

SAN ANDREAS HIGH SCHOOL

Founded in 1979
Student/Parent Handbook



3232 Pacific Street • Highland, CA 92346
Telephone: (909) 388-6521 or 862-5432 • Fax: (909) 425-0523

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Parents may go online to view the
San Bernardino City Unified School District's Policies/Guidelines by visiting:
Gamutonline.net
Log in name and password: SBCUSD

General Information

NONDISCRIMINATION

The San Bernardino City Unified School District Policy Statement for Title VI, Title VII, Title IX, Section 504, and the Americans with Disabilities Act

The San Bernardino City Unified School District does not discriminate on the basis of age (40 and above), race, color, national origin, ancestry, ethnic group identification, religion, marital status, sex (including sexual harassment), sexual orientation (identity or expression), physical or mental disability, medical condition (cancer and genetic characteristics), actual or perceived sex, personal or family genetic information, on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, family care and medical leave entitlement in any of its policies, or practices in compliance with Title VI and Title VII of the Civil Rights Act of 1964 (pertaining to race, color, and national origin); Title IX of the Education Amendments of 1972 (pertaining to gender); Section 504 of the Rehabilitation Act of 1973 (pertaining to disability), Genetic Information Nondiscrimination Act of 2008 and Age Discrimination in the Employment Act of 1975 (pertaining to age 40 and over), the Americans with Disabilities Act of 1990, the federal Family and Medical Leave Act, the California Family Rights Act and the Fair Employment and Housing Act. This nondiscrimination policy covers admission, participation, and accessibility to any program or activity of the district and selection, advancement, discharge and other terms, conditions and privileges of employment. Inquiries regarding the equal opportunity policies, equal program accessibility policies and the filing of complaint procedures alleging discrimination, including sexual harassment, may be directed to the school principal/site administrator or to the District's:

Title VI, Title VII and Title IX Coordinator
Marie Arakaki, Affirmative Action Director
San Bernardino City Unified School District
777 N. F Street, San Bernardino, CA 92410
(909) 381-1122

ADA/504 Coordinator
Marie Arakaki, Affirmative Action Director

Section 504 Plan Coordinator
Linda Paule (909) 880-6830
Special Education Coordinator

The San Bernardino City Unified School District recognizes its obligation to provide overall program accessibility throughout the District for individuals with disabilities. Contact the Section 504 Coordinator to obtain

information as to the existence and location of services, activities, and facilities that are accessible to and usable by individuals with disabilities.

The lack of English language skills will not be a barrier to admission and participation in the District's programs. You may obtain additional information regarding languages other than English by calling the English Learner Programs Department. The telephone number is (909) 891-1013.

Policy .121

Revised 1/10



NO DISCRIMINACIÓN Declaración del reglamento del Distrito Escolar Unificado de la Ciudad de San Bernardino para el Título VI, el Título VII, el Título IX, el Artículo 504 y la Ley de Ciudadanos Americanos con Discapacidades.

El Distrito Escolar Unificado de la Ciudad de San Bernardino no discrimina a base de, edad (40 años y mayores) raza, identificación de grupo étnico, religión, color, origen nacional, ascendencia, incapacidad física o mental, condición médica (cáncer o características genéticas), estado civil, sexo verdadero o percibido, orientación sexual, género, información genética personal o familiar, sobre la base de la asociación de la persona con una persona o grupo con una o más de estas características reales o percibidas, derecho a licencia médica o de cuidado familiar en cualesquiera de sus reglamentos, o prácticas en el cumplimiento del Título VI y el Título VII de la Ley de los Derechos Civiles de 1964 (referente a raza, color y origen nacional); Título IX de las Enmiendas de Educación de 1972 (concerniendo género); Artículo 504 de la Ley de Rehabilitación de 1973 (referente a las discapacidades); la Ley Antidiscriminación por medio de Información Genética de 2008 y la Ley de Discriminación Debido a Edad en el Empleo de 1975 (referente a la edad de 40 años o mayores); la Ley de Ciudadanos Americanos con Discapacidades de 1990; la ley federal de Licencia de Ausencia Familiar y Médica; la Ley de California de los Derechos de Familia y la Ley de Igualdad en el Empleo y la Vivienda. Este reglamento de no discriminación abarca ingreso, participación y accesibilidad a cualquier programa o actividad del distrito y selección, avance, despido y otros términos, condiciones y privilegios del empleo. Las preguntas respecto a los reglamentos de igualdad de oportunidades, los reglamentos de igualdad de acceso a programas y los procedimientos para presentar una queja alegando discriminación, incluyendo acoso sexual, pueden dirigirse al director de la escuela/administrador del plantel o a los siguientes funcionarios del Distrito:

Coordinadora del Título VI, Título VII y Título IX
Marie Arakaki, directora de Acción Afirmativa
Distrito Escolar Unificado de la Ciudad de San Bernardino
777 North F Street, San Bernardino, CA 92410
(909) 381-1122.

Coordinadora de ADA/504
Marie Arakaki
Directora de Acción Afirmativa

Coordinadora del Plan
Linda Paule (909) 880-6830
Coordinadora de Educación Especial

El Distrito Escolar Unificado de la Ciudad de San Bernardino reconoce su obligación de ofrecer total accesib-

ilidad a los programas de todo el Distrito a personas con discapacidades. Póngase en contacto con la coordinadora del Artículo 504 para obtener la información sobre la existencia y el lugar de los servicios, las actividades y las instalaciones que están al alcance y pueden ser utilizadas por personas con discapacidades.

La falta de la habilidad de hablar inglés no puede ser un obstáculo para ingresar o participar en los programas del Distrito. Usted puede obtener información adicional acerca de otros idiomas aparte del inglés al llamar al Departamento de Programas para Estudiantes de Inglés. El número telefónico es (909) 891-1013.

Reglamento 121

Revisado 1/10

SAN ANDREAS HIGH SCHOOL

DISTRICT MISSION STATEMENT

The primary mission of the District is to provide academic instruction to each enrolled student sufficient to develop the skills, knowledge, and understanding required to promote personal development to the fullest extent of the individual's potential.

SAN ANDREAS VISION STATEMENT

San Andreas High School will provide a campus and classroom atmosphere that will enhance and will adapt a learning process to meet the needs and capacity of each student.

GOAL

San Andreas High School will provide an alternative learning style for responsible, self-directed students.

MOTTO

We believe in students. We're small enough to care.

WASC GOALS

To provide strategies to increase the attendance rate of all students; to provide several strategies that will improve the reading and comprehensive skills in language arts of all students who maintain good attendance; and to provide strategies to help students understand the concepts of algebra and geometry.

WASC EXPECTED SCHOOLWIDE LEARNING RESULTS

1. Students will demonstrate high levels of comprehension in reading/language arts and math.
2. Students will demonstrate a commitment to personal and academic success through improved attendance.
3. Students will develop skills that will enable them to achieve success in career and life goals.
4. Students will use technology to access the curricula and develop higher-level thinking skills in all subject areas.
5. Students will become effective communicators, understanding their own unique worth while having respect for others.

ADMINISTRATION

Mr. Hector Murrieta, Principal
hector.murrieta@sbcusd.com

Mr. Edward Hensley, Vice Principal
edward.hensley@sbcusd.com

COUNSELORS

Mrs. Staci Leak
staci.leak@sbcusd.com

Mr. Jerry Poupard
jerry.poupard@sbcusd.com

Ms. Gisel Reyes
gisel.reyes@sbcusd.com

SUPPORT STAFF

Christy Sayre
Registrar

Carol Harrington
Attendance Technician

Candice Johnson
Instructional Assistant, ED/SH

Margaret Moyeda
Vice Principal's Secretary

Hsiu-Li LeFaver
Career Counselor

Lorraine Patterson
Instructional Assistant, Spec. Ed.

Patti Cooper
Instructional Assistant, SDC/LH

Kimberly Trzcinski
Principal's Secretary

Eddie Pedroza
Custodian

Alice Ruiz
School Nurse

Sara Carcelén-Montano
Bilingual Attendance Technician

Jose Reyna
Custodian

Marge Edwards
Cafeteria

Stephanie Vaughn
Instructional Assistant, Spec. Ed.

**Important School Dates and Holidays
2011-2012 School Year**

First Day of School (Monday) August 1, 2011
Last Day of School (Wednesday) May 23, 2012

Legal Holidays

September 5, 2011 (Monday) Labor Day
November 11, 2011 (Friday) Veterans Day
November 24, 2011 (Thursday) Thanksgiving Day
January 16, 2012 (Monday) Dr. Martin Luther King Day
February 13, 2012 (Monday) Lincoln’s Birthday (Observed)
February 20, 2012 (Monday) Washington’s Birthday (Observed)

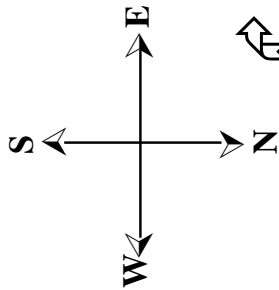
School Recess Dates

November 21 - 25, 2011 (Monday-Friday) Thanksgiving week
December 14, 2011 – January 8, 2012 Christmas/Winter Recess
March 19 - March 30, 2012 Easter/Spring Recess

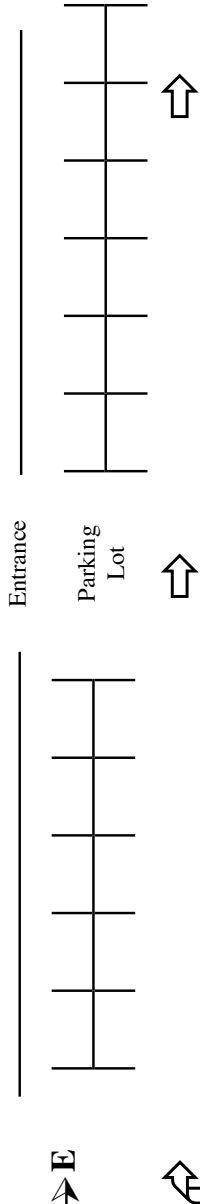
Graduation

May 23, 2012 (Wednesday) Graduation

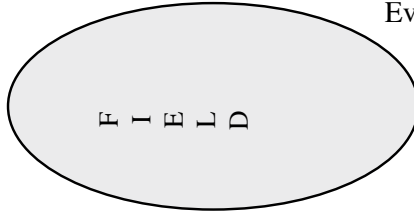
San Andreas High School



A d v a n c e
 862-4588
Child Care
 386-2509



G-1
 Gym



Fire/Earthquake
Evacuation Routes

Girls' Restroom
 Boys' Restroom
 B-5 Counselor's Office
 Vice Principal
 Principal
 Main Office
 B-2 Library
 B-1

Security
 C-4 Career Center
 C-3
 Storage
 Restrooms
 C-2 Staff Lounge
 C-1
 Registrar C-0

D-5
 D-4
 D-3
 D-2
 D-1 9
 Nurse
 Restroom
 D-0 S.E.D. 862-1661 862-1164

E-4
 E-3
 E-2
 E-1
 E-5
 E-6
 E-7
 E-8

C A F E T E R I A
 388-6215

P A R K I N G
A L C

SAN ANDREAS HIGH SCHOOL REFERRAL PROCESS

1. The referral process begins at the student's home school with their counselor.
2. The home school counselor will meet with the parent and student to complete the application form.
3. The home school counselor submits the application to the Alternative Transfer Committee in Youth Services.
4. A list of students is presented to the Alternative Transfer Committee for review at the next Transfer Committee Meeting.
5. Alternative Transfer Committee meets and determines student placement to either San Andreas High School or Sierra High School. The Alternative Transfer Committee will meet once a month.
6. San Andreas and Sierra registrars will notify the Alternative Transfer Committee on how many students they will be able to accept for the next block.
7. The home school will send letters home to all students who are accepted for the next block.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act of 1974 established the right of parents or legal guardians, and students who are 18 years of age or attending a post-secondary school, to inspect, review, and challenge student educational records. School records include all verified information such as health records, achievement records, test records, discipline, attendance records, etc. Requests may be made to the school principal or high school counselor to review and inspect student records.

A written statement regarding a challenged educational record may be made and included in the educational record if so desired by the parent.

Using discretion based upon the best interest of the student, "directory information" may be released without the consent of the parent. Directory information will be released by the educational staff to local, state, county, and federal agencies such as law enforcement, protective, adoption, and health agencies, employers, scholarship award committees, PTA room mothers, private business, or any public agency working on behalf of minors. Parents are advised that, should they not want directory information to be released, they must notify the principal of the school in writing within 30 days after the first day of school each year.

Directory information includes one or more of the following items: Student's name, address, date, and place of birth; major field of study; participation on athletic teams; grade average; dates of attendance; degrees and awards received; and the most recent previous educational agency or institution attended by the student.

Student cumulative records, K-12, are maintained by the District for a period of five years after the student reaches the age of 18 or graduates from high school.

EDUCATION CODE Section 48980-48985

48980. (a) At the beginning of the first semester or quarter of the regular school term, the governing board of each school district shall notify the parent or guardian of a minor pupil regarding the right or responsibility of the parent or guardian under Sections 35291, 46014, 48205, 48207, 48208, 49403, 49423, 49451, 49472, and 51938 and Chapter 2.3 (commencing with Section 32255) of Part 19 of Division 1 of Title 1.

(b) The notification also shall advise the parent or guardian of the availability of individualized instruction as prescribed by Section 48206.3, and of the program prescribed by Article 9 (commencing with Section 49510) of Chapter 9.

(c) The notification also shall advise the parents and guardians of all pupils attending a school within the school district of the schedule of minimum days and pupil-free staff development days, and if minimum or pupil-free staff development days are scheduled thereafter, the governing board of the district shall notify parents and guardians of the affected pupils as early as possible, but not later than one month before the scheduled minimum or pupil-free day.

Artículo 48980-48985 del Código de Educación

48980. (a) Al principio del primer semestre o trimestre del año escolar regular, la mesa directiva de cada distrito escolar notificará al padre o tutor legal de un alumno menor de edad respecto al derecho o la responsabilidad del padre o tutor legal bajo los Artículos 35291, 46014, 48205, 48207, 48208, 49403, 49423, 49451, 49472 y 51938 y Capítulo 2.3 (comenzando con el Artículo 32255) de la Parte 19 de la 1ª División del Título 1.

(b) El aviso también notificará al padre o tutor legal sobre la disponibilidad de la enseñanza individualizada según prescrita por el Artículo 48206.3, y del programa prescrito por la Sección 9 (comenzando con el Artículo 49510) del Capítulo 9.

(c) El aviso también notificará a los padres y tutores legales de todos los alumnos asistiendo a una escuela dentro del distrito escolar sobre el horario de los días mínimos y los días de capacitación del personal sin alumnos, y si se programan días mínimos o días de capacitación del personal sin alumnos después, la mesa directiva del distrito notificará a los padres y tutores legales de los alumnos implicados lo más pronto posible, pero no más después de un mes antes del día mínimo o sin alumnos programado.

(d) The notification also may advise the parent or guardian of the importance of investing for future college or university education for their children and of considering appropriate investment options, including, but not limited to, United States savings bonds.

(e) The notification shall advise the parent or guardian of the pupil that each pupil completing grade 12 is required to successfully pass the high school exit examination administered pursuant to Chapter 9 (commencing with Section 60850) of Part 33. The notification shall include, at a minimum, the date of the examination, the requirements for passing the examination, and shall inform the parents and guardians regarding the consequences of not passing the examination and shall inform parents and guardians that passing the examination is a condition of graduation.

(f) Each school district that elects to provide a fingerprinting program pursuant to Article 10 (commencing with Section 32390) of Chapter 3 of Part 19 of Division 1 of Title 1 shall inform parents or guardians of the program as specified in Section 32390.

(g) The notification also shall include a copy of the written policy of the school district on sexual harassment established pursuant to Section 231.5, as it relates to pupils.

(h) The notification shall advise the parent or guardian of all existing statutory attendance options and local attendance options available in the school district. This notification component shall include all options for meeting residency requirements for school attendance, programmatic options offered within the local attendance areas, and any special programmatic options available on both an interdistrict and intradistrict basis. This notification component also shall include a description of all options, a description of the procedure for application for alternative attendance areas or programs, an application form from the district for requesting a change of attendance, and a description of the appeals process available, if any, for a parent or guardian denied a change of attendance. The notification component also shall include an explanation of the existing statutory attendance options, including, but not limited to, those available under Section 35160.5, Chapter 5 (commencing with Section 46600) of Part 26, and subdivision (b) of Section 48204. The department shall produce this portion of the notification and shall distribute it to all school districts.

(d) El aviso también puede notificar al padre o tutor legal sobre la importancia de invertir para la futura educación universitaria de sus hijos y de considerar las apropiadas opciones de inversión, incluyendo, pero no limitándose a, los bonos de ahorro de los Estados Unidos.

(e) El aviso también notificará al padre o tutor legal del alumno que se le requiere a cada alumno finalizando el 12º grado aprobar exitosamente el examen de egreso de preparatoria administrado según el Capítulo 9 (comenzando con el Artículo 60850) de la Parte 33. El aviso también incluirá, a un mínimo, la fecha del examen, los requisitos para aprobar el examen, y también informará a los padres y tutores legales respecto a las consecuencias de no aprobar el examen e informará a los padres y tutores legales que el aprobar el examen es una condición para graduarse.

(f) Cada distrito escolar que elija ofrecer un programa de huellas dactilares según la Sección 10 (comenzando con el Artículo 32390) del Capítulo 3 del Parte 19 de la 1ª División del Título 1 informará a los padres o tutores legales del programa como está especificado en el Artículo 32390.

(g) El aviso también incluirá una copia del reglamento escrito del distrito escolar sobre el acoso sexual establecido según el Artículo 231.5, conforme se relaciona a los alumnos.

(h) El aviso notificará al padre o tutor legal de todas las opciones existentes de asistencia escolar estatutaria y las opciones locales de asistencia escolar disponibles en el distrito escolar. Este componente del aviso incluirá todas las opciones para reunir los requisitos de residencia para la asistencia escolar, las opciones programáticas ofrecidas dentro de las áreas locales de asistencia y cualquier opción especial programática disponible basándose entre distritos y dentro del distrito. Este componente del aviso también incluirá una descripción de todas las opciones, una descripción del procedimiento para solicitar otros programas o áreas de asistencia escolar alternativas, un formulario de solicitud del distrito para solicitar un cambio de escuela y una descripción del disponible proceso de apelaciones, si existe uno, para un padre o tutor legal a quien se le haya denegado una cambio de escuela. El componente del aviso también incluirá una explicación de las existentes opciones de asistencias estatutaria, incluyendo, pero no limitándose a, aquellas disponibles bajo el Artículo 35160.5, Capítulo 5 (comenzando con el Artículo 46600) de la Parte 26, y subdivisión (b) del Artículo 48204. El departamento producirá esta porción del aviso y la distribuirá a todos los distritos escolares.

(i) It is the intent of the Legislature that the governing board of each school district annually review the enrollment options available to the pupils within its district and that the districts strive to make available enrollment options that meet the diverse needs, potential, and interests of the pupils of California.

(j) The notification shall advise the parent or guardian that a pupil shall not have his or her grade reduced or lose academic credit for any absence or absences excused pursuant to Section 48205 if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time, and shall include the full text of Section 48205.

(k) The notification shall advise the parent or guardian of the availability of state funds to cover the costs of advanced placement examination fees pursuant to Section 52244.

(l) The notification to the parent or guardian of a minor pupil enrolled in any of grades 9 to 12, inclusive, also shall include the information required pursuant to Section 51229.

48980.3. The notification required pursuant to Section 48980 shall include information regarding pesticide products as specified in subdivision (a) of Section 17612.

48981. The notice shall be sent at the time of registration for the first semester or quarter of the regular school term. The notice may be sent by regular mail or by any other method normally used to communicate with the parents or guardians in writing.

48982. The notice shall be signed by the parent or guardian and returned to the school. Signature of the notice is an acknowledgment by the parent or guardian that he has been informed of his rights but does not indicate that consent to participate in any particular program has either been given or withheld.

48983. If any activity covered by the sections set forth in Section 48980 will be undertaken by the school during the forthcoming school term, the notice shall state that fact and shall also state the approximate date upon which any of such activities will occur.

48984. No school district shall undertake any activity covered by the sections set forth in Section 48980 with respect to any particular pupil unless the parent or guardian has been informed of such action pursuant to this article or has received separate special notification.

(i) Es la intención de la Asamblea Legislativa que la mesa directiva de cada distrito escolar revise anualmente las opciones de inscripción disponibles a los alumnos dentro del distrito y que los distritos se esmeren por hacer disponible opciones de inscripción que cumplan con las necesidades, el potencial y los intereses diversos de los alumnos de California.

(j) El aviso notificará al padre o tutor legal que a un alumno no se le reducirá su calificación o que perderá crédito académico por cualquier ausencia o ausencias justificadas según el Artículo 48205 si los trabajos y exámenes que no hizo y que pueden ser provistos razonablemente son finalizados satisfactoriamente dentro de un periodo de tiempo razonable, e incluirá el texto completo del Artículo 48205.

(k) El aviso notificara al padre o tutor legal de la disponibilidad de fondos estatales para cubrir los gastos de las cuotas de los exámenes para crédito universitario según el Artículo 52244.

(l) El aviso al padre o tutor legal de un alumno de menor de edad inscrito en cualesquiera grados de 9º a 12º inclusive, también incluirá la información requerida según el Artículo 51229.

48980.3 El aviso requerido según el Artículo 48980 incluirá información respecto a los productos de pesticida como está especificado en la subdivisión (a) del Artículo 17612.

48981. El aviso será enviado al momento de inscripción para el primer semestre o trimestre del año escolar regular. El aviso puede mandarse por correo regular o por cualquier otro método normalmente usado para comunicarse por escrito con los padres o tutores legales.

48982. El aviso será firmado por el padre o tutor legal y será devuelto a la escuela. La firma del aviso acusa recibo por el padre o tutor legal que han sido informados de sus derechos pero no indica que se ha dado o denegado consentimiento para participar en cualquier programa en particular.

48983. Si alguna actividad abarcada por los artículos establecidos en el Artículo 48980 será llevada a cabo por la escuela durante el venidero año escolar, el aviso declarará el hecho y también declarará la fecha aproximada en la cual sucederá dicha actividad.

48984. Ningún distrito escolar llevará a cabo cualquier actividad abarcada por los artículos establecidos en el Artículo 48980 con respecto a cualquier alumno en particular a menos que el padre o tutor legal hayan sido informados de dicha acción según esta sección o hayan recibido un aviso especial por separado.

48985. (a) If 15 percent or more of the pupils enrolled in a public school that provides instruction in kindergarten or any of grades 1 to 12, inclusive, speak a single primary language other than English, as determined from the census data submitted to the department pursuant to Section 52164 in the preceding year, all notices, reports, statements, or records sent to the parent or guardian of any such pupil by the school or school district shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language.

(b) Pursuant to subdivision (b) of Section 64001, the department shall monitor adherence to the requirements of subdivision (a) as part of its regular monitoring and review of public schools and school districts, commonly known as the Categorical Program Monitoring process, and shall determine the types of documents and languages a school district translates to a primary language other than English, the availability of these documents to parents or guardians who speak a primary language other than English, and the gaps in translations of these documents.

(c) Based on census data submitted to the department pursuant to Section 52164 in the preceding fiscal year, the department shall notify a school district, by August 1 of each year, of the schools within the school district, and the primary language other than English, for which the translation of documents is required pursuant to subdivision (a). The department shall make that notification using electronic methods.

(d) The department shall use existing resources to comply with subdivisions (b) and (c).

48985. (a) Si el 15 por ciento de alumnos o más inscritos en una escuela pública que brinda enseñanza en kindergarten o en cualesquiera de los grados 1º al 12º inclusive, habla un idioma predominante que no sea inglés, como sea determinado con la información del censo presentado al departamento según el Artículo 52164 en el año precedente, todos los avisos, informes, declaraciones o registros enviados al padre o tutor legal de dicho alumno por la escuela o el distrito escolar, además de ser escritos en inglés, serán escritos en el idioma predominante, y pueden contestarse sea en inglés o en el idioma predominante.

(b) Según la subdivisión (b) del Artículo 64001, el departamento vigilará la adherencia a los requisitos de la subdivisión (a) como parte de su vigilancia regular y revisión de escuelas y distritos escolares públicos, comúnmente conocido como el proceso de Vigilancia de los Programas por Categorías, y determinará los tipos de documentos e idiomas que un distrito escolar traduce a un idioma predominante que no sea inglés, la disponibilidad de estos documentos a los padres o tutores legales quienes hablan un idioma predominante que no sea inglés y las brechas en las traducciones de estos documentos.

(c) Basándose en la información del censo presentado al departamento según el Artículo 52164 en el año fiscal precedente, el departamento notificará a un distrito escolar, a más tardar el 1 de agosto de cada año, de las escuelas dentro del distrito escolar y el idioma predominante que no sea inglés, para el cual se requiere la traducción de los documentos según la subdivisión (a). El departamento hará ese aviso usando métodos electrónicos.

(d) El departamento usará recursos existentes para cumplir con las subdivisiones (b) y (c).

**Education Code
Section 35290-35293**

35290. The governing board of any school district shall maintain schools and classes as provided by law.

35291. The governing board of any school district shall prescribe rules not inconsistent with law or with the rules prescribed by the State Board of Education, for the government and discipline of the schools under its jurisdiction. The governing board of each school district which maintains any of grades 1 through 12, inclusive, may, at the time and in the manner prescribed by Sections 48980 and 48981, notify the parent or guardian of all pupils registered in schools of the district of the availability of rules of the district pertaining to student discipline.

35291.5. (a) On or before December 1, 1987, and at least every four years thereafter, each public school may, at its discretion, adopt rules and procedures on school discipline applicable to the school. For schools that choose to adopt rules pursuant to this article, the school discipline rules and procedures shall be consistent with any applicable policies adopted by the governing board and state statutes governing school discipline. In developing these rules and procedures, each school shall solicit the participation, views, and advice of one representative selected by each of the following groups:

- (1) Parents.
- (2) Teachers.
- (3) School administrators.
- (4) School security personnel, if any.
- (5) For junior high schools and high schools, pupils enrolled in the school.

Meetings for the development of the rules and procedures should be developed and held within the school's existing resources, during nonclassroom hours, and on normal school days.

The final version of the rules and procedures on school discipline with attendant regulations may be adopted by a panel comprised of the principal of the school, or his or her designee, and a representative selected by classroom teachers employed at the school.

It shall be the duty of each employee of the school to enforce the rules and procedures on school discipline adopted under this section.

(b) The governing board of each school district may prescribe procedures to provide written notice to continuing pupils at the beginning of each school year and to transfer pupils at the time of their enrollment in the school and to their parents or guardians regarding the school discipline rules and procedures adopted pursuant to subdivision (a).

**Artículos 35290-35293 del
Código de Educación**

35290. La mesa directiva de cualquier distrito escolar mantendrá escuelas y clases según la ley.

35291. La mesa directiva de cualquier distrito escolar prescribirá reglas que concuerden con la ley o con las reglas prescritas por la Mesa Directiva Estatal de Educación, para la gobernación y la disciplina de las escuelas bajo su jurisdicción. La mesa directiva de cada distrito escolar que tiene grados 1º-12º inclusive, puede, en el momento y en la manera prescrita por los Artículos 48980 y 48981, notificar al padre o tutor legal de todos los alumnos inscritos en las escuelas del distrito sobre la disponibilidad de las reglas respecto a la disciplina estudiantil del distrito.

35291.5. (a) El 1 de diciembre de 1987 ó antes, y por lo menos cada cuatro años después, cada escuela pública, a su criterio, puede adoptar reglas y procedimientos sobre la disciplina escolar que aplican a la escuela. Para las escuelas que eligen adoptar reglas según esta sección, los procedimientos y las reglas de disciplina escolar concorderán con cualquier reglamento que aplica adoptado por la mesa directiva y los estatutos estatales gobernando la disciplina escolar. Al desarrollar estas reglas y procedimientos, cada escuela solicitará la participación, las opiniones y los consejos de un representante seleccionado por cada uno de los siguientes grupos:

- (1) Padres
- (2) Maestros
- (3) Administradores escolares
- (4) Personal de la seguridad escolar, si existe
- (5) Para las escuelas secundarias y preparatorias, los alumnos inscritos en la escuela.

Las reuniones para desarrollar las reglas y los procedimientos deberían desarrollarse y celebrarse dentro de los recursos existentes de la escuela, durante las horas que las clases no están en sesión y en los días escolares normales.

La versión final de las reglas y los procedimientos sobre la disciplina escolar con regulaciones que comporta puede adoptarse por un panel compuesto del director de la escuela, o su persona designada, y un representante elegido por los maestros de clase empleados en la escuela.

Será la responsabilidad de cada empleado de la escuela hacer cumplir las reglas y los procedimientos sobre la disciplina escolar adoptados bajo este artículo.

(b) La mesa directiva de cada distrito escolar puede prescribir procedimientos para suministrar un aviso por escrito a los que continúan siendo alumnos al comienzo del año escolar y a los alumnos trasladándose al momento de su inscripción en la escuela y a sus padres o tutores legales respecto a las reglas y los procedimientos sobre la disciplina escolar adoptados según la subdivisión (a).

(c) Each school may file a copy of its school discipline rules and procedures with the district superintendent of schools and governing board on or before January 1, 1988.

(d) The governing board may review, at an open meeting, the approved school discipline rules and procedures for consistency with governing board policy and state statutes.

35291.7. Additional employees may not be hired and substitute teachers may not be utilized in order to comply with the requirements of Sections 35291 and 35291.5.

35292. The governing board of any school district shall visit each school in its district at least once each term, and examine carefully into the management, needs, and conditions of the schools. In any school district which employs district or city superintendents of schools, it shall either visit the schools or provide that they shall be visited by the district or city superintendent of schools or his assistants.

35292.5. (a) Every public and private school maintaining any combination of classes from kindergarten to grade 12, inclusive, shall comply with all of the following:

- (1) Every restroom shall at all times be maintained and cleaned regularly, fully operational and stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- (2) The school shall keep all restrooms open during school hours when pupils are not in classes, and shall keep a sufficient number of restrooms open during school hours when pupils are in classes.

(b) Notwithstanding subdivision (a), a school may temporarily close any restroom as necessary for pupil safety or as necessary to repair the facility.

(c) Any school district that operates a public school that is in violation of this section as determined by the State Allocation Board, is ineligible for state deferred maintenance fund matching apportionments pursuant to Section 17584 if the school district has not corrected the violation within 30 days after receipt of a written notice of the violation from the board. Prior to determining that the school district is ineligible, the board shall provide the school district with a reasonable opportunity to cure the violation. The board shall notify the Superintendent of Public Instruction regarding a school district found to be in violation of this section. The Superintendent of Public Instruction shall notify the Controller to withhold apportionments otherwise due the school district under Section 17584.

(c) Cada escuela puede presentar una copia de sus reglas y procedimientos sobre la disciplina escolar con el superintendente de escuelas del distrito y con la mesa directiva el 1 de enero de 1988 ó antes.

(d) La mesa directiva puede revisar, en una reunión pública, las reglas y los procedimientos aprobados sobre la disciplina escolar para coherencia con los reglamentos de la mesa directiva y los estatutos estatales.

35291.7. No se pueden contratar a empleados adicionales ni se pueden usar a los maestros sustitutos a fin de cumplir con los requisitos de los Artículos 35291 y 35291.5.

35292. La mesa directiva de cualquier distrito escolar visitará a cada escuela en su distrito por lo menos una vez al año, y examinará detenidamente la gerencia, las necesidades y las condiciones de las escuelas. En cualquier distrito escolar que emplea a superintendentes de escuelas del distrito o de la ciudad, esta visitará las escuelas o hará que sean visitadas por el superintendente de escuelas del distrito o de la ciudad o sus asistentes.

35292.5. (a) Cada escuela pública o particular suministrando cualquier combinación de clases de grados desde kindergarten hasta el 12º inclusive, cumplirá con todo lo siguiente:

- (1) Cada baño en todo momento será limpiado y conservado en buen estado regularmente, está en completa operación, siempre tiene suficiente papel higiénico, jabón y toallas de papel o secamanos que funcionen.
- (2) La escuela mantendrá todos los baños abiertos durante las horas de clases cuando los alumnos no estén en clases, y mantendrá un suficiente número de baños abiertos durante las horas de clases cuando los alumnos estén en clases.

(b) A pesar de la subdivisión (a), una escuela puede cerrar cualquier baño temporalmente como sea necesario para la seguridad de los alumnos o como sea necesario para reparar la instalación.

(c) Cualquier distrito escolar que opera una escuela pública que esté infringiendo este artículo como sea determinado por la Mesa Directiva Estatal de Asignaciones, no tiene derecho a las asignaciones de fondos igualadas estatales para el mantenimiento diferido según el Artículo 17584 si el distrito escolar no ha corregido la infracción dentro de los 30 días después del recibo del aviso por escrito de la infracción de la mesa directiva. Antes de determinar que el distrito escolar no tiene derecho a los fondos, la mesa directiva brindará al distrito escolar una oportunidad razonable para remediar la infracción. La mesa directiva notificará al superintendente de enseñanza pública respecto a un distrito escolar que se encontró estar infringiendo este artículo. El superintendente de enseñanza pública notificará al interventor de retener las asignaciones que al contrario se deben al distrito escolar bajo el Artículo 17584.

35293. The governing board of any school district shall maintain all of the elementary day schools established by it, and all of the day high schools established by it with equal rights and privileges as far as possible.

35293. La mesa directiva de cualquier distrito escolar mantendrá a todas las primarias diurnas establecidas por el mismo, y todas las preparatorias diurnas establecidas por el mismo, con los derechos y privilegios equitativos en lo factible.

Suspension for Bullying

The District expressly prohibits the bullying, harassing, or intimidating of any student, by any means or method, at school, on school property, or at school-related functions; while traveling to or from school on a school bus; off-campus when the behavior results in a disruption to the school environment; or by use of data or software that is accessed through a District computer, computer system, computer network, or other electronic technology of the District.

Below are specific examples of bullying that should be documented if the evidence gathered proves that a student committed one of the following acts. As you will notice, there are two education code charges for each prohibited behavior below. **PLEASE DOUBLE CODE ALL BULLYING SUSPENSIONS WHEN YOU ARE WRITING A STUDENT SUSPENSION.** This will identify it in our system as a bullying charge. It will allow us to report it correctly to the state and the Board.

Examples of prohibited behaviors include but are not limited to:

- Verbal assaults such as unwanted teasing or name calling; Education Code 48900 (r) (x)
- Threats, taunts and intimidation through words and/or gestures; Education Code 48900 (r) (x)
- Direct physical contact such as hitting or shoving; Education Code 48900 (a-1) (x)
- Physical violence and/or attacks; Education Code 48900 (a-2) (x)
- Destruction of school or personal property; Education Code 48900 (f) (x)
- Any form of electronic **bullying** or **cyberbullying** using school equipment, school networks, or email systems or committed at school; Education Code 48900 (x)
- Theft of money and/or personal possessions for the purpose of **bullying**, harassing, or intimidating; Education Code 48900 (x) 48915 (a-4)
- Harassment or intimidation motivated by any actual or perceived characteristic including race, color, ethnicity, religion, gender, identity, sexual orientation, ancestry, national origin, physical attributes, socioeconomical status, physical or mental ability or disability, or by any other distinguishing characteristic; Education Code 48900 (x) (x-1) (x-2) (x-3)
- Publication humiliation; Education Code 48900 (x)
- Social isolation; Education Code 48900 (r) (x)
- Extortion or manipulation, including incitement and/or coercion; Education Code 48900 (x) 48915 (a-4)
- Rumors or spreading of falsehoods; Education Code 48900 (r) (x)
- Stalking; Education Code 48900 (r) (x)
- Cyberstalking or engaging in conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to the victim; Education Code 48900 (x)
- **Cyberbullying** or the willful, hostile and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social networking websites (e.g., MySpace, Facebook, etc.), chat rooms, texts, and instant messaging; Education Code 48900 (x)
- The use of cameras or camera phones to take embarrassing photographs of students or school employees and distributing them to others or posting them online; Education Code 48900 (x)
- Sending abusive or threatening text messages or instant messages; Education Code 48900 (x) and
- Using website to circulate gossip and rumors to other students. Education Code 48900 (x)

Suspensión por acoso escolar

El Distrito expresamente prohíbe el acoso escolar, el hostigamiento o la intimidación de cualquier alumno, sea por cualquier medio o método, en la escuela, en inmuebles escolares, o en funciones escolares; mientras se viaja a la escuela y de regreso de la misma en un autobús escolar; mientras esté fuera del plantel escolar cuando el comportamiento resulta en la interrupción del entorno escolar; o por el uso de información o software que es accedido por medio de una computadora, un sistema de computadora, la red de computadoras u otra tecnología electrónica del Distrito.

A continuación hay ejemplos específicos del acoso escolar que debe documentarse si las pruebas recopiladas comprueban que un alumno ha perpetrado uno de los siguientes actos. Como se fijará, hay dos cargos del código de educación para cada comportamiento prohibido que está a continuación. FAVOR DE MARCAR LOS DOS CÓDIGOS PARA LAS SUSPENSIONES DE ACOSO ESCOLAR CUANDO REDACTE LA SUSPENSIÓN ESTUDIANTIL. Esto lo identificará en nuestro sistema como un cargo de acoso escolar. Esto nos permitirá reportarlo correctamente al Estado y a la Mesa Directiva.

Ejemplos de los comportamientos prohibidos incluyen pero no están limitados a:

- agresiones verbales tales como bromas o insultos no deseados; 48900 (r) (x) del Código de Educación
- amenazas, burlas e intimidación por medio de palabras y/o gestos; 48900 (r) (x) del Código de Educación
- contacto físico directo como golpear o empujar; 48900 (a-1) (x) del Código de Educación
- violencia y/o ataques físicos; 48900 (a-2) (x) del Código de Educación
- destrucción de bienes muebles e inmuebles escolares o personales; 48900 (f) (x) del Código de Educación
- cualquier forma de acoso electrónico o acoso cibernético usando el equipo escolar, redes escolares o sistemas de correo electrónico o perpetrados en la escuela; 48900 (x) del Código de Educación
- robo de dinero y/o posesiones personales para el fin de acosar, hostigar o intimidar; 48900 (x) 48915 (a-4) del Código de Educación
- hostigamiento o intimidación motivados por cualquier característica real o percibida incluyendo raza, color, etnicidad, religión, género, identidad, orientación sexual, ascendencia, origen nacional, atributos físicos, estado socioeconómico, capacidad o discapacidad mental o física, o por cualquier otra característica distintiva; 48900 (x) (x-1) (x-2) (x-3) del Código de Educación
- humillación pública; 48900 (x) del Código de Educación
- aislamiento social; 48900 (r) (x) del Código de Educación
- extorsión o manipulación, incluyendo instigación y/o coacción; 48900 (x) 48915 (a-4) del Código de Educación
- rumores o calumniando; 48900 (r) (x) del Código de Educación
- acecho; 48900 (r) (x) del Código de Educación
- acecho cibernético o participar en conducta para comunicar, o para causar que se comuniquen, palabras, imágenes o lenguaje por a través del uso del correo electrónico o comunicación electrónica, dirigidas a o sobre una persona específica, causando suficiente aflicción emocional a la víctima; 48900 (x) del Código de Educación
- acoso cibernético o el hostigamiento o intimidación intencionados, hostiles y repetidos de una persona por medio del uso de tecnologías digitales, incluyendo pero no limitándose a, correo electrónico, blogs, sitios web de redes sociales (por ejemplo, MySpace, Facebook, etcetera), salas de chat, mensajes de texto y mensajes instantáneos; 48900 (x) del Código de Educación
- el uso de cámaras o teléfonos con cámaras para tomar fotografías penosas de alumnos o empleados escolares y distribuyéndolas a otros o publicándolas en líneas; 48900 (x) del Código de Educación
- mandando mensajes de texto o instantáneos insultantes o amenazantes; 48900 (x) del Código de Educación, y
- usando un sitio web para circular chismes y rumores a otros alumnos. 48900 (x) del Código de Educación

General Information

The Daily Bulletin

This important bulletin is read at the beginning of first period every day. The daily bulletin carries important information on pep rallies, games, clubs, assemblies, scholarships, job information, and other general information useful to students.

Students who wish to have an announcement published in the bulletin should obtain the proper form in the front office, write the announcement, have the form approved by an administrator, and return the form to the counseling secretary. The deadline to submit a bulletin announcement form is 1:00 p.m. of the day before the announcement is to appear in the bulletin.

Telephones

School telephones are for conducting school business. Students are not allowed to make phone calls or to receive phone calls on school phones. However, in an emergency, a vice principal may give permission to use a school phone. Phone calls to make transportation arrangements are not emergency phone calls. Teachers will not give students passes to use a phone except for extreme emergencies.

Visitors

School policy is to allow only those visitors who have legitimate business to visit the school. Visitors and guests must register in the administration office immediately after entering the campus.

Parents/guardians are always welcome to visit. We do ask, however, that all parents/guardians register in the front office when they enter. It is usually best to call ahead for an appointment with the administrator, teacher, or counselor with whom you want to meet.

Students are not permitted to have visitors or bring younger children or babies onto campus at any time during the school day.

Visitors who are not authorized are considered to be loitering and are in violation of Penal Code 653g. "Loiter" means to delay, to linger, or to idle about any school without lawful business for being present.

Closed Campus Policy

Students may not leave campus between the hours of 7:45 a.m. and 6:20 p.m. unless they have used the proper procedures to secure a blue permission

slip to leave campus (See Attendance Procedures). If a student has a shortened day schedule, he/she needs to bring his/her ID card to the office. A sticker will be placed on the back of the card so that he/she can leave campus at the proper time and not be stopped by security.

Student Parking Policy

General Information

Students are permitted to park in the student parking lot located on the east side of the campus. Parking is on a first-come, first-served basis. Parking in the student parking lot is a privilege not a right. Students needing assistance in parking problems should contact a Campus Security Officer. Security officers will make regular checks of all the parking facilities; however, San Andreas is not responsible for damage to or theft of student automobiles or other vehicles. All motorized vehicles driven to school must be registered through the vice principal's office.

Students are required to obtain a Parking Permit from the school office in order to use student parking

All motor vehicles are subject to search by school officials or law enforcement personnel for any reason. (C.V.C. 21113)

Parking Lot Rules

1. The speed limit is 5 miles per hour.
2. All vehicles must be parked within the designated parking lines and headed in the proper direction. (Vehicles are not to be backed into parking spaces.)
3. All vehicular traffic will be in the proper direction. Do not drive against the flow of traffic.
4. When exiting the parking lot, use right- or left-turn signals as appropriate.
5. Burning rubber, excess speed, or horseplay of any kind will be cause for disciplinary action and being banned from parking in the school parking lot.
6. Loitering or eating in or around cars in the parking lot is NOT PERMITTED at any time. (Students may not eat lunch in their cars.)
7. Students driving any type of motor vehicle on the campus grounds, except in the designated student parking lot, will be disciplined.

Damage to Motor Vehicles or Bicycles

The School District assumes no responsibility for loss or damages to motor vehicles or bicycles parked on the campus. Every attempt will be made to keep surveillance on the parking areas, but as in all public parking lots, you assume the liability of your vehicles.

Skateboards/Scooters

Riding skateboards or scooters on campus is prohibited at school for safety reasons.

Electronic Devices

May not be used during instruction.

1. They serve no educational purpose.
2. They are a distraction in the classroom.
3. They are items which, due to their value, are often stolen.

First infraction will be a warning. All future infractions will be dealt with using the District's Discipline Matrix Model.

Accidents

The Board of Education or the school does not and cannot assume any responsibility for accidents or injuries to students while on the school grounds or while participating in school-sponsored, off-campus activities.

A parent/guardian of each student is required to complete, and to have on file at the school, a Student Emergency Data card. The card lists the parent's preference of medical advisors and others to be contacted in case of accident or illness of the student. All information requested on the form should be accurately recorded, including emergency phone numbers and special health problems.

In case of an accident to a student, the office staff or teachers trained in first aid will render services until the parent/guardians or family medical advisor can be summoned.

Health Services

In the event of illness or injury during class time, including physical education (PE), students are to report to their teacher for a pass to the office. Students who

become ill during lunch or while out of class should report to any staff member of the Attendance Office.

San Andreas High School does not have a full-time nurse and has no provisions to keep ill or injured students on campus. Parent/guardians will be notified immediately of an illness or injury and will be expected to pick their child up at school or authorize transportation of the student.

Textbooks

Textbooks are checked out to students, but it is the responsibility of the student to return the books in good condition at the end of each block.

Students are liable for any books lost or damaged. Report cards, transcripts, and/or diplomas will be held until such payment is made.

Career and Research Center

The Career and Research Center, located in C-4, is a resource center supplying information about occupational areas, two- and four-year colleges, trade schools, and all branches of the military.

Students will find valuable information to help assist them in preparing for their futures, whatever path they decide to follow. The Career Center is staffed by a career technician and is open to students before and after school and during both lunches.

Lost and Found

The Lost and Found is located in the Administration office. Students who find or lose articles are also urged to check with the custodians. Owners claiming lost articles must give satisfactory identification.

Fire and Earthquake Drills and Evacuations

Two fire drills and two earthquake/disaster drills are held each school year.

- The signal for a fire drill is five short bells followed by a pause. This sequence is repeated five times.
- The "all-clear" is one long ringing of the bell.
- The earthquake/disaster signal is one continuous ringing of the bell.
- The "all-clear" is, again, one long ringing of the bell.

Two separate maps with routes of evacuations are posted in every room.

During a fire drill, students will exit immediately.

During an earthquake/disaster drill, students are to “drop, cover, and hold” for five minutes, then exit the building.

In both cases, students are to get clear of the building by at least 100 feet.

These drills are very important and serious exercises which may save your life. You are expected to act accordingly.

Student Conduct and School Policy

Discipline Policy

San Andreas High School maintains, and applies consistently, a single standard of student behavior. The purpose of the student behavior policy is to maintain an educational environment conducive to learning and to protect the safety of pupils and others.

Investigations shall be full, fair, and equal. All corrective measures taken are directed toward changing undesirable behavior and are expected to provide guidance to students.

The students’ rights of due process will be respected, and each student shall know explicitly the charges brought against him/her. Students will be heard in their own defense, and in the event that the infraction by the student results in suspension, expulsion, or involuntary transfer, the student and parent/guardians will be informed of their right to due process.

Students, together with their parent/guardians, should be knowledgeable of the causes for suspension and expulsion so that they may be avoided. The rules regarding suspension and expulsion are applicable on the school grounds, at any school-sponsored activity, or at any time when the student is under the authority of school personnel.

Appropriate police agencies shall be informed of any major violations of California State Law on the school campus or at any activity related to school attendance. Reportable infractions include, but are not limited to: cases of extortion or attempted extortion, thefts, fighting, assaults where victims require

medical attention, arson, destruction of public or private property of more than \$10.00 in value, or any act for which the maximum punishment is described as a felony in the California Penal Code.

Complete copies of the Student Behavior Policy of the San Bernardino City Unified School District are available from the school or from the Superintendent’s Office. We urge you to contact the principal or a vice principal if you have questions concerning the District’s *Behavior Policy*.

Student Responsibilities

All students are expected to conduct themselves in such a manner as to contribute to the maintenance of a productive learning environment.

Each individual’s conduct on the campus and going to and from school shall be orderly and in keeping with the rules and regulations of the school, the School District, and the laws of the state.

Students need to know the following expectations in order to avoid problems:

1. San Andreas students are required to carry student identification cards at all times and present them upon request by school personnel.
2. Students requested by security officers, or any school personnel, to come to the office must cooperate. Defiance will result in disciplinary action.
3. Students must be in their assigned room before the tardy bell rings.
4. Students must stay in physical education class until the end of the period, just as any other class.
5. Students must bring a note signed by a parent/guardian if they miss school. The note must be turned in to the attendance office within three days or the day/periods will be counted as trancies.
6. Students who fight on campus, while going to or from school, off campus during lunchtime, or at any school activity, may be suspended up to a maximum of five (5) days and, under some circumstances, could be expelled from school.
7. Students in possession of drugs or weapons of any kind will be immediately suspended and may be recommended for expulsion.

8. Smoking on campus is a cause for suspension.
9. Gambling and wagering are prohibited on campus and will result in disciplinary action.
10. Students on suspension are prohibited from attending day or evening school activities and are not to be on or near any school campus during the period of suspension.
11. Students are not allowed in the Administration Office during class time without a valid pass. Students must sign the Office Roster located on the counter upon arrival. Failure to do so may result in the student being marked truant from his/her class.
12. Students found truant off campus or picked up in a truancy sweep by City Police will be issued a citation and/or suspended.
13. All non-students, including adults, who trespass on San Andreas' campus will be subject to arrest by District Police. Students who visit other campuses without authorization are subject to disciplinary action by their home schools.
14. Skateboards, mopeds, scooters, and bicycles may not be ridden on the campus.
15. Students found in rest rooms or anywhere other than their assigned classroom without a valid pass will be referred to the vice principal's office.

for the remainder of the class period without sending the pupil to the principal or the principal's designee (suspension by a teacher).

2. Expulsion means "removal of a pupil from the immediate supervision and control, or the general supervision of school personnel" as those terms are used in EC 46300 for computing average daily attendance.
3. Principal's Designee is "any one or more administrators at the school site specifically designated by the principal, in writing, to assist with disciplinary procedures."

If there is not an administrator in addition to the principal at the school site, a certificated person at the school site may be specifically designated by the principal, in writing, "as a principal designee," to assist with disciplinary procedures. The principal may designate only one such person at a time as the principal's primary designee for the school year. The name of such person shall be on file in the principal's office and in the office of the Superintendent's designee.

An additional person meeting the requirements of this subdivision may be designated by the principal, in writing, to act for the purposes of this article when both the principal and the principal's primary designee are absent from the school site. The name of the person shall be on file in the principal's office and in the office of the Superintendent's designee. (EC 48911[i])

Suspension and Expulsion

Definitions

1. Suspension means "removal of a pupil from ongoing instruction for adjustment purposes." However, *suspension* does not mean:
 - a. Reassignment to another educational program or class at the same school where the pupil will receive continuing instruction for the length of day prescribed by the Governing Board for pupils of the same grade level.
 - b. Referral to a certificated employee designated by the principal to advise pupils.
 - c. Removal from the class, but without reassignment to another class or program,

4. *Day*
 - a. A *day* means "a calendar day" unless otherwise stated.
 - b. A *school day* means "a day upon which the schools of the District are in session or weekdays during the summer recess." (EC 48925 [c])
5. *Pupil* includes "a pupil's parent, guardian, or legal counsel."
6. *Board* means the San Bernardino Governing Board.
7. *Sexual harassment* is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of

a sexual nature, made by someone from or in the work or educational setting.

Expulsions

Expulsion is an act of the Board of Education removing a student from the District's schools upon the recommendation of a principal or hearing officer, or an administrative panel appointed pursuant to law. The policy of the San Bernardino City Unified School District's Board of Education provides that:

Students **must be** recommended for expulsion for:

1. Causing serious injury to another person except in self-defense. Serious injury shall be defined as an injury which requires treatment by a medical doctor. (EC 48900 [a])
2. Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds (unless the pupil has obtained written permission from a certificated school employee, which was concurred in by the principal or the designee of the principal to possess item) (EC 48900 [b])
3. Unlawful sale of any controlled substance, as defined in the Health and Safety Code, except for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis (derivatives of marijuana—such as hashish). (EC 48900 [c])
4. Robbery or extortion. In addition to recommending expulsion, the school must notify the police. (EC 48900 [e])

Students **may be** recommended for expulsion if the student:

1. Caused, attempted to cause, or threatened to cause physical injury to another person. (EC 48900 [a])
2. Sold or otherwise furnished any firearm, knife, explosive, or other dangerous object. (EC 48900 [b])
3. Unlawfully possessed, used, furnished, or been under the influence of any controlled substance

as defined in the Health and Safety Code, an alcoholic beverage or an intoxicant of any kind. (EC 48900 [c])

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in 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. (EC 48900 [d])

Students **may be** recommended for expulsion under special circumstances if they:

1. Caused or attempted to cause damage to school or private property. (EC 48900 [f])
2. Stole or attempted to steal school property or private property. (EC 48900 [g])
3. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, smokeless tobacco, snuff, chew packets, and betel. (EC 48900 [h])
4. Committed an obscene act or engaged in habitual profanity or vulgarity. (EC 48900 [i])
5. Had lawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11364 of the Health and Safety Code. (EC 48900 [j])
6. 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. (EC 48900 [k])
7. Knowingly received stolen school property or private property. (EC 48900 [l])

The procedure for expulsion is the same as for suspension except that additional steps in due process occur, including notices, hearings, and time restrictions. The complete process is explained in a conference at the school when a suspension with a recommendation for expulsion occurs.

Student Search Policy

The Governing Board desires students at school to be free from the fear and danger presented by firearms and other weapons. The Board therefore prohibits students from possessing weapons, replicas of weapons, or dangerous instruments of any kind in school buildings, on school grounds or buses, or at any school-related or school-sponsored activity away from school. Any school employee has the authority to seize any weapon, dangerous instrument, or replica until custody is assumed by District Police or other law enforcement agency.

Except for sworn District Police personnel, school officials may search individual students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or the rules of the District or the school. Sworn School Police personnel may search students based on the probable cause standard. No District employee shall conduct a strip search.

Parental Rights

Parents must give written notification to the school if the parent desires that a step-parent be given full educational rights (i.e., obtaining a transcript, attendance records, discipline records, or authorization to drop a student). Writing a step-parent's name on an emergency card does not satisfy this requirement.

Nondiscriminatory Harassment Policy

Purpose: To prevent discriminatory harassment in the educational environment.

Statement of Policy: The San Bernardino City Unified School District is committed to providing all students a learning environment that is free of discrimination in accordance with applicable state and federal laws. This nondiscriminatory learning environment is for the benefit of all District students, and all students are expected to fully comply with this policy. Additionally, non-District students who have contact with any of the District's students are expected to conduct themselves in accordance with this policy in any District school or District school-sponsored activity. Absolutely no one is authorized to engage in conduct prohibited by this policy.

In keeping with this commitment to a nondiscriminatory learning environment, the District maintains a strict policy prohibiting sexual harassment and harassment based on race, color, sex, religious creed, national origin, ancestry, physical disability, or mental disability

in accordance with applicable state and federal laws. This policy prohibits all forms of discriminatory harassment through any means including nonverbal, verbal (including derogatory comments, slurs, propositions, teasing, jokes, or taunts), physical (including gestures, touching, obstructing, or otherwise interfering with a person's movement) or visual (including leering, cartoons, drawings, magazines, notes, letters, or posters).

This policy prohibits all conduct by which any student because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, or sex, is subject to unwelcome, hostile, offensive, intimidating, oppressive or otherwise interfering harassment in an educational setting.

Sexual Harassment: All of the foregoing applies to complaints of sexual harassment. For the purpose of clarification, prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature where such conduct has the purpose or effect of substantially interfering with the academic performance or creating an intimidating, hostile, or offensive learning environment.

Examples of Prohibited Behavior:

- Exposing genitals
- Shouting obscenities
- Mooning
- Streaking
- Leaving obscene messages on school computers
- Whistling at other students and/or school employees
- Threatening rape
- Intentionally pressing or rubbing oneself sexually around another person
- Teasing other students and/or school employees about their sexual activity or body
- Unwanted deliberate hugging, kissing, touching, patting, pinching, grabbing, leaning over, or cornering a student or school employee
- Flipping up skirts
- Pulling down someone's pants, shorts, or skirt
- Bra, pants, shorts, or skirt snapping
- Continual staring at a person's body
- Sexual or dirty jokes
- Actual or attempted rape or sexual assault

- Unwanted pressure for sexual favors or dates
- Making sexual gestures with hands or through body movements
- Unwanted letters or materials of a sexual nature
- Kissing sounds, howling, and smacking lips
- Looking a person up and down
- Sexual rumors
- Comments about the body
- Violating personal space
- Pornographic pictures, posters, drawings, or stories
- Offensive displays of sex-related objects
- Offensive graffiti of a sexual nature, racial nature, or of any discriminatory basis
- Holding a person against his or her will

Enforcement: Disciplinary action up to and including expulsion will be promptly taken against any student if it becomes known to the District and proven by school officials that such student has engaged in conduct prohibited by this policy.

No Retaliation: No student, employee, or other individuals will be retaliated against, in any manner, for reporting conduct which he or she believes to be a violation of this policy, for participating in an investigation of a possible violation of this policy, or for using the District's Uniform Complaint Procedure.

Complaints: Students who have been subjected to discriminatory harassment have an obligation to immediately report the incident or incidents to their principal or the District's Affirmative Action Officer, who is also the District's Title IX Coordinator. The complaint will be processed in accordance with the District's Uniform Complaint Policy and Procedure. It is encouraged and recommended that students utilize the District's Uniform Complaint Procedure; however, they may seek recourse by pursuing available remedies outside the District.

Any teacher, counselor, or District employee who receives a sexual harassment incident report from any student or adult in the educational setting, must report this information to the site administrator. Site administrators are required to submit a report to the Affirmative Action Office in order for the Affirmative Action Office to maintain a record of complaints.

Dress Code

Student Dress Code Policy

A student may not remain at school dressed in a manner in which his/her clothing or lack of clothing (1) creates a safety hazard for said student or for other students at school, and/or, (2) when the dress constitutes a serious and unnecessary distraction to the learning process or tends to disrupt campus order. The principal at each school or the principal's designee shall be charged with making the determination if clothing or apparel constitutes a threat to safety, campus order, or is unduly distracting therefore disrupting the educational process.

When dress is found to be in violation of this policy, the student may be required to modify his/her clothing and/or apparel in such a manner that it no longer violates this policy. If necessary, the student may be taken or sent home to modify unacceptable dress.

Refusal to take steps as directed to comply with proper dress as described in this policy shall be a cause for disciplinary action against the student.

The Superintendent shall be authorized to develop any guidelines or procedures needed to fulfill the intent of this policy.

Basic Dress Guidelines

1. Recreation clothing such as swimsuit tops, beach wear, lounge wear, shredded clothing, undershirts or any other undergarments, short shorts, bare midriffs, tube, sheer tops, net tops, and plunging necklines are not appropriate.
2. Garments with statements that, when applying contemporary community standards, are obscene, or which suggest obscenity, and garments with slogans or pictures promoting violence, sex, alcohol, and substance use, will not be allowed.
3. Dog/wallet chains, ropes, metal clips, or jewelry with spikes or pyramids are not allowed.
4. Bedroom slippers and flip flops are not allowed to be worn on campus.
5. Sunglasses may be worn outside only.

6. Gang attire or paraphernalia is strictly prohibited (e.g., hair nets, doo rags, bandanas, gang names, Party Crew names on jackets or shirts, initial belt buckles, tattoos, Olde English writing, etc.). Any student wearing or carrying overt gang paraphernalia, symbols or making gestures that symbolize gang membership shall be referred to a vice principal for disciplinary action.
7. Baggy pants will not be allowed. Pants are to be worn on the waist.
8. Tank tops are not allowed.
9. Tops must cover the shoulders, chest, back, and stomach of the student.
10. Shorts and/or skirts may be no shorter than the wearer's finger tips when the arms are at the wearer's sides.

These Basic Dress Guidelines will be strictly enforced. Violation of basic dress guidelines may result in a school suspension.

Gang-Free Zone

The Board of Education of the San Bernardino City Unified School District passed a resolution on June 3, 2003, to declare all school campuses as Gang-Free Zones. This resolution includes gang prevention education and intervention programs for k-12 students to keep students from engaging in gang-type behaviors. Young people who are safe and secure are better students and become productive citizens. Students who demonstrate such behaviors will have the opportunity to participate in a gang intervention program that focuses on the following:

- Decreasing violence, theft, and bullying threats among students over a particular piece of clothing, insignia, or language
- Preventing students from wearing gang-related colors and insignias at school
- Instilling discipline
- Concentrating on school work in a safe environment
- Resisting peer pressure

Weapon-Free Campus Policy

Students Against Weapons (SAW)

Students and others are encouraged to report guns and other weapons on campus. The District Police Department pays cash rewards for information that results in the elimination of a weapon from campus. Anonymous tips may be telephoned to the SAW Hotline at (909) 388-6043.

The San Bernardino City Unified School District has declared all campuses as weapon-free zones. Each parent and student is requested to sign a contract agreeing to the principles of keeping our campuses free of weapons. This contract is included as part of the enrollment packet.

Possession of Self-Defense Tear Gas Weapons

No kindergarten through twelfth-grade pupil, even if the pupil is 16 years of age or older, may possess a tear gas weapon while taking part in any regular school activity, including extracurricular, after-school activities such as athletic events and dances.

SMOKING AND THE USE OF TOBACCO AT DISTRICT FACILITIES

1996 Legislation that became effective January 1, 1997, made it a criminal or civil offense for any minor to *purchase, receive, or POSSESS* any tobacco or tobacco-related products, including rolling papers. Please refer to Section 308 (b) of the California Penal Code, below.

Education Code Section 48901:

- a) No school shall permit the smoking or use of tobacco, or any product containing tobacco or nicotine products, by pupils of the school while the pupils are on campus, or while attending school-sponsored activities, or while under the supervision and control of School District employees.
- b) The governing board of any school district maintaining a high school shall take all necessary steps it deems practical to discourage students from smoking.

Penal Code 308:

Tobacco; smoking paraphernalia; selling or furnishing to persons under 18; misdemeanor or civil violation; penalty; disbursement...

- a) Every person under the age of 18 years who purchases, receives, or possesses any tobacco, cigarette, or cigarette papers, or any other preparation of tobacco, or any other instrument or paraphernalia that is designed for the smoking of tobacco, products prepared from tobacco, or any controlled substance shall, upon conviction, be punished by a fine of seventy-five dollars (\$75) or 30 hours of community service work.

Identification (ID) Cards

A student ID Program has been established for use at all comprehensive high schools. It was developed to provide safety for students on campus and to control the issuing of text books and supplies. Students are required to have an ID card for the following:

1. For identification purposes while on campus.
2. To check out textbooks and library materials.
3. To purchase tickets and/or attend school activities (dances, etc.).

Students must sign for their ID cards when receiving them.

Warning: Students are required to show their ID card to any staff member, campus security, or police officer upon request. Students found not carrying ID cards are subject to disciplinary action.

Attendance Procedures and Policies

Regular school attendance at San Andreas High School is a very important part of a successful school experience. It has been proven that poor attendance is the single most frequent cause of unsatisfactory achievement, and a student who is often absent places himself in a position of not passing classes required for high school graduation.

We expect all students to attend, each day, all of the classes in which they are registered. We expect students to be inside their appropriate classrooms and seated when the bell rings.

Absences

The following reasons constitute legal absences from school:

1. Illness
2. Quarantine directed by a county or city health officer
3. Having medical, dental, or optometry services rendered
4. Attending funeral services of a member of the pupil's immediate family (CAC Title 5 - 420)

Any absence that is not a legal absence or is not approved by school authorities is not excused.

Truancy

Truancy is defined as (3) three or more unexcused absences from one or more classes without parent or guardian knowledge. Disciplinary action will result up to and including a SARB meeting and/or referral to Youth Services.

Tardies

Students late to class will be marked tardy on the attendance roster. Tardies will be excused only under the following conditions:

1. A student's parent or guardian comes to the attendance window and signs him/her in; or
2. A student presents verification of a morning medical or dental appointment or a court appearance; or
3. The Attendance Office receives a call from a parent or guardian stating the student will be late **BEFORE** he/she arrives at school.
4. Students are on a late school bus—these students must go directly to the Attendance Office with their bus pass to get a pass to class.

Auto-Caller

A computerized Auto-Caller System will attempt to call parents in the evening two days after any absence to notify them of the absence.

This system is also capable of accepting absence call-ins from parents. Absence messages must include the full name of the student, the identity of

the person calling, the date of the absence, and the reasons for the absence. This system is not to be used for any other messages.

Early Dismissal

Students requesting special permission to leave campus during regular school hours must have their parent come in and sign them out, unless there are special circumstances. Please contact the Attendance Office at (909) 862-5432 if you have any questions.

Students who become ill and wish to go home early should report to the front office. A student who leaves campus during the school day (except at lunch time) without an "Early Dismissal Slip" will be considered truant.

Parent Contacts

It is suggested that parents contact the Attendance Office any school day between 8:00 a.m. and 5:30 p.m. to clear or check on their child's attendance. As time allows, attendance technicians will contact parents by telephone to verify absences from a Master Absence List. Parent contacts which cannot be completed by phone will be referred to attendance verifiers for home contact verification.

Student Messages

Parents/guardians having an urgent need to see a student during school time should contact the Attendance Office.

Emergency messages must be cleared by the vice principal's office and must be fully explained by the calling party. **CALLING PARTY MUST BE LISTED ON THE EMERGENCY CARD.** Medical and dental appointments must be cleared by the Attendance Office.

Make-Up Work

All work must be promptly made up after an absence.

1. If a student is truant from school, the teacher is not obligated to permit him/her to make up any work, but the final decision is up to the teacher.
2. A student who misses because of illness, authorized extra-curricular activity, and

suspension must be given an opportunity to make up work—usually one day is allowed for each day absent.

3. It is definitely the responsibility of the student to take the initiative to ask the teacher to secure make-up work. It is NOT up to the teacher to keep after a student because of the student's absence.
4. Students who are ill for more than five days may request assignments by calling the Counseling Office. Please allow at least 24 hours for the teachers to be contacted and then to respond. A parent or designee may pick up the assignments from the Front Office after 2:30 p.m..

Withdrawals

Students transferring to another school or withdrawing from school must present a signed written request from a parent/guardian to the registrar the day before their last day in school. Under no circumstances should a student transfer or withdraw without following this procedure. Transcripts will be mailed when all owed fees and charges are paid in the Financial Secretary's office.

Change of Address

Parents/guardians should notify the Registrar with proof of new address (i.e., utility bill) or any change in telephone number (home or work). Address changes are not made from information provided on an emergency card.

Emergency card information does not automatically update information in the school computer at the beginning of each school year. An official change of address or change of phone number must be completed.

Fundraising

Fundraising by clubs, teams, and organizations is encouraged at San Andreas High School. There are, however, certain legal restrictions and District regulatory policies that must be met. In addition, the Student Council must approve all fundraising activity requests and subsequently approve all purchase orders for payment. Because of these policies and regulations, all fundraising projects must be approved by the Student Council and the vice principal in charge of student activities.

Absolutely all money collected must be deposited with the Student Body bookkeeper (Financial Secretary) and all payments to vendors must be by a check issued by the Associated Student Body. No check can be drawn without a purchase order that has been authorized by the Student Council. In short, prior approval must be obtained before any agreements are made with vendors.

Financial Policy

In order to remove any funds, a purchase order must be obtained from the Financial Secretary. It must be carefully filled out and signed by the treasurer and the sponsor of the group requesting funds. This purchase order is then left with the Student Body bookkeeper who sees that it is presented at the next meeting of the Student Council, at which time it is approved or denied. The vice principal must sign each purchase order before it is sent to Council. After the purchase order has been duly authorized, the Student Body bookkeeper prepares the check for the authorized signatures. It is necessary that all Student Body and club funds be handled in a business-like manner, and, by law, they are subject to a periodic audit. An authorized signature form must be on file for all clubs and classes in the financial office.

Assemblies

Assemblies are educational and entertainment programs of interest to the entire Student Body. They are planned, organized, and operated by students. Assemblies are scheduled during the regular school day and teachers have the option of taking or not taking their classes to the program. If the teacher decides to take the class to the assembly, all students in the class must attend.

The Quakes Yearbook

The major publication of the year is the school annual, **Quakes** yearbook, which can be purchased early in the school year.

All the memories of your high school career will be contained in your yearbook in words and pictures. The **Quakes** is a must-have item for every student.

Counseling Services and Information

Counseling Services

The Counseling Program at San Andreas High School provides student services that are helpful to high school students in planning for further education or employment after graduation. The role for the high school counselor is to assist the student in making sound educational and personal decisions to reach these goals. Educational counseling includes assisting students and informing parents and guardians. Counselors contact students each semester to help students:

- With their academic progress toward graduation
- In their educational decision-making process
- In the selection of semester courses
- Develop self-understanding and self-awareness
- Learn to be responsible
- Make plans for their life careers
- Plan for post-high school educational or employment opportunities

Personal counseling develops a professional rapport with students who have personal problems and assists them to function adequately in school. The counselor also:

- Promotes positive attitudes and values among students
- Maintains student confidences
- Interprets *Family Rights and Privacy Act* regulations

Counseling Office Procedures & Guidelines

Three counselors are available to assist students. Office hours for all locations are 8:00 a.m. - 6:00 p.m., Monday through Friday.

Homework Requests

Parents/guardians are encouraged to request homework when their child is absent for three or more days due to illness or other valid reasons. Parents may call the Counseling Center to request homework. Once the request has been made, the counseling department will print a schedule and request homework assignments from the teachers.

There is a minimum 24-hour process; if requests are made in the morning, the homework may be obtained from the front office the following afternoon. If the request is made in the afternoon, the homework may be obtained from the front office after 2:30 p.m. on the second day after the request is made.

Schedule Change Policy

The student scheduling process is designed to ensure student involvement in planning their schedule prior to the beginning of the year. Nevertheless, some changes in student schedules may be necessary once school has started. This procedure will accommodate the need for some students to revise their program within given parameters.

Student requests for class change will be considered if:

1. An error occurs in the student's program;
2. The student selects a class for which credit has previously been granted;
3. A change is required to help balance class loads; and/or
4. Adjustment is needed.

Changes after the **first week** of a block will not be permitted without special arrangements with the counselor, teacher involved, or vice principal. Late transfers from one subject area to another are to be discouraged since they could result in a failing grade. No transfer from one subject area to another is possible after the fourth week of any block except with approval of both teachers involved.

Teachers may recommend schedule changes for students if:

1. The student is recommended for selected classes.
2. The student has chosen an incorrect or inappropriate class.
3. Student success would be enhanced by a change to a class with more appropriate skill levels; and/or
4. Adjustment is needed.

The counselors have the responsibility for making schedule changes in student programs. They will consider such changes when:

1. The circumstances described in items 1-4 are involved and, in the judgment of the counselor, a change is warranted; and/or
2. The counselor determines that a change is in the best interest of the student and/or his/her progress toward graduation from high school.

The principal and vice principals may recommend to the counselors that student programs be changed when:

1. Action involves removal from a class;
2. Balancing class loads; and/or
3. Other administrative decisions related to student motivation and success warrant it.

All such changes shall be in accordance with procedures set forth in the statements above.

The Board of Education establishes the following minimum credit requirements for a student to be in the following grades:

	First Semester	Second Semester
Tenth Grade	55 Credits	85 Credits
Eleventh Grade	110 Credits	140 Credits
Twelfth Grade	165 Credits	195 Credits

It is important for students to earn the required number of credits each semester in order to graduate on time. There are also other reasons for students to keep up with their classes. For example, the assignment of students to specific classes for yearbook pictures is based on the number of credits earned rather than the number of years a student has been in high school; also, at least one student in each couple must be a junior (11th grader based on credits earned) or a senior (12th grader based on credits earned) to be eligible to attend the prom.

It is extremely important that students who fail classes enroll in the very next summer school or after-school classes to make up their deficiencies. Students may also attend Adult Education or a local college to make up credits. See your counselor for more information and/or to obtain the necessary forms required to enroll.

Graduation Requirements

A total of 230 credits is required for graduation. Credit is earned at the block. For every class taken and passed, five credits are earned. If you pass all three classes at the end of the block, you will earn 15 credits toward graduation. The minimum number of credits required in each subject area is:

<u>Areas</u>	<u>Credits</u>
English	40
Mathematics	30
Science	30
Physical Education	20
World Geography	10
World History	10
U.S. History	10
Economics	5
American Government	5
Fine Arts or Foreign Language	10
Skill Development*	20
Electives	40
TOTAL	230

* Two years of related skill courses selected from agriculture, business education, industrial and vocational arts, and ROP programs. Students carrying a University of California preparatory program through the first semester of the junior year do not need to meet this requirement.

Independent Study Program

The purpose of the Independent Study program is to offer students who have had difficulty with the traditional school program an opportunity to continue their education and work toward a high school diploma. Independent Study is one of the many educational options the San Bernardino City Unified School District offers to parent/guardians and students.

Independent Study is not a replacement for the regular school/classroom program. It is an alternative learning program designed to assist students to earn the credits they need for graduation. The Independent Study program is a District-run program that operates on the San Andreas campus. Referrals to the program are handled through the counselor's office.

The parent/guardian must meet with a vice principal prior to an application/referral being processed. The Alternative Learning Center makes the final decisions as far as acceptance to the program.

Summer School

Each summer the San Bernardino City Unified School District holds a summer school session at one or more of the District's high schools. Summer school is available to those students needing to make up missed credits or to those individuals wishing to complete certain required courses currently needed in order to graduate, thereby providing them the opportunity to take additional or advanced courses during the regular school year.

Summer school registration takes place during the last quarter of the school year. For those individuals who missed the registration deadline there will be a one- or two-day registration time after school is out, but prior to the beginning of summer school.

Graduation Ceremonies

Graduation ceremonies are open only to bona fide graduates. All graduates must have met all the graduation requirements and have accumulated a total of 230 credits or more per District policy.

Students who are credit deficient, who have not met all subject graduation requirements, or who are listed as doubtful by their teachers, shall not be issued caps and gowns. Given that seniors take examinations on graduation day, it will be necessary to hold the caps and gowns of doubtful students until the day of commencement.

Seniors may not participate in any senior activities involving cap and gown until all graduation requirements have been met.

Graduation Ceremonies—Board Policy

It is the intention of the Board of Education that the students in the District who have satisfactorily completed the requirements of the District and the State of California for graduation from high school be honored at a suitable ceremony. Beginning with the graduating class of 2006, and the implementation of the California High School Exit Exam (CAHSEE) requirement, it is the intent of the Board that students who fulfill all course credit requirements, but do not pass the CAHSEE, be included in the graduation ceremony.

The Board recognizes that a "High School Diploma" holds greater value and potential benefit for students beyond that of a "Certificate of Graduation." Therefore,

students are expected to continue in attempts to pass the CAHSEE and seek additional academic support until their scheduled graduation date. Additionally, students are encouraged to continue in the pursuit of a High School Diploma through continued enrollment in High School, Community College, Adult School, and/or other alternative educational programs until both portions (English/Language Arts and Math) of the CAHSEE are passed.

It is the desire of the Board that such ceremonies be conducted in an atmosphere that is in keeping with the importance of the occasion. It is expected that the audience and graduates will remain seated during the ceremonies, that they will give proper attention to the speakers and other participants during the ceremonies, and that they will refrain from disruptive behavior that will detract from the recognition that each graduate deserves as he/she is individually honored. It is to these ends that this policy is adopted.

1. Appropriate graduation ceremonies will be provided to honor graduating seniors at each district senior high school. As a part of the ceremonies, each graduating senior who has passed the CAHSEE by the date of graduation, will be recognized by having his/her name read and each will be presented a District diploma/ diploma cover.
2. In that students may have passed the CAHSEE at the time of the most recent administration of the test prior to graduation and not received official verification of passing scores in time for graduation, students that have otherwise fulfilled all other graduation requirements, shall be entitled to receive a "Certificate of Graduation" in lieu of a diploma, and shall be allowed to participate in the graduation exercises in the same manner as diploma recipients, including being recognized by having their names read.
3. An individual with exceptional needs who meets the criteria for a certificate shall be eligible to participate in any graduation ceremony and any school activity related to graduation in which a student without disabilities would be eligible to participate. Criteria includes that the student has satisfactorily attended high school and participated in the instruction as prescribed in his or her individualized education program or has satisfactorily completed a prescribed alternative course of study approved by the Board.

4. School principals, or their designees, may remove or cause to be removed from the ceremonies and/or premises students or others who are in violation of Education Code, or in violation of a rule relating to graduation exercises. Graduating seniors so removed may be required to pick up their diplomas at a later date than other graduates and they may be required to be accompanied by a parent or guardian.
5. The school principal has the right and the power to suspend the graduation ceremonies immediately prior to their beginning or during the ceremonies if, in his/her judgment, allowing the ceremonies to continue would be dangerous or would not be in the best interest of the graduates, the school, or the district.
6. Representatives from each of the high schools will work together to share ideas and to develop procedures to work effectively with students and parents to best implement this policy.
7. The above policies are intended to apply to the traditional high schools. The Adult School, Middle College High School, San Andreas High School, and Sierra High School, due to the specialized nature and small sizes of their graduating classes, will develop their own procedures in accordance with their individual needs.

Legal Reference:

EDUCATION CODES

38119 Lease of personal property; caps and gowns

48904 Liability of parent or guardian; withholding of grades, diplomas, transcripts

51225.5 Honorary diplomas; foreign exchange students

51400-51403 Elementary school diploma

51410-51012 Diplomas

COURT DECISIONS

Cole v. Oroville Union High School District, (2000, 9th Cir.) 228 F.3d 1092

Santa Fe Independent School District v. Doe, (2000) 530 U.S. 290

Lee v. Weisman, (1992) 112 S.Ct. 2649

Sands v. Morongo Unified School District, (1991) 53 Cal. 3d 863

Lemon v. Kurtzman, (1971) 403 U.S. 602

Management Resources:

CDE PROGRAM ADVISORIES

0616.89 Granting credit for passing GED, SPB:88/89-11

WEB SITES

CDE <http://www.ced.ca.gov>

Policy SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT

adopted: October 16, 2007 San Bernardino, California

revised: February 5, 2008

It is the intention of the Board of Education that the students in the District who have satisfactorily completed the requirements of the District and the State of California for graduation from high school be honored at a suitable ceremony. Beginning with the graduating class of 2006, and the implementation of the California High School Exit Exam (CAHSEE) requirement, it is the intent of the Board that students who fulfill all course credit requirements, but do not pass the CAHSEE, be included in the graduation ceremony.

It is the desire of the Board that such ceremonies be conducted in an atmosphere that is in keeping with the importance of the occasion. It is expected that the audience and graduates will remain seated during the ceremonies, that they will give proper attention to the speakers and other participants during the ceremonies, and that they will refrain from disruptive behavior that will detract from the recognition that each graduate deserves as he/she is individually honored.

1. Seniors of the Class of 2008 (including first, second, and third year seniors) are required to take the CAHSEE Exam at least once in the time remaining this academic year, enroll in and attend a CAHSEE intervention course, if they have not yet passed one or both portions of the test, in order to participate in commencement.

2. Beginning with the class of 2009, seniors will attempt to pass those sections of the CAHSEE not yet passed at least three (3) times after grade ten, including two (2) times during their current grade twelve.
3. CAHSEE intervention and support courses are to be offered during the regular school day at all District High Schools.
4. If seniors are not enrolled in a CAHSEE support course during their regular school day, they must enroll and attend another District-sanctioned CAHSEE intervention program during the period of time between any required CAHSEE test administration, in order to participate in commencement.
5. District-sanctioned CAHSEE Intervention programs must be specific to students' academic CAHSEE needs (English/language arts or mathematics). Such programs include before and after-school CAHSEE tutoring, weekend / Saturday intervention classes, and CAHSEE support programs provided through private vendors contracting with the District (i.e. Kaplan, NovaNet, Paradigm Learning Center, Youth Action Project, etc.).
6. Students who do not fulfill the criteria outlined above will not be allowed to participate in commencement exercises but may still be eligible for a "Certificate of Graduation", to be issued at a later date.
7. Appeals to the intent of this Administrative Regulation will be processed through the office of the Assistant Superintendent of Educational Services with the ultimate authority to offer an exemption, exception, or waiver residing only with the Superintendent.
8. The facilities that will be used for graduation ceremonies at each site will be decided by the principal. The use of off-campus facilities for graduation exercises must be approved by the Superintendent.
9. The District and the individual high schools will work closely with the San Bernardino City Police and District Police to clarify roles, assignments, and expectations in enforcing the laws and District policy regarding graduation ceremonies.

10. In order to participate in the graduation ceremonies, each graduating senior and his/her parent or guardian must sign a contract agreeing to abide by the specified code of dress and behavior for the ceremony

11. A brochure outlining appropriate audience behavior will be distributed with each program at the graduation ceremony. At the beginning of the ceremonies an announcement will be made to the audience directing its attention to the guidelines and briefly outlining the most important points.

Regulation SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT

approved: February 5, 2008 San Bernardino, California

Progress Reports

Mid-block reports on all students who are earning credits in any subject are mailed home. The intent of these "poor work" notices is to alert the student and his parents/guardians that the student is likely to fail the class if there is no improvement. Parents/guardians may contact the counselor if they have any questions.

Attendance and Grading Policy

The Board of Education is committed to encouraging good attendance. Regular attendance is essential for students to earn satisfactory grades. Students who have good attendance records generally achieve higher grades, enjoy school more, and are more employable after leaving high school. Likewise, there is a direct relationship between poor attendance and class failure.

All students are expected to attend school regularly and to be on time for all classes in order to derive maximum benefits from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

I. Attendance and Grading

A. In order to promote positive attendance, the Board of Education authorizes teachers to assign a failing grade for the block to any

pupil whose unexcused absences equal or exceed three in that block. A failing grade may not be assigned for this reason until a student has accumulated all three unexcused absences.

B. Classification of Absences

1. Excused absences are:

- a. Verified absences allowed by state law for computing attendance (Education Code Section 46010 [b]),
- b. Verified absences for justifiable personal reasons as provided by state law (Education Code Section 48205),
- c. Verified absences for justifiable personal reasons as provided by District Policy (District Policy No. 5114 b, Section 6), and
- d. Suspensions, including on-campus suspensions.

2. Unexcused absences are any absences not described under Section B-1 above, or not verified as excused with a valid excuse within three days of the student's return to school. Unexcused absences include, but are not limited to, trancies.

Repeat Credit

The District is committed to encouraging students to prepare themselves for college admission, as well as encourage success in sequential courses. As part of this commitment, students are allowed, with principal approval, to retake classes in all areas approved for college/university admissions and in course sequences where success in later courses is strongly dependent on success in previous courses. Only one completion of a course counts for subject matter graduation credit.

The "retaken" course with the lower grade will count toward elective credit as long as the graduation requirements are met, the decision is based only on the best interest of the student, and approval of the principal has been given before the student retakes the class.

Four-Year Plans

Counselors meet each year with all ninth-grade students to discuss and develop a Four-Year Plan. This plan helps the student set his or her goals for meeting high school graduation requirements and for meeting career or college goals after graduation. Parents/guardians are given several opportunities to attend individual or group conferences to receive information regarding the proficiency testing and educational plans prescribed. If you are the parent/guardian of a present-day junior or senior and need further information on your child's testing status or educational needs, please contact the Counseling Office.

Scholarships and Awards

The high school graduate who needs financial help to continue his/her education may apply for scholarships made available by colleges, corporations, and community organizations.

Other scholarships may be awarded to students who have shown outstanding scholarship ability or placed very high in competitive scholarship aptitude tests or have demonstrated some unique talent.

Financial Aid for Education

There are many sources of aid available to assist worthy students in financing their education. San Andreas counselors are available to guide students to appropriate sources for financial help. Listed here, in capsule form, are some sources of financial aid. (see next page for Scholarship Resources)

Scholarship Resources

SOURCE	PURPOSE	REQUIREMENTS
<u>MONEY GRANTS</u>		
SAAC (Student Aid California)		
Grant A	4-year College Tuition	Need + GPA
Grant B	4-Year College Costs	Very needy + college eligibility
Grant C	2-Year Vocational	Need + extensive preparation in high school career courses
PELL		
Federal Student Aid	4-year College Costs	Need + GPA
College & University Grants	Specific College Costs	Need + must apply for SAAC and PELL
<u>AWARD SCHOLARSHIPS</u>		
National Merit	4-Year College Costs	Very high PSAT score + need
Local Scholarship	Education Costs	Turn in scholarship notebook selection by donors; often high GPA required; special achievements in high school.
College and University Grants		Specific College-Demonstrated exceptional achievement and/or academic excellence.
<u>SERVICE SCHOLARSHIPS</u>		
College and University Sports	College Costs	Awarded by the college or university to athletes of demonstrated ability; academic achievement and ability vital factors.
Work Study Program	College Costs	Need + must apply for SAAC and PELL
Armed Forces Academics	4-year Academy Full Costs	Very high scholarship; citizenship, leadership, health, and academic program requirements.
ROTC	Host University Full Costs	Same as above
<u>STUDENT LOANS</u> (usually not available to freshmen)		
EFD (Education Fee Deferment)		Need - see College Financial Aid Officer
FISL (Federal Insured Student Loan)		Same as above
GSL (Guaranteed Student Loan)		Same as above
NDSL (National Direct Student Loan)		

Complaint Procedures
**Annual Notice to Employees/ Students/ Parents or Guardians/ the District
Advisory Committee & School Advisory Committee/ Appropriate Private School Officials or
Representatives/ and Other Interested Parties**

The San Bernardino City Unified School District has the primary responsibility to insure compliance with applicable state and federal laws and regulations. In compliance with Title V of the California Code of Regulations, Uniform Complaint Procedures, the District is committed to providing an internal process for any individual, including a person's duly authorized representative or an interested third party, public agency, or organization, to file a written complaint alleging violation by the District of federal or state law or regulations, including allegations of discrimination in programs and activities funded directly by the state or receiving any financial assistance from the state.

Any individual, including a person's duly authorized representative or an interested third party, public agency or organization, may file a written complaint relating to Federal No Child Left Behind Act of 2001; Title I (Basic Programs), Title II (Teacher Quality and Technology), Title III (Limited-English Proficient), Title IV (Safe and Drug Free Schools), Title V (Innovative Strategies); Federal Programs: Adult Education, Career/Technical Education, Child Development, Consolidated Categorical Aid, Indian Education, Nutrition Services, Special Education; State Consolidated Categorical Aid Programs: Economic Impact Aid (SCE), Economic Impact Aid (EIA-LEP), Miller-Unruh Special Reading Program, Peer Assistance and Review, School Improvement Program, School Safety and Violence Prevention, Tenth Grade Counseling, and Tobacco Use Prevention Education; unlawful discrimination because of actual or perceived sex, age, ancestry, color, ethnic group identification, gender (identity or expression), mental and/or physical disability, national origin, race, religion, sexual orientation, and/or a person's association with a person or group with one or more of these actual or perceived characteristics.

Filing a Complaint Under the Uniform Complaint Procedure

1. The complaint must be filed with the District's Affirmative Action Office not later than six months from the date the alleged violation(s) of federal or state laws or regulations or the date of alleged discrimination or illegal harassment (including sexual harassment) occurred or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination. There are exceptions that may extend the timeliness of filing a complaint. The Affirmative Action Office is responsible for compliance and/or investigations and is knowledgeable about the laws/programs they are assigned to process.

2. An investigation of a discrimination complaint (including sexual harassment) will be conducted in a manner that protects the confidentiality of the parties and the facts, as appropriate.
3. The investigation of the complaint will be initiated and completed within sixty days from the receipt of the complaint by the Affirmative Action Office. The time period may be extended under certain circumstances. Sexual harassment complaints will be promptly investigated.
4. The complainant and/or representative and the respondent will have the opportunity to present evidence or information under state or federal discrimination laws, if applicable.
5. The Affirmative Action Office's determination on the merits of the complaint will be put in writing and issued to the complainant.
6. The complainant has the right to appeal and/or review the Affirmative Action Office's decision through the appeal process. Any complainant may appeal the District's decision to the Superintendent of Public Instruction, State Department of Education, within fifteen (15) days of receiving the District's decision.
7. Nothing in the District's complaint procedure will preclude the complainant from pursuing other available civil remedies. The Affirmative Action Office has information available on local civil remedies, and the time line for seeking legal remedies in discrimination complaints under state or federal discrimination laws, if applicable.
8. The District prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination (including reporting sexual harassment), or for participation in any part of the complaint procedures.
9. If you are alleging that you are a victim of discrimination, pursuant to Section 262.3 of the General Education Code Provisions, you may not seek civil remedies until at least 60 days have elapsed from the filing of an appeal to the State Department of Education.

For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the District's complaint procedures free of charge, please contact the Affirmative Action Office, San Bernardino City Unified School District, 777 North F Street, San Bernardino, California 92410, (909) 381-1122.

PROCEDIMIENTOS PARA ENTABLAR QUEJAS

Aviso anual para empleados/ alumnos/ padres o tutores legales/ el Comité Asesor del Distrito y Comité Asesor Escolar/ adecuados funcionarios escolares privados o representantes/ y otras partes interesadas

El Distrito Escolar Unificado de la Ciudad de San Bernardino tiene la responsabilidad primordial de asegurar el cumplimiento de las leyes y regulaciones estatales y federales que aplican. En conformidad con los Procedimientos Uniformes para Entablar Quejas del Título V del Código de Regulaciones de California, el Distrito está comprometido a proveerle un proceso interno, a cualquier individuo, incluyendo a un representante debidamente autorizado de la persona o una tercera parte interesada, una agencia pública, u organización para entablar una queja por escrito alegando una infracción por el distrito de la ley o las regulaciones federales o estatales, incluyendo alegaciones de discriminación en programas y actividades que reciben fondos directamente del estado o reciben cualquier ayuda monetaria del estado.

Cualquier individuo, incluyendo el representante debidamente autorizado de la persona o una tercera parte interesada, una agencia pública u organización, puede entablar una queja por escrito relacionada a la ley federal Que Ningún Niño Se Quede Atrás de 2001; Título I (Programas básicos), Título II (Calidad de maestro y tecnología), Título III (Dominio limitado del inglés), Título IV (Escuelas seguras y libres de estupefacientes), Título V (Estrategias innovadoras); programas federales: Educación de adultos, Educación profesional y técnica, Desarrollo infantil, Ayuda categórica consolidada; Educación de indioamericanos, Servicios alimenticios, Educación especial; Programas de la Ayuda Categórica Consolidada: Ayuda para el impacto económico (SCE), Ayuda para el impacto económico (EIA-LEP), Programa Especial de Lectura de Miller-Unruh, Revisión y ayuda entre compañeros, Programa de Mejoramiento Escolar, Seguridad Escolar y Prevención de violencia, Asesoramiento para el décimo grado y Educación para la prevención del uso de tabaco; discriminación ilegal debido al sexo, edad, ascendencia, color, identificación del grupo étnico, género, (identidad o expresión), discapacidad mental y/o física, origen nacional, raza, religión y orientación sexual verdadero u observado; y/o la asociación de la persona con otra persona o grupo con una o más de estas características verdaderas u observadas.

Entablando una queja bajo los procedimientos uniformes para entablar queja

1. La queja debe entablarse con el funcionario de la Oficina de Acción Afirmativa del Distrito a más tardar seis meses después de la fecha en que la(s) presunta(s) infracción(es) de las leyes o regulaciones federales o estatales o la fecha en que el presunto acoso ilegal (incluyendo acoso sexual) o discriminación ocurrió, o seis meses después de la fecha en que el querellante obtuvo por primera vez conocimiento sobre los hechos de la presunta discriminación. Hay excepciones que pueden extender las fechas límites para presentar una queja. La Oficina de Acción Afirmativa es responsable por cumplir y/o realizar las

investigaciones, y es conoedora sobre las leyes/programas a los cuales está asignada de procesar.

2. Una investigación de la queja de discriminación (incluyendo el acoso sexual) se llevará a cabo de una manera que proteja la confidencialidad de los hechos, y las partes y según sea apropiado.
3. La investigación de la queja será iniciada y terminada dentro de sesenta días del recibo de la queja en la Oficina de Acción Afirmativa. El período de tiempo puede ser extendido bajo ciertas circunstancias. Las quejas de acoso sexual serán investigadas sin demora.
4. El querellante y/o su representante y el demandado tendrán la oportunidad de presentar pruebas e información. bajo las leyes estatales o federales de discriminación, si corresponden.
5. La decisión de la Oficina de Acción Afirmativa sobre los méritos de la queja será por escrito y se le entregará al querellante.
6. El querellante tiene el derecho de apelar y/o repasar la decisión de la Oficina de Acción Afirmativa por medio del proceso de apelación. Cualquier querellante puede apelar la decisión del Distrito al Superintendente de Instrucción Pública, Departamento de Educación Estatal, dentro de quince (15) días del recibo de la decisión del Distrito.
7. Nada en el procedimiento de quejas del Distrito le impedirá al querellante seguir otros remedios civiles disponibles. La Oficina de Acción Afirmativa tiene disponible información sobre los remedios civiles locales, y las fechas límites para buscar remedios legales sobre las quejas de discriminación bajo las leyes estatales o federales sobre la discriminación, si es aplicable.
8. El Distrito prohíbe la venganza de cualquier forma por entablar una queja, reportar incidentes de discriminación (incluyendo el reportar el acoso sexual) o por participar en cualquier parte de los procedimientos de quejas.
9. Si usted está alegando que es una víctima de discriminación, de acuerdo con el Artículo 262.3 de las Provisiones del Código de Educación General, usted no puede buscar ayuda civil hasta que hayan pasado por lo menos 60 días después de haber hecho la apelación al Departamento Estatal de Educación.

Para mayor información sobre cualquier parte del procedimiento para entablar quejas, incluyendo entablando una queja o solicitando una copia gratuita de los procedimientos para quejas del Distrito, favor de comunicarse con la Oficina de Acción Afirmativa, Distrito Escolar Unificado de la Ciudad de San Bernardino, 777 North F Street, San Bernardino, California 92410, (909) 381-1122.

UNIFORM COMPLAINT PROCEDURES CHECKLIST

FOR SCHOOL YEAR _____

- _____ Copies of the District's "Report to Parents" in English and in Spanish are available for parents.
- _____ Annual notification about the Uniform Complaint Procedures was disseminated to the school's parent advisory council on _____ and noted in the agenda and in the minutes.
- _____ Annual notification about the Uniform Complaint Procedures was disseminated to the school's School Site Council on _____ and noted in the agenda and in the minutes.
- _____ Information about the Uniform Complaint Procedures was disseminated to the school's English Language Learner's Advisory Council on _____ and noted in the agenda and in the minutes.
- _____ If the school has other Advisory Councils, information about the Uniform Complaint Procedures was disseminated on _____ and noted in the agenda and in the minutes.
- _____ Annual written notification about the Uniform Complaint Procedures was disseminated to the school's Certificated teaching, administrative and support staff, including classified, non-classified and walk-on coaches on _____.
- _____ The school has in place a procedure to annually notify in writing the Uniform Complaint Procedures to all new students, employees, and parents or guardians about the Uniform Complaint Procedures. The written notification must be in Parent/Student Handbooks and Employee Handbooks.
- _____ The written Uniform Complaint Procedures is disseminated in all orientation programs for new students and their parents or guardians and for new employees at the school site at the beginning of each quarter, semester, and summer session (if applicable).
- _____ When 15 percent or more of the students in the school speak a primary language other than English, all notices to parents or guardians regarding complaint procedures are in the student's primary language in addition to English.

For Williams-identified complaints:

- _____ Your school has complaint forms available. (Complainants need not use the Williams complaint form to file a complaint, but must put it in writing).
- _____ The current Williams and/or Valenzuela Settlement Notices must be posted in each classroom.

District's Sexual Harassment Policy

- _____ Student Policy No. 5145.3 should be posted in a conspicuous place in the main building of the school, Parent Center, Student meeting room(s) and in every Student Handbook, including any materials issued to students that pertains to student discipline.
- _____ Personnel Policy No. 4030 and Policy No. 4119.11 should be posted in a conspicuous place in the main building of the school, and staff room(s), and in every Employee Handbook.
- _____ At the beginning of each school year's staff meeting with Certificated, Classified and Non-Classified personnel, disseminate and review the District's Sexual Harassment Policy.
- _____ At the beginning of each school year, review the District's Student Sexual Harassment Policy with all students in age appropriate language.
- _____ For every sexual harassment complaint filed at your site, a SU-133 Sexual Harassment Complaint Reporting Form must be completed and sent to the Affirmative Action Office.

Signature of Site Administrator

Date

UCP-1 (5/6/10)

Upon electing to attend San Andreas High School as a student, I agree to ALL of the following conditions listed below:

1. Attend school daily, no absences.
2. No unexcused tardies and remain in class for entire period.
3. Do not leave class without a pass from teacher.
4. Complete and turn in assignments daily.
5. Earn 20 credits at the end of each block until you graduate.
6. Follow district, school, and classroom teacher's policies, no referrals.
7. Do not enter into any restricted area on campus. Stay south of the E-wing and north of the B-wing; this includes football, softball, and soccer fields, basketball courts, and in or around AdvancePath.
8. After your last period, you must leave campus; no loitering.
9. On Fridays, the student will be required to pick up a weekly progress report from the front office and have it completed by all teachers prior to attending classes. Before leaving campus, the student will review and sign the completed progress report and return it to Ms. Moyeda in the office.
10. I have received a Student Parent Handbook for the 2911/12 school year.

Signed _____ Date _____

11. If you have not passed the CAHSEE, you will be able to take CAHSEE classes at Adult Ed.

Name: _____ ID# _____

I agree to abide by the above criteria and understand if I fail to meet the criteria as listed above, I will be dropped from San Andreas High School and referred to Adult Education.

Signature of Student _____ Date _____

If 18, student signs

Signature of Parent _____ Date _____

Signature of Counselor _____ Date _____

Signature of Administrator _____ Date _____

Héctor Murrieta, Principal ● email hector.murrieta@sbcusd.com
3232 Pacific Street ● Highland, CA 92346 ● Telephone (909) 862-5432 ● Fax (909) 425-0523