

# Analy High School

*"Home of the Tigers"*

## 2017-2018 Student Handbook

### Table of Contents

AHS SLO's..... Front Cover  
 Bell Schedule..... Back Cover  
 AHS Mission Statement & Important Phone Numbers..... 1  
 General Information..... 2-7  
 Academic Information..... 7-8  
 AHS and Minimum College Eligibility Requirements..... 9  
 Attendance Policy.....10-11  
 Student Behavior.....11-18

### Our Mission Statement:

The mission of Analy High School is to promote academic and personal success, responsible citizenship and life-long learning in a safe and cooperative environment.

### IMPORTANT PHONE NUMBERS

General Information	824-2300	Principal's Office	824-2314
Attendance Office	824-2302	Vice Principal's Office	824-2319
ASB Office / Account Clerk	824-2313	Fax Number	827-7938
Counseling Office	824-2316	Athletic Director	824-2321
Library	824-2315	Career Center	824-2339
Health Technician	824-2348	Registrar	824-2305
West County Transp. (school bus)	206-9988	WSCUHS District Office	824-6403

### Emergency Phone Lines:

Youth Crisis Hotline: Crisis Text Line - **Text** to the number **741-741** for a 24/7 Crisis Counselor

- North Bay Suicide Prevention Hotline of Sonoma County: 1-855-587-6373
- California Youth Crisis Line: 1-800-843-5200

To stop/report school crime

- R.E.S.C.Q. Hotline: 1-877-570-7770

**AHS Website with links to teacher pages & telephone numbers:** [www.AnalyHighSchool.org](http://www.AnalyHighSchool.org)

## *Associated Student Body Officers 2017-2018*

### **ASB President**

Monica Torres

### **ASB Business Manager**

Jessica Baker

### **ASB Vice President**

Esther Cho

### **ASB Secretary**

Audrey Reyff

### **Rally Commissioners**

Grace Kitchen, Colon Lomanto, William St. Martin, Maggie Pratt, Quinn Vermeulen, Nic Visser

### *Class of 2018*

#### **Senior Class President**

Kylie Chesley

#### **Senior Class Vice President**

Kiara Heacock

#### **Senior Class Secretary/Treasurer**

Nicole Mearns

#### **Senior Class Representative**

Gabi Salas

### *Class of 2019*

#### **Junior Class President**

Merritt Taggart

#### **Junior Class Vice President**

Jasmine Larsen

#### **Junior Class Secretary/Treasurer**

Colton Lomanto

#### **Junior Class Representatives**

Brian Valle

### *Class of 2020*

#### **Sophomore Class President**

Sara Davidson

#### **Sophomore Class Vice President**

Chloe Fernandez

#### **Sophomore Class Secretary/Treasurer**

Alyssa Figaro

#### **Sophomore Class Representative**

Madeline Peterson

## **GENERAL INFORMATION**

### ATHLETIC PARTICIPATION

Athletic participation packets are available in the main office or online and must be completed and turned into the Athletic Director or Health Technician before clearance for a tryout or practice is given.

### BUS TRANSPORTATION

Riding the school bus to and from school is a privilege, not a right. Bus drivers are in complete charge of the students on their buses and their instructions must be followed at all times. Route schedule is available in the main office.

### COLLEGE & CAREER CENTER

The College & Career Center is a resource center available to all students. Located in room 103, the center provides a wealth of information, tools and materials that enable students to explore available options and make informed choices regarding their college and career pathways. Access to a wide variety of computer programs, catalogs and books can be used to provide students with information on community colleges, public and private colleges and universities, technical/vocational schools and international programs. The College and Career Center is also a resource for students whose post-secondary intentions are to enter directly into the workforce. Providing students with assistance

researching employment options, creating resumes and developing interviewing skills are also functions of the Career Center.

**The College and Career Center hours are posted on the Analy High School webpage; please check regularly for any changes.**

### COUNSELING

AHS offers academic counseling, through our school guidance counselors, and personal therapist, through the Teen Counseling Project. The therapist works with students needing help with depression, alcohol and substance abuse, relationships, suicidal tendencies, isolation, eating disorders, test anxiety, and other related teen issues. The presence of the therapist, along with the high school guidance staff, helps to create a positive and encouraging environment conducive to learning.

### DANCES

- No tickets are sold at the door; all are pre-sale unless otherwise noted.
- Casual dances are for Analy High School students ONLY.
- Analy students may invite a guest to the Homecoming Dance, Turnabout Dance and Prom. Guests cannot be students who were expelled from any school, 21 years of age or older, nor can they be in grade 8 or lower. Guests must complete a Guest Form and return it the office at the time they purchase their ticket.
- All students must present an Analy High School ID card in order to purchase a dance ticket AND must present picture ID at the door in order to enter the dance-NO EXCEPTIONS.
- All bags, purses, outerwear etc. can be searched upon entry to the dance.
- Students may NOT bring food or drink into the dance, except with written medical authorization.
- Analy High School administrators/designees may administer, in a pre-determined or random pattern, a breath analysis test to ticket holders upon either entry to the dance or upon reasonable suspicion of student consumption.
- Dancing styles that include the touching of breasts, buttocks, or genitals or simulates sexual activity is not allowed. Dancing must remain front to front and all dancers must remain upright; NO hands on knees, NO hands on dance floor; both bodies should be able to support own body weight. (*See Analy Sexual Harassment Guidelines.*)
- For semi-formal dances, Homecoming and Turnabout, the dress code is semi-formal. Girls who are wearing dresses or skirts that are above the knees must wear spandex or shorts underneath. Guys must wear a collared shirt and tie; nice jeans are permitted for semi-formal dances. For Prom, the dress code is formal; girls wear longer dresses and guys must wear a dress suit or tuxedo.
- Students dancing inappropriately will be warned and their names noted upon 1st offense. On a 2nd offense during the school year, students will be directed to leave the dance floor, their parents/guardians will be contacted, and students will be removed from the dance.
- Further violations may result in more serious disciplinary actions and students losing the privilege of attending future dances.
- Students on probationary status may not attend dances.
- Casual dance hours are from 7:00 PM -10:00 PM.
- Semi-formal dance hours are from 8:00 PM -11:00 PM
- Dance hours for the Prom are from 8:00 PM -11:00 PM, unless otherwise noted.

- Participants may not leave the dance and return at a later time. The last time for entry to any dance is 1.5 hours beyond the dance start time.
- No refunds will be given if the student is directed to leave before the end of the dance due to violation of these rules.
- The earliest time students may leave a dance is ½ hour prior to its conclusion.

#### EMERGENCY DRILLS

Emergency drills are necessary for the safety of students and staff. All students should know the specific directions for reaching a point of safety from areas of buildings in which they may find themselves. The ringing of bells and/or notification over the school's public address system indicates drills. Students are expected to immediately follow all instructions given by school personnel.

#### FREE/REDUCED PRICE LUNCH PROGRAM

Some students may qualify for free or reduced lunches due to temporary or permanent family income level. Applications are available in the main office or online.

#### HEALTH TECHNICIAN'S OFFICE & MEDICATIONS

The Health Technician's Office is located in the main building across from room 111. It is open from 8:00 AM to 2:30 PM. Students must have a pass to be allowed in the Health Office when classes are in session.

An attempt will be made to contact the parent/guardian if a student has an accident, a temperature, is feeling ill, or needs to remain longer than 15 minutes. The parent/guardian may then request the student be released from school, picked up as soon as possible or sent back to class.

Any student with a known medical problem or who needs to take some form of medication at school should notify the Health Technician and bring a current statement from his/her physician. The medication will be kept locked in the Health Technician's Office and used under supervision. Medications, including over the counter drugs, cannot be brought to school and kept in lockers, purses, or pockets. Failure to follow these procedures could result in disciplinary action.

**NOTE: If a student becomes ill during the school day, he/she must sign out through the Health Office before going home.**

#### INTERNET

Before a student may use an electronic network information resource in the school, the student and parent/guardian must agree to the Terms and Conditions described in the West Sonoma County Union High School District Internet Agreement. When signed, the student understands that he/she will abide by the provisions and conditions of the contract. The student also agrees that a violation of the regulations may result in disciplinary action and/or revoking networking privileges.

#### LIBRARY MEDIA CENTER

**Library hours are posted on the Analy High School webpage and Library door; please check regularly for any changes.** Students may check out a total of five books at a time for a two-week period by presenting their AHS ID Cards. All students are required to maintain their library accounts with no overdue or lost books in order to check out new materials.

Library resources include a circulating collection of over 12,000 books, DVDs, CDs, and Playaways, that support the learning experiences of all Analy Students. In addition, AHS subscribes to an online database which provides electronic reference books, journal & newspaper articles, images, maps and transcripts. Wireless internet access is available throughout the Library.

All students are able to use the photocopy machine (10¢ a page), and printing from computers is free as long as it is school related.

#### LOCKERS

Lockers are made available for student use at the beginning of the school year. Lockers will be assigned and issued by the Main Office staff.

The school assumes no responsibility for the loss of any items left in a locker. It is recommended that locker contents be removed during extended school breaks. All lockers **MUST** be cleaned out at the end of each school year.

**LOCKERS ARE THE PROPERTY OF THE SCHOOL, AND WILL BE OPENED AND INSPECTED BY SCHOOL PERSONNEL PERIODICALLY. IF CONTRABAND IS FOUND, THE PERSONS TO WHOM THE LOCKER WAS ASSIGNED WILL BE HELD RESPONSIBLE.**

#### LOST AND FOUND

Lost and found articles are located in the Health Office. Unclaimed items will be donated to a charitable organization at the end of every quarter.

#### MESSAGES AND DELIVERIES

AHS values focused class time with few distractions. Therefore, distractions must be kept at an absolute minimum. Please plan ahead for appointments, after-school pickup arrangements, and so forth. Deliveries of lunches, money, flowers/balloons, etc., will not be made, nor will classes be interrupted to deliver messages of a non-emergency nature. Messages of an emergency nature must be requested and explained by a parent or guardian listed on the student's emergency card.

#### OFF LIMITS AREAS

During the school day, certain areas are off limits to students unless under DIRECT teacher supervision. Included in these areas are all parking lots, all athletic fields, and the tennis courts.

**STUDENTS ARE NOT TO GO INTO ANY PARKING LOT DURING THE SCHOOL DAY.**

#### PARKING

Student parking is available in the North Parking lot **ONLY**. Students are to park in designated areas and are not to park in staff parking. A vehicle must be registered with AHS and display a parking sticker before it may be parked on campus. Parking passes are available for purchase through our ASB office. Permits are numbered corresponding to parking places. Vehicle should be parked in designated parking space and must display permit. **Violators will be subject to school disciplinary action and vehicles may be towed or ticketed at owner's expense for parking violation.** Visitor parking is available in the South Parking lot as posted.

#### PERSONAL PROPERTY

The school assumes no responsibility for any personal property brought to school or taken on

school-sponsored events. It is recommended that all valuable be left at home—especially electronic devices. Valuable should never be left unattended. Thefts should be reported to the main office immediately.

#### SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies and furniture supplied by the school and the item must be returned to the teacher in the original condition it was received. Students who disfigure property and/or do other damage to school or personal property or equipment will be required to pay for the damage or for replacement. Other disciplinary action may also result.

#### STUDENT BODY CARDS (ID CARD)

Student Body Cards are distributed at registration. Students may purchase a school activities sticker for \$35 that entitles the holder to free admittance to home games, discounts to dances, etc. Replacement cost for a lost student body card is \$5 for the first replacement and \$10 for any additional replacements.

#### TUTORIAL

A tutorial period is imbedded into our bell schedule to support students in their academic goals. Teachers are available during this time to provide one-on-one assistance and facilitate time for make-up tests/assignments. All students are encouraged to take advantage of this opportunity.

#### VALUABLE ITEMS AND MONEY

Students should not bring valuable items or large amounts of money to school. The school cannot accept responsibility for the loss or theft of money or valuables.

#### VISITORS

Persons who are not students at Analy High School, nor school employees, and who do not have official business at school, are not to be present on campus during school hours, including lunch and breaks.

Parents or guardians who wish to visit must secure prior permission from the teachers whose classes they wish to visit. All visitors must sign in at the front desk in the Main Office immediately upon arrival on the school campus and should never be on campus without a visitor's pass. Former students or students on a vacation day from another campus may not shadow or visit an AHS student or teacher during instructional time unless prior arrangements have been made.

#### WORK PERMITS

Work permit applications are available in the Main Office. To obtain a work permit, a student must:

Academic prerequisites:

1. Have a 2.0 grade point average or better for the previous grading period.
2. Have earned the number of credits to graduate with his/her class when he/she becomes a high school senior.

3. Have passed 20 or more credits in the previous semester.

Attendance Prerequisites:

1. Students who have been sent a first truancy notice will have their current work permit revoked for nine weeks and must demonstrate regular attendance during these nine weeks to obtain a new one.
2. Students who have been sent a second truancy notice will not be issued a work permit for the remainder of the school year or their work permit will be revoked for the remainder of the school year.
3. Students who did not earn full credit the previous semester because of poor attendance will not receive a work permit.

WORK PERMIT PROCEDURES FOR STUDENTS

1. Students may pick up an application for a work permit in the Main Office during the regular school year. The student's grades and attendance will be checked.
2. There is a 24-hour turnaround period for work permits.
3. During summer months, work permits can be obtained at our district office.

## ACADEMIC INFORMATION

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 attendance office. **An appeal form must be submitted within three weeks of the start of the new semester, following the one in which credit was lost, with supporting documentation (i.e. doctor's notes). Late appeals will not be reviewed or accepted.**

GRADUATION CEREMONY

Participation in the graduation ceremony is voluntary and considered a privilege. In order for a senior to participate in the graduation ceremony, he/she must have completed all graduation requirements and be a senior in good standing.

GRADUATION REQUIREMENTS

Curriculum Planning Guides are available in the Counseling Office, explaining AHS graduation and class sequencing and offerings.

HOMEWORK MAKEUP POLICY

Provision for make-up work for absences due to family vacations, meeting other family needs, concerted activities contrary to law, and cutting shall be at the discretion of the teacher. The decision of the teacher shall be based on the assessment of the degree to which the extra work demanded of the teacher will detract from the energy and efforts necessary to conduct instruction for all students enrolled in the course. A student's grade may suffer if participation objectives are specified in the planned course statement. See Short Term Independent Study for more information.

WEEKLY PROGRESS REPORTS

Students may pick up a progress report form from the Counseling Office, take it to their teachers for a weekly grade update, and then return the form to their parents/guardians, or go online to Aeries.net to see updated grades and student's current standing.

#### MID QUARTER PROGRESS REPORT CARDS

Parents/guardians of students in danger of failing a course or courses shall be notified with a progress report card. Progress report cards are mailed out approximately mid quarter. Written notification shall be sent to the parents/guardians at least four weeks prior to the end of the grading period.

#### REPORT CARDS

Report cards are mailed approximately five days after each grading period ends. Grades are given on a quarterly basis.

#### SCHEDULE CHANGES

Every effort will be made to place students in courses that are appropriate for their abilities and future educational or career interests. Maximum student and parent input will be encouraged during the time in which course selections are made. Once these selections are finalized, we will honor them to the extent possible.

During the first 3 weeks of the school year, students may change their electives for a variety of reasons. After 3 weeks, a parent signature will be required. Counselors will work closely with students and parents to ensure classes needed for graduation or post high school plans will require a parent/guardian signature so that parents are notified.

Students may drop a class until the 4<sup>th</sup> week of the semester without having it be reflected on their transcript. After the 4<sup>th</sup> week of the semester, a "WP" or "WF" will be recorded on the transcript.

#### SEMESTER GRADES

Semester grade reports are final grades that are assigned twice a year. These grades are recorded on the student's official transcript and permanent record.

#### VARIABLE CREDIT POLICY

All students enrolled in a regular high school earn units of credit in each class, each semester, with a passing grade and course participation. Credits are based on positive attendance. A student will lose one academic credit after the seventh unexcused absence in a semester and an additional credit every fourth unexcused absence after that. **NOTE: Block Schedule days count as two absences.**



**Analy High School and Minimum College Eligibility Requirements  
2017-2018**

Analy Graduation Requirements	California State University (CSU)	University of California (UC)
<u>Social Science:</u> Social Studies Survey 10 credits World History 10 credits US History 10 credits American Gov 5 credits Economics 5 credits	<u>A. Social Science:</u> 2 years  World History U.S History (may use 1 semester of U.S History and 1 of American Government)	<u>A. Social Science:</u> 2 years  World History U.S History (may use 1 semester of U.S History and 1 of American Government)
<u>English:</u> 40 credits	<u>B. English:</u> 4 years (college prep-1 year of ELD okay)	<u>B. English:</u> 4 years (college prep-1 year of ELD okay)
<u>Mathematics:</u> 20 credits	<u>C. Mathematics:</u> 3 years Math 1, 2 and 3	<u>C. Mathematics:</u> 3 years (4 years recommended) Math 1, 2 and 3
<u>Science:</u>  Physical Science 10 credits Biology 10 credits	<u>D. Laboratory Science:</u> 2 years Physical Science Biological Science	<u>D. Laboratory Science:</u> 2 years (3 yrs recommended 2 of the following: Biology, Chemistry or Physics.)
	<u>E. Language other than English:</u> 2 years (same language)	<u>E. Language other than English:</u> 2 years (same language, 3 years recommended)
<u>Fine Arts:</u> 10 credits	<u>F. Visual and Performing Arts:</u> 1 year (From single discipline)	<u>F. Visual and Performing Arts:</u> 1 year (From single discipline)
<u>Electives:</u> 70 credits	<u>G. Elective:</u> 1 year (College Prep)	<u>G. Elective:</u> 1 year (College Prep)
<u>Practical Art:</u> 10 credits  <u>Physical ED:</u> 20 credits  <b>Total: 230 credits</b>	<b>Required Test: SAT Reasoning or ACT</b>	<b>Required Test: SAT Reasoning or ACT</b> SAT subject tests are recommended for specific majors or campuses. Visit UC website for details. Students must complete 11 of the 15 required courses by the end of junior year.

## ATTENDANCE POLICIES

Students are required to attend classes in accordance with compulsory full-time education laws (Ed. Code 48200). Categories for attendance accountability include the following:

1. **Excused:** An excused absence is defined under Board Policy. The teacher is to allow a student to make up the work missed during absences to the degree possible for such work to be completed. An excused absence shall be granted for the following reasons:
  - A) Personal Illness
  - B) Quarantine under city or county direction
  - C) Medical, dental, or optometry services
  - D) Attending funeral service of an immediate family member
  - E) Exclusion for not having been properly immunized; such absence excused for not more than five days
  - F) Required court appearance
  - G) For a student who is the custodial parent of a child who is ill or has a medical appointment during school hours
2. **Warranted:** A warranted absence, requested in writing prior to the absence, requires approval in advance by a school administrator. These include, but are not limited to the following:
  - A) Employment conference or interview
  - B) Religious holidays or celebration
  - C) College Visits (limited to three days per year)
  - D) Bereavement beyond excused absence days.Any absence under this section, which is not requested in advance and in writing, will be considered unexcused, and work may be made up only at the teacher's discretion.
3. **Unexcused:** Unexcused absences include, but are not limited to the following:
  - A) Oversleeping
  - B) Cut
  - C) Lack of transportation, care of siblings, other non-illness absences
  - D) Family trips and vacations
  - E) Any absence, which is not cleared within five days after the student returns to school.
4. **Suspensions:** According to Board Policy, the teacher of any class from which a student is suspended may require the suspended student to complete any assignments and tests missed during the suspension (Ed Code 48913). Suspensions are treated as warranted excuse.

### EXCUSING A STUDENT'S ABSENCE

It is the obligation of the parent or guardian of an absent student to excuse a student's absence with a written note or phone call to the attendance office, no later than 5 school days following the student's return to school. The note must be brought to the Attendance Office, should be easily read and should include the student's first and last name, date(s) absent, and the reason(s) for the

absence(s). Written notes may be brought to the Attendance Office at any time during the school day when classes are not in session. No student may be excused from class by a parent and still remain on campus.

#### SHORT TERM INDEPENDENT STUDIES

Independent Study for anticipated absence is appropriate only when a student will be absent from school for 5 or more consecutive days with a maximum of 20 school days in a school year. A Master Agreement for Independent Study Contract must be submitted at least 5 days in advance of the absence. (See Board Policy 6158)

#### PERMIT TO LEAVE / APPOINTMENTS

To take a student from school during the day, the parent/guardian must send a note with the student stating the time the student should be released and the reason. A telephone call or a personal contact by a parent will also be acceptable. The student needs to sign out at the attendance office before leaving and sign in upon return to school. **A cut is issued if a student leaves campus without signing out at the Attendance Office and will be subjected to unexcused absence consequences.**

#### TRUANCY-DEFINITION

Truancy is defined as three or more days of unexcused absences. Truant students and their parents may have to appear before a School Attendance Review Board and may be reported to the District Attorney. Unexcused absences or cuts may result in loss of academic credit and loss of a student's work permit.

#### CLOSED CAMPUS

Students are not allowed to leave campus during the school day unless they obtain a "Permit to Leave" from the attendance office or health office or have an "Off Campus Permit" for unscheduled classes. Failure to follow check out procedure could result in disciplinary action.

\*\*\*SEE CREDIT LOSS APPEAL & VARIABLE CREDIT POLICY IN ACADEMIC SECTION  
OF THIS HANDBOOK FOR ADDITIONAL ATTENDANCE RELATED INFORMATION \*\*\*

### **RESPONSIBILITIES AND EXPECTATIONS FOR STUDENT BEHAVIOR**

The Analy High School staff is committed to providing an orderly and caring environment in which students feel comfortable, share responsibility for maintaining a positive school climate, and take pride in their school and their achievements. AHS promotes nonviolent conflict resolution techniques and provides students opportunities to voice their concerns about school policies & practices.

School officials recognize the need to take appropriate action whenever the safety and order of the campus are threatened. In accordance with Education Code 35291.5, the school discipline plan includes sanctions that are imposed when a student violates school rules. Sanctions include:

- Notice of Concern/Probation. The notices, signed by an administrator, student and parent or guardian, include expected behavior and steps that will be taken by the school if the behavior

doesn't improve.

- Work Programs
- Suspension
- Involuntary transfer to continuation school
- Referral for expulsion from the West Sonoma County Union High School District

#### ACADEMIC HONESTY

Plagiarism or any other types of cheating will NOT be tolerated. The definition of cheating includes:  
a) claiming credit for work not the product of a student's own honest effort (work must be documented when outside sources are used, whether directly quoted, paraphrased or summarized);  
b) using or providing unwarranted access to materials or information so that credit may be dishonestly claimed by the student or others (allowing work to be copied or shared with others who may present it as their own). Offenses of this nature will result in failing grades, work programs, and/or suspension.

- **First Offense:** Student will receive a (0) on the assignment, student teacher conference, teacher phone call home, referral written
- **Second Offense:** All previous steps and student may be suspended

#### BASIC CONDUCT

- All students are expected to act in a respectful, responsible, tactful and courteous manner.
- Students will respect the authority of campus supervisors, teachers, staff personnel, and administrators, who, in turn, will treat them appropriately.
- Students will attend all classes and required school activities unless legitimately excused.
- Students are required to go to class when the first bell rings.
- Students will provide their name to any staff member upon request.

#### BULLYING AND HARASSMENT

No individual or group of students shall engage in "bullying" by means of:

(1) Any severe or pervasive physical or verbal act or conduct, including communications made in writing or by an electronic act (Ed. Code §48900(r)); (2) Sexual harassment (Ed. Code §48900.2); (3) Hate violence (Ed. Code §48900.3); or (4) Intentional harassment, threats or intimidation directed against any student or school personnel that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment (Ed. Code §48900.4).

Students should be encouraged to notify the District's Compliance Officer, an administrator or other school staff if they are bullied or suspect that another student is being bullied.

#### CLASS SUSPENSION

California State Education Code allows a teacher to suspend a student from class for acts such as

defiance or disruption to the classroom environment on the day of the infraction and the class day following. Students who are sent out of class by a teacher must immediately report to the Main Office.

#### CONDUCT AT SCHOOL ACTIVITIES

Students are expected to exhibit proper behavior at all school-sponsored activities. This includes no heckling or inappropriate signs, posters, gestures, language, no littering, and no loitering in the immediate area before or after an event.

#### CONFISCATION POLICY

Any confiscated item, including but not limited to: clothing, hats, and skateboards, will be kept according to the following policy:

1. First offense: The item will be confiscated and in the Main Office; warning will be given and the parent/guardian notified. The student may pick the item up after school.
2. Second offense: The item will be confiscated, kept in the Main Office and returned to the parent/guardian only. Work program will be assigned.
3. Third offense: The student will be suspended from school for defiance and the confiscated item will be returned to parent/guardian only.

Suspension will result if a student becomes defiant when asked to hand in an item not allowed on campus or if the student has repeated violations.

#### DRESS, GROOMING, & PERSONAL ITEMS

The policy of the West Sonoma County Union High School District places responsibility for personal appearance and dress on the parents of students. Dress must meet reasonable safety, health and decency standards.

- All students must wear shoes and shirts.
- Underwear must be covered with outerwear.
- Clothing, jewelry, drawings, or decorations with logos or words that promote alcohol, tobacco, drugs, gangs, profanity, violence, bigotry, religious or ethnic slurs, or with sexual connotations are not permitted.
- Clothing that exposes one's cleavage, midriff or buttocks is not permissible.
- Clothing which, in the opinion of the Police Department, juvenile agencies, and/or school officials, represents a gang-related item or gang paraphernalia is strictly forbidden.

School administrators have the right to send home any student who is not dressed or groomed appropriately or is wearing clothing that is deemed to be a disruption to regular school activities.

#### CELL PHONES & ELECTRONIC DEVICES

Cell phones are allowed on campus. However, cell phones must be turned off during class time unless otherwise deemed necessary for instruction by the teacher. If a student is found to be in

violation, the following consequences will result:

- **First Offense:** Teacher will confiscate cell phone and submit to the office. Cell phone will be released at the end of the school day to the student.
- **Second Offense:** Student will be assigned an after school work program. Cell phone will be released at the end of the school day to the student.
- **Third Offense:** Cell phone will be released to the parent or guardian only. Administration will meet with parent and student at this time to address the problem and inform that further offenses will lead to stronger disciplinary action.
- **Fourth Offense:** Student may be suspended from school and placed on a probationary contract. Further, electronic devices such as iPads, Tablets, and Laptops are not allowed during class time without teacher permission.

Students may not record any classroom activity or campus at any time without the expressed written consent of the teacher or others. Video/audio recording violations may result in disciplinary action." (California Ed. Code 5151.2)

#### FIGHTING POLICY

Analy High School will not tolerate fighting. The consequence for being involved in a fight, defined as an exchange of physical blows (e.g. hitting, slapping, pushing, shoving, punching, kicking, etc.) or threatening to cause physical injury, will be a maximum five day suspension from school and a possible recommendation to appear before an Expulsion Hearing Panel.

Students who instigate a fight but are not actively involved (e.g. spreading or carrying rumors, encouraging others to fight, arranging for a fight to occur, etc.) may also be suspended from school for up to five days.

Any student who is being threatened or intimidated should report the incident immediately to any staff member and not take matters into his/her own hands.

#### GANG AFFILIATION AND ACTIVITY

Gangs that initiate or advocate an activity that threatens the safety and well being of persons or property on school campuses are dangerous and will not be tolerated. For the purpose of this policy, a gang is two or more people who form an allegiance for a common purpose to engage in acts that are threatening or criminal, and that includes such behavior as intimidation, threats or violence. The AHS administration works with local law enforcement agencies regarding gang activity.

Any student wearing, carrying, or displaying gang paraphernalia, or making gestures that symbolize gang membership, or causing an incident affecting the school program of other students shall be subject to appropriate disciplinary action. Symbols, gestures, or possession of paraphernalia that is associated with gangs or gang-like activity is prohibited. Repeated occurrences will result in suspension and may result in expulsion.

#### INAPPROPRIATE SYMBOLS

Symbols with a historical affiliation with racial prejudices, including but, not limited to confederate flags and swastikas, are also prohibited. This policy also applies to symbols, flags or insignias on vehicles parked on campus. (Board Policy 5136 (a).)

#### GRAFFITI

State and local law forbids graffiti, vandalism, and littering. Anyone who draws graffiti, vandalizes or litters is liable, under law, to pay for damages and is subject to suspension/expulsion.

#### HAZING

No student shall conspire in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily physical harm or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person. Persons violating this policy shall be subject to district discipline, misdemeanor penalties, and forfeiture of entitlements.

#### QUESTIONING AND APPREHENSION BY POLICE OFFICER

School officials have a responsibility for students on campus. School officials are also required to immediately notify parents whenever the police remove a student from campus, except in the case of suspected child abuse (EC 48906). School officials also have a need to obtain basic information about why an officer or detective will be contacted a student, in the event parents ask. They may not interfere with a criminal investigation.

When a principal or other school official releases a minor to a peace officer for the purposes of removing the minor from the school grounds, the school officials shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the pupil to the officer, and regarding the place to which the minor is being taken, except when a minor is/has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code or pursuant to Section 305 of the Welfare and Institutions Code. In those cases, the school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

#### SEARCH AND SEIZURE

School officials may conduct searches of students, without a warrant, based on a reasonable suspicion that the student or students are, or have been, in violation of a school rule or regulation or a criminal law. (Ed Code 49050)

School officials may also periodically conduct "health and safety" inspections of all lockers in order to dispose of old food and other discarded items. School officials may seize any weapons, drugs or paraphernalia discovered in the search.

Property that is a threat to the safety and security of students and/or staff may be seized. Items used to disrupt or interfere with the educational process may be removed from a student's possession and returned to parents or given to law enforcement officials.

#### SEXUAL HARASSMENT

It is the policy of the Governing Board of the West Sonoma County Union High District to provide an educational environment free of sexual harassment. Any student who believes an employee, agent or student of the District has sexually harassed him/her should promptly report the facts of the

incident(s) and the name of the individual involved to an adult staff member with whom they feel comfortable. That person shall then report the incident to school administration. All investigations of allegations of sexual harassment shall be handled promptly in a serious, sensitive, and confidential manner. Students who are found to be in violation of the District Sexual Harassment Policy will be subject to discipline up to and including expulsion.

#### SKATEBOARDS / SCOOTERS

Skateboards, and scooters are not to be used on campus. The use of these on campus is a cause of concern in that unsupervised use presents an unwarranted risk of harm not only to those who use them, but also to other people who may be present while such use takes place and to school property. Skate/scooter wheels should not touch the ground once on campus.

Appropriate disciplinary actions may take place to cause compliance with this rule. Actions may include confiscation of the item, work program, and/or suspension. Public display of affection is not permitted.

#### SUSPENSION AND EXPULSION

Suspension means the exclusion of a pupil from regular classroom instruction for adjustment purposes. A pupil may be suspended for any of the reasons enumerated below, upon a first offense, if the Principal or his/her designee determines that the pupil's presence causes a danger to persons or property or is a threat to disrupting the instructional process. Students who are suspended off campus must remain away from any school grounds and any school activities and be under the direct supervision of a parent/guardian for the duration of the suspension. Expulsion means the removal from all West Sonoma County Union High Schools for up to one calendar year. The school principal must refer a student for expulsion OR explain in writing to the Board of Education the reasons why expulsion is not appropriate for the following offenses:

- Causing serious physical injury to another person, unless the student was acting in self-defense.
- Possession of a knife, explosive, or other dangerous object.
- Possession of a controlled substance, with the exception of a first offense for the sale of less than 1 ounce of marijuana.
- Robbery
- Extortion
- Assault or battery against a school employee.

If a student is in possession of a firearm or explosive, brandishes a knife at another person, sells a controlled substance, commits or attempts to commit a sexual assault or commits a sexual battery, the school principal must suspend that student and refer him or her for expulsion and the Board of Education must expel.



#### GROUND FORS SUSPENSION OR EXPULSION

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (q) inclusive: Ed Code 48900

- a. Caused, attempted to cause, or threatened to cause physical injury; or willfully used force upon the person of another, except in self-defense.
- b. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the principal's designee.
- c. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, listed in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- d. Unlawfully offered or arranged or negotiated to sell any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant.
- e. Committed or attempted to commit robbery or extortion.
- f. Caused or attempted to cause damage to school property or private property.
- g. Stole or attempted to steal school property or private property
- h. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. (including electronic cigarettes)
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- k. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- l. Knowingly received stolen school property or private property.
- m. Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm so substantially similar in physical properties as to lead a reasonable person to conclude that the replica is a firearm.
- n. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288a or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- r. Engaged in an act of bullying by any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Education Code sections 48900.2, 48900.3, 48900.4 directed at one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following: (A) placing a reasonable pupil or pupils in fear of harm to the pupil or pupils or his/her/their property; (B) causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health; (C) causing a reasonable pupil to experience substantial interferences with his or her academic performance; (D) or causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities or privileges provided by a school.

Ed Code 48900.2 Committed sexual harassment as defined in Section 212.5, providing that the conduct is considered by a reasonable person of the same gender as the victim to be sufficiently severe or persuasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment.

Ed Code 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in subdivision (e) of Education Code Section 33032.5.

Ed Code 48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.

Ed Code 48900.7 Made terroristic threats against school officials or school property or both.

No pupil shall be suspended or expelled for any of the acts enumerated unless such act is related to school activity or school attendance. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including, **but not limited to**, any of the following:

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period, whether on or off the campus.
4. During, or while going to or coming from, a school sponsored activity.

In addition, students may be suspended for breaking any other school rule, or for good and sufficient reason not specifically listed above, which in the judgment of a school administrator requires suspension.

#### TARDINESS

A student is tardy if their arrival is after the bell has rung. 1-9 minutes after the bell counts as a tardy. 10-45 minutes after the bell, counts as a Tardy Absent and is equal to 1 hour absence. 46 or more minutes after the bell, counts as 2 hour absence during a block day. Administrators/Teachers administer tardy consequences as per their discretion and class expectations.

### TEACHER REFERRALS

When student behavior interferes with teaching and learning in the classroom, teachers will:

1. Conference with the student;
2. Notify the parent/guardian; and
3. Notify the counselor if the student continues to not perform well academically or the vice principal if the student continues to cause classroom disruptions.

### THEFT

While the campus is well supervised, school officials cannot be everywhere at all times. The school is not responsible for the security of personal property.

- Backpacks and personal belongings should not be left unattended. Bikes should be secured at all times. Students are responsible for providing their own locks for bicycles.
- Acts of theft should be reported immediately to a school administrator or campus supervisor. Students are encouraged to file police reports if items of value have been stolen or vandalized.
- Students caught stealing school or personal property will be subject to the appropriate disciplinary consequences and restitution.

### THROWING OBJECTS

Throwing objects or water on the school campus may cause injury and/or disruption of the school day. Students who throw objects may be suspended.

### UNLAWFUL DISCRIMINATION

The District prohibits unlawful discrimination, including discriminatory harassment, intimidation and bullying on the basis of gender, gender identity, gender expression, sex, race, color, religion, nationality/national origin, ethnic group identification, age, genetic information, mental or physical disability, sexual orientation is strictly prohibited at school and school-related events and activities. The District will also investigate discrimination and harassment based on a person's association with a person or group with one or more of these actual or perceived characteristics, as well as related complaints of retaliation.

Unlawful discrimination may involve:

- Physical, verbal, nonverbal, or written misconduct;
- Creation of a hostile environment that is so pervasive it adversely affects a student's ability to participate in or benefit from educational programs and activities;
- Creation of an intimidating, threatening, or offensive environment that has the effect of substantially or unreasonably interfering with a student's academic performance or educational opportunities;
- Disparate treatment with regard to opportunities to participate in school programs or activities; and
- Disparate treatment with regard to the provision or receipt of educational benefits or services.

Students should be encouraged to notify the District's Compliance Officer, an administrator or other school staff if they are bullied or suspect that another student is being bullied.

VANDALISM

Vandalism includes negligent, willful, or unlawful damaging or taking of any District-owned real or personal property, including the writing of graffiti. The parents/guardians having custody of a minor who commits an act of vandalism against the school or District will be held financially liable.

WORK PROGRAM

After school work program(s) will be assigned for school infractions such as tardiness, cutting class, classroom referrals and any other minor act of failing to follow school policy, rules & regulations.

***\*\*\*Analy High School may have additional rules and expectations that are not specifically outlined in this student handbook\*\*\****