

A stylized green graphic of a Trojan helmet. The helmet has a crest on top with a rectangular opening containing a cross-hatched pattern. The word "ALISAL" is written across the forehead in large, bold, green letters. Below the forehead is a trapezoidal opening with a cross-hatched pattern containing the word "TROJANS". The base of the helmet has two rectangular openings with cross-hatched patterns.

EST. 65

ALISAL

TROJANS

STUDENT HANDBOOK

2018-2019

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Phone List

Alisal High School Phone Extensions 2018-2019

Main Phone Number

796-7600

Fax

796-7605

Administration	EXT
Ernesto Garcia, Principal	2001
Maragrita Garcia Principal Secretary	2002
Gloria Chaidez, Assistant Principal	2003
Yvonne Casillas-AP Secretary	2004
Enrique, Lopez, Assistant Principal	2005
Lucy Vega-AP Secretary	2006
Tiffany Ayala, Assistant Principal	2007
Veronica Rodriguez-AP Secretary	2008
Rito Contreras, Assistant Principal	2009
Irma Urquizo-AP Secretary	2010
Karyl Blalock- Assistant Principal	2023
Natalie Richards, Activity Director	2150
Jose Gil, Athletic Director	2012



Counseling	EXT
Moises Ramirez- Secretary	2016
Avitia, Anthony, Counselor	2149
Bobadilla, Noemi- Counselor	2018
Echevarria, Sandra- Counselor	2019
Jimenez, Laura	2037
Mariscal, Natalia - Head Counselor	2017
Nava, Edith- Counselor (AVID)	2020
Ocampo, Roberto- Counselor	2021
Cortez, Ariana- Migrant Counselor	2022
Cabrera, Rosalina- ELL Specialist	2023
Chaidez, Victor	2024
Mendoza, Julissa	2025
Cardona, Patricia	2023
McKenna, Nora	2012
Main Office	EXT
Lara Pati - Receptionist	2000
Galindo, Jessica- Registrar	2032
Castro, Joanna- Registrar Clerk II	2033
Garcia, Lorena - Attendance Tech	2014
Hernandez, Julissa - Attendance Clerk	2015
Jimenez, Jackie- Attendance Clerk	2159

Bell Schedule

Regular Day

Period 1	8:00 - 8:59
Period 2	9:07 - 10:02
Period 3	10:10 - 11:05
Period 4	11:13 - 12:08
<i>LUNCH</i>	<i>12:08 - 12:48</i>
Period 5	12:56 - 1:51
Period 6	1:59 - 2:54

Minimum Day

Period 1	8:00 - 8:36
Period 2	8:42 - 9:16
Period 3	9:24 - 9:58
Period 4	10:06 - 10:45
<i>LUNCH</i>	<i>10:45 - 11:20</i>
Period 5	11:28 - 12:02
Period 6	12:10 - 12:44



Wednesday Teacher Collaboration

Period 1	9:00 - 9:49
Period 2	9:57 - 10:42
Period 3	10:50 - 11:35
Period 4	11:43 - 12:28
<i>LUNCH</i>	<i>12:28 - 1:08</i>
Period 5	1:16 - 2:01
Period 6	2:09 - 2:54

Principal's & ASB Note

Principal's Message

Welcome to Alisal High School and the home of the Trojans. As one of four comprehensive high schools in the Salinas Union High School District, Alisal continues to march ahead towards exemplary status. With a faculty committed to infusing a focused vision within a work ethic that embodies our slogan of Academics, Honor, and Solidarity, we are sure to meet our mission. As the Principal, I am excited about the 2018-19 school-year and assure you that the summer has been spent preparing for another great year ahead.

ASB President's Message

Welcome Trojans! ASB and I are very excited for this upcoming school year. We have many fun activities and events prepared for you. We are confident that the 2018-19 school year will be the best one yet. We look forward to serving you, and leading by example. We know this year will be extremely memorable as we all carry on the Trojan legacy and influence in our community. Go Trojans!

Respectfully,
Daisy Garcia

Academic Honesty

Academic honesty is extremely important. The teachers and administration will follow the policy outlined below when dealing with those students who are involved in cheating or plagiarism on tests or class assignments. The offenses accumulate over the entire four years while a student is attending High School. The following procedures will be followed: (Board Policy 5131.9)

First Offense

1. Teacher will notify parents and counselor.
2. Teacher may fail the student on the assignment.
3. Student may receive an Unsatisfactory Citizenship Grade for the quarter.
4. Possible referral to an Administrator for documentation and counseling.

Second Offense

In addition to the consequences outlined in First Offense, the following may occur:

1. Referral to an Administrator for parent contact and/or possible suspension.
2. Quarter Grade may be lowered.

Third Offense

In addition to the consequences outlined in First Offense and Second Offense, the following may occur:

1. Referral to an Administrator for possible suspension.
2. The student may be ineligible for California Scholarship Federation and National Honor Society.

Plagiarism is defined as *the act of representing the work of another as one's own regardless of how that work was obtained and submitting it to fulfill academic requirements. Plagiarism at North Salinas High School includes, but is not limited to, copying three consecutive words without proper citation.*

Associated Student Body

WHO WE ARE:

- Every student enrolled in at least one class at Alisal High School is a member of the Associated Student Body (ASB).
- Elected student body leaders represent and govern student affairs for the duration of one school year.
- The Activities Director oversees ASB Leadership Students, student clubs and organizations, and the Finance Office.
- The ASB Bookkeeper works with students, staff and parents regarding student and club finances.

WHAT WE DO:

- Leadership students meet each every Monday during lunch to discuss and decide student issues. Guests and student representatives are always welcome; arrangements can be made with the Activities Director.

HOW TO GET INVOLVED:

The student bodies government is elected by the students for the students. Concerns regarding student affairs should be directed to any of the elected student representatives, or ASB members.

Students who want to participate in a class competition, perform at a rally, help decorate at a dance, sell tickets at a sporting event, or do anything ASB related, should go to their class meetings, talk to their class president, or senate representative, or visit the ASB office.

THE STUDENT COUNCIL:

The Student Council has many responsibilities. It charters clubs, regulates fundraisers, and pays all league fees for athletic teams. The Council also represents the student body's interest to the administration, school district, Board of Trustees, and the community. The Council determines how the student body's money is spent. All of the money goes back to current students in the form of athletic costs, lunchtime activities, rallies, etc. Students, clubs and sports teams receive financial help from the Student Council. The Student Council's voting members are comprised of the four Executive Officers, class Presidents and all Commissioners.



Associated Student Body (ASB)

CLUBS ON CAMPUS:

The ASB Commission charters many types of clubs. Service clubs such as Academic Clubs, Sports Clubs, Service Clubs, Culture Clubs and Interests Clubs. There is a club for everyone and students who want to be involved should attend the Club Rush, talk to the advisor, or attend one of the club's meetings. Information regarding various clubs can be found in the ASB office. All clubs must be accessible to all students. At the end of the year clubs must submit copies of all club minutes.

Active clubs must:

1. Club constitution
2. Elected student officers
3. Certificated Adviser
4. Meetings at least twice a month

All clubs must be accessible to ALL students at Alisal High School. At the end of the school year, clubs must submit a copy of their minutes from their club meetings and a copy of their financial records to the Finance Office.

ASB ID CARDS:

All students are automatically members of the Alisal High School District Associated Student Body and will receive a free photo ID card when they pick up their schedule or register as a new student. There is a fee \$5.00 for replacement ID cards.

STARTING A NEW CLUB:

Information on how to start a club can be found in the ASB Office. The general steps for starting a new club are:

1. Have at least 6 members.
2. Find a teacher to act as an advisor.
3. Elect student officers.
4. Write a constitution and a mission statement. (Samples are available in the ASB Office.)
5. Fill out an application to charter a club.
6. Create a budget and a list of activities.
7. Submit all your paperwork to the Commissioner of Organizations to be voted on by the next ASB meeting.

ASB STICKER:

ASB stickers are available at the student store for a one time fee of \$45 and are affixed to the ID Cards. The purchase is optional, and replacement stickers are \$5.

- Recommended for students participating in athletics and/or serving on student government
- Can be used to receive free or discounted prices on events, games, and discounts at the Student Store.
- Athletes will receive sport specific patches and one varsity block letter for free.

Athletics

We have a professional team of coaches who work tirelessly with our student athletes to make them good athletes and positive role models for our society. Alisal High School has signed on with the California Interscholastic Federation (CIF) as a school that is committed to good sportsmanship and high moral values. We believe in essential elements of character building (Character Counts) and the six pillars of caring, fairness, citizenship, respect, responsibility, and trustworthiness. Good sportsmanship is the corner stone of what we teach our student athletes.

Sportsmanship:

Is winning graciously and losing without complaint.

Combines positive, spirited support of one's school.

Is treating opponents and officials with generosity, fairness, courtesy, and most importantly respect.

Is the responsibility of everyone involved in an athletic contests; players, coaches, officials, cheerleaders, students, parents and spectators.

While every game is important to our student-athletes, we all need to remember that it is just that: a game

Rules for Fans:

As an organization of educationally-based athletic programs and, therefore, an extension of the classroom, the following behavior is unacceptable at all CIF/CCS high school contests:

1. Berating an opponent's school or mascot;
2. Berating opposing players;
3. Obscene cheers or gestures;
4. Negative signs or artificial noise-makers;
5. Complaining about officials' calls (either verbally or by gestures);
6. Actions by a school and/or team that are intended to embarrass or humiliate their opponent and/or show a lack of respect for their opponent or the integrity of the sport.
7. "Body-painting" that either would or would not necessitate the removal, or partial removal, of what a reasonable person would consider to be normal clothing (Does not include "face-painting").

Athletic Eligibility

1. Maintain a 2.0 GPA w/ no more than 1 F
2. Receive no more than two unsatisfactory citizenship grade during a single grading period.
3. We encourage our athletes to purchase ASB sticker as it will get them into all home games for free (except for CCS games)
4. Get a physical with ones own doctor or at the Alisal Physical Day for \$20.00
5. Complete an eligibility clearance card.
6. Attend Drug Contract Night, and sign a drug contract along with a legal guardian and Athletic Director. All students must abide by the contract.
7. Must follow the student-athlete attendance requirements.
8. Not owe any debt (textbooks, library, etc.)
9. Take the baseline concussion test every two years.

Athletic Attendance Policy

Athletic participation is privilege and school attendance is of extreme importance.

1. If a contest occurs on a school day, the student-athlete must attend all of his/her classes during that day to be eligible to participate in the contest.
2. In the event, a student-athlete must be absent for a full or partial day on the day of the contest, the Principal or designee of the school may allow the student to participate if prior arrangements are made.
3. For Saturday contests or non-school days, the previous school day's attendance will be considered
4. Student athletes may attend school sponsored events on the day of the contest to remain eligible to compete (examples include, but are not limited to, academic and activities fieldtrips, AG/FFA, Fine Arts & Performing Arts activities, etc.)

Athletics

Seasons of Competitions

Fall

Boys and Girls Cross Country
Football
Girls Volleyball
Girls Tennis
Girls Golf

Winter

Boys and Girls Basketball
Boys and Girls Soccer
Boys and Girls Wrestling

Spring

Boys/Girls Track & Field
Boys/Girls Swimming
Baseball
Boys Tennis
Softball
Boys Golf
Boys Volleyball

High School Core Courses (Division I) Necessary to receive an athletic scholarship and attend college:

- At least 4 years of English (communication);
- At least 3 years of math (at the level of Algebra 1 or above);
- At least 2 years of natural or physical science (including 1 lab course, if offered by any high school you attended);
- At least 1 year of additional courses in communication, math, or natural or physical science;
- At least 2 years social science; and
- At least 4 additional year-long academic courses in any of the above areas, or foreign (world) language, philosophy or non-doctrinal religion.

High School Core Courses (Division II):

Same as above except 3 years of English, 2 years of additional English, math, or natural or physical science, and 3 years of additional courses.

When should I register? You should register with the NCAA whenever you decide you would like to participate in athletics as a college freshman. It generally is best to register after your junior year grades appear on your transcript. Although you can register anytime prior to participation, if you register late, you may face delays that will prevent practicing and competing.

For more information, go to:

<http://www.eligibilitycenter.org>

General A-Z

Attendance

Good attendance directly affects a student's performance by providing consistency in instruction, access to teacher support, and a mastery learning of curriculum. **Board Policy requires that a student maintain at least 85% attendance for the days enrolled in order to graduate and receive a diploma.**

All schools are CLOSED CAMPUSES during the entire school day. A student must receive a *Permit to leave* at any time during the school day from the Attendance Office or the absence may be marked invalid.

Clearing Absences:

- Parent or Guardian to attendance office to verify absence.
- If you are going to leave campus during the day a note from your parents must be turned in to the attendance office first thing in the morning and a pass will be issued.
- Excessive excused absences may require a parent conference.

AVID

- AVID is an acronym that stands for Advancement Via Individual Determination.
- AVID is an in-school academic support program that prepares students for college eligibility and success.
- AVID is for all students.
- For applications, see the AVID Coordinator, Mrs. Diane Huerta.

Daily Announcements

Daily Announcements help keep students connected with activities and are read before the beginning of school.

All announcements must:

- Be legible and pre-approved/signed by a teacher or administrator
- Sent to the Google Form provided at the beginning of the year
- Pertain to the whole student body.

*Memorial & special announcements must be pre-approved. *Birthday and/or personal messages will not be read

Bulletin Boards

The school hallways are covered with bulletin boards. Reading these posters and signs help students stay informed of current events. All posters or signs placed on bulletin boards (outside of classrooms) must be pre-approved by the Activities Director. Flyers that are commercial advertisements are not permitted, however, educational or career oriented posters are permitted with appropriate approval. This includes all walls/areas around campus.

Bus Policy

Students are expected to behave in accordance to district policy on all school buses. Riding the bus is a privilege, not a right. Failure to abide by rules and show a lack of courtesy and cooperation may result in one of the following:

1. Removal from the bus
2. Disciplinary action (Suspension / Expulsion)
3. Bus privilege revoked for a specific period of time / the remainder of the year

Students are required to have a school ID to ride the bus and allowed to only use the bus for their designated home area.

General A-Z Information

Cafeteria

Food Service provides free breakfast every morning to all students from 7:30- to 8:00 am. Free Lunch is served every day from 12:08 to 12:48 pm. Free Dinner is served to everyone from 2:55 to 5:30 pm. Students should follow the following guidelines:

- **Students may NOT use another student's ID card!**
- Form lines in single file; do not cut in line and do not purchase food for others.
- Put trash in the trash containers.
- All students can take advantage of our free or reduced meal program. A form must be completed to qualify. Parents can go online to the district website to apply.
- Customers should treat others with respect.

Career Center

The Career Center is the hub of College and Career Readiness. At the Career Center, you will find personalized attention to start exploring and learning about different pathways that you could take while in high school and after high school. The Career counselor will guide you to the steps to match your strengths and affinities to future high school courses, college minors and majors and future employment. The Career Center offers a variety of workshops, guest speakers and panels of experts so you could learn from industry members, as well as job shadowing opportunities. The Career Center also coordinates articulation and dual enrollment procedures for you to obtain college credit for some classes while in high school. The Career Center coordinates enrollment of CTE classes offered at Mission Trails ROP center. Other services include information about colleges, trade schools, scholarships & community service opportunities. The Career Center is open M-F during school hours. Visit us.

ROP AND WORK EXPERIENCE

CO-OP and Work Experience are classes that students can take while they have a job. These classes enable students to earn up to 10 credits per semester by working and extend the permissible hours of employment. These classes usually meet once a week at 7:00 am and meets the vocational education requirement.

WORK PERMITS

All employed minors under the age of 18 must have a Work Permit (Education Code 49141). Work Permits must be renewed every year at the start of each new school year or at the time the student obtains a new job. Work Permits are required all year, not just when school is in session. It serves as an age certificate and states the maximum hours a minor may work. To be eligible, minors must attend school full time and have good attendance. Work Permit applications are available in the Career Center.

Cell Phone

Please reference Electronic Signaling and Media Devices.

General A-Z

Community Service

Every student must complete a minimum of 60 hours of community service in order to graduate. Community Service forms must be completed and submitted to the Community Service Coordinator at least one week before the activity requested for prior approval. The form must be taken to the event so that the representative of the sponsoring organization can verify participation. The following is a sample of what must be done before you start your community service activity. Pick up a form from the Career Center and keep in mind the following:

The community service must be with a non – profit organization (not at a business where someone could be hired to do what you are doing).

A community service form must be filled out completely. The student and parent must sign the form, and then bring the form to the Community Service Coordinator for her signature. **If a prior approval signature is not obtained, the hours do not count.** Once the hours are completed, the representative of the sponsoring organization must sign the form at the bottom of the page and indicate the total hours worked. The student then returns the community service form to the Career Center.

Students must do at least 10 hours in at least two categories.

Students can do a maximum of 10 hours in the “job shadow” category.

The “school related” category is for community service performed at AHS. You may do up to 20 hours of service in the school related category.

Community Service Recognition

Students who complete 100 hours or more of community service are awarded in their senior year with cords medals, and stoles to wear at graduation. The senior who earn the most community service hours will be nominated to receive a scholarship at the Senior Awards Night.

General A-Z

Counseling

All students are encouraged to consult with their counselors regarding life-planning issues: courses of study, career choices, colleges, technical schools, test preparation and results, course requirements, goal setting through academic planning, personal concerns and crisis intervention. The counseling department's primary focus is to encourage students to become fully capable of making life decisions through productive problem solving. Parents are encouraged to contact their student's counselor by calling the counseling secretary for an appointment at 796-7600 ex 2016. **Students also make appointments through the counseling secretary.**

Homework requests may be obtained for absences of more than 3 days by calling the counseling secretary. Please allow 24 hours for the teachers to prepare lessons. Requests for transcripts may be made through the Counseling Office. Information regarding school records may be obtained through the Registrar's Office. College, scholarship and financial aid information is available in the Counseling Office and / or the Career Center.

Counselors also provide educational planning, senior evaluations (required of all seniors), consultations for alternative programs, crisis drop-in counseling, college financial aid and scholarship information, concurrent enrollment into Hartnell, Summer School, PLATO opportunities for remediation, course prerequisites and requirements, graduation status, assistance in academic decisions, and Student Study Team evaluations. Counselors are available during school hours. In a crisis, drop-in visits can be arranged through the secretary. During the first two months of your senior year, you must complete a "Senior Evaluation" to finalize your plan for a successful senior year. A review of graduation and college requirements is required.

MAKING AN APPOINTMENT WITH YOUR COUNSELOR:

Step 1: Bring your photo ID to the counseling department before school, during lunch, or after school to make your appointment.

Step 2: Show up at the scheduled appointment time with your photo ID.

Note: Counselors will not take appointments during the five few weeks of the school year. Directions for changing your schedule the week before school starts and the week after, will be posted in the counseling office. Student appointments can only be made for the current week.

Parents and students can obtain their log in and password for the Home Access Center online by bringing their photo ID to the main office. A master copy of the Weekly Progress Report is available in your Student Handbook for duplication.

Testing

For information on college required exams please visit the following websites:

SAT: www.collegeboard.org

ACT: www.ACT.org

General A-Z

Counseling

Graduation Requirements

English	40 credits
Mathematics	30 credits
Science (20 credits of Integrated Science)	20 credits
Social Studies (Must include 10 credits of World History, 10 of US History, 5 credits of Government, and 5 credits of Economics)	30 credits
Health Education	10 credits
Physical Education (10 credits are required in the 9th grade)	20 credits
Vocational Education	10 credits
Foreign Language (2 years of the same language)	20 credits
Fine Arts	10 credits
Elective Classes	30 credits

Completion of 60 Community Service Hours

CREDITS REQUIRED TO GRADUATE ARE:
220

GRADE POINT AVERAGE:

Students must have a 2.0 cumulative high school grade point average to graduate.

PLANNING FOR COLLEGE:

College-bound students should enroll in college-prep classes. Students applying for a CSU or UC college must apply by November 30. Both UCs and CSUs expect *no D's in academic courses*.

COMMUNITY COLLEGES:

All high school graduates and students obtaining a GED certificate are eligible to attend the community college. The community college also permits concurrent enrollment (high school students to register for community college courses while in high school). Application forms and information are available through the Counseling Office.

PRIVATE COLLEGES & UNIVERSITIES:

Most of the private colleges and universities prefer students who have met the University of California or California State Universities entrance requirements with a GPA over 3.0, and take the SAT 1 or ACT. Private schools may have additional requirements. See your counselor for more information.

UNIVERSITY OF CALIFORNIA & CALIFORNIA STATE UNIVERSITY FRESHMEN MINIMUM

ENTRANCE REQUIREMENTS:

English-4 years
Mathematics-3 years / 4 years recommended
US History/Government-2 years
Laboratory Science-2 years / 3 years recommended
Foreign Language-2 years / 3 years recommended
Visual/Performing Arts-1 year
College Preparatory Electives-1 year

QUALIFIABLE ELIGIBILITY INDEX:

See your counselor regarding the eligibility index which is a combination of GPA and SAT 1 or ACT scores.

Dance Policy

1. Students are ineligible if they have more than two (2) unsatisfactory citizenship mark or more than one (1) F, or has any unpaid debts.
2. Students must show an 85% attendance record in order to be eligible to buy a dance ticket.
3. Eligibility is based on the most recent grading period.
4. Dance tickets are non-refundable and non-transferable.
5. Formal Dance tickets will not be sold at the door.
6. All students and guests attending dances must show photo identification at the door.
7. All students and guests will be checked for alcohol with a breathalyzer before entry.
8. An Alisal High School student may bring a guest to specific dances with a guest pass. Purchase a guest pass in the Finance Office prior to purchasing a dance ticket; one guest per student. **Guests 21 years or older are not allowed.**
9. Alisal High School students are responsible for their guest and all of his or her actions.
10. All students and guests will have their bags checked before entering the dance.
11. If a guest is asked to leave, the student who accompanied them must also leave. No refunds.
12. All school and district rules apply at the dance.
13. Doors to all dances close 1 hour after the start of the dance. No person may enter after this time.
14. Ins and outs are not allowed and for the protection of our students and their guests, once they enter the dance they will not be allowed to leave until one hour before the end of the dance. Students who leave early must be signed out by a parent.

General A-Z

Electronics

Unauthorized use or possession of electronic signaling and media devices and other portable electronic or communication devices disrupts instructional program and distracts from the learning environment. Therefore unauthorized use or possession of such devices may be grounds for disciplinary action per board policy 5131.28

District teachers and employees are expected to provide appropriate supervision to enforce District rules and regulations. If a district teacher or employee observes or becomes aware of a violation of the rules and/or regulations, the teacher or employee may:

1. Direct student to turn device off
2. Notify principal or administration of violation and request that administration or principal take disciplinary action, as appropriate.

Home Access Center (HAC)

HAC allows you to see your student's grades, assignments, attendance and discipline, in real-time using the internet. To access the HAC, you will need to:

1. Go to the SUHSD website at <http://www.salinas.k12.ca.us/sites/DO/Index.htm>
2. Click on "District Schools" link on the left hand side
3. When the new page opens, click on "Alisal High School" in the middle of the page
4. When the school page opens, click on Website: Click here:
5. Click the HAC link

Once you are in the Home Access Center, you will need to enter your username and password. Usernames and passwords are unique to each parent. Your personal information will be given to you at the beginning of the school year.

General A-Z

Health Services

The Health Office is located in the main office. This is where you come when you are injured or ill. You need a pass to see the Health Aide. This office updates and maintains health records, conducts vision and hearing tests and verifies immunizations. A reminder to all parents and guardians, please keep your children home if they tell you they feel ill, especially if you work.

Library

The Alisal library has over 20,000 books and magazines, an online library catalog, 30 student computers, 4 online databases and 5 online newspapers. Library orientation takes place during freshman year at the beginning of the year. Students are welcome to visit the library before school, during lunch, after school, or during class time with a pass from their teacher.

Students must have their ASB card to check out books.

The library webpage www.ahs.salinasuhsd.org/pages/AlisalHigh has links to our databases, resources for reading, teacher assignments, research help and much more.

Rules for the Library and Textbook Room:

1. No food, drink, head coverings, or electronic devices allowed.
2. Students must have their student IDs or schedules with them to check out books from the library, including textbooks.
3. Students will use usual Library manners: quiet voice, clean up after themselves, push chairs in, respect others, etc.
4. Students are welcome with their classes or with a pass during class time. The library is open to students before and after school as well as during lunch.
5. Students are allowed to check out 3 Library books that are due 3 weeks after check out. If a book is needed longer, it must be renewed
6. If a Library or Textbook is lost or damaged it must be paid for. Late books will result in students becoming ineligible and they may not participate in sports, field trips, extracurricular events, or check out Library books.

Lost Book Policy

The typical student at Alisal High School is issued several hundred dollars' worth of textbooks. A student and his/her parents are responsible for these books and any library materials checked out. When a student loses or damages a book, the cost of the item is added to the student's financial bill. Students who owe money may be excluded from certain extra-curricular activities. Students will not participate in commencement exercises, nor will they receive their diploma, until their financial obligations have been cleared.

General A-Z

Chromebooks

Please report Technical Issues, damaged, lost, or stolen Chromebooks to the library for replacement. If a Chromebook is recovered, please notify the library immediately to be removed from the "Missing Chromebook List". Please follow and be aware of these rules/procedures:

1. Maintain Chromebook fully charged and power down correctly.
2. Practice proper Digital Citizenship, visit websites directly linked to the assigned work only.
3. Do not let others use your Chromebook, you will be responsible for any damage.
4. Handle with care. Please do not use the case to store any other items except the Chromebook when not in use.
5. 5. Parents are responsible for the replacement cost should the chrome book be lost, stolen or damaged. This includes any damage or loss that occurs on campus.

Lifetime Pass

The Student Council awards Lifetime Passes for free entry to all future Associated Student Body activities to graduating seniors with a minimum 3.0 GPA or retiring staff who have achieved one of the following:

- Valedictorian or Salutatorian
- ASB President
- Played on six varsity teams
- Served four years as an elected officer in a club and/or student organization
- Served four years as an elected officer/commissioner in ASB
- Staff retiring with 5 or more years of service to Alisal High School

Lockers

Every student has access to a locker throughout his or her time at Alisal High.

1. Students are assigned lockers during the Schedule Distribution. If students do not receive a locker during Schedule Distribution, they may sign up for one in the ASB office.
2. Lockers are assigned to students.
3. It is recommended that students not share lockers.
4. Lockers are a privilege and may be taken away for several reasons including intentional damage, graffiti, improper use, etc.
5. Students who leave items in lockers do so at their own risk.
6. To report problems regarding lockers, visit the ASB or Finance Office.

General A-Z

Mascot

Alisal High School's mascot is the Trojan! Our official school colors are forest green, black and white.

Off Campus Privilege

Alisal High School has a CLOSED CAMPUS policy to ensure students' safety, to focus on learning and place emphasis on academics pursuits. Junior and Senior Students can, however, earn the privilege to go off-campus at lunch. Students must apply for off-campus privilege. The privilege may be denied or revoked if the student violates the contract, loses eligibility or abuses the privilege.

District Criteria for Off-Campus Privileges:

1. Have a 2.0 GPA or above.
2. Be on track for graduation with regards to academic credits (Juniors 120+, Seniors 180+) and community service hours.
 - a. Juniors must have completed a min. of 30 hours for Semester 1 and 45 hours for Semester 2.
 - b. Seniors must have completed a min. of 60 hours.
3. No Unsatisfactory citizenship grades during the prior semester.
4. No more than 3 tardies per quarter
5. Zero trancies or whole day trancies

The privilege will be revoked for any of the following reasons:

1. If a student returns to campus late three or more occasions for 5th or 6th period in the same semester.
2. If a student does not return from lunch and is considered truant.
3. If a student alters, manufactures, shares or misrepresents the off-campus lunch privilege, the privilege will be revoked the remainder of the school year. Parents will be notified, and a referral will be processed.
4. Other behavior problems, which may result in the revocation of the off-campus privilege, including suspension, excessive tardies and irregular attendance.

NOTE: The Administration has the right to revoke the off-campus privilege when deemed necessary and appropriate. Probationary contracts for off-campus lunch privilege are NOT available

General A-Z

Parent Involvement

Parents play an essential role in the success of Alisal High students. Parents are encouraged to participate in our school events and join parent groups, such as:

- Alisal High School Booster Club
- ELAC Parent Group
- Migrant Parent Group
- Parents on Campus
- School Site Council

For more information, please contact our Community Liaison – Ms. Rachel Torres at 796-7600 extension 2040.

PE Uniforms

Students enrolled in physical education classes must wear the school approved gym uniform. Uniforms are available in the student store throughout the year, uniforms cost \$35 and financial assistance is available. Students who do not bring their own PE uniform will be required to wear a school issued loaner.

General A-Z

Proactive K-9's

To provide a safe and secure environment that is conducive to learning Alisal High School uses a canine intervention program for the detection of illegal drugs, ammunition, weapons, and alcohol. Random and regular searches of classrooms, parking lots, vehicles, lockers, and other personal belongings of students are performed in conjunction with the school safety team.

PBIS

PBIS (Positive Behavior Intervention and Support) is a student support system that focuses on pro-active procedures and practices to prevent behavioral issues and improve school climate.

The Trojan Traits, Responsible, Respectful and Safe, teach behavioral expectations through common goals and provide incentives through a reward system.



General A-Z

Recognition Continued

Renaissance

The Renaissance program encourages academic excellence, academic improvement, and excellent citizenship. At AHS we have several Renaissance events each year that encourage this academic participation. Gifts are given for students to wear to show their commitment to academic success. Do your best in your classes to receive this academic recognition.

Seal of Bi-Literacy

The Seal will be awarded to graduating seniors in the Salinas Union High School District who have mastered standard academic English and any other language. Students wishing to receive the Seal must submit an application form to their home school and meet certain requirements.

Block Letter Program

Block Letters will be distributed to students at the end of every season if student play a varsity sport and pay their ASB fees. Block letters are included if they purchase an ASB sticker.

General A-Z

Senior Eligibility/Activities

SENIOR ELIGIBILITY:

The senior year has the potential to be a student's best year of high school. There are numerous fun and exciting activities culminating with graduation. Participation in senior activities is a privilege. Seniors will lose their privileges to participate in Prom, Grad Trip, the senior luncheon and graduation ceremonies if any of the following happens during 2nd semester (either 3rd or 4th quarter)

- 5 day suspension
- Be suspended twice in one quarter
- Have more than two unsatisfactory citizenship grades
- Have less than a 2.0 GPA
- Any uncleared truancy or absence
- Have any debt owed for textbooks, library, finance office

SENIOR HOURS

To attend Grad Night at Six Flags, seniors must complete 10 senior hours, not to be confused with community service hours. The senior class advisor and officers have more information, and hours are posted in google classroom.

REQUIREMENTS TO WALK THE LINE

Students must have

- A 2.0 GPA overall
- Completed all course requirements (220 credits)
- No more than two unsatisfactory citizenship marks for 2nd semester (More than two 3rd quarter unsatisfactory citizenship marks makes you ineligible to walk the line. Students can re-qualify to walk the line by receiving no unsatisfactory citizenship marks for 4th quarter progress reports)
- No invalid absences (2nd semester)
- Completed 60 community service hours
- 85% attendance per year
- Paid all debt (library, textbook, ASB)
- Zero 4th quarter suspensions and no serious violations of the behavior code

PLEASE NOTE: If a Senior becomes ineligible for the Grad Trip for any reason or is simply unable to go due to personal reasons, the deposit or full cost of the trip WILL NOT be refunded.

General A-Z

Student Parking

The parking lots are provided as a convenience to the School District's employees, students, and visitors. **The District is not responsible for fire, theft, damage, or loss to your automobile, or for any article left in it. In effect, you use the parking lot at your own risk.**

Alisal provides a student parking lot. Information can be found at the Student Store. Students may park their vehicle in the student lot upon completion of the following:

1. Parking information card
 2. Proof of current driver's license and insurance
 3. Purchase of Parking Permit (\$10.00 processing fee) in the student store. The \$10.00 fee is required regardless of the length one parks throughout the year. The replacement cost for lost or stolen parking permits is \$5.00.
- Parking Permits must be placed on the rear view mirror or somewhere visible.
 - Parking spaces are on a first come, first serve basis.
 - Do not leave valuables in vehicles.
 - Alisal High School is not responsible for stolen/damaged property.

During school hours, students must have a valid parking permit and must park in the student parking lot only. Students who park elsewhere or fail to have a visible parking permit may be towed at their expense.

Parking Lot Rules:

1. All California State Vehicle Code Sections apply to all drivers.
2. All District & school rules extend and apply to the parking lots.
3. Park only in designated parking sections.
4. Any object considered a weapon in accordance with National/California State Law and/or the Student-Parent Handbook are strictly prohibited on school premises, even inside a vehicle.
5. All vehicles are subject to searches by the Proactive K-9's and the school administration.
6. Permits must be mounted or visible to be considered valid.
7. Students parked in non-spaces will lose driving privileges.

General A-Z

Tardy Policy

Students are considered tardy when not in class when the bell rings. Individual teachers may impose stricter guidelines.

Tardy 1 - 6	Assignment of lunch or after school detention, and parent notification by teacher.
Tardy 7 - 10	Administration notice (with previous notices and consequences documented by teacher). Assignment to Saturday School Parent notification
Tardy 11 +	Administrative Intervention After school or lunch detention for a week Saturday School, may include campus beautification

- Failure to attend detention and/or Saturday school will result in further consequences.
- Students who received detention will be picked up from 4th or 6th period class, or teacher may walk student to detention center.
- Tracking of tardies starts over at the beginning of each quarter.

Textbook/Chromebook

All textbooks and Chromebooks have barcodes. The school requires that all students must have a school photo I.D. to check out a textbook/Chromebook. Lost, damaged, or textbooks without barcodes will result in a fine ranging from \$10.00 to \$120.00 for each book. Lost or damaged Chromebooks will result in a fine of \$80.00. Students with fines will be ineligible for extracurricular activities until the fine has been paid. Books from prior years must be returned or paid for before the new school year begins.



General A-Z

Yearbook

The Alisal High School yearbook. The Trojan goes on sale during schedule distribution at a reduced price. Students may also purchase yearbooks with their class package at a reduced price. The price of the yearbook increases throughout the year, so purchase one early. The yearbook class meets daily. For more information, see Mr. Battaglini.

Senior Pictures

Senior YEARBOOK Pictures: All students must use the AHS photographer for their yearbook pictures. Seniors will receive a FREE FORMAL yearbook picture. Seniors can use any photographer for their personal use and for the senior ad page in the yearbook.

Visitors

Alisal High School is a closed campus. All visitors must check in at the main office and wear a name badge. Students who attend other schools wanting to visit Alisal while classes are in session must have administration permission. Only students considering attending Alisal High School may visit.

July 2018							JULY
S	M	T	W	T	F	S	
1	2	3	<u>4</u>	5	6	7	4 Fourth of July Holiday
8	9	10	11	12	13	14	23-27 New Teacher Activities
15	16	17	18	19	20	21	30 Site Staff PD (certif mandatory)
22	23	24	25	26	27	28	30 1st Work Day 183 day employees #1 and Food Service Employees
29	30	31					31 Certificated Work Day
							31 1st work Day 182 day employees #2

January 2019							JANUARY
S	M	T	W	T	F	S	
		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	5	1 New Year's Day Holiday
6	7	8	<u>9</u>	10	11	12	7 Return from Winter Break
13	14	15	<u>16</u>	17	18	19	-Start of 2nd Semester
20	<u>21</u>	22	<u>23</u>	24	25	26	21 Martin Luther King Holiday
27	28	29	<u>30</u>	31			

August 2018							AUGUST
S	M	T	W	T	F	S	
			<u>1</u>	2	3	4	1 First Student Day
5	6	7	<u>8</u>	9	10	11	
12	13	14	<u>15</u>	16	17	18	
19	20	21	<u>22</u>	23	24	25	
26	27	28	<u>29</u>	30	31		

February 2019							FEBRUARY
S	M	T	W	T	F	S	
						1	2
3	4	5	<u>6</u>	7	8	9	18 President's Day Holiday
10	11	12	<u>13</u>	14	15	16	
17	<u>18</u>	19	<u>20</u>	21	22	23	
24	25	26	<u>27</u>	28			

September 2018							SEPTEMBER
S	M	T	W	T	F	S	
						1	3 Labor Day Holiday
2	<u>3</u>	4	<u>5</u>	6	7	8	
9	10	11	<u>12</u>	13	14	15	
16	17	18	<u>19</u>	20	21	22	
23	24	25	<u>26</u>	27	28	29	
30							

March 2019							MARCH
S	M	T	W	T	F	S	
						1	2
3	4	5	<u>6</u>	7	8	9	8 End of 3rd Quarter
10	11	12	<u>13</u>	14	15	16	13 3rd Quarter Grades Due 5 pm
17	18	19	<u>20</u>	21	22	23	
24	25	26	<u>27</u>	28	29	30	
31							

October 2018							OCTOBER
S	M	T	W	T	F	S	
	1	2	<u>3</u>	4	5	6	5 End 1st Quarter
7	<u>8</u>	9	<u>10</u>	11	12	13	8 Quarter Break-No classes
14	15	16	<u>17</u>	18	19	20	8 Classified PD Day
21	22	23	<u>24</u>	25	26	27	9 Start 2nd Quarter
28	29	30	<u>31</u>				11 1st Quarter Grades Due 5pm





April 2019							APRIL
S	M	T	W	T	F	S	
	1	2	<u>3</u>	4	5	6	15 Spring Break Begins
7	8	9	<u>10</u>	11	12	13	19 Spring Break Holiday #5
14	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	20	22 Cesar Chavez Day #6 (California Admissions Day)
21	<u>22</u>	23	<u>24</u>	25	26	27	
28	29	30					

November 2018							NOVEMBER
S	M	T	W	T	F	S	
				1	2	3	12 Veteran's Day Holiday
4	5	6	<u>7</u>	8	9	10	19-21 Thanksgiving Break
11	<u>12</u>	13	<u>14</u>	15	16	17	22-23 Thanksgiving Holiday
18	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	24	
25	26	27	<u>28</u>	29	30		

May 2019							MAY
S	M	T	W	T	F	S	
			<u>1</u>	2	3	4	23 Last Student Day/Student Minimum Day #4
5	6	7	<u>8</u>	9	10	11	24 Certificated Work Day #4
12	13	14	<u>15</u>	16	17	18	27 Memorial Day Holiday
19	20	21	<u>22</u>	<u>23</u>	<u>24</u>	25	28 Final Grades Due 8 am
26	<u>27</u>	28	29	30	31		

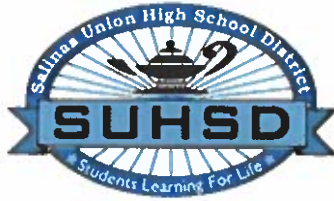
December 2018							DECEMBER
S	M	T	W	T	F	S	
						1	13 End 1st Sem-Stu/Cert Min Day #4
2	3	4	<u>5</u>	6	7	8	14 Certificated Work Day-No students
9	10	11	<u>12</u>	13	<u>14</u>	15	14 10-month classified Non Work Day #3
16	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	22	17 Winter Break Begins
23	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	29	24/25 Christmas Eve/Day Holiday
30	<u>31</u>						31 New Year's Eve Holiday

June 2019							JUNE
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

-  Holiday
-  Certificated Workday
-  Break
-  First/Last Student Day

New Teacher Activities

Middle School Wednesday Collaboration Weekly (Bold)
High School Wednesday Collaboration shown (Bold UNDERLINE)



Salinas Union High School District

June, 2018

Dear Parents and Students:

The 2018-2019 school year will be filled with many new academic challenges for students. This student Behavior Manual outlines the standards and expectations of proper student behavior designed to provide a safe and orderly learning environment. Your adherence to these expected behaviors will help provide that environment.

Our District continues to focus on the academic achievement of all students. This focus is highlighted by our transition to courses and learning objectives aligned with the Common Core State Standards (CCSS). As we move forward with our full implementation of the CCSS, please feel free to contact your child's school to get more information.

The District continues to promote high academic standards, a focus on student improvement, and recognition for student achievement. We emphasize rigorous academic performance, good attendance, and respectful behavior. In order to graduate, students should focus on their attendance and set a goal of being present in class every day. Good attendance will continue to earn special recognition and privileges. Make sure your children are in school daily.

School districts are required by state law to inform parents of certain rights and school procedures. Please read the information included in this manual and retain it for future reference. Education Code 48982 requires you to acknowledge receipt of this notice. Your acknowledgement does not constitute consent or withdrawal of consent to participate in any program.

Please review the Behavior Manual with your children, be familiar with the provisions and consequences that impact student eligibility, review your rights as a parent, and complete the signature page acknowledging you have read these policies and regulations. We expect this school year to be a highlight in your children's education. Join us in creating a positive partnership to support your children's education.

Sincerely,

Patty Padilla-Salsberg
President, Board of Trustees

Dan Burns
Superintendent

SALINAS UNION HIGH SCHOOL DISTRICT

2018-2019

STUDENT BEHAVIOR MANUAL

INTERNET ACCEPTABLE USE POLICY

NOTIFICATION OF PARENTS' RIGHTS AND RESPONSIBILITIES

MISSION STATEMENT

The Salinas Union High School District develops educated learners to the highest standards preparing them to achieve their life's aspirations and to be productive citizens in a global society.

Students in the Salinas Union High School District schools, like the members of any community, have both rights and responsibilities. It is the duty of the school district to protect those rights and to insist upon these responsibilities. The purpose of this student behavior manual is to make sure that students understand their rights and responsibilities, the consequences of violations of school rules, and the procedures for dealing with violations.

This manual is a summary of Board policies and regulations. Copies of these policies and regulations may be obtained through the school or on the district website: www.salinasuhsd.org.

The Salinas Union High School District complies with the following federal and state regulations: Title V and VII of the Civil Rights Act of 1964; California State Equal Opportunity Act: Chapter IV (starting with Section 30) of the 1st Division of Title V, Administrative Code of California; Title IX (does not discriminate on the basis of sex, sex orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental disability, or physical disability) the Education Amendments of 1972. English language skills will not be a barrier to admission and participation in vocational education programs. Parents and students who feel they are not being treated fairly in the light of the regulations may contact the Director, ROP/C, 867 East Laurel Drive, Salinas, Telephone (831) 753-4209.

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SECTION I. STUDENT BEHAVIOR MANUAL

I. STUDENT RIGHTS

ALL STUDENTS HAVE THE RIGHT TO:

1. EQUAL EDUCATIONAL OPPORTUNITY

The schools must give all students a chance to earn an education. Students have the right to a free education until the age of 18 or until they graduate from high school. Students may not be kept out of any program at school because of sex, race, or ethnic origin. Students have the right to equal educational opportunity without being disturbed by the misbehavior of other students or by people who do not belong on campus.

2. FREEDOM OF EXPRESSION

Subject to the limitations contained in Administrative Regulation 5145.2, which requires prior authorization, the following are permitted:

- Students may say or write their personal opinions.
- Students may circulate petitions with prior approval.
- Students may use certain bulletin boards to put up notices about school activities.
- Students may express themselves by wearing symbols of what they believe, insofar as they do not disrupt the educational process, and comply with the Dress Code (see Dress Code). These symbols may be things like buttons or badges.
- Students may NOT express themselves in ways that use foul language, make lies seem like the truth, or in ways that may lead others to illegal actions.

No student shall keep other students from expressing themselves. No form of expression will be allowed to disturb the classes or activities at school.

3. FREEDOM OF ASSEMBLY

Students may hold meetings during non-class times as long as the meetings do not disturb classes and do not interfere with other school activities.

4. DUE PROCESS

Students facing punishment for their actions at school have a right to due process before they are disciplined, suspended or expelled. This process must be fair and must clearly show what the students have done wrong and what the punishment will be. (See Section VII).

5. REQUEST PREVENTION SERVICES

Conflict Resolution Teams – CRT is available on campuses to assist in resolving student disagreements, and to reduce tension among students. A request for CRT can be made by students or staff.

Drug Intervention Program – A Drug Intervention Specialist is available to conduct group and individual sessions with students. This program is not limited to drug/alcohol problems. Students may request services.

6. APPEAL OF CITIZENSHIP GRADE

Students and parents have the right to appeal a citizenship grade that they feel is a mistake or unfair. They must appeal to the classroom teacher who gave the grade within five school days of the issuance of the report card. The District feels that good citizenship is important; therefore, just as in the case with academic grades, it is not the policy of the administration to overturn a teacher's decision about citizenship grades.

7. FREEDOM FROM SEXUAL HARASSMENT

The Board of trustees recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform school work, and increased absenteeism or tardiness. Sexual harassment of students by adults or other students will not be tolerated nor condoned. Instances of sexual harassment should be reported to the Administration immediately.

Definition of sexual harassment – Sexual harassment of a student is defined as verbal or physical conduct with is sexual in nature, and which has the purpose or effect of unreasonably interfering with the students' ability to benefit from their education, or of creating an intimidating, hostile or offensive environment. Other examples of sexual harassment include: unwelcome sexual flirtations or propositions, graphic verbal comments about an individual's body, display of sexually suggestive objects or pictures in the educational environment, or other inappropriate conduct.

8. BULLYING, CYBER-BULLYING, HARASSMENT, OR INTIMIDATION

Bullying, cyber-bullying, harassment, or intimidation in any form is against the law and is prohibited by the Salinas Union High School District. Bullying, cyber-bullying, harassment, or intimidation violates Federal Law, California Education Code and SUHSD Board Policies: 5131 Conduct; 5131.2 Bullying; 5145.3 Non-Discrimination/Harassment; 5145.7 Sexual Harassment; and 5145.9 Hate Motivated Behavior. District programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, gender, ethnic group identification, race, national origin, religion, color, physical or mental disability, age or sexual orientation. The Board prohibits intimidation or harassment of any student by any employee, student or other person in the District. Prohibited harassment includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an education program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the purpose or effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects the student's educational opportunities.

Students who bully, cyber-bully, harass, or intimidate others will be subject to disciplinary action, including suspension or expulsion. Staff, students and parents have a responsibility to report bullying, cyber-bullying, harassment or intimidation. To report an incident or a complaint, a reporting form may be obtained at the school office, the district office, or downloaded from the district website at www.salinasuhd.org.

II. RENAISSANCE – EXCELLENCE IN EDUCATION

The District promotes a rebirth in academic achievement on all campuses designed to produce motivated, resourceful, self-reliant students. Each school has developed its Renaissance – Excellence in Education – Program to recognize and reward students’ academic performance and achievement. The program also acknowledges student academic improvement, attendance and special accomplishments. Expectations of students will continue to be high, both scholastically and behaviorally. Through this effort, students and staff focus on the role and purpose of education. Student success and achievement will earn special recognition.

Quarterly recognition is presented for students who achieve:

Principal’s Honor Roll (3.5 GPA or above)
Honor Roll (3.0-3.49 GPA)
Academic Improvement (improve GPA by .5)
Perfect Attendance

III. STUDENT RESPONSIBILITIES

ALL STUDENTS HAVE THE RESPONSIBILITY TO:

1. Respect the Rights of Others to Study and Learn

All students have a right to receive an education within a safe learning environment. No one has the right to keep others from obtaining their education.

2. Attend School Daily

In California, a student is required by law to attend school until the age of 18 or graduation from high school. Schools cannot educate students who do not attend class. Irregular attendance can affect a student’s learning. Students must attend school at least 85% of the days enrolled to graduate or be promoted.

3. Be on Time for All Classes

Students who come late to class often disturb others who are already there and have started their lessons. Being on time is an important habit to develop in school. Tardiness will lead to disciplinary action.

4. Obey School and Classroom Rules

Rules are necessary so that the school can educate students. All students are expected to follow these rules and to be responsible and respectful at school.

5. Cooperate with School Personnel

Teachers and staff need student cooperation in order to help students learn. All school personnel need cooperation in order to make the school operate efficiently.

6. Be Courteous to Everyone

Students are responsible for the way in which they treat other people.

7. **Complete all Classwork and Homework, Participate in Class, and Meet Deadlines**

Students must complete their classwork, participate in class activities, and complete the work that is required of them outside of the classroom.

8. **Respect Public Property and Carefully Use and Return All Materials and Equipment**

Students are issued textbooks or chrome books valued at more than \$300.00. Students and their parents are liable if textbooks or chrome books are lost or damaged, and for any damage or destruction of school property up to \$20,000. (E.C. 48904)

9. **Adhere to Internet Use Contract**

Students must comply with all the provisions for use of the Internet or District network as contained in the contract that they and their parents sign prior to receiving authorization to access the internet or District network.

10. **Come to Class with Necessary Books and Materials**

Students are expected to bring assignments, books and materials to class. Without these materials a student cannot be successful.

11. **See That School Letters to Parents Reach Home**

Students are expected to take notices and messages home. Parents are encouraged to contact the school regarding their children's progress at any time.

12. **Dress Appropriately and Safely for School**

Appropriate dress is necessary for the healthy, safe and undisturbed operation of school and classes. Good dress sets a tone for the proper learning environment. (See Dress Code)

13. **Use and Maintain School Lockers Properly**

Lockers are to be used for temporary storage of school-related supplies, equipment, and personal items. Lockers are school property and may be inspected by the administration at any time.

14. **Obtain a Parking Permit**

High school students must have a valid driver's license and proof of car insurance. Each school site will develop its own process to issue parking permits. **The district is not responsible for damage, theft or accident to vehicles parked on any campus.** Student parking lots are off limits to students during school time without prior administrative approval. Autos parked on campus are subject to District search policies.

15. **Electronic Signaling and Media Devices**

Except as specified herein, students may possess and use electronic and media devices and other portable electronic or communication devices before the bell signaling the beginning of the first instructional period of each school day and following the bell signaling the end of the final instructional period of each school day. Students may also use such devices during the lunch period or while attending the school-sponsored athletic events.

Students must ensure that permitted devices are turned “off” and out of sight during instructional periods, or as directed by a District employee. All amplification and notification functions, including “silent” and “vibrate” modes, of such devices may not be utilized while the student is participating in classroom instruction and other school activities.

The District assumes no liability for theft, loss, damage, or destruction of any such electronic signaling and media devices and other portable electronic or communication devices brought onto school grounds, left in automobiles or school lockers. For further information, please refer to Salinas Union High School District Board Policy/Administrative Regulation 5131.8.

16. Use Proper Language

A student’s expression may not disrupt the classes or activities of the school. Students should refrain from any offensive or sexual remarks or language which may be inflammatory (e.g. racial, gender, hate, etc.)

17. Submit to Random Searches

The administration may conduct random searches of students, their property or automobiles, including the use of metal detectors and Detection Canines. Random searches will be conducted in accordance with District Policy 5145.12.

IV. CITIZENSHIP

The school has the duty to help students develop responsible attitudes and behavior. Students need to be prepared for adult citizenship in jobs and higher education.

1. CLASSROOM CITIZENSHIP GRADE

Students will receive a citizenship grade every grading period from each of their classroom teachers. Students’ citizenship grades in each class depend on their behavior in the classroom.

The grade of “Outstanding,” “Satisfactory,” or “Unsatisfactory” will be based on the “Citizenship Guidelines” below. The citizenship grade for each class will be shown on the student’s report card, but not on the transcript or permanent records.

2. CLASSROOM CITIZENSHIP GUIDELINES

Teachers will discuss and give copies of their classroom rules and regulations to students at the start of the school term.

Teachers are required to issue a preliminary citizenship progress report before giving an “Unsatisfactory” citizenship grade, unless it occurs so close to the end of the grading period that it is not practical to do so. Any combination of five tardies and/or invalid absences in a grading period may result in an “Unsatisfactory” citizenship grade for that grading period.

When a student transfers to schools within the District, the attendance records/citizenship grade will also be transferred to the receiving school.

3. UNSATISFACTORY CITIZENSHIP

CLASSROOM: A student who receives two or more “Unsatisfactory” citizenship grades in one grading period will lose activity privileges (see below) for the following grading period. A student

who receives “Unsatisfactory” citizenship grades in the last grading period will lose those privileges for the first grading period of the following year.

OUTSIDE THE CLASSROOM: A student who is suspended for five days or who is suspended twice in one grading period will lose activity privileges for nine school weeks, starting from the date of suspension. If the student is suspended again during that period, she/he will lose privileges for nine more school weeks. A student who is suspended at the end of the school year and is unable to complete the term of suspension prior to the last day of school will attend an equivalent number of hours at Saturday School at the beginning of the next year.

LOSS OF PRIVILEGES: A student’s loss of privileges begins on the date the ineligible list is distributed (or the date of suspension) and includes extracurricular activities including but not limited to the following:

- a) After-school recreational or interscholastic athletic teams (including participation, practice or tryouts)
- b) School clubs
- c) Student government/ASB
- d) Field trips that remove a student from regularly scheduled classes, except where the field trip is determined to be an integral part of the curriculum.
- e) Cheerleading, song leading, “spirit” leading (including participation, practice or tryouts)
- f) School dances
- g) *Senior trip/8th Grade Activities
- h) *Graduation/Promotion ceremony activities
- i) Other extracurricular activities as determined by the school

*Graduating seniors or 8th graders who receive two or more unsatisfactory citizenship grades for the third grading period will not be permitted to participate in the senior trip/8th grade activities and graduation/promotion activities. Special consideration may be given to seniors/eighth graders who receive two or more unsatisfactory citizenship grades during the third grading period, but who do not receive any unsatisfactory citizenship grades during the fourth grading period. Fourth grading period citizenship grades may be determined by the teacher progress reports. Student being given this special consideration may be allowed to participate in the graduation/promotion activities only.

If a senior/8th grader received one of the following, he/she will lose the privilege of participating in the senior trip/8th grade activities and graduation/promotion activities:

- ◆ Two unsatisfactory citizenship grades during fourth grading period;
- ◆ A five-day suspension or two separate suspension during the fourth grading period;
- ◆ Commits a serious violation of the behavior code.

Ineligible students may check with their administration about the possibility of a “probation” period. Students are allowed only one probation period for any reason in four years of high school.

V. ELIGIBILITY REQUIREMENTS – ACADEMIC STANDARDS

In addition to meeting the citizenship standard eligibility described in Section IV – Citizenship, all students must meet an academic standard to participate in extracurricular activities*. Students who receive more than one failing grade or who do not maintain a “C” average (2.0 GPA) for the current grading period will be ineligible to participate in extracurricular activities. The ineligibility will be in effect until grades are issued after the end of the next reporting period.

A “C” average is defined as a “grade point average” of 2.0 or better on a scale where an “A” = 4 points; a “B” = 3 points; a “C” = 2 points; and a “D” = 1 point. An elevated grade point will be used for GATE, Honors and Advanced Placement classes. A grade of “F”, “I”, or “U” is worth 0 points. A grade of “P” (Pass) is not counted unless the student appeals to the teacher who may translate the “P” to a letter grade for eligibility purposes. Such appeals must be made within two school weeks from the time the grade is issued. A grade of “Incomplete” (I) is treated as an “F” until cleared. “Incompletes” must be cleared within two weeks following receipt of report card. More than one failing grade automatically disqualifies a student from extracurricular participation until the end of the next reporting period.

A student who becomes ineligible for academic reasons may not participate in any extracurricular activities listed in Section IV with the exception of school dances, senior trip, eighth grade activities and graduation/promotion ceremony activities. (See Attendance Policy for additional restrictions).

***Students attending alternative programs must get prior clearance from the Alternative Program Site Administrator in order to attend school activities. The Home Site Administrator must approve the request before a student will be allowed to attend such activities.**

VI. ELIGIBILITY REQUIREMENTS – ATTENDANCE

The goal of the Salinas Union High School District is that all students participating in extra or co-curricular activities including athletics attend school on a regular basis. Participation in extra, co-curricular and/or athletic activities is a privilege and school attendance is of extreme importance.

Students are expected to attend all classes daily. If a contest occurs on a school day, the student must attend all of his/her classes during that day to be eligible to participate in the contest. In the event a student must be absent for a full or partial day on the day of a contest, the student must secure prior approval from the Principal and/or designee of the school for an excused absence.

Students may attend school sponsored events on the day of a contest to remain eligible to compete (examples include, but not limited to Health Academy field trips, Ag/FFA activities, Fine Arts and Performing Arts activities, etc.). For contests on Saturdays or non-school days, the previous school day attendance will be the determining factor.

VII. BEHAVIOR CODE: VIOLATIONS AND CONSEQUENCES

The following list of violations does not include every action for which a student may be disciplined. It is a list of the most common violations, but other forms of misbehavior may result in discipline. California law states that a student may be disciplined, suspended or expelled for violations of this

behavior code while on school grounds, going to or coming from school, during lunch period, whether on or off campus, and during or while going to or from school-sponsored activity.

Several violations listed mentioned “school personnel”. School personnel includes a student’s own teachers **AND ALL OTHER ADULTS** who work on campus or for the school district.

The Board authorizes school officials to conduct searches when there is reasonable suspicion that students have engaged, or are engaging, in a violation of the law, a school rule or regulation. A student’s person, property, auto or school locker may be searched whenever there is cause to believe that the student has in his or her possession contraband, illegal substances, or articles which threaten school activities or the health and safety of students or staff. If appropriate, school officials may utilize metal detectors and detection canines. Random searches may also be conducted.

(AR 5145.12)

GROUP 1 VIOLATIONS:

Suspension and Possible Expulsion Upon a First Offense/Law Enforcement Will Be Notified

These are serious violations of the behavior code. Students who commit these violations may be recommended for expulsion. Police will be informed of violations involving assaults, property damage, weapons, and sale or use of illegal drugs or alcohol. The police may be informed of other violations.

A. Principals are required by state law to recommend expulsion for these violations:

1. Causing serious physical injury to any person, except in self-defense;
2. Possession of any firearm, imitation firearm, knife, explosive, weapon, or other dangerous object of no reasonable use to the pupil at school or at school activity off school grounds;
3. Possession for sale/distribution and/or selling/distributing illegal drugs;
4. Robbery or extortion’
5. Brandishing a knife;
6. Committing or attempting to commit sexual assault or committed a sexual battery.

B. Principals are required by District Policy to suspend and may recommend expulsion for the following violations

1. Assaulting or threatening to cause physical injury to school personnel;
2. Committing or attempting to commit an assault and/or battery on another student;
3. Causing, attempting to cause, or threatening to cause physical injury to another person (fighting). Students will be referred to law enforcement for possible citation; a third offense will result in a referral for expulsion.

GROUP 2 VIOLATIONS:

Suspension and Possible Expulsion Upon a First Offense in Certain Circumstances

A pupil may be suspended or expelled upon a first offense if any of the following acts indicate that the pupil’s presence causes a danger to persons or property or threatens to disrupt the education process:

1. Causing or attempting to cause damage to school or private property*;

2. Stealing, attempting to steal, or knowingly receiving stolen school or private property*;
3. Tampering with a fire alarm (fire marshal/law enforcement will be notified);
4. Possessing, offering, arranging, or negotiating sale of any drug paraphernalia;
5. Disrupting school activities or otherwise willfully defying school personnel;
6. Sexual Harassment;
7. **Possessing, using, furnishing or being under the influence of any controlled substance, alcoholic beverage, or an intoxicant of any kind;
8. Selling or offering to sell alcohol, any controlled substances, or an intoxicant of any kind, but then either selling, delivering or furnishing something other than the alcohol or illegal drug;
9. Participation in initiation and hazing activities as defined in Board Policy 6145.5;
10. Hate crimes (E.C. 48900.3).
11. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.

*California Law (Education Code 48904) states that a student or his/her parents pay for any willful damage to school property (up to \$10,000). If a student fails to return school property, the school shall withhold the student's grades, diploma or transcript. It is the policy of the school district to hold the parents responsible to the extent provided by law.

**A first offense of this type will result in a three-day out-of-school suspension and a mandatory referral to the school's Drug/Alcohol Intervention Program. (See Alcohol/Drug Use Policy)

GROUP 3 VIOLATIONS:

Referral, Parent Conference, and Possible Suspension

1. Using profanity or vulgarity or committing an obscene act;
2. Violation of Internet Use Contract conditions (may also result in loss of Internet privileges);
3. Possessing or using tobacco or nicotine products;
4. Writing or drawing on school property;
5. Unauthorized use or possession of school lunch tickets or other school forms;
6. Throwing food, water balloons, or other objects;
7. Forgery;
8. Inflammatory language, (e.g. race, gender, etc.);
9. Possession or use of laser pointers. Threatening use will be handled with law enforcement per Penal Code 417.25;
10. Gang behavior: flashing signs/signals, yelling gang slogans, wearing "colors", gang graffiti
11. Inappropriate use of school technology and/or the internet infrastructure.
12. Aiding or abetting the infliction of physical injury to another person.

GROUP 4 VIOLATIONS:

Warning, Referral, Parent Conference Possible, Suspension for Repeated Violations

A first offense may result in counseling by either the student's teacher or an administrator. For an especially serious first offense, or for repeated offenses, parents will be notified and suspension may result.

1. Failing to follow classroom procedures;

2. Cheating;
3. Littering or spitting;
4. Riding bikes or skateboards on campus;
5. * Failing to follow school rules about the use of electronic beepers (pagers), cellular phones, radios, tape recorders, headphones, electronic games, or other inappropriate items at school;
6. Wearing clothes inappropriate for school (See Dress Code);
7. Showing affection in a way inappropriate for school;
8. Gambling;
9. Misbehaving on the bus (may also result in loss of bus privileges);
10. Being rude or discourteous to school staff;
11. Deliberately and repeatedly interfering with the rights of other students to learn.

*Inappropriate use of radios, skateboards, and other items on campus may result in their confiscation for a period of time.

ATTENDANCE POLICY

Student learning and achievement are the highest priorities in the Salinas Union High School District. Attendance is a major factor that influences student learning. Students cannot learn if they are absent. Regular attendance can be achieved through a partnership between students, parents and the school. To monitor your student's daily attendance, you may use the Home Access Center (HAC) online. If you do not have online access, contact your school's attendance office.

EXPECT PERFECT ATTENDANCE

You should expect perfect attendance. If your student misses 18 days this year (an average of 1 out of 10), his or her standardized test scores could drop as much as an average of 10 percentile points.

Attendance focuses on those students actually in attendance. Absences for any reason negatively affect a student's learning; students must be in attendance each and every day of school to learn. Students must maintain 85% attendance of days enrolled to graduate from high school. Days less than 85% must be made-up through any of the following: Saturday School, Summer/Winter Intersession, ACE, concurrent enrollment at Hartnell Community college, or other means. Check with school attendance office.

The schools will be in immediate communication with parents regarding any student absence. Frequent and open communications between school and parents will improve student attendance. The Monterey County District Attorney's Office will continue to be involved with parent of students who are truant and fail to meet the attendance requirements of the State of California.

Any student who accumulates one or more truant absences and has not corrected the deficiency through successful attendance at Saturday School will result in additional semester delays. Student with truant, uncleared absences also may not participate in spring and end-of-the-year activities including but not limited to: Junior/Senior Prom, Senior trip to Disneyland, Eighth Grade Day and Dance.

Regular attendance is a condition for receiving a Work Permit. The law indicates students with a Work Permit may not work on any day that they are absent from school. Work Permits may be revoked for irregular attendance or truant absences.

Parent must call the Attendance Office on the first day of absence or send a note the first day the student returns after the absence. A 24-hour answering machine at each school may be used to report absences. These notifications will be used to verify that a student does not have a truant absence.

VERIFIED ABSENCES

Student attendance is expected every day and the law does not provide for “excused” absences. Students may have a “verified absence” for the following reasons, but their attendance record will be impacted and they are required to make up the assignments missed (E.C. 48205).

1. Personal illness
2. Attendance at funeral service for a member of the immediate family
3. Part-day absence for medical or dental appointments

Parent conferences will be scheduled for any student who demonstrates excessive absences for any reason (more than 10%). Daily attendance is essential to receiving a successful education and prepares students for the standards of the world of work. For additional information, refer to District Board Policy 5113.

TRUANT ABSENCES

Students who are off campus without a verified excuse may be detained by the police. Disciplinary action for cutting class, skipping school, being habitually tardy or truant will be dealt with through District Policy.

Truant absences occur when a student misses one or more classes without a valid excuse. Truant absences accumulate from the beginning of the school year until the end. If a student transfers within the District, the student’s Truant absences record will be transferred to the other school.

TRUANT ABSENCES/CONSEQUENCES

1. First Truancy Level

The school will notify parents in person or by telephone and letter regarding the absence and compulsory attendance laws. (Ineligibility for Work Permits and school activities may result; remediation may occur through Saturday School or other disciplinary action).

2. Second Truancy Level

Same as Levels 1. The student will be classified as a “Truant.” An Attendance Review conference (ARC) will be held with administrator (designee)/student/parent to discuss possible solutions to truancy problems. A contractual agreement will be discussed/signed. **The Monterey County District Attorney will be notified regarding student’s truancy.**

3. Habitual Truancy Level

Same as levels 1-2. Student is identified as a “habitual truant” and referred to the Monterey County District Attorney for further legal action. Student is identified as a “habitual truant” and referred to the Monterey County District Attorney for further legal action.

(An extended Truant absence will result in shortened attendance policy process).

*Education Code Sections 48291 and 48293 provide that parents or guardians who fail to send their children to school shall be subject to criminal complaint and, upon conviction, payment of a fine.

PERMIT TO LEAVE/CLOSED CAMPUS

All schools are CLOSED CAMPUSES during the entire school day. A student must receive a "Permit to Leave" at any time during the school day from the Attendance Office with a parent phone call or a signed note or the absence may be marked truant.

OFF-CAMPUS LUNCH

High school campuses are closed at lunch. Juniors and Seniors may be afforded the privilege of leaving the campus if they satisfy the criteria established by the Board of Trustees. Criteria include maintaining a 2.3 GPA, on track for graduation, no truant absences, parent approval, and no serious violations of the Behavior Code. Specific questions about the "Off-Campus Privilege" will be answered at the individual school sites. Applications will be processed through the school principal's office.

TARDY POLICY

A proper learning environment is essential to learning. To maximize the amount of instructional time per period, students are expected to be in class promptly. By encouraging promptness, the school is aiding the students in developing self-discipline and a sense of responsibility. Tardiness will be dealt with by both teachers and administrators.

UNIFORMS – MIDDLE SCHOOLS

All middle school students are required to wear the designated school uniform daily. Uniforms have been adopted to help create a safe school environment. Specific uniform requirements are explained in the Student Handbook.

DRESS CODE

Appropriate dress is necessary for the healthy, safe and undisturbed operation of school and classes. The following guidelines shall apply to all regular school activities. Students' attire should be neat and clean.

The following ARE NOT permitted:

1. Bare feet; shoes must be worn at all times.
2. See-through or fishnet fabrics, halter-tops, off-the-shoulder or low-cut tops and skirts or shorts shorter than mid-thigh, bare midriffs (the stomach area should not be exposed). Clothes shall be sufficient to conceal undergarments at all times.
3. Strapless tops; torn or ragged clothing.
4. Apparel, jewelry or accessory that contains profanity or obscenity, or references promoting the use of drugs, alcohol, or tobacco.
5. Clothing that disrupts the effective functioning of the school.
6. Apparel, jewelry, accessory, notebook, or manner of grooming that, by virtue of its color arrangement, trademark or any other attribute, are specifically identifiable as belonging to a disruptive group or gang.

7. Hats/Caps/Sunglasses, except as required for health or safety purposes and approved by the administration.

In accordance with Education Code 35183.5, students may wear articles of sun protective clothing including hats, caps, and visors. Other head coverings are not permitted. Students will be allowed to wear such clothing outdoors only. Clothing and hats/caps determined to be gang related or inappropriate are prohibited. Middle school students may only wear hats or caps that comply with the established uniform colors.

ALCOHOL/DRUG USE POLICY

It is the responsibility of the Salinas Union High School District to protect the health and safety of students in its charges. Therefore, the District has adopted the following rules regarding students possessing, using, or suspected of being under the influence of prohibited chemicals, drugs, or alcohol. (Students suspected of selling or providing drugs will be disciplined under the Behavior Code).

Students participating in activities representing the school and/or of a competitive/performing nature will sign a written contract agreeing not to use, possess, or be under the influence of any controlled substance of any kind at any time, including evenings, weekends, and holidays, on and off school campuses, during the entire term of the activities.

Representative/competitive/performing activities include student government leaders, athletics, cheerleaders, music, drama and dance, academic decathlon, mathletics, speech or debate, Future Farmers of America (FFA), NJROTC, et al.

1. FIRST VIOLATION:

- Administrator/parent conference;
- Three days out-of-school suspension;
- Mandatory attendance at Drug Intervention Insight Program;
- Law enforcement notified;
- Two weeks ineligibility from all activities (practice may continue).

2. SECOND VIOLATION:

- Administrator/parent conference;
- Three to five days out-of-school suspension;
- Mandatory attendance at Drug Intervention Insight Program and/or counseling program to be determined at the administrator conference;
- Law enforcement notified;
- Six weeks ineligibility from all activities (practice may continue).

3. THIRD AND SUBSEQUENT VIOLATIONS:

- Administrator/parent conference;
- Five days out-of-school suspension;
- Proof of completion of drug dependency program through non-school agency (specific program to be determined at the administrative conference);
- Law enforcement notified;
- Indefinite eligibility (minimum of six weeks);

- Expulsion in appropriate cases

NOTE: Violations will be cumulative: (1) while the student is attending any school in the District; or (2) during any three-year period in which the student attends two or more schools in the district.

Students who voluntarily self-refer to the Intervention Program and those referred by parents, friends, or community agencies will not be restricted from participation in their activity on the condition that they complete the intervention program prescribed in consultation with the Drug Intervention Specialist and/or Core Team.

TOBACCO

POSSESSION OR USE OF SMOKING/SMOKELESS TOBACCO

ALL school campuses are tobacco free. Smoking is prohibited on all school campuses, in district vehicles, and at school activities whether on or off campus by all persons, including students, staff and the public.

1. FIRST VIOLATION:

- Parents notified;
- Assignment to four (4) hours of Saturday School;
- Mandatory attendance at Drug Intervention Insight Program;
- Two (2) weeks ineligibility from all activities (“practice” may continue).

2. SECOND VIOLATION:

- Administrator/parent conference;
- One day, out-of-school suspension;
- Mandatory attendance at Drug Intervention Insight Program;
- Four (4) weeks ineligibility from all activities (“practice” may continue).

3. THIRD VIOLATION:

- Administrator/parent conference;
- Three to five days, out-of-school suspension
- Mandatory attendance at Drug Intervention Insight program;
- Six (6) weeks ineligibility from all activities (“practice” may continue).

4. SUBSEQUENT VIOLATIONS:

- Parents notified;
- Administrator/parent conference
- Five days out-of-school suspension;
- Possible referral for expulsion;
- Indefinite ineligibility (minimum six weeks – no “practice”).

VIII. PROCEDURES FOR DEALING WITH VIOLATIONS AND RIGHT OF APPEAL

SUSPENSIONS

DEFINITION: A suspension is a temporary removal from school or regular classrooms for violation of school rules. A student on suspension is prohibited from coming on any campus or attending any school activity during the term of his/her suspension.

A student may not be suspended for more than five days at a time or for more than twenty days in a school year, unless the action is taken by the Board of Trustees or the student has been enrolled in a special program for adjustment purposes. A suspended student may be reequ8ired to complete all work and test missed during the suspension. When the make-up work is completed, it will be graded for full credit.

The school district may require the parent/guardian of a student w3ho has been suspended to attend a portion of a school day in his/her child’s classroom.

DUE PROCESS FOR SUSPENSIONS

1. STUDENT HEARING

Except in emergency situations, the principal or designee shall conduct an informal conference with a student prior to suspension and:

- a) Present the reason for the suspension
- b) Explain the evidence against him/her
- c) Give the student an opportunity to present his/her version and evidence in his/her defense

2. PARENT NOTIFICATION

Within one school day of the decision to suspend, the parent or guardian will be sent a written notice with the following information:

- a) The date and time when the student will be allowed to return to school;
- b) A statement of the right of the parent or the student to examine the student’s records;
- c) The reason for suspension.

No student will be sent home during the school day without parent or guardian permission.

3. PARENT CONFERENCE

When a student is suspended, the law requires a parent to attend a conference with school officials (E.C.48911).

4. RIGHT OF APPEAL

If the pupil or parent wants a further review of the case, a meeting with the principal may be scheduled. An appeal of the principal’s review may be forwarded to the Superintendent or designee. The Superintendent or designee will review the evidence, listen to the pupil or parent, and decide if there was sufficient evidence to determine that the violation occurred and whether an appropriate penalty was imposed.

EXPULSION

DEFINITION: An expulsion is the long-term removal of a student from attendance at any school in the District. All expulsions are decided by vote of the Board of Trustees.

DUE PROCESS FOR EXPULSIONS

1. **BRC's:** If a student commits an expellable offense, the school shall hold a Behavior Review Committee (BRC) Conference with parents and school staff. The BRC will forward a recommendation to the Principal regarding expulsion who shall forward a recommendation for expulsion to the Superintendent, if appropriate.
2. **HEARING:** A pupil is entitled to a formal hearing before expulsion is imposed. The pupil and parent will receive written notice of the hearing, which will include date, time and place of the hearing. A student may be placed on an extended suspension pending the formal expulsion hearing. Parents may choose a "Stipulated Expulsion" in lieu of the Hearing process. Through a "Stipulated Expulsion" parents waive their right to a formal Hearing and agree to accept the decision of the Hearing Officer in order to reduce the normal timelines. Parents may rescind their request for a "Stipulated Expulsion" at any time during the formal process. If interested, parents may request a "Stipulated Expulsion" from the school administration.
3. **APPEAL:** If the Board of Trustees votes to expel the student, its decision may be appealed to the Monterey County Board of Education within thirty (30) days of the School Board's decision.
4. **REQUIRED NOTIFICATION:** California law requires that if a student is expelled from school, the parent/guardian and student must inform any new district of such expulsion upon registration, and request a hearing from the new district's Board of Trustees (E.C. 48915.1).
5. **READMISSION:** any student expelled from the Salinas Union High School District or any other school district must request a Readmission Hearing with the Board of Trustees prior to re-enrollment in the schools of the District. Requests should be forwarded to the Superintendent's Office.

SECTION III. PARENTS' RIGHTS AND RESPONSIBILITIES

NOTIFICATION OF PARENTS' RIGHTS AND RESPONSIBILITIES

I. ABSENCE FROM SCHOOL

SPECIFIED PUPIL ABSENCES (Education Code 48205) "...a pupil shall be excused from school for justifiable personal reasons, including, but not limited to, an appearance in court, observance of a holiday or ceremony of his or her religion, or an employment conference when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board."

"A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence which can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. As the teacher of any class from which a pupil is absent shall determine, the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence."

II. INSTRUCTION

DRUG EDUCATION District Board Policy 5131.6-Drugs, Tobacco, and Alcohol – provides for a comprehensive drug/alcohol/tobacco instructional and intervention program for students.

EXCUSE FROM HEALTH INSTRUCTION ON RELIGIOUS BELIEF (Education Code 51240) This law provides that "whenever any part of the instruction in health, family life education, and sex education conflicts with the religious training and beliefs of the parent or guardian of any pupil, the pupil, on written request of the parent or guardian, shall be excused from the part of the training which conflicts with such religious training and beliefs."

PUPILS ELIGIBLE FOR HOME/HOSPITAL INSTRUCTION – Board Policy 6183 – The District will provide Home/Hospital Instruction for students who meet eligibility requirements for such instruction. (Education Code 48207)

SEX EDUCATION COURSES (Education Code 51550) The courses listed below may contain instruction in which human reproductive organs and their functions and processes are described, illustrated or discussed:

Middle School: Science, Physical Education, Health Education, Life Skills.

Senior High School: Biological Courses, Family services & consumer studies, Parenting, Prenatal Education, Marriage and Family. Physical Education, Health Education, ROP Health Occupations.

The school will notify you, usually through a letter or the Principal's Newsletter, when materials will be on display and when instruction in sex education will offered. You may make an appointment to inspect the instructional materials that will be used. Should you desire that your child not attend a

class in which instruction on human reproductive organs is given, please so specify in a written request to the principal of the school.

SEXUALLY TRANSMITTED DISEASES (STD)

(Education Code 51933) Each middle and high school health curriculum will include STD instruction and when the instructional materials will be available for inspection. You may request in writing that your child not attend STD education classes.

USE OF ANIMALS IN SCIENCE LABORATORIES (Education Code 32255.1) Each teacher teaching a course that utilizes live or dead animal parts shall inform the pupils of their rights pursuant to this chapter. Parental notification will be given at the beginning of the first semester of the regular school term. Any pupil with a moral objection to dissection (or otherwise harming or destroying animals, or any parts thereof) must notify his or her teacher. The pupil's objections to participate in an educational project pursuant to this section must be substantiated by a note from a parent or guardian. The teacher has the option of working with the pupil to develop an agreed upon alternative education project. Pupils refraining from dissection are still expected to pass all examinations of the respective course study in order to receive credit.

III. HEALTH

ADMINISTRATION OF PRESCRIBED MEDICATION (Education Code 49423) If your child is required to take medication prescribed by a physician during the regular school day, the school Health Aide or other designated school personnel may assist your child if the school receives (1) a written statement from the physician detailing the method, amount, and time schedule by which such medication is to be taken and (2) a written statement from you requesting that the school district assist your child in taking the medication.

CONTROL OF COMMUNICABLE DISEASES (Education Code 49403) School districts are required to cooperate with the local health officer for the prevention and control of communicable diseases in school-age children. **Verification of current status of immunization is required for enrollment in school.** Exemptions based on personal beliefs, including religious beliefs, will no longer be an option for the vaccines that are currently required (SB 277).

EVALUATION OF VISION AND HEARING (Education Code 49452, 49455) In compliance with these laws, the District gives vision evaluation tests to all pupils in grades 7 and 10 and hearing evaluation tests to all pupils in grades 8 and 10. The vision testing may be waived if you present the results of a determination of the child's vision, including visual acuity and color vision.

No evaluation of your child's vision or hearing will be made if you file with the principal of your child's school a statement in writing that you adhere to the teachings of a well-recognized religious sect, denomination, or organization, and in accordance with its creed, tenets, or principals depend for healing upon prayer in the practice of your religion.

PHYSICAL EXAMINATIONS (Education code 49451) If you wish to exempt your child from any physical examination, you may file a signed written statement indicating that you do not consent to a physical examination, but whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, he/she shall be sent home until school authorities are satisfied that any contagious or infectious disease does not exist.

SCOLIOSIS SCREENING The District will give a scoliosis evaluation for all students in grades 7 or 8. (Education Code 49452.5)

SMOKE FREE/TOBACCO FREE (Health & Safety Code 24160) – All district school property shall be smoke free. This prohibits the use of tobacco products anywhere, anytime on district property and at district activities whether on or off campus by all persons including students, staff and the public.

AUTOMATED EXTERNAL DEFIBRILLATORS The Board authorizes the placement of automated external defibrillators (AEDs) at designated school sites for use by designated personnel who have volunteered to receive training in the use of AEDs.

IV. SPECIAL SERVICES

NUTRITIONAL MEAL PROGRAM (Education Code 49511) The District provides a nutritional school meal program in which identified children may participate free of charge or at a nominal cost payments depending upon family income.

ACCIDENT INSURANCE (Education Code 49472) **The District does not carry accident insurance for pupils and assumes no liability for injuries occurring to pupils at school or school-related activities.** Information is available from the school office concerning a low-cost insurance policy that may be purchased by you to cover school accidents.

VOLUNTARY ACTIVITIES PARTICIPATION ACKNOWLEDGMENT & ASSUMPTION OF POTENTIAL RISK Participation in the District sponsored activities is voluntary. These activities, by their very nature, pose the potential risk of serious injury/illness to individuals who participate in such activities. Some of the injuries/illnesses which may result from participating in these activities include, but are not limited to, the following: (1) Sprains/strains, (2) Fractured Bones, (3) Unconsciousness, (4) Head and/or back injuries, (5) Paralysis, (6) Loss of eyesight, (7) Communicable diseases, and (8) Death. The participation in these activities is completely voluntary and as such is not required by the District for course credit or for completion of graduation requirements. In order to participate in these activities, parents and students agree to assume liability and responsibility for any and all potential risks which may be associated with participation in such activities. The District, its employees, officers, agents, or volunteers shall not be liable for any injury/illness suffered by my son/daughter which is incident to and/or associated with preparing for and/or participating in this activity.

V. RECORDS AND INFORMATION

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (Education Code 49063) Parents or students over eighteen have the right to inspect and review records, files and data directly related to the student. This includes all material in the student's cumulative folder, including academic work completed, grades, aptitude tests, health data, family background information, teacher and counselor ratings, and verified reports of serious or recurrent behavior patterns.

These records are available for your review during regular school hours at the Principal's Office. A school employee will assist you in explaining these records. If, upon review of the records, you have

any concern about their accuracy or appropriateness or other concerns, you may challenge their contents and have a hearing to determine if they should be corrected or deleted. You may present relevant evidence at any time for consideration by the District.

You have the right to appeal any unfavorable decision made at the hearing to the Board of Trustees and to meet with the Board or its representative to decide your appeal. The school has forms for your use to implement this challenge procedure should you desire to do so. You also have the right to obtain copies of your child's records at your expense. A charge of twenty-five cents per page will be made for each page of records requested by you. You also have the right to file a rebuttal to any statement made in the educational records and your rebuttal will be kept on file with the records.

RELEASE OF DIRECTORY INFORMATION

Under Federal and State Law, the following categories of information regarding students are matters of public record and will be made available upon request to those having a legitimate need for the information such as post-secondary institutions, employers, and military recruiters:

- Student's name, address and phone number
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Most recent previous school attended

Board Policy/Administrative regulation 5125.1-Release of Directory Information that states: 1) At any time, parents may request not to release a student's directory information to all or selected agencies (See Attached Form at End of Manual), 2) If you choose to restrict the Release of Directory Information, you must indicate your preference(s) to military recruiters and/or colleges and universities and/or employers. All district schools will enforce consistent practices regarding access to campuses by any post-secondary institution recruiters, employers, and military recruiters.

USE OF PHOTOGRAPHS Occasionally, your child may be included in a photograph or video related to school activities. If you desire that your child be excluded from such uses, you must notify the school principal in writing of your intentions.

VI. STUDENT ATTENDANCE AND ENROLLMENT

ATTENDANCE Students are expected to be in school daily. A student absent with a valid absence may "...complete all assignments and tests missed during the absence that can be reasonably provided..." (E.C. 48205).

CLOSED CAMPUS All middle and high school campuses of the District are "closed campuses" throughout the day, including the lunch period.

PERMISSION TO LEAVE PREMISES DURING LUNCH HOUR (Education Code 44808.5) The Board permits identified pupils enrolled in the **SENIOR HIGH SCHOOLS** of the District to leave the school grounds during lunch period. Section 4480805 further states: "Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section."

RELEASE OF STUDENTS (Education Code 46010.1) Board Policy 5113 – Release of Students – prohibits release of students from school during the hours when school is in session or during the times when extracurricular activities are being held to accompany an adult or other student except by the request or consent of the parent or legal guardian. Education Code 460103.1 states that by law school authorities may excuse any pupil from school for the purpose of obtaining confidential medical services without the consent of the pupil’s parent or guardian.

School District Policy 5113, however, prohibits such a practice in the Salinas Union High School District.

ATTENDANCE WHERE CAREGIVER RESIDES If a student lives in the home of a care giving adult, as defined by law; your child may attend the school district in which that residence is located. Execution of an affidavit under penalty of perjury pursuant to the Family Code by the care giving adult is required to determine that your student lives in the caregiver’s home. (Education Code 48204 {d})

SCHOOL CHOICE (Education Code 35160.5) District Board Policy 5116 – School Attendance Areas – establishes the rules and regulations to permit School Choice (open enrollment) for residents of the District. Under the provisions parents may apply for their student to attend a school outside their area of residence. Applications are available at all school sites. Applications must be completed and submitted to the requested school site by the due date for the following school year. Students may be approved for admission at the requested site within the limitations of the established capacity of the school. Eligible student selection will be made through a random, unbiased process. Applications and further information are contained in the School Choice brochure.

SCHOOL ENROLLMENT AND ATTENDANCE AREAS The Superintendent will recommend to the Board of Trustees attendance areas that will provide for an equitable distribution of pupils in the schools of the District. The attendance areas for the various schools of the District may be changed from time to time by Board action as circumstances require. Students are to enroll in their district school of residency, unless they have applied for and been approved for a transfer to another district school, either through the School Choice or Intradistrict Transfer process. Parents are to provide evidence of residency upon enrolling a student in a District school. The Superintendent is authorized to transfer students from one school to another regardless of attendance areas when in his/her opinion such a move is in the best interests of the students and the schools involved. If it is determined that a parent/guardian has falsified information, the Superintendent will direct that the student be returned to the school of attendance based on the location of the legal residence.

VII. OTHER

CRIMES ON SCHOOL GROUNDS (Penal Code 626.1) The Superintendent or designee shall ensure that parents guardians receive information about the contents and availability of the Attorney General’s hand book summarizing California law pertaining to crimes committed on school grounds.

INTERENT ACCESS The District provides student access to the Internet at all school sites. Students and parents must sign the District “Internet Use Contract” acknowledging student responsibility to adhere to established Internet protocols and avoid accessing any harmful or illegal matter. (Education Code 51870.5)

NOTICE OF ALTERNATIVE SCHOOL PROGRAMS (Education Code 58501) The District conducts alternative educational programs. These programs are designed to accommodate students

whose needs are not being met in the regular comprehensive school program. The alternative programs offered meet the guidelines outlined in Education Code 58501. If parents have any questions regarding educational programs, please contact the school principal.

In the event any parent, pupil or teacher is interested in further information concerning alternative schools, the Principal's Office has copies of the law available for your information.

SEXUAL HARASSMENT (Education Code 212.5) The District prohibits sexual harassment in any of its policies, procedures, or practices in admission and access to, treatment and employment of students and adults in the District's programs and activities. Board Policy 5145.7 outlines the complaint procedure which is to be used by any student who feels that he/she is being sexually harassed. The procedures include the identification of employees who are to receive and investigate any complaints of sexual harassment.

Sexual harassment is a form of personal misconduct by persons of the same or opposite sex that undermines the integrity of employment and academic relationships. No individual, either male or female, shall be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment includes sexual touching, physical interference with movement or work, graffiti, or other written communication of a sexual nature, sexually degrading remarks or jokes, pressure for sexual activity or favor. For the purposes of the District's policy, the conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive that it has a negative impact upon the individual's academic or work performance, creates an intimidating, hostile, or offensive educational or work environment, or is made to be a condition or consequence of employment or a student's grades.

Students will receive information and orientation annually on the sexual harassment policy and procedures. Copies of the District Policy and administrative regulations are available at the school sites.

PUBLIC LAW 94-142 ALL HANDICAPPED CHILDREN ACT Public Law 94-142 provides assurances through a California Master Plan for Special Education that all handicapped children will be provided a free and appropriate education within the framework of the Public School System. The Law further assures that a program of public awareness involving the search and identification process be performed by the school systems (in this case it is the Monterey County Special Education Local Plan Area) in order that the complete public be served. Other assurances are that students, once identified, be provided an individual educational plan and be involved in an individual conference with the parents and school staff members regarding their complete instructional program. Parents must be involved individually with the educational plan and conference, and, furthermore, have the right to challenge any segment of the plan that they feel would be inappropriate for their child.

REQUIRED PARENTAL ATTENDANCE (Education Code 48900.1) Teachers may require a student's parent/guardian to attend a portion of a school day in the student's class following a suspension from class for commission of an obscene act, habitual profanity, or vulgarity, disruption of school activities, or willful defiance of the valid authority of school staff. After completing the classroom visit, and before leaving school premises, the parent/guardian shall meet with the principal or principal's designee.

TITLE IX: PROHIBITING DISCRIMINATION BY SEX The District makes a concerted effort to comply with Title IX Regulations. Pursuant to section 86.9 of Title IX: "The Salinas Union

High School District does not discriminate on the basis of sex in the educational programs or activities which it operates, and no employment practice shall discriminate on the basis of sex.”

The grievance procedures in compliance with Title IX Regulations have been set up in the form of District Regulations. Parents and students who feel they are not being treated fairly in the light of Title IX Regulations may contact the Assistant Superintendent Human Resources, 431 West Alisal Street, Salinas, Telephone 796-7000.

VOCATIONAL EDUCATION The District provides vocational education programs for students regardless of race, color, national origin, sex or handicap. The grievance procedures, in compliance with Office of Civil Rights Guidelines, have been set up in the form of District Board Policy 1312.3. Parents and students who feel they are not being treated fairly in the light of the regulations may contact the Assistant Director, ROP/C, 867 East Laurel Drive, Salinas, Telephone 753-4209.

UNIFORM COMPLAINT PROCEDURES The Board of Trustees is committed to providing equal opportunities for all individuals in educational programs. The District has the primary responsibility to insure compliance with applicable state and federal laws and regulations, and shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations and/or alleging discrimination.

The District shall investigate and follow uniform complaint procedures in accordance with District policies and procedures in responding to complaints alleging failure to comply with state or federal law or complaints alleging unlawful discrimination in state or federal programs.

A complaint form may be obtained at the school’s main office, the District Office, or online on the Salinas Union High School District Website. Complainants are encouraged to try to resolve their complaints directly at the school or work site. The District person responsible for receiving complaints is the Assistant Superintendent of Human Resources. The complainant has a right to appeal the District’s decision to the California Department of Education by filling a written appeal within 15 days of receiving the District’s decision. The complaint review shall be completed within a 60-day period from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. Civil remedies may be available under state or federal discrimination laws pursuant to Education Code 262.3. Copies of the District’s complaint procedures are available free of charge.

AMERICANS WITH DISABILITIES ACT (Board Policy 6164.6) The District provides services to students with identified disabilities under Section 504. Parent may refer their child for such identification and consideration through the school site principal. Under Section 504, a disabled student is one who: (a) has a physical or mental impairment that substantially limits one or more major life activities; (b) has a record of such an impairment; or (c) is regarded as having such an impairment.

SCHOOL ACCOUNTABILITY REPORT CARD

The School Accountability Report Card is a report that provides detailed information about teachers, students, test scores, accountability measures, curriculum, buildings, school and district finances, and other resources. The School Accountability Report Card is available on the Salinas Union High School District webpage at www.salinasuhsd.org or a hard copy may be provided upon request at either the Salinas Union High School District main office or school site.

FAMILIES IN TRANSITION/HOMELESS

Homeless children and youth have equal access to the same free, appropriate public education, including a public preschool education, as is provided to other children and youth. (42 USC 11431[1]) If you have uncertain housing, a temporary address, or no permanent physical address, federal and California laws guarantee that your children may be enrolled in their previous school. (42 USC 11432 [g][6][A][iv]) If this describes your family's living situations, or if you are a student not living with a parent or guardian, please contact Special Projects Office at 796-7000.

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)

PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions to enhance academic and social behavior outcomes for all students. PBIS is a prevention-oriented way for school personnel to (a) organize evidence-based practices, (b) improve their implementation of those practices, and (c) maximize academic and social behavior outcomes for students. PBIS supports the success of ALL students. PBIS results in the development of structures for effective classroom management and preventative school discipline as the means for supporting teaching and learning. Additionally, PBIS supports the development of school processes to ensure a positive and safe school climate to maximize success for all students.

SUHSD Chromebook Contract

Procedures and Info for Students and Parents

The mission of the Chromebook distribution in the SUHSD is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge. SUHSD endeavors to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for whatever path they choose after high school.

The Chromebooks are a learning resource. There is no opt-out process for receiving a Chromebook because it is an important tool for completing assigned work, conducting research, and accessing learning materials – just like a textbook. Under the Williams Settlement, SUHSD is required to provide equal access to all learning resources to all students.

1. Receiving Your Chromebook

a. Parent/Guardian meetings and Student Training

All parents/guardians are encouraged to attend parent meetings at the school site your child attends. Students will receive lessons in proper care and use of technology before receiving a Chromebook that can be taken home. All parents and students are required to sign this contract before being allowed to take the Chromebook home.

b. Transfer/New Student Distribution

All transfers/new students participate in a school orientation and will be able to pick up their Chromebooks from the textbook room. Both students and their parents/guardians must sign the SUHSD Chromebook Contract prior to picking up a Chromebook.

2. Returning Your Chromebook

a. End of Year

At the end of the school year, students will turn in their Chromebooks, power adapters, and cases. Failure to turn in a Chromebook will result in the student being charged the full \$80.00 replacement cost. Cases and power supplies will be charged replacement costs as well. The breakdown of costs is detailed in this document. The District may also file a report of stolen property with the local law enforcement agency.

b. Transferring/Withdrawing Students

Students that transfer out of or withdraw from SUHSD must turn in their Chromebooks and cases to the textbook clerk on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$80.00 replacement cost. The District may also file a report of stolen property with the local law enforcement agency.

3. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the textbook room as soon as possible so that they can be repaired properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unsecured.

a. General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Heavy objects should never be placed on top of Chromebooks.

b. Cases

- Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
- Although the cases are padded to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

c. Carrying Chromebooks

- Always transport Chromebooks with care and in SUHSD-issued protective cases.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

d. Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

e. Asset Tags

- All Chromebooks will be labeled with a library barcode.
- Students may be charged for tampering with a library barcode.

4. Using Your Chromebook at School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

a. If a student does not bring his/her Chromebook to school

- Teachers may loan a classroom Chromebook to a student for the duration of the class period.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the issued device.

b. Chromebooks needing repairs

- If a Chromebook needs repair, return it to the textbook room and a replacement device will be issued.
- Chromebooks that are damaged or lost will have the appropriate charge recorded on the student account.
- Chromebooks that have a hardware or software fault (not caused by damage from the student) will be replaced at no cost to the student.

c. Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- There will be a limited number of unsupervised charging stations in school common areas.

d. Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

e. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.

f. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Printing stations will be available in the library. Because all student work will be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school. Students may log into a print station to print their work.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. For more information, visit <http://www.google.com/cloudprint/learn/>.

g. Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Only SUHSD students and staff can log into school Chromebooks. Parents may use their students Chromebook at home, but will need to have the student log in for them.
- Students should never share their account passwords with others

h. Managing and Saving Your Digital Work with a Chromebook

- The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- The District will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

5. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications, such as Google Docs, can be used while not connected to the Internet. Students are bound by the SUHSD Use of Technology Policy, Administrative Procedures, acceptable use agreement, and all other guidelines in this document wherever they use their Chromebooks.

A limited number of WiFi mobile access devices will be available to check out from the school libraries. These do not replace regular home internet service but they give students without home internet the ability to work online to complete schoolwork.

6. Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the SUHSD.

a. Updates and Virus Protection

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.
- There is no need for additional virus protection.

7. Content Filter

The District utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the District. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Attempts to circumvent the filtering software will result in disciplinary action.

8. Software

a. Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration

tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms. All work is stored in the cloud.

b. Chrome Web Apps and Extensions

- Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

9. Chromebook Identification

a. Records

- The District will maintain a log of all Chromebooks that includes the Chromebook serial number, student name, and ID number of the student assigned to the device.

10. Repairing/Replacing Your Chromebook

a. Chromebook repair

- If your Chromebook is not working notify your teacher and take it to the textbook room for repair.

b. Vendor Warranty

- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.

c. Estimated Costs (subject to change)

The following are estimated costs of Chromebook parts and replacements:

- Complete Replacement - \$80.00
- Screen - \$40.00
- Keyboard/touchpad - \$50.00
- Power cord - \$20.00
- Camera - \$20.00
- Lid - \$35
- Bezel - \$30
- Other components on a case-by-case basis (not to exceed the replacement cost of the Chromebook)
- Case - \$10

11. No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

a. Monitoring Software

- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screen, activity, and web history on student Chromebooks.

12. Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the SUHSD Digital Citizenship Agreement at all times.

SUHSD Digital Citizenship Agreement

SUHSD believes that the best way to prepare our students for their digital future is to have them practice using online tools appropriately in school. We have monitoring software and filters, but these tools are not perfect guarantees that students will not encounter potentially harmful situations (harassment, inappropriate content, etc.). Our goal is to use potential mistakes as teachable moments to help protect our students against future harmful experiences online.

Respect and Protect Yourself

- I will keep my passwords private and will not share them with my friends.
- I will be conscious of my digital footprint and careful about posting personal information.
- I will only post text and images that are appropriate for school.
- I will be aware of where I save my files so that I can access them where and when I need them. (Examples: Google Docs, network folder, thumb drive, web file locker).
- I will be aware of with whom I am sharing my files (keeping them private, sharing with teachers and classmates or posting them publicly).
- I will always log off before leaving a computer.
- I will immediately report any inappropriate behavior directed at me to my teacher, librarian, counselor, or other adult at school.

Respect and Protect Others

- I will not use computers to bully or harass other people.
- I will not log in with another student's username and password.
- I will not trespass into another student's network folder, documents, files or profile.
- I will not disrupt other people's ability to use school computers.
- I will not pretend to be someone else and will be honest in my representation of myself.
- I will not forward inappropriate materials or hurtful comments or spread rumors.
- I will immediately report any inappropriate behavior directed at my fellow students to my teacher, librarian, counselor, or other adult at school.

Respect and Protect the Learning Environment

- I will limit my web browsing at school to school research or personal research similar to that which I would do in class.
- I will not visit inappropriate web sites. If an inappropriate page, image or search result comes up, I will immediately close the window or tab.
- I will not play games on school computers without specific teacher instructions.
- I will not send or read instant messages or participate in online forums or chat without specific teacher instruction.
- I will only change background images and screen savers to school appropriate images.

Honor Intellectual Property

- I will not plagiarize.
- I will cite any and all use of websites, images, books and other media.

Please cut along the dotted line, complete the agreement below, and return it to school to receive your Chromebook

By signing this agreement, I am accepting the terms of this agreement. I agree to be financially responsible for the replacement cost should the Chromebook be lost, stolen or damaged. This includes any damage or loss that occurs on campus.

Student Name: _____ Student ID: _____

Student Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature _____ Date: _____



SALINAS UNION HIGH SCHOOL DISTRICT
Directory Information Release Form

Under Federal and State law, school districts may share student directory information with authorized agencies. Pursuant to California Education Code, section 49073. SUHSD has identified the categories of information listed below as directory information that may be released to the officials and organizations named below (Board Policy/Admin Reg. 5125.1). Parents may request that the school principal limit the release of directory information or not release directory information at all. The request to withhold the student directory information must be renewed annually.

PLEASE READ AND COMPLETE THE INFORMATION RELEASE FORM AND RETURN IT TO YOUR SCHOOL PRINCIPAL. UNLESS THIS FORM IS RETURNED, YOUR STUDENT'S INFORMATION MAY BE RELEASED AS INDICATED.

----- Tear-Off -----

DIRECTORY INFORMATION RELEASE FORM

TO: _____
School Name

DATE: _____

Student name: (please print)			
Date of Birth:	Grade:	Student ID:	Telephone Number:
Address:		City:	Zip

***Student Directory Information**

1. I do not wish to release any directory information to any individual agency/organization.
OR
2. I do not wish to release any directory information to the agencies/organizations checked below.
- [] College/University Recruitment [] Employers [] Military Recruiters

Parent/Guardian Signature _____ Date _____

* *Directory information* means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information includes: (34 CFR 99.3; Education Code 49061), (SUHSD~AR 5125.1)

1. Name, address, phone number
2. Weight and height of athletic team members
3. Dates of attendance
4. Degrees and awards received
5. Most recent previous schools attended

STUDENT/PARENT SIGNATURE FORM

Formulario de Firmas de los Padres/Estudiante

Student's Last Name/*Apellido del Estudiante* _____ First Name/*Nombre* _____ Grade Level/*Grado* _____

School/*Escuela* _____ Birthdate/*Fecha de Nacimiento* _____ Student ID/*Número-Identidad de Estudiante* _____

We have received the "Notification of Parents' Rights and Responsibilities" and have read and discussed the contents of it including the Attendance Policy and the Student Behavior Manual (noticed per E.C. 35291). We understand that no student may enroll until this form is signed and returned to the school. *(Nosotros hemos recibido la "Notificación de los Derechos y las Responsabilidades de los Padres" y hemos leído y hablado del contenido de esta información incluyendo las Reglas de Asistencia y el Manual de Conducta de los Estudiantes (notificado según C.E. 35291). Nosotros entendemos que ningún estudiante puede inscribirse en la escuela hasta que este documento sea firmado y regresado a la escuela.)*

We have also received and have read and discussed the Internet Acceptable Use Policy. We understand and agree to the parameters for student participation in the use of the internet via the Salinas Union High School District's computers and network. *(Nosotros también hemos recibido las Reglas de Usos Aceptados del Internet y hemos leído y hablado de estas reglas. Nosotros entendemos y aceptamos las guías y reglas para que el estudiante use el internet en las computadoras y las redes del Salinas Union High School District.)*

Date/*Fecha*

Student Signature: _____
Firma del Estudiante

Mother/Guardian Signature: _____
Firma de la Madre/tutora

Father/Guardian Signature: _____
Firma del Padre/tutor

Telephone Number: _____ Home: _____
Número telefónico Hogar

Work (Mother): _____
Trabajo (Madre)

Work (Father): _____
Trabajo (Padre)

Email Address (*Dirección de Correo Electrónico*): _____

Emergency Name (*Nombre de emergencia*): _____

Telephone (*Teléfono*): _____ Relationship (*Parentesco*): _____

NOTE: The above signatures may be used to verify the validity of notes submitted to the school.
(NOTA: La escuela usará las firmas de arriba como comprobantes para verificar las notas entregadas a la escuela.)

No student may enroll until this page has been signed and returned to the school.
(Ningún estudiante puede matricularse hasta que se firme y se regrese este documento a la escuela.)