA is charged with the responsibility to work to make your school safe and comfortable for students, staff, and the community. We want it to be a good place to learn, work, socialize, and play. You can help us just by joining the PTSA.

Our membership drive continues, and you should already have received a form with return envelope in your student's registration packet. Membership is our biggest source of funds for what we do at Santana, and your dues help us to do such things as:

- Support classes with events or activities
- Organize and chaperone Grad Night at Disneyland
- Purchase popular or replacement books for library and classrooms
- Offer senior scholarships
- Sponsor honor roll awards and ceremonies
- Provide parent education opportunities

If you have not already done so, please take the time to review the membership form and join us. Students, parents, grandparents, and friends – everyone can join. Membership does *not* require anything other than payment, and you do not have to attend any meetings. Of course, members are welcome at any time, so stop by to see how you can help, or just to find out what we are doing!

Another easy way you can support us is through our *Free Money Community Partner Programs*. We are active with Albertson's, Vons / e-Scrip, and Office Depot, with more to come. You will earn us free money just by participating in these programs where you already shop and eat! For more information or with questions, please feel free to contact me.

Thanks in advance for your support.
Have a great year!

Elena Levens-Craig
2009-2010 PTSA President
santana_ptsa@cox.net

SANTANA STUDENT GOVERNMENT

ASB Officers

President	Bradley Kline
Vice President	Alyssa Padberg
Secretary	Kim Gross
Treasurer	Ashley Marroquin
Commissioner of Assemblies	Erica Edge
Spirit Commissioner	Garrett Greninger
Spirit Commissioner	Whisper Williams
Commissioner of Elections	Nicole Coalter
Commissioner of Publicity	Tyler Perry
Commissioner of Publicity	Jesse Vargas
Historian	Whitney Faletta
Commissioner of Public Relations	Nicki Rivera
Commissioner of Concessions	Delila Gross
Commissioner of Dances	Trey Bass
Advisor	Melissa Hassell

CLASS ADVISORS / DIRECTORS

Class of 2010	Karri Thompson, Jamea Yaeger
Class of 2011	Emily Snipes, Dana West
Class of 2012	Tim Barry and Michele Farres
Class of 2013	To Be Determined



Graduation Requirements

Credit

A student receives 5 credits for a semester course except for Office Assistant, which is 2.5 credits. Credits may be earned in high school classes, ROP (16 or older), Adult School or Community College (11th or 12th grade). Advanced courses taken at the middle school **DO NOT** earn high school credit but help the student to advance to higher level courses while in high school. In order to receive credit the student must receive a D grade or higher.

Repeating Courses

After a student has passed a course, the course may NOT be repeated for credit. A student may wish to repeat a class in order to improve a grade or gain a better foundation of skills. In that case, both courses will appear on the student's transcript. The higher grade will be used in the calculation of the GPA.

Required Classes

English	40 Credits
Mathematics *	30 Credits
Physical Education	20 Credits
Life Science	10 Credits
Physical Science	10 Credits
Geography**	10 Credits
World History	10 Credits
U.S. History	10 Credits
American Government	5 Credits
Economics	5 Credits
Technology/Life Mgmt.	10 Credits
Fine Arts/Foreign language	10 Credits
Elective Credits	50 Credits

TOTAL minimum of 220 credits

Additional Check-off Requirements

Technology Foundations
First Aid
Career Plan
California High School Exit Exam

Seniors: Violations of the California Education Code could result in the loss of Senior Privileges, which would include, but not be limited to, Prom and Commencement participation.

* The mathematics requirement is 30 credits including: A full algebra course plus one course that is not a prerequisite course for algebra.

** Effective for Class Key 2005 and later.

Academic Requirements	Credits	Years
A. History/Social Science: U.S. History and/or American Government AND World History	20	2
B. English: College Prep composition and literature including ninth grade	40	4
C. Mathematics: Algebra I, Geometry, Algebra II	30	3 (4 recommended)
D. Laboratory Science: Biology, Chemistry, Physics or other approved college prep science	20	2 (3 recommended)
E. Language Other Than English: Emphasis on speaking and understanding	20	2 (3 recommended)
F. Visual and Performing Arts: Yearlong course from a single visual and performing arts discipline--dance, drama, music, or visual art	10	1
G. Electives: In addition to "A-F", complete one year from History, English, Math, Lab Science, Foreign Language, Economics, Social Science, Visual and Performing Arts	10	1

It is recommended that all students, including those planning to attend community college, complete the "A-G" requirements. Students who complete this series of classes are proven to be more successful in college and in their careers.

Other Admission Requirements	California State University	University of California
SAT Reasoning Test <i>or</i> ACT Assessment	Yes	Yes
SAT Subject Tests	No	Two tests in two different subject areas chosen from the following: history, literature, mathematics (Level 2 only), science, or language other than English.

Private & Out-of-State College Admission Requirements

Please refer to each college's website for admission and testing requirements. Some selective private colleges may require three SAT Subject Tests.

NCAA Eligibility Students who want to participate in Division I or Division II sports after graduation must complete an academic core program of 14-16 classes in high school and meet score standards for ACT or SAT college entrance examinations. See your counselor for more information.

Testing Information

Sophomores/Juniors:

The P.S.A.T./N.M.S.Q.T. (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test) will be administered on October 17, 2007. Juniors and Sophomores planning to attend college should take this test. More detailed information will be provided in September.

Juniors planning to attend a four-year college or university (immediately after graduation) are encouraged to take the college entrance exams in the spring of their junior year (see below).

Juniors/Seniors:

If you are planning to attend the University of California (e.g. U.C.S.D.), you **must** take the SAT **or** the ACT and two (2) SAT subject tests.

If you are planning to attend the California State University System (e.g. San Diego State University), you **must** take the SAT or ACT.

Applications for all these tests can be obtained in the Counseling Office or online at www.collegeboard.com

Following are the test dates for the **SAT & Subject Tests**, followed by the (regular) deadlines for registration:

National Test Dates	Test	Registration Deadlines	
		U.S. Regular	U.S. Late
October 10, 2009	SAT & Subject Tests	September 9, 2009	September 23, 2009
November 7, 2009	SAT & Subject Tests	October 1, 2009	October 15, 2009
December 5, 2009	SAT & Subject Tests	October 30, 2009	November 12, 2009
January 23, 2010	SAT & Subject Tests	December 15, 2009	December 30, 2009
May 1, 2010	SAT Only	March 25, 2010	April 8, 2010
May 2, 2008	SAT & Subject Tests	March 31, 2009	April 9, 2009
June 5, 2010	SAT & Subject Tests	April 29, 2010	May 13, 2010

Advanced Placement Exams will be given in May 2010.

Seniors applying for admission for the fall term to either the University of California or the California University System **must** complete admission testing **by December of their Senior Year.**

For admission to the California State University system, see the Guidance Office for admission deadlines, some have October deadlines.

STAR is the Standardized Testing and Reporting (STAR) program, which includes the California Standards Tests (CST) and the California Achievement Test (CAT6). Test dates will begin in April.

Valedictorian and Salutatorian Information

A Valedictorian Selection Committee will select Valedictorian(s) from approximately the top one percent of the senior class, based on the accumulated transcript at the eighth semester, second progress report. The individual(s) with the highest-ranking grade point average(s) shall be included as a Valedictorian.

It is not the intent of this regulation to exclude students from consideration for Valedictorian for completing supplemental or elective course work. The deliberations may include additional students beyond the top one percent.

In choosing the Valedictorian(s), it is recommended that the Valedictorian Selection Committee consider the following criteria:

- ❖ Academic achievement and curiosity, not school service
- ❖ Behavior that reflects the highest ethical standards
- ❖ Breadth and depth of program, to include the number of courses completed and the number of AP and Honors courses completed

The Valedictorian Selection Committee is chaired by the Principal. It shall be composed of, but not limited to, representatives selected from the following departments and approved by the Principal:

- English
- Social Science
- Mathematics
- Foreign Language
- Science
- Guidance/Counseling

There may or may not be a Salutatorian designated by the Committee

The five point "A" (A=5; B=4, C=3, D=1, F=0) will be instituted at the Advanced Placement and Honors levels. Only courses contained in the District Master Course Title List which are designated as Advanced Placement, and those courses designated as Honors in the following course academic departments (English, Social Science, Mathematics, Science, and Foreign Language) shall be counted in the five point "A" scale. **Please note that only those courses in which a student receives a grade of "C" or better are weighted.**

Credit / No Credit

A student may enroll in elective courses on a Credit/No Credit basis. An elective course is a course that is not taken to meet a specific graduation requirement. A maximum of 20 units of Credit/No Credit course work may be applied to the 220 unit graduation requirement. The Credit/No Credit option may only be exercised if the student is concurrently enrolled in at least five other 5 credit courses for which a letter grade will be issued. This requirement is waived for single course offerings in summer school. The student is cautioned that colleges and universities may decline to consider work completed on a Credit/No Credit basis when evaluating the transcript of an applicant for admission. Class changes to Credit/No Credit must be completed during the first 15 days of each semester. See Guidance Counselor for required form.

Honor Graduate Information

All students achieving a GPA of 3.5 or above, based on the accumulated transcript at the 12th week of the eighth semester, shall be recognized as Honor Graduates. **Please note that the GPA includes all courses taken from the 9th through the 12th grades.**

GENERAL INFORMATION

1. Absence Procedures

When you are absent from class for:

- a. One or more class periods, OR
- b. One or more days, your name will appear on the Master Absence List in the Attendance Office.

1. **You must clear the absence before returning to classes missed by bringing a note or a signed J-31 card from your parent/guardian to the Attendance Office.**
2. **If you need to leave school during the school day, you must check out through the Attendance Office prior to leaving. Failure to check out through the Attendance Office will result in an automatic truancy.**

Santee Municipal Code regarding Daytime Loitering by Minors:

(9.82.030, 9.82.040, and 9.82.050)

These municipal codes state that any minor loitering on or in a public place between the hours of 7:00 A.M. and 2:30 P.M., Monday through Friday, will be brought back to school or given into parent custody. It is unlawful for a parent to knowingly or negligently permit their minor to violate these sections. These codes will be enforced. Minors will be cited, if the minor continues to violate the above codes, the minors parents will be cited and a court date set to assess the violations.

B. Absence/Tardy Policy Effect of Absence on Grades

The district recognizes the relationship between positive student attendance and academic success. Absence, truancy and tardiness to school/class results in a loss of opportunity to learn and to maximize time on task.

Parents/guardians shall be notified when accumulated absences during the semester reach three (3) and five (5) hours of class time. In the event of extenuating circumstances, the guidance department/counselor should discuss the case with the teacher involved.

There will be no automatic drop from class. However, students who accumulate more than 5 hours of absence in quarter system classes or 10 hours in a semester class risk receiving no credit for the class. **Excused and unexcused absences may be made-up by attending Saturday School.** After-school tutorials may be used at the discretion of the school site. In accordance with Education Code 37223, students with unexcused absences may be required to attend one day of Saturday School. Students may be dropped for excessive absences (exceeding 5 hours in a quarter system class or 10 hours in a semester class), if the teacher determines that the absences, in combination with, lack of effort, lack of academic success, or poor attitude results in disruptive behavior. Suggested strategies for contacting parents/guardians would include telephone contact or in-office conference. Students and parents/guardians must recognize that there is a direct relationship between school attendance and grades/credits earned.

Excused Absence (work may be made up for full credit)

1. Personal illness
2. Illness or death in the immediate family
3. Medical and dental appointments
4. Funerals
5. Call to court
6. Other as designated by the principal
7. Period late when a student is returned to class on a Tardy Admit Slip

Unexcused Absence

1. Truancy
2. Leaving school without first receiving permission from the attendance office or nurse.

Long-Term Illness

Students who may experience documented long-term illness need to contact their counselor as soon as possible.

LATE/PERIOD TRUANCY/ALL DAY TRUANCY POLICY

Late Policy: Six (6) minutes are allowed between classes. This allows adequate time to visit the restroom, and for the student to arrive to the next class on time. Lateness represents a disruption to the learning environment of a classroom, a violation of school rules, and ultimately, defiance of the teacher expectation of punctuality. Lateness occurs when a student is not in his or her assigned area when the bell rings for class to begin. When a student enters a classroom late it interrupts the learning environment and causes a distraction for all. **It is the expectation that students will not be late to class.** If a student is late to class without an excuse (i.e., note from a doctor, dentist or court papers), the student will be marked late by the teacher. The student is not allowed to makeup any work that was missed as a result of an unexcused late. As a result, their academic grade will suffer. After the third (3rd) late in a class, the teacher will notify the parent. After the fifth (5th) late in a class, the teacher may write a referral for an assistant principal to intervene. Discipline consequences may

include detention, Saturday School, and in some cases home suspension. It is our goal to work together with the students and parents to make sure that students get to class on time.

Period Truancy: A period truancy occurs when a student is absent for 30 minutes of a period or for an entire period without a valid excuse. Students who leave campus without a pass from the office are considered truant.

Whole Day Truancy: Chronic truanies will be treated as acts of defiance, and students who are chronic truants will be referred to the Student Attendance Review Team and the Student Attendance Review Board. Truanies may also result in disciplinary action. These consequences may include, but are not limited to, the following: warning, detention, in-school suspension and suspension. Consequences may also include teacher assigned detention, loss of classroom participation points, loss of points in determining student conduct on progress report and/or final reports, or other similar consequences determined by the teacher.

El Cajon Municipal Code regarding Daytime Loitering by Minors: (9.82.030, 9.82.040, 9.82.050)

These municipal codes state that any minor loitering on or in a public place between the hours of 7:00 a.m. and 2:30 p.m., Monday through Friday, will be brought back to school or given into parent custody. It is unlawful for a parent to knowingly or negligently permit their minor to violate these sections. These codes will be enforced. Minors will be cited and if the minor continues to violate the above codes, the minor’s parents will be cited and a court date will be set to assess the violations.

Late To School because student has overslept, had car problems, etc.: report immediately to the Attendance Office.

- Considered unexcused; the tardy will be coded as a LATE and the student will be sent to lockout.

Make-Up Work:

Students with excused absences are allowed to make up work they missed. It is the responsibility of the student to request, and the teacher to assign make-up work. In consultation with the student, the teacher should provide sufficient time for make-up work.

CODES	EXPLANATION	MAKE-UP
B, N, X (all-day absences)	B = Ind. Study not completed N = Excused; not ill X = Excused; ill	Saturday School
H, L, M, Y, (period absences)	H = Health Office M = Period Absence; not ill Y = Period Absence; ill	Saturday School
A, E, F, G, I, L, O, R, S, V, Z (do not count as absence)	A = Independent Study Completed E = Late Excused F = Field Trip G = Make up in Tutorial I = Intensive Supervised Study L = Late O = Office	No Make-Up Necessary

	R = Made up in Saturday School (not ill) S = Suspended V = Made up in Saturday School (ill) Z = Late made up in Tutorial	
P, Q, T, U, (unexcused)	P = Period Truancy Q = Unverified T = Truancy U = Unexcused (not ill)	Saturday School or Tutorial

C. Associated Student Body Card

The ASB card provides many discounts at school activities. Students may buy an ASB card at the beginning of the school year at registration or from the finance clerk for \$22. Students participating in school activities are strongly encouraged to purchase an ASB card. **The ASB card is non-refundable.**

D. Athletic/Cheerleader Clearance

All athletes and cheerleaders must be cleared before they can participate in any tryout, practice, or competition. The following must be done:

1. Physical examination
2. Insurance purchase or waiver
3. ASB card purchase is encouraged
4. Clear all fines

Forms for clearance can be obtained from the Vice Principal's Secretary. Once the forms are completed, the athlete/cheerleader presents them to the Finance Clerk who will issue a card which represents clearance for that athlete/cheerleader for that sport/activity. Clearance cards will be given to coaches before the start of the season. Athlete/cheerleaders who clear after this time will be given the clearance form to take to his/her coach, who must keep the card on file.

E. Break and Lunch Areas

The school has designated areas where students may eat before school, during break and at lunch. Food must be consumed in these areas only. **No food or drink is to be consumed in classrooms.** Trashcans and recycling bins are provided for your use. Please **KEEP OUR CAMPUS CLEAN.**

F. Cafeteria

The cafeteria is open before school, and during the break and lunch periods. There are also snack bar satellites open during break and lunch. Free and reduced price meals are available for students who qualify.

G. Dance Regulations

Dances are provided as an extracurricular activity for Santana High School students. We want to provide an atmosphere where students can have a good time and parents feel secure in the type of environment and supervision provided. Thus, attendance is a privilege rather than an automatic right and the following rules are set forth for all Santana High School dances:

1. All students must have a student ID card or an ASB card in their possession to enter the dance.
2. Any student who comes to the dance, tries to enter, or is in the immediate area of the gym and under the influence of alcohol or drugs, will be denied entrance to the dance, disciplined under Governing Board Policy JDD/JDE, and possibly expelled. Breakage of school or personal property will result in the same punishment. Fighting or intimidation may result in the same discipline procedure. Either offense will result in a parent conference.
3. Students may not leave the dance and return.
4. No loitering will be allowed.
5. All non-Santana students must have a guest pass to attend formal dances, which may only be obtained from the Assistant Principal's Office **prior to the event.**
6. Students who are not picked up **within 15 minutes** of the end of the dance are subject to disciplinary action.
7. "Freaking" or any provocative dancing will not be permitted and will result in the students removal from the dance and disciplinary consequences.

H. Early Check Out From All Classes

1. If a student checks out of school prior to the end of the semester, and the teacher determines that the student has not met the minimum attendance and course requirements, the teacher will issue the student a grade to the date of leaving.
2. If a student checks out prior to the end of the semester and the teacher determines the student has met minimum attendance and course requirements, the teacher will issue a final grade.

I. Finance Office

The Finance Office is open before and after school and during break and lunch only! The Finance Office is closed to all students during class time. A student who participates in any school sport is required to follow clearance procedures through the Finance Office. Items for school are available to purchase through this office such as: ASB cards, Yearbooks and P.E. clothes. Finance fines are also collected through the Finance Office as well. To replace a lost or stolen I.D. card, you must take \$5.00 to the Finance Office and then take your receipt to the Library, where they will take your picture and a replacement card will be ordered. The Finance Office will accept cash, checks and money orders. If you would like to purchase anything with a credit card or pay a fine with a credit card, you may do so online, 24 hours a day, 7 days a week, through our website.

J. Grades/Evaluation Of Student Achievement

The following grading system and accompanying guidelines, rules and regulations have been developed to meet the needs of grading consistency throughout the district and individual instructor freedom in assigning marks.

Meaning of Individual Letter Grades

- ❖ An "A" grade means outstanding student achievement.
- ❖ A "B" grade indicates above-average student achievement.
- ❖ A "C" grade indicates average student achievement.
- ❖ A "D" grade indicates low or poor student achievement.
- ❖ An "F" grade indicates failure on the part of the student to comprehend the subject and/or failure to complete the minimum course requirements established by the teacher.

An "incomplete" grade may be given at the end of a semester. All incompletes must be made up within four (4) weeks after the beginning of the next semester, or the grade may be recorded as failing.

As soon as incompletes have been recorded, the records clerk will furnish the counselor with the names of students who have incompletes. The student or parent/guardian will contact the teacher about make-up. At the end of the four-week period, the registrar will contact the individual instructor about the incompletes which are still outstanding and will record a letter grade as directed by the instructor.

Conduct as a Factor in Grading

Every effort should be made to distinguish between the academic grade and the conduct mark. Specific marks are given for conduct. It is recognized that student effort will affect the academic grade.

Behavior justifies the conduct mark:

- a. Exercises destructive behavior in the classroom.
- b. Is not trustworthy.
- c. Violates safety rules.
- d. Does not show respect for school or district property.
- e. Does not show respect for personal property of others.
- f. Uses profanity or vulgar language.
- g. Is discourteous to fellow students and/or teacher.
- h. Is cheating.
- i. Is tardy to class.
- j. Is truant from class.
- k. Exhibits lewd or inflammatory behavior gestures.
- l. Has a pattern of being absent on due dates.
- m. Does not bring necessary supplies to class; e.g.; books, pencils, direction sheets.

Quantity vs. Quality in Grading

The district believes that the emphasis on education should be on quality of student performance. Teacher emphasis should be directed toward demanding of each student the highest quality performance of which he/she is capable.

Weight of Examinations, Special Assignments

No single assignment or course project, including examinations, shall be weighted at more than 25% of the semester grade.

College Course Work

Duplicate credit may be awarded for college course work. Principals may certify completion of specific high school graduation requirements upon a student's completion of comparable college courses.

Providing Information to Parents/Guardians and Students

State law requires official notification of potential failure by the means regularly employed by a district to communicate with parent/guardians. The means used in this district is the United States mail.

The classroom teacher must provide information to each student regarding the basis of grading in the class. No student will be given a failing semester grade unless the parents/guardians were previously warned by an official "Notice to Parents," or through the student's receiving a "D," "F," or "INC" grade at the 13-week progress report. Whenever a teacher identifies a student to be at risk of receiving a "D" or "F" grade, parent/guardian contact should be made in a timely manner so that remediation efforts can take place.

The district's 13-week progress report form shall notify parents/guardians that "D," "F" or "incomplete" grade indicates the possibility of semester failure and that parent-teacher conferencing to improve student achievement is recommended.

Teachers must accumulate enough written evidence on the final grade given to each student so that there is no question regarding the accuracy of the mark. Throughout the semester, students may obtain information from the teacher about their grades.

K. Guidance/Counseling

The Counseling Office at Santana High School consists of three counselors and two academic advisors. This department provides services to help students in a variety of areas including:

1. Defining educational goals
2. Choosing classes to meet those goals
3. Assisting with career information and choices
4. Planning for post-high school education and training
5. Exploring scholarships and grants
6. Understanding stated graduation requirements
7. Assisting with academic or personal problems

Students may make an appointment with a counselor by seeing the counseling secretary in the Counseling Office before or after school, at break, or during lunch. In addition, Counselors and Academic Advisors are available for students to drop in before school, during break and lunch, and after school.

M. Library

Our library is open before and after school Monday through Friday. All students using our library need to have a student I.D. card in order to check out books as well as Internet approval to use our computers. Students are encouraged to use our Library for homework, research and recreational reading. Students are responsible for returning checked-out books on time and in good condition. If they return their books late or in poor condition, they will be billed a fine and expected to pay for the books. Student should never check a book out for a friend. Appropriate library behavior is mandatory allowing all students a quiet study environment. Food, drink, and candy are not permitted inside our library.

N. Nurse's Office

The school nurse will give first aid to all students who become ill or are injured during the school hours. If a condition is serious, the nurse will notify parents for transportation home or to their physician. The nurse will not dispense medication unless prescribed by a doctor; all prescribed medications must be checked in with the nurse immediately upon arrival on campus. **Students are not to self-dispense any medication while on campus or at a school function. Even over-the-counter drugs, i.e.: Tylenol, aspirin, cough drops, eye drops, inhalers, ANYTHING must have a doctor's prescription.** The authorization on the Emergency Information Card completed by parents generally will be used to reach parents at home or at work. Please make sure to include a cell phone number if you have one. In the event that parents cannot be reached, the designated emergency person or the doctor will be notified. **As changes occur, students and parents are asked to file current emergency information with the Nurse.**

NOTE: Students are not allowed in the Nurse's Office during class time without a pass.

O. Parent/Teacher Conference

Concerns about your student or specific classroom problems can best be solved through parent/teacher conferences. Call or email the teacher and he/she will return your call.

P. Parking

One large paved area is provided for student parking. The student parking lot is located in the rear of the school by the gym. **Parking in the area directly in front of the school is reserved for staff and visitors, not students.** There is also a special area by the Administration Building where students may lock up their bicycles. Student who park in the staff or visitor areas may lose parking privileges, have vehicles removed, and/or receive parking citations from the Santee Sheriff Department. Campus speed limit is 10 m.p.h. Speeders and reckless drivers will lose their parking privileges. Anyone who uses the school's parking lots is deemed to consent to a complete search of the vehicle by school officials and/or law enforcement personnel for any reason whatsoever (CVC 21113).

Please note: THE SCHOOL IS NOT RESPONSIBLE FOR STOLEN OR DAMAGED VEHICLES.

Q. Physical Education

Uniforms may be purchased at school and can be paid for at the Finance Office. The uniform consists of a gray t-shirt and purple shorts. The price for both shirt and shorts is \$18.00 and after the set is purchased, can be picked up at the Girls' Locker Room. Shoes should be of an athletic type with good support and may be of color. No platform tennis shoes or boots are permitted. Sweatshirts and sweatpants are permitted, but not required. No jackets or regular school pants may be worn. Sweatshirts and sweatpants with the Santana logo on them may be ordered from the Finance Office. All clothing should be clearly marked. Attire for specialty classes such as aerobics and gymnastics will be discussed with your individual instructor. As per our school dress code, there will be no bare midriffs, no sagging and no visible undergarments. Swimming is required as a portion of the freshman physical education program, therefore, all students will need to supply their own swimsuit and towel. Each student is issued an individual locker and combination lock. They are responsible for this lock for the entire year. If lost, they are required to pay for the lock prior to a new one being issued. Long lockers are for class time use only. Do not share lockers or combinations with anyone.

R. Special Permit to Leave Campus

If a student must schedule a doctor's appointment, dental appointment or court appearance during school hours, he/she must bring a note to the Attendance Office **before school** on the day of the appointment to receive an **"OFF CAMPUS PASS."** The attendance clerk may call home to validate this note before the student will be allowed to leave campus.

S. Student Identification Card

All Santana High School students will be issued a student ID card. **The students must carry this card, at all times, to school activities and while attending school.** Student ID cards are provided without charge. The student ID card is also used as your library card and will have a special bar code on the back. You will not be able to check out books from the library or access the Internet without a student ID card (and the appropriate Internet Clearance Sticker). A replacement fee of \$5.00 will be assessed for lost or stolen ID cards, which may be purchased at the Finance Office.

T. Student Insurance

Student insurance is available at a minimal cost and is optional. When a student is injured and is covered by the school plan, the student is to pick up a claim form from the finance clerk. This form must be completed by the student's parents and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance. It assumes no liability either for the injury or the subsequent negotiations with the company.

U. Student Phone Messages

We will not interrupt a class to deliver a phone message to a student except in the case of a bona fide emergency. If there is such an emergency, please call the Assistant Principal's Office, state the nature of the emergency, and if approved, we will deliver the message as soon as possible.

V. Student Withdrawal Procedures

1. Report to the Counseling Office with a written statement from your parent or guardian concerning the request to withdraw from school. Included in the statement must be the following information:
 - a. The date
 - b. Name and address of the next school you will attend

Upon receiving the written statement, the counseling secretary will give you a copy of the check-out form, which must be signed by all your teachers as well as the finance clerk, book clerk, librarian, P.E. Attendant, and the attendance office. The completed form must be returned to the counseling secretary.

***All books, equipment, and materials must be returned and/or all replacement costs paid in full before transcripts will be released.**

W. Textbooks

Any textbook checked out to a student is the responsibility of that student, not the teacher. Books are considered checked out until they are returned to the Book Room. Textbooks must be covered. Book covers are available in the Book Room and are free. Students will be fined for excessive wear and tear on books, as well as any liquid damage and/or mold or any torn or missing pages. Minimum fines start at \$5.00 and the student may be charged a full replacement cost of a book. It is District policy that damaged books cannot be reissued. Students must return textbooks at the end of a course or if checking out of school. Full replacement costs will be charged to the student and report cards/transcripts will be held if books are not returned.

X. Tutoring Services

Tutoring services will be offered in each department throughout the school year. Students should see their teacher for tutoring times and locations.

Y. Valuables

It is recognized that on occasion students may bring personal property on campus (e.g. **musical instruments, cameras, radios, IPODS, cell phones, etc...**). **It is the responsibility of each student to care for his or her personal property. The school and the District are not responsible for personal items that are lost, stolen, or damaged.** If a student volunteers to bring personal property on campus as part of a class or project, it must be with teacher approval. These items however, are not allowed to be used in any class.

Z. Visitors

Student visitors are not permitted. The school policy is to accept only those visitors who have legitimate business at the school. **ARRANGEMENTS MUST BE MADE IN ADVANCE.** Guests, visitors, and parents must register at the front office. Students may not host other students.

Parent/Guardian Observation Procedures

Consistent with Board Policy 1250, the following procedures must be followed at Santana High School in order to accommodate parents/guardians visitations.

1. Parents or guardians may observe instructional and other school activities that involve their child subject to reasonable restrictions as determined by the governing board and/or site administrator or designee. Restrictions imposed by the governing board and/or site administration include but are not limited to, those necessary to ensure the safety of the pupils and school personnel, to prevent undue interference with instruction, or to prevent harassment of students or school personnel.
2. In order to observe an instructional or other school activity, a parent or guardian must submit a written request to the site administrator. The site administrator or designee shall schedule the observation within a reasonable time frame and in accordance with the governing board and/or site administrators reasonable restrictions. Generally, reasonable restrictions include but are not limited to the following:
 - Parent/guardians must report to the school office before visiting a classroom. Upon the request of the teacher, the principal or designee shall accompany the parent/guardian during the classroom visit.
 - Parents or guardians must provide proof of identification at the time of scheduled observation.
 - Parents or guardians who initiate verbal requests for an observation to their child's teacher or other school personnel will be directed to submit a written request pursuant to these procedures.
 - Observations generally should not occur for more than one half hour and more than three times per semester, unless agreed upon by all parties.
 - Parents/guardians who are otherwise restricted by law from entering their child's campus may be prohibited from observing their child's placement.
 - Parents/guardians must strictly observe and not participate or interfere in the instructional process.
 - Parents/guardians whose presence interferes with or disrupts the school campus may not observe their child's placement pending a determination by the site administrator.
3. Santana High School reserves the right, at its discretion, to either grant or deny a request for an observation consistent with applicable law, policies and regulations.

**SANTANA HIGH SCHOOL
2009-2010 Bell Schedule**

<i>Bell Schedule – Mon., Tues. & Fri.</i>		<i>Bell Schedule – Wed. & Thurs.</i>	
Period 1	7:14 – 8:09	Period 1, 2 & 7	8:15 – 9:52
Period 2	8:15 – 9:10	Break	9:52 – 10:00
Period 3	9:16 – 10:11	Period 3 or 4	10:06 – 11:44
Break	10:11 – 10:19	Lunch	11:44 – 12:14
Period 4	10:25 – 11:20	Period 5 or 6	12:20 – 1:58
Period 5	11:26 – 12:21		
Lunch	12:21 – 12:51		
Period 6	12:57 – 1:52		
Period 7	1:58 – 2:53		



MINIMUM DAY SCHEDULE	
Period 1	7:32 - 8:09
Period 2	8:15 – 8:52
Period 3	8:58 – 9:35
Period 4	9:41 – 10:18
Break	10:18 – 10:29
Period 5	10:35 – 11:12
Period 6	11:18 – 11:55
Period 7	12:01 – 12:38

Tentative Minimum Days

Tuesday, September 8	Monday, March 1
Monday, October 19	Monday, April 5
Friday, November 20	Monday, May 3
Friday, December 18	Friday, June 4
Monday, January 11	Monday, June 14
Monday, February 1	Tuesday, June 22

II. ATHLETICS & EXTRA-CURRICULAR ELIGIBILITY

FALL SPORTS August through November		WINTER SPORTS November through February	
Cross Country – Men’s & Women’s	Bret Wilson	Basketball – Men’s	Tim Barry
Football	Dave Gross	Basketball – Women’s	Mark Tipton
Golf – Women’s	Linda Chandler	Soccer – Men’s	Luke Phillips
Field Hockey – Women’s	Danny Martinez	Soccer – Women’s	Don Kurpiewski
Tennis – Women’s	Andrea Pino- Vlassis	Water Polo – Women’s	Janelle Malueg
Volleyball – Women’s	Karen Adams	Wrestling	Mike Hobbs
Water Polo – Boys	Rod Bowen		
Cheerleading (All Year)	Jackie Billings		
SPRING SPORTS – February through May			
Baseball	Jerry Henson	Softball	Mike Bass
Golf – Men’s	Jason Kay	Swim – Men’s	Eileen Bagg-Rizzo
Gymnastics	Jennifer Edgil	Swim – Women’s	& Paul Rupp
Lacrosse – Men’s	Adam Vickery	Tennis – Men’s	John Lelevier
Lacrosse – Women’s	Megan Lilien	Track – Men’s & Women’s	Bret Wilson
		Volleyball – Men’s	

A. Athletics

Santana High School students are reminded that they must follow regulations established by the Grossmont Union High School District in order to participate in athletics and certain extra-curricular activities, such as Cheerleading. Athletes should also remember that all athletic clearance forms and fines must be cleared before they will be eligible for the next season of sport.

B. Interscholastic Eligibility

1. Insurance

All students participating on athletic teams must carry adequate insurance coverage, as required by the Education Code, Section 32220 et seq.

2. Students on Transfers, Interdistrict Transfers, and Custodial Agreements

Effective July 1, 1995, students in the Grossmont Union High School District are residentially eligible to participate in extra-curricular athletics from the date of their enrollment until graduation unless:



- a. otherwise determined by the respective site administration, or
- b. they are not in compliance with the rules and regulations as stated in the Grossmont Conference Constitution, or

- c. they are not in compliance with the rules and regulations as stated in the Extra-curricular Eligibility Book (Yellow Book), or
- d. student transfers to a second school without a change of residence on the part of the student's original custodial parent(s), legal guardian(s), or original caregiver(s). Said student shall be residentially ineligible to participate in sports at the varsity level for one year from the first date of attendance at the second school in which the student has competed in any level of interscholastic competition during the 12 calendar months preceding the date of such transfer. [Ref: C.I.F. *Green Book*]

3. Club Activities

Participation in club activities and extra-curricular activities are required to comply with all C.I.F. eligibility guidelines and procedures. [Ref. C.I.F. *Green Book*]

4. Grade Point Eligibility

Students must maintain a 2.0 grade point average (C average) for all courses in which the student is enrolled during the preceding six weeks and for which a letter grade was assigned. This grade point average computation will include 2.5 unit courses in which the student was enrolled beyond the required five 5-unit course enrollment. Only official progress reports or report cards, not progress check sheets, are used to determine eligibility. Advanced courses will not enhance a student's grade point average for eligibility purposes.

5. Course Enrollment

Students must be enrolled in five 5-unit courses within the regular school year and maintain this enrollment throughout each six-week period. Such enrollment will constitute satisfactory progress towards meeting the requirements for graduation.

6. Conduct Situations

Upon receipt of unsatisfactory conduct grades ("U") in more than one course, the student will be declared ineligible for the next six-week school-wide grading period unless appealed to and subsequently placed on probation by the Administrator of Athletics following a student/parent contact.

7. Summer School

Summer school credits will count towards addressing scholastic and conduct deficiencies incurred in the preceding semester grading period. Grades received in a summer course of equal or superior level to that of a previous course shall replace the previous grade for purposes of determining academic eligibility. New courses will not replace previous coursework and any grade received will be averaged with all course grades from the previous semester. Scholastic and conduct marks received in summer school courses shall not unfavorably impact eligibility. [Ref: C.I.F. *Green Book*]

C. Eligibility Appeal Process

1. Appeals for exemption from the loss of eligibility due to intradistrict transfers may be submitted to a district committee for review. The Conference President will receive all appeals from the comprehensive schools and will convene the committee as deemed necessary. This process assumes prior compliance with existing San Diego Section, C.I.F. eligibility standards. [Ref. C.I.F. *Green Book*]

2. For ninth-grade students, local school appeal for a probationary grading period applies to grade point average and conduct, excluding course enrollment (must maintain five 5-unit courses). For 10th, 11th, and 12th grade students, the right of appeal for a probationary grading period **applies to conduct marks only.**

3. If conduct is the only criterion of the five aspects of eligibility for which the student has been declared ineligible, and she/he is eligible for probation, she/he may be placed on probation by the school's Administrator of Athletics for the subsequent six-week grading period.

4. **Only one probationary period per student per year may be allowed.**

5. No student may be granted a period of probation or exempted in any way from the minimal C.I.F standard of passing four classes.

Examples:

- A. A student receiving a "U" in conduct for a single course in any one grading period (six weeks) will still be eligible.
- B. A student receiving a "U" in conduct for more than one course in any one grading period (six weeks) will have the potential for one probationary eligibility period as determined by the school Administrator of Athletics.
- C. A student receiving a "U" in conduct for more than two courses in any one grading period (six weeks) is ineligible and not entitled to probationary consideration.

III. BEHAVIOR CODE

A behavior code is provided to each student because students, parents, and staff expect and demand a safe, secure, and orderly campus. These procedures comply with Grossmont Union High School District Policy, as well as state and federal law, and are based on timely and consistent consequences for conduct that is disruptive to our campus.

Staff, students and parents developed this behavior code. The purpose is to ensure a safe and orderly educational climate conducive to learning for all students and to promote, within each individual, good citizenship, which is necessary to function effectively in society.

The Grossmont Union High School District desires to build responsibility, respect for others, respect for the school, and respect for self. Students are expected to demonstrate responsible behavior, that does not interfere with the safety, well-being, or educational opportunities of themselves or others. Students are not born disciplined. Discipline, or self-control, is a learned behavior.

The Grossmont Union High School District strives to teach students responsibility, self-discipline, and respect through defining student expectations and requiring acceptable standards of behavior. With this in mind, a set of School-Community Expectations has been developed as well as clear expectations of acceptable behavior and consequences for violations.

The Grossmont Union High School District recognizes that a well-ordered and safe environment can only occur with cooperation from all members of the school community to include students, staff and parents.

- ***Seniors: Violations of the California Education Code could additionally result in the loss of Senior Privileges, which would include, but not be limited to, prom and commencement participation***

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School-Community Expectations

STUDENTS

- To be drug, alcohol and weapon free
- To behave in a safe and orderly manner
- To maintain a safe environment in the school
- To treat all members of the school community with respect
- To respect the property of others
- To follow all school rules and respect the authority and direction of school staff
- To seek non-violent and constructive solutions to conflict
- To attend school daily and be on time to class
- To complete assigned work to the best of one's ability, turn assignments in on time and be a contributing member of each class
- To practice responsible and honest behavior
- To participate in maintaining a clean campus
- To live healthy lifestyles

STAFF

- To come to school prepared to teach all students regardless of their knowledge and background
- To provide well-planned and well-conceived instruction each day
- To be empathetic to the needs, concerns and problems of each student
- To provide continual feedback to the students and parents
- To remain well informed in assigned subject area(s)

PARENTS

- To support the school's rules and expectations
- To provide the time necessary at home to support your child's academic program
- To become a part of the school community willing to provide assistance in whatever way possible

ADMINISTRATOR RECOMMENDATION OF EXPULSION		
Must Recommend Expulsion (Mandatory Recommendation)	Shall Recommend Unless Particular Circumstances Render Inappropriate (QuasiMandatory / Permissive)	May Recommend Expulsion (Discretionary Recommendation)
<p>California Education Code 48915 (C) Act must be committed at school or at a school activity.</p> <ol style="list-style-type: none"> 1. Firearm <ol style="list-style-type: none"> a. Possessing firearm when a district employee verified firearm possession and when student did not have prior written permission for firearm possession from a certificated employee concurred in by principal or designee b. Selling or otherwise furnishing a firearm 2. Brandishing a knife at another person 3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053 et seq. 4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Ed Code 48900 	<p>Act must be committed at school or at a school activity off school grounds, or on the way to or from school or a school activity.</p> <ol style="list-style-type: none"> 1. "Causing serious physical injury to another person, except in self defense" CA Ed. Code 48915 (a)(1) 2. "Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil" CA Ed. Code 48915 (a)(2) 3. "Unlawful possession of any controlled substance listed in Health and Safety Code [section 11053 et seq.], except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis." CA Ed. Code 48915 (a)(3) 4. "Robbery or extortion" CA Ed. Code 48915 (a)(4) 5. Assault or battery on a school employee <p>NOTE: Please review 48915(a) which requires that if the administrator does not recommend expulsion for these offenses, that the administrator finds "that expulsion is inappropriate due to the particular circumstance" - below: Recommendation for expulsion shall be based on one or both of the following: 1. "Other means of correction are not feasible or have failed to bring about proper conduct" or 2. "Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others" [sec. 48915(b)]</p>	<p>Acts in this column if committed at school or a school activity or related to attendance but did not occur at a school activity. (California Education Code 48900)</p> <ol style="list-style-type: none"> (a)(1) caused, attempted to cause physical injury (a)(2) willfully caused force or violence b. dangerous objects c. drugs or alcohol d. sale of look-alike substance represented to be drug or alcohol e. robbery/extortion f. damage to property g. theft h. tobacco i. obscenity/profanity/vulgarity j. drug paraphernalia k. disruption/defiance l. receipt of stolen property m. imitation firearm possession n. sexual assault or battery o. harassed, threatened, or intimidation of student witness p. selling soma q. hazing .2 committed sexual harassment .3 hate violence .4 intentional harassment, threats, or intimidation .7 made terrorist threats against school staff <p>Recommendation for expulsion shall be based on one or both of the following:</p> <ol style="list-style-type: none"> 1. "Other means of correction are not feasible or have failed to bring about proper conduct" or 2. "Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others" [see 48915 (b)]

LIST OF SUSPENDABLE AND EXPELLABLE OFFENSES

The following list of offenses may result in suspension, referral to Student Support Services, or expulsion from the Grossmont Union High School District. All cases recommended for expulsion will be investigated and determined on specific articulable facts.

MANDATORY

Recommendation for Expulsion [California Education Code 48915(c)]:

The Principal **must** recommend expulsion for the following:

1. Possessing, selling, or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Selling a controlled substance.
4. Committing or attempting to commit sexual assault.
5. Possession of explosives (US Code, Section 921, Title 18)

QUASI-MANDATORY/PERMISSIVE

Recommendation for Expulsion [California Education Code 48915 (a)]:

The Principal **shall** recommend expulsion for the following:

The Governing Board is required to make an additional finding that either of the following conditions exist:

- (a) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or
- (b) Due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

1. Causing serious physical injury
2. Possession of any knife, explosive, or dangerous object of no reasonable use to a student.
3. Possession of any controlled substance
4. Robbery or extortion
5. Assault or battery on a school employee

DISCRETIONARY RECOMMENDATION [California Education Code 48900]

The Principal **may** recommend expulsion for the following if:

- (a) *Other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or*
- (b) *Due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.*

- a.(1) Physical injury to another person
- a.(2) Willfully caused physical injury by force or violence upon another person
- b. Possession of weapons, explosives or dangerous objects
- c. Possession or use of controlled substance, alcohol or intoxicant

- d. Offered, arranged, or negotiated to sell a substance represented to be a controlled substance
- e. Committed robbery or extortion
- f. Vandalism to school property or private property
- g. Theft
- h. Possession of tobacco
- i. Excessive use of profanity or repeated vulgarity
- j. Possession of drug paraphernalia
- k. Defiance or disruption of school activities
- l. Possession of stolen property
- m. Possession of an imitation firearm
- n. Commit or attempt to commit sexual assault or sexual battery
- o. Harass, threaten or intimidate a student witness
- p. Selling soma
- q. Hazing
- .2 Sexual harassment
- .3 Hate violence
- .4 Intentional harassment, threats, or intimidation
- .7 Intentional terrorist harassment, threats or intimidation against school staff or property

JURISDICTION (Education Codes 48900, 48915)

All school rules will be enforced:

- While on school grounds
- While coming to or going from school
- During school hours whether on or off campus, including while truant from school
- During or while coming to or going from a school-sponsored activity.

SEARCHES AND SEIZURES

The law provides school officials with a wide latitude to search students, their possessions, and automobiles, in the ongoing effort to maintain a safe and secure campus. When a school official has a "reasonable suspicion" that a student may be in possession of contraband or dangerous objects, the student will be asked to empty all pockets and provide the official access to other personal items (backpacks, lockers, cars) which may contain contraband or dangerous objects. Reasonable suspicion may also warrant school officials' use of a metal detector to identify concealed weapons or a breathalyzer to determine if a student is under the influence of alcohol. It is hoped all students will be cooperative, as the school official will make every attempt to be unobtrusive and respectful of privacy. Students should be aware that grounds for suspicion commonly include being "out-of-bounds" without permission or a report by another student, parent or staff member of possession of contraband or dangerous objects. Students should also be aware that any contraband or dangerous objects found in their possession will be assumed to belong to them. Finally, if a student should discover contraband or dangerous objects on campus, he or she should go directly to a vice principal or other staff member and turn it over without delay. (Education Code 48915).

EXPLANATION OF BEHAVIOR TERMS

1. Suspensions/Expulsions

Suspensions remove a student from campus from one to five days, after which time the student may return. Expulsion, by contrast, is a formal process which entails suspension and a hearing at the District Office to determine if a student will be dismissed from their current educational setting. Students who have been expelled by the Governing Board may not attend any school or program operated by the Grossmont Union High School District until the Governing Board acts to lift the expulsion. Suspension or expulsion will be imposed only when other means of correction fail to bring about proper conduct. However, any pupil, including pupils with exceptional needs may be suspended--and possibly expelled--for any of the reasons enumerated in California Education Code section 48900 and 48915 (a), or if the school determines that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

2. Saturday School

This program is an attendance make-up alternative and is held on Saturdays from 8:00 a.m. to 12:00 p.m. Students must bring either schoolwork or appropriate reading material; talking is not permitted. Students who fail to bring work or insist on talking/misbehaving will be sent home. Credit for attendance depends upon full cooperation with the teacher.

Saturday School Rules

- a) Students must remain in attendance of Saturday School from 8:00 a.m. to noon and cannot leave for any reason during this time (including break).
- b) Students must provide school work for the duration of Saturday School.
- c) There are no electronic devices, (including cell phones and I-Pods) during Saturday School.
- d) There is no talking or sleeping allowed during Saturday School.
- e) Bathroom breaks must be approved by the supervising teacher and are not to exceed FIVE minutes.
- f) Laptops are not allowed.
- g) If any of the rules above are violated during Saturday School, a parent/guardian will be notified and no credit will be granted to the student.

Semester I Dates	Semester II Dates
October 10	March 6
October 17	March 13
October 24	March 20
November 7	April 17
November 14	April 24
November 21	May 1
December 5	May 8
January 9	May 15
January 16	May 22
	June 5
	June 12
	June 19

Students Must:

1. Sign up in the Attendance Office
2. Meet out in front of the school and don't be late
3. Follow all Saturday School rules in order to receive credit

3. Detention

A teacher or administrator may assign detention. Detention may be held in a teacher's classroom at lunch or after school, to be determined by the teacher. Detention assigned by the Vice Principal may be held during period 1, 6, 7, or after school depending on the student's schedule. Students must bring something to read or schoolwork to do. Talking, sleeping, passes, radios and all other distractions are not allowed. Students who are tardy will not be allowed to enter. Not attending detention will result in an In School Suspension.

Violation of Ed Code 48900 Section (A) - (O) and 48900.2-48900.7

All cases recommended for expulsion will be investigated and determined on specific articulable facts.

Behavior: 48900 Section A: PHYSICAL INJURY TO ANOTHER PERSON

Students are expected . . . to seek non-violent and constructive solutions to conflict.

1) Caused, attempted to cause, or threatened to cause physical injury to another person (Mutual Combat) [Education Code 48900 (a)(1)].

Mutual Combat means two or more students are both actively involved or engaged in a fight. An incident may begin as a battery but end as a mutual combat. For example, if an aggressor hits another student, and the victim strikes back and becomes engaged in a fight with the aggressor, this becomes mutual combat. Aiding and abetting the commission of a fight is also a violation of Education Code 48900(a)(1).

2) Willfully used force or violence upon another person [Education Code 48900 (a)(2)].

If an aggressor strikes another student and the victim does not fight back, this is a battery. If two students are actively engaged in a fight, but one stops fighting or is no longer able to fight back, and the second student continues to beat him or her, this incident has turned into a battery.

Interventions:

1. Student involved in a "first" fight (48900 a 1) will be referred to the S.T.E.P. (Systems to Encourage Peace) Program at Chaparral High School for three days.
2. Students involved in verbal or physical confrontations may be referred to on site:
 - a. Peer Mediation
 - b. Anger Management/Conflict Resolution Counseling

Disciplinary Consequences:

Students involved in fighting for the first offense within a four-year period while enrolled at a Grossmont District school: Suspension is from three to five days. Students will be referred to the S.T.E.P. Program on a "first" fight. If they do not attend and/or satisfactorily complete the STEP Program, they will be suspended and their absences will be coded as a suspension. Consequence for a second offense while enrolled at a Grossmont District school: the student may be referred to alternative education. Students who commit an assault, battery or cause severe injury are subject to arrest and/or referral to the Governing Board for expulsion.

Behavior: 48900 Section B: DANGEROUS OBJECTS

Students are expected . . . to maintain a safe environment in the school free of weapons and/or dangerous object.

Students may not possess, sell or otherwise furnish any knife, explosive, or other dangerous object unless, in the case of possession of any such object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, with concurrence by the Principal or the designee of the Principal.

Definition: Students may not possess any dangerous object which constitutes a potential threat to the safety and security of the school. Students are hereby informed not to bring any of the following items to campus or any school-related activity (including but not limited to): **gun, rifle, pistol, revolver, semi-automatic weapon.** Firearms represent a danger to safety and security of the school and must be recommended for a mandatory expulsion [Cal. Ed. Code 48915 (c)].

Students may not possess the following items: BB gun, cap gun, dart gun, pellet gun, spot marker gun, stun gun, model gun, toy gun, squirt gun, replica gun, "zip gun," model rifle, taser, model semi-automatic weapon, toy semi-automatic weapon, knife, locking blade, switchblade knife, butterfly knife, pocket knife, Swiss Army knife, pen knife, keychain knife, kitchen knife, box-knife, Exacto knife, dirk, dagger, ice pick, razor, razor blades, bombs, pipe bomb, time bomb, containers of inflammable fluids, clubs, billy club, blackjack, slingshot, nunchaku, sandclub, sandbag, metal knuckles, any metal plate with radiating points with one or more sharp edges, and spiked jewelry & apparel, chains (including wallet chains), pepper spray or mace, anything that expels a projectile by force of air or explosion, fireworks or any incendiary devices, pressurized cartridges, replica weapons and replica ammunition, and the using or flashing of laser pointers. These dangerous objects may be recommended for expulsion as a quasi-mandatory.

Interventions:

Students involved in having dangerous objects may be referred to on site:

- a. Peer Mediation
- b. Anger Management/Conflict Resolution Counseling

Disciplinary Consequences:

Suspension and possible referral to the Governing Board for expulsion on the first offense.

**Behavior: 48900 Section C & D: CONTROLLED SUBSTANCES
48915 Section C**

Students are expected . . . to be drug, alcohol and weapon free.

Students may not possess, use, *sell, be under the influence of, or furnish any amount of controlled substance, alcohol, or intoxicant of any kind. These include, but are not limited to all alcoholic beverages, narcotics, marijuana, methamphetamines, inhalants, and hallucinogens. All prescription and over-the-counter medication must remain in the possession of the school nurse. In addition, students may not offer, arrange or negotiate to sell any controlled substance, alcoholic beverage or intoxicant and then furnish a substitute item intended to represent the controlled substance, alcoholic beverage, or intoxicant.

***Students who unlawfully sell a controlled substance must be recommended for expulsion (Mandatory) [Cal. Ed. Code 48915 (c)].**

Interventions: [48900 (c)]

Students will be referred to P.A.T.H., a five-day intervention program for first time involvement with alcohol, marijuana, controlled substances, or intoxicant of any kind (excluding selling of a controlled substance which is a mandatory recommendation for expulsion).

Disciplinary Consequences:

- 1.** Controlled substances/Intoxicants: Students found in possession of alcohol, marijuana, intoxicants, or any controlled substance or who use alcohol, marijuana, intoxicants or any controlled substance while under the school's jurisdiction will be suspended for five days.
 - a) If this is the student's first incident with any controlled substance/intoxicant while enrolled at a Grossmont District school, the student will be referred to the five-day intervention program [P.A.T.H. (Pointing Adolescents Toward Health)] at an alternative school that must be successfully completed before returning to the school of residence.
 - b) On a second offense, the student will be referred to an intervention program where students are required to attend a weekly after-school intervention program related to controlled substance abuse. The student will also be required to participate in regular drug screenings. If the student does not meet attendance requirements for the program or fails the drug screening, the student will be referred for expulsion.
 - c) If the student has committed a third controlled substance/intoxicant related infraction, he/she will be referred to the Governing Board for expulsion.
- 2.** Students who do not attend the five day P.A.T.H. Program will be suspended for five days and involuntarily transferred to alternative education for the remainder of that semester and one additional semester.
- 3.** False Representation: Students who provide other persons with an item intended to represent any alcoholic beverage, intoxicant or controlled substance will receive the same consequences as someone who furnishes a controlled substance/intoxicant.

Students who sell alcohol/marijuana or any controlled substance/intoxicant to another person will be suspended for five days and will be recommended to the Governing Board for expulsion.

Behavior: 48900 Section E: ROBBERY

Students are expected . . . to respect the property of others.

Students may not commit or attempt to commit robbery or extortion. This includes the theft of any property not belonging to the student or any attempt made to force or create fear in others while attempting to steal or while stealing another's property.

Disciplinary Consequences:

The consequences for robbery or extortion will range from suspension to referral to the Governing Board for expulsion. The student and/or parent will be responsible for returning the stolen property or for full payment. In addition, law enforcement may be contacted.

Behavior: 48900 Section F: DAMAGE TO PROPERTY

Students are expected . . . to respect the property of others, as well as the schools property.

Students are not to commit or attempt to commit graffiti or damage to school property in any way. This includes but is not limited to graffiti, tagging, possession of Sharpie pens, permanent markers and any other means of destruction to school property.

Interventions:

Schools will determine appropriate interventions (e.g. counseling, community service, campus projects, etc.)

Disciplinary Consequences:

The consequences for attempting to cause or causing damage to other's property will range from suspension to referral to the Governing Board for expulsion. The student and/or parent will be responsible for payment for the damage. In addition, law enforcement may be contacted.

Behavior: 48900 Section G: THEFT

Students are expected . . . to respect the property of others.

Interventions:

Schools will determine appropriate interventions (e.g. community services, campus projects, etc.)

Disciplinary Consequences:

The consequences for theft will range from suspension to referral to the Governing Board for expulsion. The student and/or parent will be responsible for returning the stolen property or for full payment of the property. In addition, law enforcement may be contacted.

Behavior: 48900 Section H: TOBACCO

Students are expected . . . to live healthy lifestyles.

Students may not possess or use tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.

Interventions and Disciplinary Consequences:

First Offense: (1) Two Day Suspension and "ATS"

Second Offense: (3) Three day Suspension

Third Offense: Referral to Alternative Education

Behavior: 48900 Section I: OBSCENITY, PROFANITY & VULGARITY

Students are expected . . .

- *to treat all members of the school community with respect .*
- *to practice responsible and honest behavior.*

Students may not engage in obscene acts or engage in habitual profanity or vulgarity, which includes: writing, speaking, gesturing or acting in contempt of sacred or holy things, or using irreverent, or coarse language.

Interventions:

Student may participate in appropriate counseling to deter obscenity, profanity and vulgarity. Student may participate in peer mediation/student support groups with topics of profanity, obscenity and vulgarity.

Disciplinary Consequences:

Will range from detention . . . to referral to the Governing Board for expulsion.

Behavior: 48900 Section J: PARAPHERNALIA

Students are expected . . .to live healthy lifestyles & to be drug, alcohol and weapon free.

Students may not possess, offer, arrange, or negotiate to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code. Examples of paraphernalia include, but are not limited to, pipes, bongs, roach clips, rolling papers, and any other devices used in conjunction with illicit substances.

Interventions:

Students who are found with drug paraphernalia on a first offense will be referred to the P.A.T.H., five day intervention program. Students who are found with paraphernalia on a second offense may be recommended for a long-term substance abuse counseling program as part of an expulsion placement.

Disciplinary Consequences:

Students who possess, offer, arrange or negotiate to sell drug paraphernalia will receive consequences ranging from suspension through referral to the Governing Board for expulsion.

1. Students may be referred to the P.A.T.H. Program in lieu of suspension for five days. Upon verified completion of the P.A.T.H. Program, the days of absence will be coded as a field trip and the student will be allowed to make up missed work.
2. Students who do not attend and/or successfully complete the P.A.T.H. Program, will be referred for an involuntary transfer to alternative education.

Behavior: 48900 Section K: DEFIANCE & DISRUPTION

Students are expected . . .

- *to follow all school rules and respect the authority and direction of school staff.*
- *to behave in a safe and orderly manner.*
- *to maintain a safe environment in the school.*
- *to treat all members of the school community with respect .*

Students may not be defiant, disruptive, disrespectful, or deceptive. These behaviors negatively impact the orderly operation of the classroom or general educational environment of the school.

Interventions:

Students may be referred to an appropriate counseling or support group which addresses anger management, conflict resolution, and decision-making.

Disciplinary Consequences:

Students who defy the directions of a school employee or disrupt the orderly operation of any school-related activity will receive consequences ranging from a detention to suspension or referral to the Governing Board for expulsion. In addition, students who run from or attempt to evade a school official may be referred to alternative education on the first offense.

Behavior: 48900 Section L: RECEIVING STOLEN PROPERTY

Students are expected . . . to respect the property of others.

Disciplinary Consequences:

Students who knowingly receive stolen property will be suspended and may be referred to the Governing Board for expulsion. In addition, law enforcement may be contacted.

Behavior: 48900 Section M: POSSESSION OF AN IMITATION FIREARM

Students are expected . . .

- *to maintain a safe environment in the school.*
- *to be weapon free.*

As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. This includes pellet guns, BB guns, and or other "toy" guns which may be mistaken for a real firearm.

Disciplinary Consequences:

Suspension and possible referral to the Governing Board for expulsion on the first offense. In addition, law enforcement may be contacted.

Behavior: 48900 Section N: COMMIT OR ATTEMPT TO COMMIT A SEXUAL ASSAULT OR SEXUAL BATTERY

Students are expected . . . to treat all members of the school community with respect.

As used in this section, sexual assault includes any sexual acts performed against the victim's will by means of force, violence, threats, or duress, or fear of immediate and unlawful bodily injury on the victim.

As used in this section, sexual battery means intentionally touching the breasts, buttocks, or groin area of another person without his/her consent.

Disciplinary Consequences:

Suspension and referral to the Governing Board for expulsion on the first offense. In addition, law enforcement will be contacted. Committing a sexual assault is a mandatory recommendation for expulsion offense [Education Code 48915 (c)].

Behavior: 48900 Section O: HARASS, THREATEN OR INTIMIDATE A STUDENT WITNESS

Students are expected . . . to treat all members of the school community with respect.

Disciplinary Consequences:

Students who knowingly harass, threaten or intimidate a student who is a complaining witness or who is a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that student for being a witness or both will face suspension and possible referral to the Governing Board for expulsion on the first offense. In addition, law enforcement may be contacted.

Behavior: 48900 Section P: SELLING SOMA

Students are expected . . . to be drug, alcohol and weapon free.

Students may not attempt, arrange or negotiate to sell Soma or may not already have sold Soma.

Interventions: [48900 (p)]

Students may be referred to P.A.T.H., a five-day intervention program for first time involvement with Soma.

Disciplinary Consequences:

1. Controlled substances/Intoxicants: Students found in possession of alcohol, marijuana, intoxicants, or any controlled substance, including Soma, or who use alcohol, marijuana, intoxicants or any controlled substance, including Soma, while under the school's jurisdiction will be suspended for five days.

BEHAVIOR: 48900 Q: HAZING

Students are expected . . . to treat all members of the school community with respect .

Students may not engage in, or attempt to engage in hazing.

Interventions: [48900 (q)]

1. Student involved in any hazing incident will be referred to the S.T.E.P. (Systems to Encourage Peace) Program at Chaparral High School.

Disciplinary Consequences:

Students involved in hazing for the first offense within a four-year period while enrolled at a Grossmont District school: Suspension is from three to five days. Students will be referred to the S.T.E.P. Program. If they do not attend and/or satisfactorily complete the S.T.E.P. Program, they will be suspended and their absences will be coded as a suspension. Consequence for a second offense while enrolled at a Grossmont District school: the student may be referred to alternative education. Students who commit an assault, battery or cause severe injury are subject to arrest and/or referral to the Governing Board for expulsion.

Behavior: 48900.2: SEXUAL HARASSMENT

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purpose of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

Students are expected . . . to treat all members of the school community with respect.

Students may not engage in conduct constituting sexual harassment such as, but not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, including harassment for sexual orientation, severe enough to have a negative impact upon another student's academic performance or to create an intimidating, hostile, or

offensive educational environment. Any student wishing to make a complaint of sexual harassment should immediately report it to a vice principal.

The Grossmont Union High School District is committed to making the educational environment for students free from sexual harassment. Board Policy 5145.7 prohibits sexual harassment as defined in the Education Code to mean 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 educational setting.

The District prohibits conduct that has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

The District further prohibits sexual harassment, which conditions a student's academic status, progress, benefits, services, honors, program or activities based on submission to such conduct.

Students should report any sexual harassment to their school principal, vice principal, counselor, or teacher. Students who violate this policy shall be disciplined appropriately, including suspension or possible expulsion. Incidents of sexual harassment will be recorded on the site sexual harassment log. Employees who violate this policy shall be disciplined, pursuant to Board Policy 4119.11.

Complaints must be initiated no later than six (6) months from the date when the alleged discrimination occurred or when the individual first obtained knowledge of the facts of the alleged discrimination. Investigation of alleged discrimination complaints shall be conducted in a manner that protects confidentiality of individuals and the facts. The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. The initiation of a complaint of sexual harassment will not reflect negatively on the student who initiates the complaint nor will it affect the student's academic standing, rights or privileges.

Sometimes harassment complaints can be settled at the school and sometimes at the District Office. If the complaint is not settled after mediation and/or investigation, you have the right to discuss your concerns with the Superintendent or the Superintendent's Designee. If it is not resolved there, you may go to the Governing Board, Child Protective Services, and/or law enforcement agencies including the U.S. Office of Civil Rights, which may also investigate complaints of sexual harassment. The U.S. Office of Civil Rights may be contacted directly to file complaints. (For additional information or the complete District policy governing sexual harassment (BP 5145.7) contact: Human Resources, Title IX Coordinator, Grossmont Union High School District Office.

Interventions:

Students may participate in campus support groups or counseling on

- Character Education
- Values Clarification
- Conflict Resolution
- Other Appropriate Activities

Disciplinary Consequences:

The consequences for sexual harassment will range from a warning through referral to the Governing Board for expulsion.

Behavior: 48900.3: HATE VIOLENCE

In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of section 233.

233. (e) As used in this section , "hate violence" means any act punishable under Section 422.6, 422.47, or 422.75 of the Penal Code.

Penal Code Section 422.6. (a) No person, whether or not acting under color of law, shall by force or threaten force, willfully injure, intimidate, interfere with, oppress, or threaten any other person in the free exercise or enjoyment of any right or privilege secured to him or her by the Constitution or laws of this state or by the Constitution or laws of the United States in whole or in part because of one or more of the actual or perceived characteristics of the victim listed in subdivision (a) of 422.55.

(b) No person, whether or not acting under color of law, shall knowingly deface, damage or destroy the real or personal property of any other person for the purpose of intimidating or interfering with the free exercise or enjoyment of any right or privilege secured to the other person by the Constitution or laws of this state or by the Constitution or laws of the United States, in whole or in part because of one or more of the actual or perceived characteristics of the victim listed in subdivision (a) of Section 422.55.

Penal Code Section 422.55. For purposes of this title, and for purposes of all other state law unless an explicit provision of law or the context clearly requires a different meaning, the following shall apply:

(A) "Hate Crime" means a criminal act committed, in whole or in part, because of one or more of the following actual or perceived characteristics of the victim: (1) disability, (2) gender, (3) nationality, (5) race or ethnicity, (5) religion, (6) sexual orientation, (7) association with a person or group with one or more of these actual or perceived characteristics.

Students are expected . . . to treat all members of the school community with respect.

Students may not cause, attempt to cause, threaten to cause, or participate in an act of hate violence as defined in Education Code 33032.5 (Such acts include injuring or intimidating another person either verbally or physically; interfering with the exercise of a person's civil rights; and or damaging a person's property because of the person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation.) This includes racial/ethnic/religious slurs.

Interventions:

Students may participate in campus support groups or counseling on

- Anger Management
- Conflict Resolution
- Character Education
- Peer Mediation
- Values
- Site programs on hate violence

Disciplinary Consequences:

The consequences for hate violence will range from suspension through referral to the Governing Board for expulsion.

Behavior: 48900.4: HARASSMENT, THREATS & INTIMIDATION

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.

Students are expected . . . to treat all members of the school community with respect.

Students may not intentionally engage in bullying behavior including: harassment, threats, or intimidation, directed against any other student(s), that is severe enough to disrupt class work, create disorder, and invade the rights of the other student(s) by creating an intimidating or hostile educational environment. This includes verbal, non-verbal and physical acts.

Interventions:

Students may participate in appropriate campus support groups or counseling on

- Anger Management
- Conflict Resolution
- Character Education
- Values Clarification

Disciplinary Consequences:

The consequences for harassing, threatening or intimidating behavior will range from suspension through referral to the Governing Board for expulsion.

Behavior: 48900.7: TERRORIST THREATS ON SCHOOL STAFF AND/OR PROPERTY

Students are expected . . . to treat all members of the school community with respect.

Students may not make terrorist threats against school officials and or property as defined in AB 307, Chapter 405 (such acts include any written or oral statement by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person or property damage in excess of \$1000 with the specific intent that the statement is taken as a threat, EVEN IF THERE IS NO INTENT OF ACTUALLY CARRYING IT OUT.

Interventions:

Students may participate in campus support groups or counseling on

- Anger Management
- Conflict Resolution

- Character Education
- Peer Mediation
- Values Clarification

Disciplinary Consequences:

The consequences for terrorist threats will range from suspension through referral to the Governing Board for expulsion.

OTHER BEHAVIOR EXPECTATIONS:

BICYCLES, SKATEBOARDS, ROLLER BLADES, SCOOTERS

Students are expected:

- *to behave in a safe and orderly manner and to maintain a safe environment in the school.* Students may not bring bicycles, skateboards, scooters, roller-blades or similar items onto the campus at any time. Santana has bicycles racks located in the student parking lot that can be used to lock up items. If a student brings an item onto campus/outside of the parking lot area the following consequences will be enforced:

1. 1st violation will result in a warning and a parent contact and item taken from student until the end of the school day with student pick up.
2. 2nd violation will result in a detention and the item will only be released back to the parent.
3. 3rd violation will result in a suspension and the item will only be released back to the parent.
4. 4th violation will result in the item being taken and kept until the end of the semester.

BUS TRANSPORTATION

Students are expected . . . to behave in a safe and orderly manner.

Buses are made available to students as per Governing Board policy. All bus riders must be enrolled in a 7th period class. Students who elect to use the bus are expected to be prompt and demonstrate good manners at the bus stop. This includes, but is not limited to, staying near the bus stop area, keeping off private property, not disturbing plants/shrubs, and keeping the noise to a minimum. Once on the bus, riders must: follow the directions of the driver, remain seated, refrain from throwing any object in or out of the bus and exhibit good manners toward other passengers.

Consequences:

- 1st offense: Detention, parent notified.
- 2nd offense: Suspension from the bus for up to 5 days, Detention or ISS, parent notified.
- 3rd offense: Removal from the bus for the rest of the semester and home suspension. Serious problems may also be turned over to law enforcement officials.

CHEATING

Students are expected:

- *to practice responsible and honest behavior.*
- *to complete assigned work to the best of one's ability, turn assignments in on time and be a contributing member of each class.*

Acts of academic dishonesty, which will not be tolerated within the Grossmont Union High School District are listed below:

- Cheating on tests.
- Fabrication (any intentional falsification or invention of date, citation, or other authority in an academic exercise.)
- Unauthorized collaboration.
- Plagiarism (stealing and passing off as one's own the words or ideas of another).
- Theft or alteration of materials.
- Forgery

Consequences:

1st offense: Loss of credit for that assignment and parent notification.

2nd offense: **In same class**, student will be removed from the class with a loss of credit; **in a different class** will result in loss of credit on the test or assignment.

3rd offense: **In any class while in high school (9th through 12th)**, student will be removed from class with a loss of credit.

CLASSROOM BEHAVIOR

Students are expected . . .

- *to attend school daily and be on time to class*
- *to behave in a safe and orderly manner*
- *to treat all members of the school community with respect.*
- *to follow all school rules and respect the authority and direction of school staff*
- *to complete assigned work to the best of one's ability, turn assignments in on time and be a contributing member of each class*

Students who direct profane language or gestures at a teacher or behave in a manner which significantly threatens the safety of other students may be removed from the class with loss of credit on the first offense.

Consequences:

1st offense: Teacher warns student and contacts the parent.

2nd offense: Teacher contacts the parent and writes referral to the Vice Principal.

3rd offense: Teacher writes referral to the VP. The student may be removed from class with a loss of credit.

CLEAN CAMPUS

Students are expected . . . to participate in maintaining a clean campus.

A clean campus reflects pride in our school. All students are responsible for placing their trash in the proper receptacles.

Consequences:

1st offense: 10 minute clean up.

2nd offense: 1-hour after-school clean up.

3rd offense and successive offenses: Student will be considered defiant and be assigned consequences ranging from detention to referral to an alternative high school program.

CLOSED CAMPUS/GUESTS/OFF-CAMPUS PASSES

Students are expected . . . to maintain a safe environment in the school.

All schools in the Grossmont Union High School District are closed campuses. This means that students may not leave the campus until their school day has been completed. In emergencies, parents call the attendance office and make arrangements for the student to leave early. Students who need to leave campus during the school day must obtain a permit to leave through the attendance office in advance.

Consequences:

Unauthorized visitors on campus will be warned or in some situations arrested. Non-students are handled by the police. Students who leave campus without permission are considered truant **and subject to search.**

1st offense: Detention

2nd offense: ISS/Suspension. Continued problems may result in transfer to an alternative education.

COMPUTER/INTERNET ETHICS

Students are expected . . . to practice responsible and honest behavior.

The District does not have control of the information in the Internet, although it attempts to provide prudent and available barriers. Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, inappropriate or potentially offensive to some people. While the Grossmont Union High School District's intent is to make Internet access available to further its educational goals and objectives, account holders will have the ability to access other materials as well.

The District believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access, but ultimately, the parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their students should follow. The student and his/her parent(s) or guardian(s) must understand that student access to the Grossmont Union High School District Network is being developed to support the District's educational responsibilities and mission. The specific conditions and services being offered will change from time to time. All students accessing the Internet agree to the following:

1. I will not use the Grossmont Union High School District Network to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources or information. I must be network approved in order to access the Internet from any computer at Santana High School. I must carry my I.D. card with network approved stamp (imprint) or network approved sticker in order to access the Internet from the library.

2. My use of the Grossmont Union High School District's Network must be consistent with the Grossmont Union High School District's primary educational purposes.
3. I will not use the Grossmont Union High School District's Network for illegal purposes of any kind.
4. I will not use the Grossmont Union High School District's Network to transmit threatening, obscene, or harassing materials.
5. I will not use the Grossmont Union High School District's Network to interfere or disrupt network users, services, or equipment.

Consequences:

Immediate removal from class or no Library/computer Lab access for the remainder of the school year. Other more serious consequences may result depending upon the nature of the offense.

DRESS CODE

Students are expected...to maintain a safe environment in the school.

In an effort to improve the atmosphere for learning in the Grossmont Union High School District, students will dress in a manner that reflects positively on themselves, their parents and their school. Just as adults must conform to workplace standards, so must students. Clothing must be in good repair (no frayed edges, holes, or tears) and footwear must be worn at all times.

Educational Code Sections 35183 and 35183.5 authorize school districts to adopt dress codes.

UNACCEPTABLE ATTIRE:

- Baggy/saggy pants (they must be fitted at the waist and crotch)
- Clothing with underwear showing
- See-through garments
- Bare midriff (stomach) may not be exposed (all shirts/tops must be tucked in or extend at least, but not more than approximately four inches below the waistline of your clothing)
- Spaghetti strap (strap must completely cover the undergarment)
- Backless shirts (shirts that do not cover the back entirely)
- Strapless/tube shirts, off-shoulder or single strap garments, excessively low-cut shirts, halter shirts or dresses
- Slippers and pajamas
- Micro-mini skirts, dresses and shorts (must reach the fingertips open-handed at side)
- Clothing or jewelry with the playboy symbol or the word "Hustler"
- Garments displaying logos of racist groups or juvenile gangs, obscene language, vulgar gestures, racist, ethnic or sexual slurs or symbols of hate, prejudice, intolerance or discrimination or any clothing, jewelry, belts with the symbol of the Iron Cross
- Wearing apparel advertising alcohol, tobacco, drugs (including mushrooms), death and violence
- Wallet or waist chains
- Spiked jewelry
- Headgear (hats, bandanas, sweat bands, beanies, etc.) except school-approved sunhats
- Overalls that act as the straps of the shirt

- Athletic or club spirit phrases with a double meaning (teams are to obtain Assistant Principal approval prior to making spirit shirts)
- Clothing brands including but not limited to Metal Mulisha, Seedless, So Cal, SRH

The dress code is a dynamic document. Changes may be made at anytime during the school year. Discretion may be used to determine appropriate attire for the classroom by the administration. Students and parents will be notified of any changes through the school bulletin and website.

Consequences:

- 1st offense - Warning
- 2nd offense – After school detention
- 3rd offense – After school detention
- 4th offense - Suspension

Gang-Related Apparel

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parent/guardians participating in the development of the school safety plan shall define “gang-related apparel” and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of school environment if it were worn or displayed on a school campus. (Education Code 35294.1)

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

ELECTRONIC DEVICES

To ensure the safety of all students, to protect personal property, and to ensure the educational process is not disrupted, radios, tape players, recording devices, video and still cameras may not be brought to school. **Cellular phones, I-Pods, MP3 players, CD players and paging devices are permitted on campus but their use in or disruption of a classroom is prohibited. The theft of an electronic device, including cell phones and I-Pods while on campus will not be pursued by school officials.**

*Please note that devices capable of capturing, transmitting, or storing images or recordings may not be operated in restrooms, dressing rooms, or other areas where there is a reasonable expectation of privacy. Cell phones are prohibited from these areas due to a possible violation of students’ privacy rights.

Consequences:

- 1st offense – After school detention.
- 2nd offense – Confiscation by administration and parent/guardian must pick up.
- 3rd offense - Suspension

EXCESSIVE DISPLAYS OF AFFECTION

Students are expected:

- *to treat all members of the school community with respect.*

- *to practice responsible and honest behavior.*

Excessive displays of affection are inappropriate on school grounds or at school sponsored activities. Excessive refers to kissing, petting, and other physical demonstrations considered to be inappropriate when conducted in public.

Consequences:

Continued displays of affection after being warned will be considered defiance and the student will be assigned consequences ranging from detention to referral to an alternative educational program.

GAMBLING

Students are expected:

- *to maintain a safe environment in the school.*
- *to practice responsible and honest behavior.*

Any form of gambling is prohibited. Playing cards or dice are not allowed on campus without teacher or administrative authorization.

Consequences:

Penalties will range from a warning through a referral to an alternative educational program.

GANGS

Students are expected:

- *to behave in a safe and orderly manner.*
- *to be drug, alcohol and weapon free.*
- *to maintain a safe environment in the school.*

A gang is two or more people who form an alliance for a common purpose, identifies with or claims territory in the community, and engages, individually or collectively, in violence and/or other criminal activity.

Penal code section 185.22(a) states: a gang member is any person who actively participates in any criminal street gang with knowledge that its members engage in or have engaged in a pattern of criminal gang activity, and who willfully promotes, furthers, or assists in any felonious criminal conduct by members of that gang.

Students are not to identify themselves as a member of a gang. Any clothing, monikers or graffiti identified with a gang will be confiscated and turned over to local law enforcement. Tattoos must be removed and/or covered by bandages until removal is feasible.

Consequences:

Any student involved in a behavior code violation AND it is determined that the violation was due in part to being affiliated with a gang, will be severely punished and local law enforcement will be contacted. Penalties range from suspension through referral to the Governing Board for expulsion.

OUT-OF-BOUNDS

Students are expected . . . to maintain a safe environment in the school.

Designated areas of campus are closed to students during assemblies, breaks, lunch and pep rallies. Out-of-bounds areas include, but are not limited to areas designated by the red boundary line, parking lots, athletic fields, and areas surrounding the campus.

Consequences:

Students found in out-of-bounds areas are subject to search. Penalties range from a warning to detention to suspension.

PUT-DOWNS, DISPARAGING REMARKS, RACIAL SLURS

Students are expected . . . to treat all members of the school community with respect.

Certain words and gestures that reflect negatively on others will not be tolerated. High school students are aware of the words, phrases, and gestures that fit in this category. Any negative discrimination based on sex, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability, sexual orientation, or any other unlawful consideration, whether actual or perceived, are not acceptable. Racial slurs directed at any person, no matter the races of the parties involved, will not be tolerated. Pornographic materials are not allowed at school.

Consequences:

A referral will be written that describes the word, phrase, or gesture used. This referral will be shared with the parents/guardians to enlist their assistance in affecting a change in the student's attitude and/or behavior. Additionally, penalties will range from warning through suspension. Students who direct vulgar language or gestures at a teacher will be removed from the class on the first offense.

Students who use racial slurs will be suspended. Consequences for pornographic materials will range from detention to referral to the Governing Board for expulsion.

RECKLESS DRIVING

Students are expected . . . maintain a safe environment in the school.

Students who drive and/or park on the Santana High School Campus are expected to do so in a careful, responsible manner. Campus speed limit is 10 mph.

Consequences:

Careless use of a vehicle on or about the campus will result in loss of parking and driving privileges on campus and may also carry consequences ranging from detention through referral to alternative education. Law enforcement may be contacted.

SPORTSMANSHIP

Students are expected:

- *to behave in a safe and orderly manner.*
- *to treat all members of the school community with respect.*

Santana High School students abide by the rules of the game on the field or in the classroom. They are gracious in both victory and defeat.

Consequences:

Unsportsmanlike activities (i.e., heckling, negative cheering, etc.) may result in removal from an athletic event and could range from warning through referral to alternative educational placement.

UNSUPERVISED ACTIVITIES/GAMES/HORSEPLAY

Students are expected:

- *to behave in a safe and orderly manner.*
- *to maintain a safe environment in the school.*

Unsupervised activities/games are not permitted because of potential injury or disruption of the campus. Students who wish to participate in any activity or game on campus must find a faculty or staff person to supervise the activity. These activities include, but are not limited to, individual or team sports, throwing balls, Frisbees, etc.

Consequences:

Penalties will range from a warning through ISS and equipment will be confiscated.

VOLUNTARY DRUG TESTING PROGRAM

The Governing Board of the Grossmont Union High School District has adopted a policy that offers a drug-testing program, free of charge, to parents and students in our schools. Students who participate in this program will become part of random selection testing pool. Urine specimens will be taken in the school health office and will be immediately sent to the Quest Diagnostic Inc. The test results will then be sent directly to a designated private physician for review. Should a specimen test positive for any of the screened drugs, the physician will contact **the parents only**. The family can then choose to use intervention options. In any case, the **Grossmont Union High School District will have no knowledge of the test results.**

If you wish to have your son or daughter participate in this program, or would like additional information, please contact Student Support Services at Grossmont Union High School District Office at: 644-8012

LIST OF INTERVENTIONS

The programs, activities, interventions and/or strategies listed are some, but not all, of what is offered/provided by the Grossmont Union High School District.

Programs	Activities	Interventions / Strategies
Awareness Program Challenge Independent Study Challenge Program Chaparral Chaparral CDC Gateway Program Independent Study PATH Program Phoenix Program STEP Program	Student Study Team Probation Officer Conference Parent Conference for at-risk students Voluntary Drug Testing Title I Summer Programs Peer Mediation Peer Listening Support Groups Social Worker Intern Juvenile Diversion with Law Enforcement Parenting Meetings	Teacher warning to student Teacher contact to parent/guardian Teacher issues referral to student Administrator warning to student Administrator issues referral to student Administrator contact to parent/guardian Parent conference Remove from class Detention Saturday School ISA Suspension by administrator Counseling Referral to SARB Committee

Student Name: _____

Student ID #: _____

Counselor: _____

Assistant Principal: _____

SEMESTER I - SCHEDULE			
PERIOD	CLASS	TEACHER	ROOM
1			
2			
3			
4			
5			
6			
7			

SEMESTER II - SCHEDULE			
PERIOD	CLASS	TEACHER	ROOM
1			
2			
3			
4			
5			
6			
7			

Please keep your handbook in a convenient place.

This information is provided to notify students and parents of expectations, rules, regulations, scheduled tests, activities, and other important information.