

# Harbor High School Student Handbook

2016-2017



## Home of the Pirates

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# HHS Student Handbook

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## Harbor High School's Vision & Mission

### Preparing World Ready Students

**Mission:** Harbor High School is committed to developing world-ready students who are dedicated to excellence. Harbor High graduates will be productive, involved citizens of their community and the world.

**Vision:** Developing World-Ready Students in an Environment Where They Can Become Who They Are

### World Ready Skills

#### Effective Communication

- Write and speak with clarity to diverse audiences
- Communicate in a variety of ways using appropriate medium
- Listen and read for understanding

#### Critical and Creative Thinking to Solve Problems

- Apply decision making skills to real situations
- Apply past learning and experience to new situations
- Use a variety of information gathering skills, tools and information resources
- Assess the validity and usefulness of information

#### Planners who:

- Manage academic and personal responsibilities
- Set and work through short and long-term goals
- Adjust goals and strategies as necessary

#### Collaborators who:

- Use interpersonal skills when working within groups
- Contribute to achievement of group goals
- Acknowledge the contribution of others

#### Persistent learners who:

- Problem solve through difficulties without giving up
- Apply past knowledge to present situations
- Access resources in order to reach goals

### Mascot and School Colors

We are the Pirates and our colors are green and gold! To show our spirit, many of our students and staff wear HHS pirate-wear or green and gold on Fridays.

## Part I: Campus Basics

### Important Locations on Campus and Purpose

Place	Room	Staff Contact
<u>Athletic Director</u> *Join a team or cheer * Get an athletic packet *Information about games/meets *Eligibility	PT5	Hollis O'Brien
<u>Attendance</u> *Notes for tardies and absences *Off-campus passes *Homework requests *Attendance contracts *Check out for leaving early	office	Celia Reyes
<u>Campus Supervisors</u> *Report accidents *Report crime or other concerns *Get student ID replacement *Parking permits	office	Sam Urbach/ Jeanette Grothe
<u>Counseling</u> *Academic, social, career/college support *Scholarships	office	Italia Diaz
<u>Finance</u> *Open 8am-1pm *Pay for anything school-related	office	Patti Souvey
<u>Health</u> *You are ill or injured *Take medication	office	Lori Vienna

Place	Room	Staff Contact
<u>Library</u> *Open from 7:30am-4:30pm *Use computer *Check out books including textbooks *Make copies	library	Shannon Greene
<u>Lost &amp; Found</u> *Find items	office	Natalie Valencia
<u>Main / Principal</u> *Talk to principal or assistant principals *Turn in lost items *Bus passes	office	Kelly Paulsen / Natalie Valencia
<u>Registrar</u> *Request transcripts *Infinite campus	counseling	Yesenia Anaya
<u>Student Activities</u> *Start a club *Plan event or fundraiser *Join Leadership class	PT5	Joe Allegri

### Associated Student Body (ASB) & Leadership

The Associated Student Body (or ASB) is made up of ALL students enrolled in Harbor High School. ASB activities involve student/peer support, community service, school spirit, campus improvement, and student entertainment.

### Club Requirements

To form a club you must have an advisor who is a teacher at Harbor High School. The club must complete an application (available in the Carousel outside Attendance) which may be submitted any time during the school year for approval by the Leadership teacher. Only current Harbor students may be members of the club or participate in any

club activity/event. Clubs are required to meet on campus with the advisor present on the days, times and locations indicated on the application.

### **Posting Signs & Flyers on Campus**

Students wishing to post signs or flyers on campus must have them first be approved by an administrator. Do not tape anything onto windows, doors or buildings or use masking tape as it is difficult to remove. Individuals or groups posting approved signs are also responsible for taking them down. Students placing fliers on cars are also responsible for picking up those left behind in the parking lots.

### **Free or Reduced Lunch Program and Fee Waivers**

In order to learn, students need to have nutritious meals. If family finances make this difficult, talk to Kitchen Staff or your Counselor about how to apply and receive free meals during the school day. You can also talk to your counselor about waivers for tests like the PSAT or AP Exams as well as other costs you cannot afford associated with your education including general materials and supplies.

### **Internet Use**

In order for you to access the Internet at school, students must have an Internet Use form on file which is good for all the years you attend Harbor. The Internet Use form is part of your enrollment packet when you register, however, if for some reason you do not have this form on file, extra copies are available in the library.

### **Lockers**

Students may sign-up for a locker in the Main Office if you have a completed emergency card on file and all school bills have been paid and you will need to bring a combination lock of your own. The combination will be recorded by staff and you will be assigned a locker number (any lock on a locker that has not been checked out through the Main Office will be cut off). You should not keep anything valuable in your locker and lockers are subject to search.

### **Lost and Found**

Please return all lost or misplaced textbooks and library books to the Library. All other items such as clothing, shoes, binders, etc. can be placed in the Lost and Found Box outside the Campus Supervisor's office (in the Administration Building). Items of value such as phones, jewelry, glasses, keys, wallets should be brought to the Main Office.

### **Parking Permits**

ALL vehicles that are parked on campus be identified with the use of a Harbor High parking permit (available in the Campus Supervisor's office for a \$20 fee). Parking permits must be renewed annually. Owners of vehicles parked illegally or without a permit will be fined and risk being towed. **Upstairs parking is for staff only**, this includes parking along the Fire Road. Students driving on campus must be legally licensed drivers and obey the laws of the state of California. The parking lot speed limit is 10 MPH. If you are involved in a vehicle accident on campus, notify the Main Office immediately. All vehicles are subject to search.

### **PE Uniforms**

The PE uniform consists of Harbor High shorts and a t-shirt. Parents / guardians are asked to donate \$25 to cover the cost. Students may wear the same uniform as 10<sup>th</sup> graders when they take PE 10. Solid white, black or gray sweats may be worn over the uniform for outdoor classes when the weather is cold.

### **Stolen Property**

The school is not responsible for any damage or theft of students' personal property. It is important you report acts of vandalism or theft to a campus supervisor or administrator. If something is stolen or missing during class, tell your teacher immediately before the bell rings and the class is dismissed since there is far greater chance of recovery.

### **Student Fees**

Fees may be paid through the Finance Office. Students must be debt free in order to:

- Receive a locker or parking permit
- Attend formal dances or any other school-sponsored special event
- Pick-up their diploma
- Pick up their yearbook (even if it has already been paid for)
- Receive official transcripts

### **Student ID Cards**

All students receive a free Student Photo ID. Replacements are \$5 and can be obtained in the Campus Supervisor's Office. Your student photo ID is required to attend dances, check out books from the library or use the internet at school. Carry your ID with you at all times since teachers may schedule a period in the library for you to do research on the internet or check-out materials for a project.

### **Textbooks**

Students will be billed for replacing lost or damaged books or materials that are checked out to you for a class. Damages that are not immediately reported to the Librarian will result in the student being billed when the book is returned.

### **Transcripts**

Unofficial and official transcripts for current students are free. (You can also download and print an unofficial copy from your IC account). You can get an official transcript have it mailed or pick it up from the registrar (transcripts may take up to 2 days to process). Seniors are strongly encouraged to request transcripts at the end of their senior year as the registrar's office will be closed during the summer and all 4-year colleges require them to verify that you have completed second semester coursework. If you request that transcripts be mailed to your home address, do not open them as colleges and other institutions will not recognize them as official documents unless they are delivered sealed. For questions, contact the Registrar at 429-3810 x 1055.

### **Visitors**

No visitors, including relatives, are to accompany students to school without prior permission from Administration. Contact an administrator for further information if you wish to arrange for a guest to accompany you to school. Students from other schools are not allowed on campus at any time. Unregistered guests may be cited for trespassing.

### **Work Permits**

Students under the age of 18 who are employed during the school year are required by state law to have a work permit. It is AGAINST THE LAW to work without one. Work permit applications are available in the counseling office and are completed after you are hired. It takes typically 2-3 school days to process the application and it is the student's responsibility to pick-up the actual permit. Work permits are valid for the current school year and current job listed on the permit. Students must renew the permit any time they change jobs and each school year.

## **Part II: Academic Policies**

### **Required Number of Classes**

All freshmen, sophomores and juniors must be enrolled in six classes on campus and seniors in five classes. Cabrillo classes and some ROP classes do not count as one of your classes. Seniors requesting 5 classes may have a gap in their schedule during the school day. An early end to the day is not guaranteed.

**Classes required at each grade level**

9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
1. English or ELD	1. English or ELD	1. English or ELD	1. English or ELD
2. Health / e-Literacy	2. World History	2. US History	2. Econ / Government
3. Math	3. Math	3.	3.
4. PE 1	4. PE 2	4.	4.
5. Biology and/or World Language	5. Science and / or World Language	5.	5.
6. Visual Performing Art	6. Elective	6.	6.

**0 Period**

Priority for enrollment into a 0 period is given in the following order:

- 1) Students who need 7 classes because they are deficient in credits or need to take a support class.
- 2) Students who wish to take 7 classes at Harbor with multiple electives like Jazz Band, Leadership, AVID, etc.
- 3) Students who wish to take a class at another Santa Cruz City School site that requires them to have an open period to travel.
- 4) All other students are enrolled based on the space available.

**Credits and Grades**

All classes are worth 5 credits per semester unless otherwise indicated in the course description. The lowest letter grade a student can receive is a D- to receive the credits. A failing grade results in 0 credits being earned for that class that semester. Variable credit will not be awarded to a student who drops or is removed from the class before the end of the term. Students must earn a grade of a C or higher to meet 4-year college admission requirements.

Students must complete a certain number of credits by the end of each school year to remain on track for graduation which is as follows:

- 9<sup>th</sup> grade: 60
- 10<sup>th</sup> grade: 120
- 11<sup>th</sup> grade: 180
- 12<sup>th</sup> grade: 230

**Options for Students who are Credit Deficient**

Students should start by talking with their counselor to find out what options are best for them. Some options are summer school, additional classes at another educational institution, additional classes at Harbor, Cyberhigh, Adult Education, or temporary transfer to alternative education.

**Graduation and A – G Requirements**

To graduate, students must

- pass both semesters of Algebra 1

- earn 230 credits in the categories below

To go directly to a 4-year college, students must fulfill what are called A – G requirements. All students are strongly encouraged to complete A – G so that they are prepared for the next level of their academic careers. By completing many of the graduation requirements with a C or higher, you will also be fulfilling the A – G requirements as you can see below.

### Graduation Requirements

- \*Pass Algebra 1
- \*Pass CAHSEE in ELA and Math
- \*Earn 230 credits

Subject Area	Years	Credits
Social Science	3	30
English	4	40
Math (Alg 1 Required)	2	20
Science	2	20
Fine Art (Visual Performing Art)	1	10
Fine, Applied Art or World Language	.5	5
Applied Art	.5	5
PE	2	20
Electives		70

### A – G Requirements

- \*Must complete each class with C or higher
- \*Required for a 4 year college
- \*Biology and Physics or Chemistry required

Subject Area	Years
Social Science	2
English	4
Math (Alg 2 Required)	3 (4 recommended)
Science (lab)	2 (3 recommended)
World Language	2 (3 recommended)
Visual Performing Arts	1
Additional Elective	1

### Progress Reports and Semester Grades

Progress reports and semester grades are mailed home addressed to the parent(s)/guardian(s) of the student(s). The first 6-week and 12-week grades in each semester are progress reports designed to keep you and your parent/guardian informed about how you are doing in the class. Progress grades are not reported to any colleges to which you apply. It is only the semester grades in January and June that appear on your permanent transcript and determine if you have earned credit for the course.

Parents should use the Infinite Campus Parent Portal to access progress and semester grades on-line. Parents/guardians who do not receive grades from their students and do not have internet access can contact their student’s counselor or drop in to receive a print out of their student’s report card.

### Grade Point Average (GPA)

With the exception of Honors and AP classes, each letter grade earned in a class at the end of the semester is worth the following points:

- A= 4 pts
- B =3 pts
- C=2 pts
- D=1 pt
- F =0 pts

### The Overall Un-weighted GPA

This includes all classes taken 9<sup>th</sup> – 12<sup>th</sup> grades. Students can figure out their overall GPA by dividing the total points earned by the total number of classes taken. The overall un-weighted GPA is used to determine valedictorians and salutatorians.

### The Academic GPA



This GPA only includes academic classes taken in the 10<sup>th</sup> – 12<sup>th</sup> grades (ie. No teacher aides, PE, etc.).

### **The Academic Weighted GPA**

Because we recognize AP and Honors courses are more difficult, and we want students to challenge themselves, but not be at a disadvantage in terms of their GPA, we participate in what is referred to as a weighted GPA system. Students taking AP and Honors classes at Harbor High earn an extra grade point for a C or higher in the class (A = 5pts, B = 4pts and C = 3pts). In other words, receiving a grade of a B in an honors class is equivalent to an A when calculating your GPA and a C is equivalent to a B.

The Academic Weighted GPA is similar to the Academic GPA in that it only includes academic classes in the 10<sup>th</sup> – 12<sup>th</sup> grades. The difference is that the weighted GPA system is applied and for each honors or AP class taken, an additional point is awarded (A= 5pts, B = 4pts and a C = 3pts).

### **Advanced Placement (AP), Honors, and Intensive Classes**

**AP Classes:** AP classes are the equivalent of college level courses. This includes everything from the amount of reading and level of difficulty of the textual material, to how students are assessed and the overall quality of work students are expected to produce. In fact, the course syllabus has to be approved by a panel of college professors through the College Board. By earning a C or higher, students can earn a higher number of points towards their GPA (referred to as a weighted GPA). Students can also choose to take an end of course AP Exam that, based on their scores, can earn them college credit.

**Honors:** An Honors class parallels the curriculum offered in the corresponding regular class, but may cover additional topics or some topics in greater depth. It also has a significantly heavier work load. These rigorous courses are good preparation for AP classes. Similar to an AP class, students can also earn a higher number of points towards their GPA by earning a C or higher (referred to as a weighted GPA).

**Intensive:** Students cover the same curriculum as their non-intensive equivalents, but at a faster pace. Students should be capable of reading at or slightly above grade level, have strong study skills, and be motivated to complete homework and participate in class. These courses are good introductions to see if Honors or AP classes are for them.

### **Valedictorians and Salutatorians**

Students who earn a 4.0 GPA on their overall un-weighted GPA are honored as Valedictorians at graduation. Students who earn all A's with the exception of a single B are awarded the status of Salutatorian.

### **California Scholarship Federation (CSF)**

CSF is a statewide organization whose purpose is to recognize students who have demonstrated outstanding academic achievement. Students who apply, qualify and pay dues for any four semesters during their sophomore, junior and at least one semester from their senior year receive lifetime membership. Lifetime members are awarded the honor of being Seal Bearers and graduate with academic honors demonstrated by a gold sash worn over their gown, a gold seal added to their diploma and a CSF pin. Lifetime membership is also another indicator on your college applications of your commitment to strong academic courses with strong grades. To apply, fill out application within the deadline set by CSF, usually within 5 weeks from the start of the each semester. Applications are available in the circular information rack outside of the Counseling Office.

### **Repeating a Course**

With the exception of certain electives like Leadership, Yearbook, Jazz Band, etc. a course can be repeated only if the student has received the grade of a "C" or lower and may be repeated only ONCE (per Board Policy # 5124) (d). Refer to the course catalog for courses that can be repeated.

The grade is never removed from the transcript when a class is repeated regardless of what the first grade may be and both grades are calculated into the school GPA. This includes classes taken in the summer school program. In cases where the student has passed the course, but is repeating it to improve the grade, credits earned only count as elective credits and may not be used towards the number of credits required in a subject area for graduation. For example, repeating Algebra One will not count as a second year towards completing the two-year math requirement.

Since some colleges only use the higher grade while others include both, students should talk to their counselor if they have a specific college in mind to determine how their GPA will be calculated. When determining eligibility for sports, only the most recent grade of a repeated course will be used when calculating the GPA.

### **Incompletes**

If an incomplete ( I ) is received at the end of the semester, a student has six weeks in which to make up the missing work. Students earning an incomplete at the end of 2<sup>nd</sup> semester have 6 weeks from the beginning of the school year to make-up the work. Specific details about completing the coursework should be discussed with the teacher. Once the work is completed, the teacher will file a Grade Change Form and the new grade will be recorded on the student's transcript. If the incomplete grade is not cleared within six weeks, the grade will be recorded as a failure (F). Students should be advised that it is YOUR responsibility to contact the teacher to make arrangements to make-up missed work.

### **Grade Changes**

If you feel a grade on a progress report or semester report card is incorrect, talk to the teacher of the course. Only the teacher of the course has the authority to change the grade. Request for grade changes must be made by the end of the following grading period.

### **Dropping a Class**

Part of our goal is to educate students about working through academic challenges and the strategies to do so, not only because these are valuable skills in themselves, but because students need rigorous coursework that adequately prepares them for the next stage of their academic careers. This coupled with the fact that the master schedule is designed around student interest and need means students in turn need to make a commitment to the classes they request; even when their schedule may be more challenging than they anticipated. Based on this, students are required to remain in yearlong classes and may **not** drop at the semester even when earning a D or F.

-After the 1<sup>st</sup> week of the semester but before the end of the first 6-week grading period, the student earns a W.

-After the 6-week marking period but before the end of the 12-week marking period.

- If the student is passing, he/she earns a W.
- If the student is failing, he/she earns a WF (which is the equivalent of an F). W/F's are calculated in the student's Grade Point Average.

-After the 12-week marking period, the student earns a W/F.

Students must maintain the minimum number of courses required. Students with approved drops after the first 3 weeks of the semester will not be allowed to add a different course.

### **Taking Classes at Other Colleges**

During the regular school year, students may take classes at accredited college institutions for high school credit, but only those which 1) Harbor does not offer or 2) the class which the student wishes to take at Harbor is full. Students must also have approved from their counselor prior to signing-up for the course to ensure credits will be accepted.

Students may also take classes at other institutions that they have already taken during the regular school year that they have earned a semester grade of a D or F in with counselor approval. Students need to see their counselors for

more details. Courses taken at other colleges or institutions do **not** count towards the minimum number of classes a student must be enrolled in at Harbor.

### **Changing Schools**

When withdrawing from Harbor High School:

- A parent must notify the Counseling Office two days before leaving.
- The student must pick up a withdraw slip from the Counseling Secretary.
- All library and textbooks must be returned.
- Any outstanding bills must be cleared.
- A copy of the completed withdraw slip, immunization record, and student's transcript will be given to the student and is required at the next school of attendance in order to enroll.

## **Grades and Athletics/Co-curricular Activities**

### **Eligibility Requirements**

Eligibility will be determined within 5 to 7 days after the end of the grading period. At the end of each semester, the semester grades will determine eligibility, not the 3<sup>rd</sup> six-week grades. Eligibility will only be determined by the grades in the school's computer system. Progress reports of any other type will not be used. A student will become eligible upon meeting the requirements listed above, following the end of the next grading period and posting of the grades on the school's computer.

Athletics and co-curricular activities are an important part of the Harbor High School environment. Any student who meets the eligibility requirements may try out for any of the athletic teams or co-curricular activities. Participants must also complete an athletics packet, available from the Athletic Director or on the Harbor High website.

#### 1) Grade Requirements

- o Students must maintain a C (2.0) GPA and be passing all classes at the end of each grading period.
- o Incoming freshmen must have obtained a 2.0 GPA on a 4.0 scale their final semester as 8<sup>th</sup> graders in middle school.
- o Receiving an F in a Pass/Fail class will be figured into the GPA; however a passing grade will not be included.
- o Summer school classes do not replace grades for classes previously taken when it comes to calculating the academic GPA. For purposes of establishing eligibility, however, only the grade of the repeated course will be used with the first grade not counting against the student.
- o A "WF" will be considered as an F in calculating eligibility.

### **Eligibility and Report Cards**

Make-up work turned in from excused absences that occurred within the last 2-3 days before the end of the grading period may warrant a grade change if eligibility is impacted. And it is perfectly acceptable to ask your teachers about why you earned the grade you did or discuss strategies on how the grade can be raised for the future. It is not acceptable however, for athletes, parents or coaches to request extra credit, opportunities to make-up missed assignments, re-take tests, etc. or turn in work from excused absences that has yet to be submitted from earlier in the semester so that current grades earned on a report card can be changed to maintain eligibility.

### **Probation**

Probation is considered a warning. A student may practice and play in games or matches, or perform with the team or group. A student is placed on probation if he/she earns a single F in any given grading period **OR** falls below a 2.0 GPA for any grading period.

- o If a student is on probation, he/she must meet eligibility requirements at the end of the next grading period or the student will become ineligible.

- o If an athlete with an IEP becomes ineligible, an IEP team may be set up to determine the eligibility of the athlete.

### **Ineligibility**

Ineligible means the student may practice but may not participate in games, matches, performances or competitions. A student becomes ineligible with no probation period if he/she earns two F's in a single grading period, earns an F and falls below a 2.0 GPA in a given grading period, or does not take the minimum required number of credits and classes or falls behind in the total number of credits needed. A student also becomes ineligible if he/she earns a single F in any two grading periods in a row or falls below a 2.0 GPA two grading periods in a row.

### **Ineligibility Appeal**

All ineligible athletes are entitled to an appeal process if the teachers involved determine one is justified. The appeal may be obtained through the Athletic Director or Asst. Principal at the school. The appeal board will determine if the athlete has extenuating circumstances that will allow a reversal of the ineligible status.

## **Part III: Attendance and Tardy Policies**

Good attendance is essential for academic success. California state law (CA Code 48200) also mandates compulsory education. This means that all parents/ guardians are required to ensure their students attend on a regular basis and report all absences to the school in a timely manner.

### **Excusing Absences**

- A parent/guardian should notify the Harbor High School Attendance Office by 10:30 am the day following the absence. It is preferred that an absence is excused the day of the absence.
- A maximum of 3 school days is allowed to clear an absence. After 3 days, administrative approval is required.
- The Attendance Office phone number is 429-3424. A parent/guardian may leave a message on our voice mail 24 hours a day, or speak to an attendance tech between the hours of 7:30am - 3:30pm.
- Students with excused absences may make up missed assignments.
- Student absences may be excused for the following reasons: illness, medical appointments, court appearances, funerals, and religious observances. Absences for vacations will not be considered excused and are therefore subject to truancy laws.
- Parents are allowed to excuse their students for personal reasons up to three times per year.

### **Leaving Campus, Medical Appointments & Going Home Sick**

- If a student needs to leave school for a medical appointment or other reason, he/she must go to the Attendance Office for a pass *before* leaving. Parent/ guardian approval is required.
- If you need to leave in the middle of a class period, it is important you bring a pass with you from the Attendance Office to give to your teacher. Your teacher will need this to release you. You will still need to check-out through the Attendance Office before leaving.
- If a student leaves school without a pass, the absence is unexcused and ***cannot*** be excused later even by a parent.
- Students may leave at break and lunch, but must be back in time for their next class.

### **Make-up Work and Homework Requests**

If you know you are going to be absent in advance, students should speak with each teacher individually about make-up work before missing school as early as possible. If you are out ill for three or more days, you are encouraged to request homework from teachers by e-mailing the teacher directly. Parents / students who do not have internet

access may contact the Attendance Office at 429-3424 to request that homework be collected from teachers for a parent/guardian to pick-up later in the week. Please allow for 2 school days for assignments to be collected.

Upon returning to school, students are required to meet with each teacher outside of class within 2 school days of their return. Each teacher will provide the student with the work missed and will set a reasonable schedule for the work to be completed. Generally students have the number of days they have missed to make-up the assignments, tests, etc. Students may be required to turn in long-term projects even if absent on the assigned date. Students should also be prepared to take tests/quizzes they were informed about prior to their absence on the day of their return. Students do NOT have the right to make up work, tests or quizzes missed due to unexcused absences/tardies.

**Home and Hospital**

Any student who has a medical condition which does not permit the student to attend school for an extended period of time may apply for Home-and-Hospital through the District Office – Department of Special Education. Students and parents should contact their student’s counselor to find out more information.

**Unexcused Absences**

- Our computerized dialer will call home nightly each time a student is marked absent from any class if the parent has not already excused the absence.
- Students with 3 period unexcused absences will be assigned Saturday School.
- Continued truancy will result in a referral to the Student Attendance Review Board (SARB), which may result in a transfer to an alternative school.

**18-Year Old Student Attendance Contracts**

Students that are 18 years old may excuse themselves for doctor’s appointments or illness. Contracts are available in the Attendance Office and must be signed by the student and an administrator.

**Tardy Policy**

Students who have an excused tardy should report directly to class. If the tardy is excused, the student should check in at the attendance office for a pass that he/she will bring to the teacher. The only tardies that will be excused are those due to medical appointments or illness. Students who arrive late due to transportation problems or because the parent was late in dropping the student off are not be excused. Tardy: Students not in their assigned seats when the final bell rings are tardy. Students do not have the right to make-up missed quizzes or work due to unexcused tardies. Below are the accountability steps for unexcused tardies:

<b>Number of Tardies</b>	<b>Accountability Step</b>
3	Classroom intervention/consequence step 1
6	Classroom intervention/consequence step 2
9	Classroom intervention/consequence step 3
10	*Conference with Campus Supervisor *Behavior event in Infinite Campus *Staff contact with Parent/Guardian *Detention or Community Service Assigned
15	*Conference with Campus Supervisor *Behavior event in Infinite Campus *Staff contact with Parent/Guardian *Saturday School Assigned
20	*Conference with Assistant Principal *Attendance Contract Completed *Behavior event in Infinite Campus

	*Staff contact with Parent/Guardian *Saturday School 2 Assigned
21	*Conference with Assistant Principal and Parent/Guardian *Behavior event in Infinite Campus *Possible SARB Referral to District Student Services

## Part IV: Standards of Behavior and Discipline

### School Dress Code

Because appropriate dress is necessary for a healthy, safe and conducive learning-environment, students may be asked to change or remove an article of clothing, provided with a cover article of clothing to wear over outer clothing or sent home to change. Particularly dangerous clothing /accessories may be confiscated. Suspension is also possible for repeated violation of the dress code.

The following are NOT permitted at school:

1. Bare feet
2. Clothing that insults, demeans or harasses any person on the basis of race, religion, gender, physical or mental disability or sexual orientation
3. Apparel, hats, backpacks or accessory items which contain profanity, obscenities or sexual references, make any reference to drugs, alcohol, tobacco, or any other controlled substance, or support or contain reference to any violent groups or acts
4. Apparel, jewelry or accessory items that could pose a threat to the physical well-being and safety of other students or staff. This may include but is not limited to spiked accessories (collars, wristbands, rings, etc.); steel-toed shoes, and oversized chains attached to wallets, watches, etc.
5. Hats, hoods, and other head coverings as well as sunglasses may not be worn during class
6. Gang apparel including any of the following:
  - Wearing two or more items of the same color (ie. blue, red,)
  - Professional sports jerseys (i.e. Raiders, Rams, Titans, Browns, etc.) with numbers
  - Hats associated with specific gangs, beanies, knit caps, and masks/hoods which cover the face
  - Extremely long belts and watch chains
  - Numbered items (XIII, 13, XIV, 14, etc.)
  - Apparel that supports or affiliates an individual with a gang or other disruptive group by sign, trademarks, numbers, symbols, or colors

### Formal Event Dress Code

No backpacks or large bags. Only small, hand held clutch purses will be allowed which should contain only just a few items which are absolutely essential (student ID, keys, cell phone). No liquids of any form are permitted (bottled drinks, perfume, mouthwash, eye drops, etc.) or any consumable items (gum, mints, aspirin, candy, etc.). Students who require medication will need to make arrangements with the health clerk or administrator in advance

### Behavior at Events

Students participating in school related activities *both on campus and off* during and after school hours are required to be drug and alcohol free and abide by all school rules while in attendance. Students who violate school or function rules while attending such an event may be required to leave, be removed from the activity and placed under supervision until a parent arrives, or face arrest by the Santa Cruz Police Department.

### Gang Involvement

The list of activities below are considered gang-related and as gang involvement poses a possible danger to students and staff, will not be tolerated. Engagement in these types of activities will result in being identified by the SCPD as a gang member.

- Wearing gang apparel (listed in the Dress Code above)
- Use of hand signals - making particular hand gestures to signal gang affiliation
- Whistles
- “Mad dogging” other students or staff (i.e. intently staring down other students to intimidate, harass or provoke a fight)
- Use of nicknames associated with gang activities or involvement.
- Displaying of tattoos
- Drawing, writing or spray painting graffiti on campus property to advertise, provoke or challenge
- Possessing items that would allow spraying, writing or drawing graffiti
- Possessing drawings or writings of graffiti
- Provoking physical confrontations by joining friendly gang members to defend, confront, or fight rival gang members
- Yelling gang slogans or put downs to incite a fight
- Making credible threats with intent to place an individual in fear of bodily harm, injury or death

## **Tobacco Use**

### **Students**

The Governing Board recognizes the serious health risks presented by tobacco use and desires to ensure that, through adoption of consistent policies, district students are made aware of those risks and, to the extent possible, protected from them.

Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. Prohibited products include, but are not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. (Education Code [48900](#), [48901](#))

Students' possession or use of electronic cigarettes, electronic hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products is also prohibited.

Students in possession of tobacco or tobacco products or electronic cigarettes will be referred for disciplinary action and will also be referred to Seven Challenges or other smoking cessation programs available.

### **Staff**

The Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with district goals to provide a healthy environment for students and staff.

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles.

This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

The products prohibited include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, electronic cigarettes, electronic

hookahs, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products.

## Santa Cruz City Schools Secondary School (Grades 6-12) Behavior Expectations and Consequences

The Santa Cruz City Secondary Schools maintain a safe environment conducive to learning. We believe that our first responsibility as educators is to support students in becoming safe and responsible adolescents and young adults.

We expect all students to act responsibly and respectfully and to conduct themselves in a healthy, self-valuing manner as they work to achieve their academic and career goals. We expect our schools to be free of put downs, slurs, harassment, intimidation and bullying including cyber bullying.

We believe it is important for students and parents to understand the expectations of the staff in regards to behavior. We believe the goal of discipline is to change behavior, not to punish. To that end, when a student engages in the behaviors listed below, our first response will be to educate students on the repercussions of their behavior and work with them to avoid such behavior in the future.

Consequences for repeated behaviors, or moderate to severe behaviors which interfere with the safe learning environment for all students are detailed below. Suspension from school is employed as a consequence only when other means of intervention have not been successful and/or when an unsafe condition has been created by the student’s behavior. There are incidences in which the schools are mandated by California Education Code Section 48900 to recommend expulsion from the Santa Cruz City Schools. These are noted below.

In addition, the Santa Cruz City Schools appreciates the relationship and support we receive from our law enforcement partners, the Santa Cruz Police Department and the Santa Cruz County Sheriff’s Office. Our School Resource Officers are welcome members of our school community contributing to the safe learning environment we want for all students.

In matters of student discipline, we are obligated by law to call law enforcement whenever a student is engaged in assault leading to physical harm of another student, staff member or visitor. We will also call law enforcement if a student brandishes a knife, is in possession of a firearm or explosive device, or engages in sexual assault or battery. We may call law enforcement to investigate vandalism and theft, possession of a weapon, and to assist us in determining if a student is under the influence of a controlled substance.

We are required by law to notify law enforcement within one school day when a student is under the influence, in possession of a controlled substance or involved in distribution or sales of a controlled substance. Each school will maintain a log of contacts with law enforcement in matters of student discipline.

<b>Santa Cruz City Secondary Schools Discipline</b>			
<b>Behavior</b>	<b>1<sup>st</sup> offense Possible consequences</b>	<b>2<sup>nd</sup> offense Possible consequences</b>	<b>3<sup>rd</sup> offense Possible consequences</b>
<b>Minor offenses</b> <ul style="list-style-type: none"> <li>● Academic dishonesty</li> <li>● Class misconduct</li> </ul>	Conference/warning Community service	Conference/warning Community service	Conference/warning Community service



<ul style="list-style-type: none"> <li>● Defiance of the authority of teachers, administrators and/or staff members</li> <li>● Derogatory comment</li> <li>● Dress code violation</li> <li>● Electronic device (cell phone, ipod, laser pointer, etc)</li> <li>● Falsehood/forged note</li> <li>● Gang attire</li> <li>● Inappropriate Behavior/Language</li> <li>● Internet abuse</li> <li>● Name calling</li> <li>● No show/detention/Sat. School</li> <li>● Leaves campus w/out pass</li> <li>● Rough play/rough housing</li> <li>● Skate/Bike</li> <li>● Unauthorized Area</li> <li>● Unsafe Behavior</li> </ul>	<p>Conflict resolution Counseling Letter of apology Administrative educational assignment Confiscate item</p>	<p>Conflict resolution Counseling Detention Letter of apology Administrative educational assignment Confiscate item Parent contact</p>	<p>Conflict resolution Counseling Detention Letter of apology Administrative educational assignment Confiscate item Parent contact In school suspension Suspension</p>
<p><b>Moderate offense</b></p> <ul style="list-style-type: none"> <li>● Bullying</li> <li>● Defiance of the authority of teachers, administrators and/or staff members</li> <li>● Inappropriate behavior/language</li> <li>● Obscene Acts, Profanity, and Vulgarly</li> </ul>	<p>Conference/warning Community service Conflict resolution Counseling Detention Letter of apology Administrative educational assignment</p>	<p>Conference/warning Community service Conflict resolution Counseling Detention Letter of apology Administrative educational assignment Saturday School Suspension</p>	<p>Conference/warning Community service Conflict resolution Counseling Detention Letter of apology Administrative educational assignment Saturday School In school suspension Suspension</p>
<p><b>Violation of CA Ed. Code or Illegal Acts</b></p> <ul style="list-style-type: none"> <li>● Aided or abetted Physical Injury</li> <li>● Caused, attempted, or Threatened Physical Injury</li> <li>● Committed an Act of Hate Violence</li> <li>● Defiance of authority--repeated, ongoing or sufficiently serious as to interfere with the learning process or endanger the welfare of others</li> <li>● Harassment or Intimidation-creating pervasive climate interfering with the educational process</li> <li>● Harassment or Intimidation of Witness</li> <li>● Hazing</li> <li>● Made Terrorist Threats</li> <li>● Obscene Acts, Profanity, and Vulgarly</li> <li>● Offered, Arranged, or Negotiated Sale of Controlled Substance, Alcohol, or Drug Paraphernalia</li> <li>● Possession of an Imitation Firearm</li> <li>● Possession of a Controlled Substance</li> <li>● Possession of a knife</li> <li>● Possession or use of Tobacco Products</li> <li>● Possession, Use, or Furnishing Controlled Substance or Alcohol</li> </ul>	<p>Community service Conflict resolution Counseling Administrative educational assignment Seven Challenges Suspension</p>	<p>Suspension Expulsion</p>	<p>Suspension Expulsion</p>

<ul style="list-style-type: none"> <li>● Property damage</li> <li>● Property theft</li> <li>● Received stolen property</li> </ul>			
<p><b>Violation of CA Ed. Code or Illegal Acts</b></p> <ul style="list-style-type: none"> <li>● Assault or battery upon a school employee</li> <li>● Brandishing a Knife</li> <li>● Caused serious physical injury</li> <li>● Possession of an explosive</li> <li>● Possession of a controlled substance (except for 1<sup>st</sup> offense &lt; 1 oz of marijuana)</li> <li>● Possession of a fire arm</li> <li>● Robbery or extortion</li> <li>● Sales of any controlled substance including marijuana</li> <li>● Sexual assault or sexual battery</li> </ul>	<p><b>Mandated recommendation for expulsion</b></p>		