

PLEASE READ THE FOLLOWING CAREFULLY. *There is new material here, and everything here is essential for successfully starting school.*

SCHOOL OPENS: Wednesday, August 20th, 2008, 7:35 am with a **Monday Schedule** – students attend all periods.

Please note:

- **Monday, September 1st is Labor Day; NO SCHOOL.**

2007-2008 Updates:

1. **PAGERS & CELL PHONES:** Student may have a pager or cell phone on campus. Pagers or phones that go off in class will continue to be confiscated.
2. **PERMITS TO LEAVE/CLOSED CAMPUS:** We remind all students and parents that Analy High School is a CLOSED CAMPUS. Once students arrive at school they may not leave for any reason without obtaining a "Permit to Leave" from the ATTENDANCE or HEALTH OFFICE. This permit requires a parent phone contact or note prior to the student leaving campus. Without this permit, NO excused absence.
3. **TOWING POLICY:** Students who park in visitor or staff parking will receive one warning sticker and will have their vehicle license recorded. On the second offense, the vehicle will be towed at their expense. Please caution your student driver to use student or public parking only.
4. **HOTLINE:** The district has established a number that parents can call to report potential violence, crimes, harassment or major problems that do or may occur. That number is 824-7929.
5. **BACK TO SCHOOL NIGHT:** Tuesday, September 9th, 2008; please plan to be there.
6. **WINTER BREAK:** December 22, 2008 – January 2, 2009, **MID-WINTER BREAK:** February 16-20, 2009 and **SPRING BREAK:** April 13 – 17, 2009 are school vacation periods. These are the ideal time for your vacation to ski or seek a warmer climate so your student doesn't miss school. *Please take advantage of this time.*
7. **ABSENCES/TARDIES:** Students are responsible to keep track of period absences leading to a loss of credit. Letters will not be sent home on attendance or tardies this year due to financial cuts. The Vice Principal's will be working with students and contacting home, however, there will be no computer generated letters. Absences will still be shown on progress reports and report cards.
8. **RE-ADMITS:** When a student has been absent from school, he/she is required to get a re-admit slip from the Attendance Office. The student must bring a note from home to the office before the beginning of school on the day he/she returns to school, or parents may call the Attendance Office (824-2302) and leave voice mail explaining the absence. Absences which have not been cleared within 48 hours will become "cuts" (unexcused). Students who return to school without a note or cleared by a phone call, will be unexcused until cleared. The absence must be cleared or it will be considered a truancy and disciplinary action will be taken.

DAILY/WEEKLY BELL SCHEDULE: Please review.

TELEPHONE NUMBERS: Attached is a list of important phone numbers. All 824-23__ numbers can be dialed directly. All teachers have voice mail boxes. Teacher voice mail numbers, require that you dial 824-2300 and then the 20__ as an extension. We promise a return call, within 48 hours. If you do not get a call back, please feel free to call the Principal's office (824-2314), and we will make sure your call is returned.

ASSIGNED TUTORIAL PERIODS: Teachers may assign students to come to their classrooms during tutorial periods. Students in danger of failing, behind in work, or in need of help may be required to attend. Consequences for not attending assigned tutorial periods will be the same as for cutting a class.

STUDENT DISCIPLINE: Students who get in fights and cause serious injuries, who get involved with drugs or alcohol, who bring weapons to school, who commit robbery or extortion, will be recommended for expulsion. They will be suspended, and the suspension will be extended until a district hearing is held. Please note that students who bring knives to school can be recommended for expulsion. We are committed to providing a positive, supportive, healthy learning environment: That means our campus must be free of harassment of any kind. Students, please report any harassment you experience. Parents, please let your students know that you are not willing to have them be harassed, and ask them to let you know if it happens; then call us. We know how to stop harassment, but we have to be told when it happens.

REGISTRATION: We will be holding registration on Wednesday, August 6, 2008 (see attached photo schedule for times) beginning in the Band room. **All students must have their school photo taken before schedules will be distributed.** Physical Education uniforms, ASB cards and yearbooks will also be available for purchase at registration. It is important to return your completed Purchase Form with payment. Students must attend registration **themselves** in order to receive schedules and other registration materials. In order to register, **ALL STUDENTS** must present completed **Emergency Card**, **Parental Annual Notice** and a **Technology Use Agreement, SIGNED BY PARENTS** and must be **PRESENT** (parents/friends may not register for any student). Furthermore, students who owe bills or fees must have these obligations cleared before their schedules will be released (fee letters were mailed home at the end of the school year). To inquire about or to pay a fee, please contact the Counseling Secretary at (824-2316). ***Student schedules will be issued only to those students who have completed the procedures outlined in this paragraph.***

SCHEDULES: will not be mailed to you. They must be picked up by students at registration in The Analy Cafeteria on Wednesday, August 6th at the time listed on the attached school picture flyer. Students who miss registration may come to the make-up registration scheduled for Tuesday, August 12th, 8:30-11:30 am (in the Cafeteria) and also Wednesday, August 20th (first day of school) from 7:00-8:30 am in the Analy High School Library.

SCHOOL PICTURES: All students need to be photographed for ID cards and school records. Non-seniors also need to be photographed for the yearbook. Pictures will be taken during registration. Please refer to the attached flyer for prices and picture packages, as well as registration appointment times.

PHYSICAL EDUCATION UNIFORMS: will be available for purchase during registration. The **mandatory** uniform consists of shorts **AND** a T-shirt. You may also purchase a sweatshirt and/or sweatpants in another package or individually.

CREDIT LOSS APPEAL: If your student has lost course credits due to absences, he or she can file an appeal to restore those credits lost. Appeal forms are available in the office. ***An appeal form must be submitted within three weeks of the start of a new semester. Late appeals will not be reviewed or accepted.***

FRESHMAN / NEW STUDENTS: Orientation for freshman / new students will be held on Thursday, August 14th, 2008 from 6:00-8:00 pm starting in the Analy High School Theatre. The orientation will also include a barbecue on the football field. Parents, as well as students, are invited to the entire event. The program will include a separate orientation for parents.

LOCKERS: Each student will again be issued a locker either in the main building or in the East Wing. Students will receive their locker assignment and combination with their official class schedule on the first day of school. Since each student will have a locker assigned to him/her, there is no reason for students to share lockers. For safety, we recommend that students do not share their locker combinations with others. Students are urged to leave valuables and/or large amounts of money at home. The school cannot guarantee the security of items left in lockers or elsewhere, and assumes no liability for lost, stolen or damaged items.

MEDICAL INSURANCE: The West Sonoma County Union High School District does not carry medical or dental insurance for students. The district has available a low-cost medical/dental insurance program through an independent provider. Information may be obtained at registration or at the school office.

SCHOOL LUNCHES: Lunch will be available on opening day and thereafter in our cafeteria. Free/Reduced Lunch program forms are attached.

STUDENT PARKING: Student parking, this year, will be in an assigned, numbered spot only in the student parking lot. Each car with a parking permit is to be parked only in its assigned spot. The lower parking lot, located near the bus facility, is available for student use with an appropriately placed ASB student-parking permit. Parking in designated student parking spaces will be allowed without a permit through Friday, September 5, 2008. Beyond that date, vehicles must have a visible permit, which may be purchased in the ASB office for a \$30.00 fee. In addition to the parking fee, students need to supply their driver's license and car license plate number in order to obtain a permit. ***Beginning Monday, September 8th, vehicles without a permit will not be allowed to enter the student lot. Any student cars parked in staff parking will be ticketed and/or towed.*** Student parking permits will be sold on a first come first serve basis. Spots 1-32 will be reserved for seniors only. **Seniors** will be allowed to purchase permits on Tuesday, September 2 and Wednesday, September 3, 2008. All other students may purchase permits starting Thursday, September 4, 2008. Permits will continue to be sold throughout the school year until the lot is sold out. The student lot **may not** be used to drop off students at any time.

TECHNOLOGY RESOURCES: Students who plan to use Analy High School's technology resources must read, date, sign, and have their parents sign the "STUDENT ACCEPTABLE USE AGREEMENT TECHNOLOGY RESOURCES" form which is attached, and ***bring it to registration.***

TRANSPORTATION: West County Transportation Agency provides our buses. For information please see attached flier or call 206-9988.

A NOTE TO OUR PARENTS: Please arrange personal matters (appointments, transportation arrangements, after school employment, etc.) at home. We do not have the resources to deliver personal messages, and we can not interrupt classroom teaching for non-emergency reasons. **PLEASE DO NOT ASK THE ANALY CLERICAL STAFF TO DELIVER A NON-EMERGENCY MESSAGE TO YOUR STUDENT.**

HAVE A GREAT 2008-2009 SCHOOL YEAR!

Chris Heller, Principal