



Petaluma High School

Parent & Student Handbook

2024-2025

201 Fair St. Petaluma, CA. 94952-2594

General Phone: 707-778-4652 Español: 707-778-4654

Attendance Line: 707-778-4670 phsattendance@petk12.org

For updated information and calendars, go to

www.petalumahighschool.org

This handbook is a reference for school and district programs and policies.
A printed copy is available, upon request, at the Petaluma High School Main Office.

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PHS DIRECTORY (Quick Reference List)

Administration	778-4652
Athletics	778-4651
Attendance	778-4670
Bilingual	778-4646
Cafeteria	778-4660
Career Center	778-4857
Counseling	778-4779
Counseling Fax	778-4905
Discipline	778-4671
Fax, Main Office	778-4767
Facilities Use Information	778-4651
Library	778-4662
Music Department	769-9650
Museum	778-4787
Nurse	778-4651
Registration	778-4650
Student Center (SAC)	778-4651
Transcripts	778-4650

THE BEST PLACE TO GET HELP:

Teachers and staff are here to teach and to help students. Students should feel free to ask for help from any teacher or staff member. This help could include class work, where things are, how to make appointments, or other necessary procedures.

WHO TO ASK WHEN YOU NEED INFORMATION ABOUT

<u>Topic</u>	<u>Contact</u>
ASB/Clubs:	Sarah Greeson and Megan McClelland
BSA	Jennifer Moreno
Athletics (Boys or Girls):	An Truong
Athletics Secretary:	Scott Williams (SAC)
Attendance:	Jennifer Wreden
Broadcast Journalism:	Jamil Dawsari
CSF/NHS:	Krista O’Connor
College and Career Specialist:	McCoy Dodsworth
Discipline:	Kathy Fagundes (SAC)
Drama:	Hilary Smith
ELRT:	Krista O’Connor
Music/Color Guard:	Cliff Eveland
School Site Council:	Krista O’Connor and Rachel Yannes
Speech Pathologist:	Leslie Ransom
Transcripts:	Christine Stoll, Registrar
Work Permits:	McCoy Dodsworth
Yearbook:	Molly Best
Ayuda en Espanol:	Gisell Ambriz-Gonzalez
Fees and Fines	Veronica Leach
Information:	Kirsten Smith

FOR THE FULL STAFF DIRECTORY, PLEASE VISIT OUR SCHOOL WEBSITE:

www.petalumahighschool.org





PETALUMA HIGH SCHOOL VISION STATEMENT

Petaluma High School provides relevant, rigorous, and engaging learning that prepares students for current and future opportunities and challenges. We embrace a culture and climate that supports communication, collaboration, critical thinking, and creativity while honoring the traditions and legacies of our school and community.

PETALUMA HIGH SCHOOL MISSION STATEMENT

The Petaluma High School community includes staff, students, parents, and community members who know each other individually and form connections to support student success. We provide strong academic and workforce programs with a wide variety of co-curricular activities and an awareness of post-secondary options enabling students to direct their own futures. We...

- Provide a personalized approach to school and education, supporting each individual student
- Ensure academic achievement at all levels for all students and encourage student participation in career pathway opportunities
- Engage students in their development of a future vision for post-secondary success
- Encourage personal social development with the ability to engage positively with diverse populations

SCHOOLWIDE LEARNER OUTCOMES (SLOS)

Students will do their best.

- Students will pursue Academic and Career Technical Education excellence
- Students will strive for excellence in co-curricular activities

Students will be involved with their communities.

- Students will be active and engaged participants in school
- Students will be connected to the community through service opportunities and partnerships
- Students will be actively engaged in promoting global diversity

Students will be prepared for post-secondary opportunities.

- Students will think critically and apply problem-solving skills
- Students will communicate and collaborate effectively with others
- Students will be creative and innovative
- Students will be aware of options for their future endeavors.

DAILY BELL SCHEDULE

Petaluma High School offers a block schedule Monday through Friday. Periods 1 and 4 meet for 120 minutes (including A+), while periods 2/5 & 3/6 meet for 115 minutes (including A+). Zero period courses meet for 50 minutes daily.

“A” Days = Periods 1, 2, 3 & “B” Days = Periods 4, 5, 6

MONDAY - TUESDAY - THURSDAY - FRIDAY			WEDNESDAY		
PERIOD / CLASS	START	END	PERIOD / CLASS	START	END
0 Period	7:30 AM	8:20 AM	0 Period	7:30 AM	8:20 AM
<i>Passing Time</i>	8:20 AM	8:30 AM	<i>Passing Time</i>	8:20 AM	8:30 AM
1st/4th Period	8:30 AM	10:05AM	1st/4th Period	8:30 AM	9:55 AM
Academic Tutorial (A+)	10:05 AM	10:30 AM	Academic Tutorial (A+)	9:55 AM	10:20 AM
<i>Break</i>	10:30 AM	10:40 AM	<i>Break</i>	10:20 AM	10:30 AM
<i>Passing Time</i>	10:40 AM	10:50 AM	<i>Passing Time</i>	10:30 AM	10:40 AM
2nd/5th Period	10:50 AM	12:20 PM	2nd/5th Period	10:40 AM	12:00 PM
Academic Tutorial (A+)	12:20 PM	12:45 PM	Academic Tutorial (A+)	12:00 PM	12:25 PM
<i>Lunch</i>	12:45 PM	1:15 PM	<i>Lunch</i>	12:25 PM	12:55 PM
<i>Passing Time</i>	1:15 PM	1:25 PM	<i>Passing Time</i>	12:55 PM	1:05 PM
3rd/6th Period	1:25PM	2:55PM	3rd/6th Period	1:05 PM	2:25 PM
Academic Tutorial (A+)	2:55PM	3:20PM	Academic Tutorial (A+)	2:25 PM	2:50 PM

C DAY		
PERIOD / CLASS	START	END
0 Period	7:30 AM	8:20 AM
<i>Passing Time</i>	8:20 AM	8:30 AM
1st Period	8:30 AM	9:30 AM
<i>Passing Time</i>	9:30 AM	9:35 AM
2nd Period	9:35 AM	10:30 AM
<i>Break</i>	10:30 AM	10:40 AM
<i>Passing Time</i>	10:40 AM	10:50 AM
3rd Period	10:50 AM	11:45 AM
<i>Passing Time</i>	11:45 AM	11:50 AM
4th Period	11:50 AM	12:45 PM
<i>Lunch</i>	12:45 PM	1:15 PM
<i>Passing Time</i>	1:15 PM	1:25 PM
5th Period	1:25 PM	2:20 PM
<i>Passing Time</i>	2:20 PM	2:25 PM
6th Period	2:25 PM	3:20 PM

RALLY BELL SCHEDULE

DOUBLE RALLY		
PERIOD / CLASS	START	END
0 Period	7:30 AM	8:20 AM
<i>Passing Time</i>	8:20 AM	8:30 AM
1st/4th Period	8:30 AM	10:05 AM
Academic Tutorial (A+)	10:05 AM	10:15 AM
<i>Nutrition Break</i>	10:15 AM	10:25 AM
<i>Passing Time</i>	10:25 AM	10:35 AM
2nd/5th Period	10:35 AM	12:45 PM
<i>(Rally #1)</i>	10:35AM	11:05AM
<i>(Rally #2)</i>	12:10 PM	12:45 PM
Academic Tutorial (A+)	12:45 PM	12:55 PM
<i>Lunch</i>	12:55 PM	1:25 PM
<i>Passing Time</i>	1:25 PM	1:35 PM
3rd/6th Period	1:35PM	3:10PM
Academic Tutorial (A+)	3:10PM	3:20PM

SINGLE RALLY		
PERIOD / CLASS	START	END
0 Period	7:30 AM	8:20 AM
<i>Passing Time</i>	8:20 AM	8:30 AM
1st/4th Period	8:30 AM	10:05 AM
Academic Tutorial (A+)	10:05 AM	10:15 AM
<i>Nutrition Break</i>	10:15 AM	10:25 AM
<i>Passing Time</i>	10:25 AM	10:35 AM
2nd/5th Period	10:35 AM	12:45 PM
<i>Rally</i>	12:10 PM	12:45 PM
Academic Tutorial (A+)	12:45 PM	12:55 PM
<i>Lunch</i>	12:55 PM	1:25 PM
<i>Passing Time</i>	1:25 PM	1:35 PM
3rd/6th Period	1:35PM	3:10PM
Academic Tutorial (A+)	3:10PM	3:20PM

ACADEMIC PLUS TIME (A+)

At the end of each period students will have A+ within the same classroom. A+ is designed for students to meet with their teacher or independently work on school assignments. We believe this extra monitored time will increase work completion and provide more opportunities for students to check-in with their teachers.

ACADEMIC PLUS TIME (A+) Expectations for Students:

- A+ time is an additional opportunity for students to seek individual help from teachers.
- Ask teachers for help or feedback on assignments during this time rather than at break or at lunch.
- Email should be utilized for quick questions.
- Be prepared to work on an assignment for any class.
- Prepare group work in advance to avoid wasting A+ time for organizing tasks.
- Teacher and classroom expectations will continue during A+.
- Bathroom breaks should occur prior to the last 15 minutes of A+ time.
- Students are not allowed to go to another teacher without prior agreement.
- Students are to remain in class until the bell rings. No early releases without appropriate reason.

PETALUMA HIGH SCHOOL GRADUATION REQUIREMENTS

Course Credits: 220 credits are **required for graduation**, earned as described below:

<u>SUBJECT</u>	<u>CREDITS</u>	<u>COURSES/FIELDS</u>
English	40	English must be taken and passed all 4 years
Math	20	Math department courses only Students must complete Math 1
Science	20	10 credits in Physical Science 10 credits in Biological Science
Math or Science	10	May be either in the department or in related areas
Physical Education	20	10 credits required in 9 th grade
Social Science	30	10 credits in World History 10 credits in U.S. History 5 credits in Government 5 credits in Economics
World Language or Visual & Performing Arts	10	Includes all World Language courses or Visual & Performing Arts courses
Human Interaction	5	9 th grade requirement
Electives	65	Other courses of your choice

Grade Levels:

Students must earn the following minimum credits to advance:

GRADE	CREDITS
9	0–39
10	40–99
11	100–159
12	160–220

A-G Requirements:

To enter any University of California (UC) or California State University (USC)

A. History/Social Science	2 Years
B. English	4 Years
C. Mathematics	3 Years
D. Laboratory Science	2 Years
E. Language (other than English)	2 Years
F. Visual and Performing Arts	1 Year
G. College-preparatory Elective	1 Year

- ✓ Earn a grade point average (GPA) of 3.0 or better in these courses, no grade lower than a C.
- ✓ Meet the examination requirement by taking the ACT Plus Writing or the SAT Reasoning Test by December of your senior year.

COUNSELING:

Counselors guide students with their present and future plans, such as planning a comprehensive four-year academic schedule, helping with vocational planning, giving personal counseling relating to school as well as outside problems, and giving individual aid for any post-secondary opportunities students choose.

Counselors are assigned by alphabet based upon the last name of the student:

Megan McClelland:	A-DE
Aliah Singh:	DI-K
Jenna Emanuel & Deegan Babala:	L-P
Molly McGuire-Guerra:	Q-Z

DROPPING A COURSE:

If a class is dropped after 6 weeks, the grading policy states that a student will receive an “F” on the transcript for that course unless otherwise decided by the principal or designee because of extenuating circumstances. This policy is to discourage students from dropping classes after 1/3 of a semester has passed. Students who must drop a class after 6 weeks should see their counselor to complete the Request to Drop a Class form.

Note of caution: When students drop a course, they will not receive credit for that course, which could jeopardize their graduation status. Ultimately, it is the student’s responsibility to meet all graduation requirements including 220 credits in the appropriate subject areas.

PARTICIPATION IN GRADUATION CEREMONY: Only students who have met the academic requirements for graduation prior to graduation day and who have cleared all fines and fees with the school will be allowed to participate in the graduation ceremony. Serious behavioral infractions will jeopardize a student’s participation in the graduation ceremony.

These may include but are not limited to the following:

- Violation of Senior Prom contract
- If they are on a contract and violate that contract with any offense resulting in a discipline hearing
- Engaging in disruptions on the day of the commencement ceremony
- Engaging in disruptions during practice

GRADING GUIDELINES:

Participation (physical presence) is an important part of a class grade. Participation, in the form of points each day, will raise or lower your grade. The California Education Code recognizes class participation as a genuine and important factor in the computation of a student's grade. If you are absent from class or tardy to class, your participation grade may be lowered.

From BP 5121: Students who miss more than 25% of the instructional time of a grading period without a legal excuse are considered to have "excessive unexcused absences." In a block schedule, 4 periods of unexcused absences per 6-week grading period in the same class shall constitute excessive unexcused absences. For classes not on a block schedule, 8 periods of unexcused absences per 6-week grading period shall constitute excessive unexcused absences. Students with excessive unexcused absences may receive a failing grade for that grading period and not receive credit for the class(es).

(EC 5113 - Absences and Excuses)

(EC 6154 - Homework/Makeup Work)

From AR 5121: Criteria for determining grades may include but are not limited to:

1. Preparation of assignments, including accuracy, legibility, and promptness
2. Contribution to classroom discussions
3. Demonstrated understanding of concepts in tests
4. Application of skills and principles to new situations
5. Organization and presentation of written and oral reports
6. Originality and reasoning ability when working through problems.

HOMEWORK POLICY:

Homework is an integral part of the instructional program. The amount of learning is directly proportional to the amount of time spent on a task, and homework effectively increases the amount of time spent on learning.

Homework assignments can be used for the following:

- Practice and reinforce skills learned in class
- Prepare for classroom instruction
- Extend concepts and skills learned to new situations
- Creatively integrate several skills and concepts to produce something original

Teachers communicate classroom expectations at the beginning of the course. These expectations include information about the frequency and kinds of homework assignments. The amount of homework depends upon the level and nature of the class.

STUDENT RECOGNITION:

Academic recognition is given to PHS students who achieve a 3.0 or better grade point average (GPA). The California Scholarship Federation (CSF) and National Honors Society (NHS), are two academic honor societies open to students who maintain a high GPA. See Mrs. O'Connor for details. Students who contribute to a positive school climate and serve as good role models are eligible to be nominated as students of the month and for other awards. Every month staff have the opportunity to nominate students for both Student of the Month and Trojans of the Month. They look for students that have stood out, met expectations, and have been safe/respectful/responsible.

ACADEMIC INTEGRITY, CHEATING, AND PLAGIARISM

Petaluma High School is committed to the development of ethical, responsible students. Part of that responsibility is the practice of academic integrity. Cheating and/or plagiarism are not tolerated. Consequences may include loss of credit for the assignment or the entire course, suspension from class, and/or suspension from school. For a major incident or a repeat offense, students will be referred to Student Services for disciplinary action that may include contract, suspension, involuntary transfer, or expulsion.

It is impossible to define every means by which a student may try to manipulate the system in an attempt to obtain higher grades. Suffice it to say that any misconduct by which a student attempts to give the impression of a false student performance is prohibited by the District's Academic Honesty Policy and this regulation. Other Academically Dishonest Conduct includes, but is not limited to, stealing the key to a test, stealing or altering a teacher's grade book, hacking/entering a teacher's electronic grading system, or forging a teacher's signature for purposes of receiving academic credit. Other Academically Dishonest Conduct would be sanctioned the same as cheating. In addition, some situations, which constitute Other Academically Dishonest Conduct, may also be disciplinary problems, which should receive attention through the disciplinary referral process. For example, if theft is involved with Other Academically Dishonest Conduct, such misconduct may also constitute a suspension or expulsion offense under Education Code section 48900, subd. (g).

CHEATING includes but is not limited to, copying another's work in whole or part, passing off another's work as one's own, plagiarism, planning to cheat, disseminating content, copying and/or disseminating test content or answers, or anything that creates a misimpression about one's own or another student's performance.

PLAGIARISM is a form of cheating where students attempt to pass off someone else's written work as their own. Plagiarism includes, but is not limited to, copying from a website, reference, textbook, or other materials when writing a report without providing written credit to the author. **It is unnecessary to copy an entire article for the copying to be plagiarism.**

Students are encouraged to work together to problem-solve and build understanding. However, there is a distinct difference between collaboration and copying. If a student allows her/his work of any kind to be copied **either knowingly or from lack of appropriate oversight**, he/she will be considered to be cheating and, per board policy, will receive the same consequences as the student doing the copying. **Helping someone else cheat is considered to be cheating**, even if the cheating doesn't actually occur. Students who cheat or aid others in cheating may receive a failing grade on the assignment(s) in question.

Students are expected to guard the security of all tests and papers.

- A teacher may reasonably conclude that students are cheating if, during a test, they are seen looking at another student's paper.
- Teachers may collect phones and digital devices prior to exams. **A student who refuses to turn over her/his cell phone or digital device will forfeit the opportunity to complete the exam.**
- If a student is seen using a cell phone or digital device for any purpose during an exam, a teacher may reasonably assume that the student is cheating. The teacher has the right to confiscate the phone or device and the exam, and to give a zero grade on the exam.
- If a student uses a cell phone or digital device to disseminate test documents or answers, or attempts to disseminate, duplicate, or share test content in any way, the incident will be considered a compounded incident of cheating, and consequences will reflect the seriousness of the act. Consequences may include but are not limited to, suspension or expulsion, loss of access to participate in athletics, club or school officer position (e.g. FFA, ASB, Band, HOSA, etc.)

- If students try to change grades, grade books, transcripts, or any records relating to performance, attendance, or behavior, the consequences may include but are not limited to, a recommendation for expulsion or transfer.
- Sharing a document with another student without permission, could be considered plagiarism/cheating. This could result in disciplinary action, including but not limited to a cheating contract and conference with their parents.

Teachers will attempt to contact parents/guardians to discuss any incident of cheating. Students or parents may appeal any decision about cheating directly to the teacher within a reasonable time after they are informed of the cheating.

Cheating is generally handled in a progressive manner. The first incident will result in an F on the assignment and the student will be placed on a Plagiarism/Cheating contract. In the event that a student has been found to have altered grades, grade books, transcripts or any permanent records relating to performance, attendance or behavior, the consequences would include, but would not be limited to, suspension, recommendation for expulsion, or involuntary transfer.

The examples above are intended to address issues related to academic integrity but are not comprehensive. Teachers and administrators will use professional judgment and discretion as new forms of cheating arise.

SANCTIONS FOR CHEATING:

Once a determination has been made that cheating has occurred, the student will receive a failing grade on the assignment(s) in question. The teacher will make a good faith and diligent effort to contact the parent by phone or in person to discuss the matter.

For repeated incidents or those that go beyond a single assignment, the student will be referred for disciplinary consideration under Ed. Code 48900(g), theft of school or personal property, and/or 48900(k), defiance of authority.

In the event that a student has been found to have altered grades, grade books, transcripts or any permanent records relating to performance, attendance, or behavior, the consequences would include, but would not be limited to, a behavior contract, suspension, recommendation for expulsion, or involuntary transfer.

ATTENDANCE

If you know you are going to leave school on a particular day or time, have your parent/guardian contact the attendance office in advance. The attendance number is 707-778-4670, número de asistencia para español es 707-778-4646. You must leave a message on the recorder, including the student's name, time of departure, reason, and date.

<u>Excused Absences</u> The following absences will be recorded as excused pursuant to the amended Education Code 48205(a) A pupil absent from school under these guidelines shall be allowed to complete all assignments and tests missed during the absence within a reasonable period of time.	<u>Unexcused Absences</u>
Illness - (California Law states that a dr. note is required after 14 occurrences)	Car trouble
Quarantine	Missed bus
Medical Appointment	Needed at home
Attending a funeral service of an immediate family member (Must be requested in writing by parents prior to the day of absence)	Out of town
Jury Duty	Vacation/trips
Medical appointment of student's child (with verification)	Work
Court (Verification is required and a written request by the parents/guardians must be turned in prior to the day of absence.)	Personal business/appointments (Ex: hair, nails, etc.)
Observation of a religious ceremony or holiday (Must be requested in writing by parents prior to the day of absence)	DMV/driving lessons
Attendance at a religious retreat (Must be requested in writing by parents prior to the day of absence and cannot exceed more than 4 hours per semester)	Oversleeping
Attendance at an employment conference	Babysitting

IT IS YOUR RESPONSIBILITY to see that your parent or guardian provides verification for any absence to the attendance office. Notification of all absences will be made to the home by the use of an automated phone system. Calls will go to the primary phone number listed for your student. You will be contacted on the evening of an absence and informed that one or more periods were missed. ParentSquare will also be used to notify parents/guardians of a student's absence. If you are not receiving these notifications, please contact our Attendance Office immediately. Parents and guardians are responsible for contacting the attendance clerk when questions arise from automated phone calls. Occasionally, parents remain uninformed when messages are not passed on and/or are erased. You can also check attendance at any time using the parent portal.

ATTENDANCE CODES:

I = Illness C = Cut N = Unexcused T = Tardy/Unexcused V = Activity

ATTENDANCE POLICY

Participation (physical presence) is an important part of your grade. Participation, in the form of points each day, will raise or lower your grade. It is important for students to be punctual and in regular attendance for 180 school days. We realize that students will miss school due to illness and, occasionally, for other reasons.

Perfect attendance at school should be the goal of every student. **State law requires children between the ages of 6 and 18 years (except those exempted by law) to attend school FULL TIME.** Night school cannot be substituted for regular schooling. Students who are 18 years old are still required to follow school rules, including those required while in attendance at school. All absences, due to illness, partial and/or full day, in excess of 14 occurrences in the school year will require a doctor's note. Continual attendance problems may result in disciplinary action, disenrollment (transfer to an alternative program), or referral to the District Attorney.

IF A STUDENT IS ABSENT:

1. **Each day** a student is absent, the parent or guardian **must call** the attendance office at **778-4670** or notify the school through **ParentSquare or email: phsattendance@petk12.org** and give the reason for the absence.
 2. If phone contact is not made, upon the student's return, the student **must have** a written note from a parent or guardian explaining the date(s) and reason for the absence.
 3. **Absences not cleared within 3 days will be recorded as cuts, and a 1 hour after school detention may be assigned.**
- When errors do occur, students are responsible for picking up a correction form from the attendance office, giving it to their teacher(s) who make the corrections, and then returning the form to the attendance clerk.

CHECKOUT PROCEDURES: Students needing to leave campus must obtain an off-campus pass from the Attendance Office before leaving campus for any reason. Should a student leave without following this policy, disciplinary actions will be taken.

To avoid classroom disruptions, please make routine medical appointments after school hours. If this is not possible, parents or guardians must phone or send a note to the Attendance Office before students may leave campus, and the student must pick up an off-campus pass before leaving. If it is a last-minute pass request (within 5-15 minutes of needing your child excused), please call 778-4670 or 778-4651.

ARRANGING FOR AN EXTENDED ABSENCE: Students who know that they will be absent from school for five or more days should contact their counselor at least two weeks prior to the absence. Counselors will notify teachers regarding the length of the absence. Students will be responsible for obtaining work from their teachers.

A **Short Term Independent Study contract** is available to students who will miss 5 days or more due to a family emergency, family trip, or other necessary absences. Students need to pick up the Independent Study contract from Ms. Lowell in F3, during A+, or email her at klowell@petk12.org **at least 5 school days before the absences are scheduled** and follow the process explained on the contract. Students who will be absent for more than 3 weeks due to travel or medical reasons should contact their counselor for guidance.

TARDY POLICY: All students are expected to be on time to each class. Tardiness is defined as entering the classroom *any time after and up to 30 minutes after the final bell*. If a student is tardy, they should report directly to the Attendance Window for a pass to class. The Attendance Office will excuse tardies with a written note or phone call from a parent, doctor, or dentist verifying the illness or medical or dental appointment.

After the 3rd Tardy, a detention will be assigned. Detentions for tardies will be held after school Monday-Thursday for 30 minutes per tardy.

- 1st Tardy: Check-in
- 2nd Tardy: Conference
- 3rd Tardy: Conference & warning
- 4th Tardy: 30-minute detention

Each additional tardy, after the 4th, will result in a 30-minute detention and could result in a Truancy Letter.

Students failing to show for detention will be notified via email by the discipline secretary. Students are expected to read and respond to their email each day. Students who do not respond to an email or request an alternative detention date will be called to the office. Additional consequences may apply:

- 1st Offense: Conference with a warning
- 2nd Offense: Double detention (1-hour detention)
- 3rd Offense: Conference with an Administrator where additional consequences maybe assigned

CUTTING CLASS: The following situations are considered class cuts:

- Being over 30 minutes late to class *without a valid excuse*.
- Any absence not cleared within 72 hours
- Leaving class or school during the school day without properly checking out (parent notification and signing out at the front office prior to leaving campus).
- Leaving an assigned area without permission of the teacher or the person in charge.

If you cut school or class, you are subject to disciplinary action. Depending on the circumstances, this disciplinary action will vary and depending on the circumstances could result in a possible SART referral.

Students will be assigned a 1-hour detention for each period cut in a day. For example, if a student cuts all 3 periods in one day, that student will be assigned 3 after-school detentions.

Students failing to show for detention will be notified via email by the discipline secretary. Students are expected to read and respond to their email each day. Students who do not respond to an email or request an alternative detention date will be called to the office. Additional consequences may apply:

- 1st Offense: Conference with a warning
- 2nd Offense: Conference with an Administrator where additional consequences maybe assigned

TRUANCY POLICY (Excessive Unexcused Absences/Cuts):

Truancy letter #1 per Ed Code 48260, will automatically be mailed home to students on the 9th period absence (equivalent to 3 full days) without a valid excuse.

Truancy letter #2 per Ed Code 48260, will automatically be mailed home to students on the 12th period (equivalent to 4 full days) absence without a valid excuse. The parent and student will be summoned to a School Attendance Review Team (SART) conference and sign an attendance contract.

Students who have excessive absences (excused or unexcused) are missing valuable instruction and are prone to failure. The School Attendance Review Team (SART) meets with the student and parents to find ways to improve attendance. Excessive absences will result in Truancy Letter #2 being mailed home.

SART will consider grades and extenuating circumstances that lead to excessive absences. One of the following decisions will be made at the conclusion of the meeting:

- Remain in class with attendance monitored under contract
- Referral to Valley Oaks Independent Study program, Carpe Diem High School, or San Antonio High School
- Referral for counseling services
- Referral to School Attendance Review Board (SARB)

Truancy letter #3 per Ed Code 48260, will automatically be sent home to students without a valid excuse for on the 15th unexcused period absence (equivalent to 5 full days).

Work permits, off-campus privileges, and extracurricular activities may be revoked/delayed. This privilege is awarded upon the condition that students have passing grades, good attendance, and no discipline issues.

For each additional unexcused period absence after the third Truancy Letter, a formal SARB referral packet is compiled by the administration. After the SARB packet is received by Student Services, a SARB hearing will be scheduled and the school will be notified. If a parent is a no-show or the SARB contract is violated, a citation to appear before a Judge in Superior Court may be issued.

CLOSED CAMPUS POLICY:

In accordance with state law and Board of Education Policies, Petaluma High School is a closed campus. There are NO off-campus privileges at any time during the school day EXCEPT as a privilege granted to Juniors and Seniors during lunchtime, and only after displaying their student I.D. card.

Other than this privilege, students are not permitted to leave school during school hours without permission from a parent/guardian and with a pass from the Attendance Office. This includes visits to the parking lot and/or student automobiles. **If students need to obtain belongings from their automobile, they must have a pass from the Attendance Office in order to do so.** In special circumstances, a Counselor, Campus Supervisor, or Administrator may grant permission. Violation of this rule will result in disciplinary action. To get permission, report to the office. Permission may be given after your parent has been contacted by phone, or if you are in possession of a valid note.

During any circumstance where a student has an off period, they are required to either be off campus or signed in to the library if the library is available.

Open Campus during LUNCH is for JUNIORS and SENIORS ONLY!

The governing board of the Petaluma City School District, pursuant to Section 44808.5 of the Education Code, has decided to permit the Juniors and Seniors enrolled at Petaluma High School to leave the school grounds during the lunch period.

Neither the school district nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section. (EC 44808.5)

All school rules are in effect to and from school. Infractions of the rules may result in the revocation of the privilege for a specific period of time, permanent loss of the privilege, assignment of detention, and suspension from school.

DISCIPLINE POLICY

Philosophy: All students have the ability and the right to learn. Every individual on campus has the right to feel safe, valued, and respected. Anyone who interferes with these expectations will be held accountable.

SCHOOL-WIDE DISCIPLINE POLICY:

Petaluma High School is committed to providing a safe and orderly environment for the benefit of our students. Students are subject to school disciplinary action for improper or unsafe behavior 1) while on school grounds, 2) while going to or coming from school, 3) during the lunch period, whether on or off the campus, 4) during or going to or from any school-sponsored activity. (ED Code 48900)

By clearly communicating our policies to students and parents, we hope to minimize the need to impose disciplinary action. However, persistent or severe misbehavior can lead to expulsion. Petaluma High School has adopted this school-wide discipline policy and is implementing PBIS with the goal of supporting positive student behavior.

STUDENTS IN “GOOD STANDING”

A student in good standing earns a 2.0 GPA or higher, has no failing grades, has no/or a limited number of tardies/cuts, has no/ limited discipline record, has no missing textbooks or fines, and is a positive member of our learning community by accomplishing the following:

- Doing the assigned work for classes, including homework, to the best of their ability.
- Being in class on time and not wandering the campus when classes are in session.
- Following classroom and school rules.
- Being attentive during instruction.
- Attending all classes and clearing all absences with a phone call or note from parent(s)/guardian(s).
- Discussing concerns with teacher’s discipline or class content at the end of the class period, during office hours, or after school.

A student considered to not be in “good standing” by Administration may be restricted from participating in school activities such as graduation, dances (including prom), leadership posts, sports, other contests, field trips, etc. If a student is not in “good standing” and wants to participate in graduation, the principal can conduct an appeal hearing for extenuating circumstances. Students and their parents/guardians are required to read, sign, and fulfill a Graduation Ceremony Contract in order to participate.

SEARCHING & QUESTIONING STUDENTS: School officials have the right to open and inspect a student’s possessions when they have reasonable suspicion that the search will disclose evidence of illegal possessions or activity. School officials may also search students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or school/district rules. Searches for possession of alcohol, drugs, and related paraphernalia are permitted and are conducted in accordance with the law or school/district rules. Searches may include review of digital devices, such as phones or chromebooks. The district shall notify parents/guardians when a student has been subjected to a search as soon after the search as possible. Law enforcement officers have the right to interview and question students on school premises. If the officer needs to interview or question the student immediately, the principal or designee shall accommodate the process in a way that causes the least possible disruption to the school, gives the student privacy, and models exemplary cooperation with community law enforcement.

RANGE OF DISCIPLINARY ACTIONS: (Other means of correction not listed may occur)

Referral	Documentation of the incident entered into Aeries.
Conference	Student meets with teacher, student advisor, counselor, or administrator. Warning is given of potential consequences of a student’s action, and school policy is reviewed.
Restorative	Student meets with parties who were harmed or who engaged in an action or series of actions to repair the relationship. (This includes conflict mediation.)
Detention	Students may be required to attend detention for conduct violations or truancy. Detention must be served to be eligible for activities, including graduation and prom.
Behavior Contract	A contract may be used for improving behavior or attendance in an agreed-upon manner.
Loss of Privilege	For a time period imposed at the discretion of the administrator, the student will not be able to participate in extracurricular activities at the school. (This may include supervised break and lunch.)
Escort	Depending on the behavior of the student, they may be assigned an escort to and from class, detention and/or the restroom.
Class Suspension	Any teacher may suspend a student from his/her class for a maximum of 2 days per incident. Parents will be contacted to inform them of the incident. (EC 48910)
Suspension	<p>A suspension is the temporary removal of a student from school or from class for violation of school rules as defined in the California Education Code, 48900. Students may not be suspended from school for more than 5 days at a time without school board approval.</p> <p>A student who is suspended (in-school or at home) is not allowed to attend any school-sponsored event, activity, or sport the day(s) he/she is suspended.</p> <p>In addition, the school may contact your parents to request a conference and will inform you and your parents of the length of the suspension. They will also mail a Suspension Report with the details of the incident and subsequent suspension.</p>

For further information on Suspensions and Expulsions, please refer to Ed Code.

Grounds for Suspension: Ed Code 48900

Grounds for Expulsion: Ed Code 48915

SENIORS:

Any Senior receiving disciplinary consequence may lose their privilege to participate in the following activities:

- | | |
|------------------------------|------------------|
| 1. Homecoming | 5. Field Trips |
| 2. Winter Formal | 6. Prom |
| 3. Attending sporting events | 7. Senior Sunset |
| 4. Playing sports | 8. Graduation |

Petaluma High School Expectations Matrix

Common Area	Be Safe	Be Responsible	Be Respectful
Outside Areas	<ul style="list-style-type: none"> ● Be aware of your surroundings ● Walk ● Sit in seats appropriately 	<ul style="list-style-type: none"> ● Clean up after yourself ● Report bullying ● Follow adult directions the first time given 	<ul style="list-style-type: none"> ● Limit PDAs ● Respect people's boundaries ● Be inclusive
Classroom	<ul style="list-style-type: none"> ● Keep hands and feet to self ● Ask permission to leave assigned areas ● Follow directions and safety procedures ● Keep walkways clear 	<ul style="list-style-type: none"> ● Be on time and prepared ● Stay on task ● Resolve attendance issues before class ● Sign in/sign out ● Follow directions ● Clean up after yourself ● Actively participate 	<ul style="list-style-type: none"> ● Treat others and their property with respect ● Use materials appropriately ● Actively listen to designated speaker ● Use a kind voice ● Use appropriate language ● Return to class immediately after completing personal necessities
Bus Area	<ul style="list-style-type: none"> ● Keep hands and feet to self ● When busses are present, remain on sidewalk ● Walk 	<ul style="list-style-type: none"> ● Clean up after yourself ● Remind others to follow rules ● Enter and exit the bus in an orderly fashion 	<ul style="list-style-type: none"> ● Limit PDAs ● Treat others and property with respect ● Use a kind voice ● Use appropriate language ● Thank the bus driver
Multi-Use Room	<ul style="list-style-type: none"> ● Walk ● Keep walkways and food lines moving ● Keep hands and feet to yourself ● Only use designated areas 	<ul style="list-style-type: none"> ● Clean up after yourself ● Remind others to follow rules ● Line up respectfully ● Pay for your items ● Hold, store and eat your food appropriately 	<ul style="list-style-type: none"> ● Treat others and their property with respect ● Use a kind voice ● Use appropriate language ● Limit PDAs
Assembly	<ul style="list-style-type: none"> ● Keep hands and feet to yourself ● Enter and exit in an orderly fashion ● Keep walkways clear 	<ul style="list-style-type: none"> ● Sit quietly ● Remind others to follow rules ● Remove hats when requested 	<ul style="list-style-type: none"> ● Be attentive & supportive ● Keep phones away ● Applaud appropriately
Hallways	<ul style="list-style-type: none"> ● Watch where you are going ● Keep walkways clear ● Walk 	<ul style="list-style-type: none"> ● Clean up after yourself ● Inform staff of spills and wait for help 	<ul style="list-style-type: none"> ● Treat others and their property with respect

		<ul style="list-style-type: none"> ● Have a pass to be out of class ● Keep electronic devices in the classroom during each period 	<ul style="list-style-type: none"> ● Use appropriate language and volume level
Cell Phones & Electronic Devices	<ul style="list-style-type: none"> ● Keep passwords private ● Use school appropriate online resources ● Put phone away when walking 	<ul style="list-style-type: none"> ● Turn off and put away devices during instructional time ● Make sure all content on electronic devices is school appropriate 	<ul style="list-style-type: none"> ● Keep all posts kind and positive ● Obtain consent before taking photos or videos of others ● Only use devices when the teacher explicitly allows you to
Dances	<ul style="list-style-type: none"> ● Keep feet on the floor ● Stay in designated areas for entire dance 	<ul style="list-style-type: none"> ● Eat in designated areas only ● Use cell phones appropriately ● Follow school expectations 	<ul style="list-style-type: none"> ● Use appropriate dance moves ● Follow school dress code ● Respect dance policies
Bathrooms	<ul style="list-style-type: none"> ● Hands and feet to self ● Walk ● Wash Hands with soap and water ● One person per stall 	<ul style="list-style-type: none"> ● Clean up after yourself ● Turn off the water ● Flush the toilets ● Report inappropriate behavior ● Return directly to class ● Device-free zones 	<ul style="list-style-type: none"> ● Treat others and their property with respect ● Use a kind voice at an appropriate voice volume
Gymnasium	<ul style="list-style-type: none"> ● Stay hydrated ● Use equipment properly ● Use appropriate warm-up and stretching methods ● Respect people's space and boundaries in the locker room 	<ul style="list-style-type: none"> ● Dress quickly and be on time ● Be prepared for class ● Use technology appropriately ● Use your own locker ● Listen to instructions and follow directions 	<ul style="list-style-type: none"> ● Respect the privacy of others ● Bring a good attitude, a willingness to learn, and your best effort each day ● Respect all people and their property ● Respect equipment
Library	<ul style="list-style-type: none"> ● Have a seat ● Keep walkways clear 	<ul style="list-style-type: none"> ● Eat prior to coming to the library ● Have a pass if you are coming to the library during class time. ● Checkout your books ● Print classwork before class 	<ul style="list-style-type: none"> ● Work quietly ● Be respectful of others
Field Trips	<ul style="list-style-type: none"> ● Keep hands and feet to yourself 	<ul style="list-style-type: none"> ● Patiently wait in line to board the bus ● Sit in your assigned seat 	<ul style="list-style-type: none"> ● Help those who need assistance

	<ul style="list-style-type: none"> • Keep all belongings in the vehicles at all times • Store items appropriately • Use appropriate language and tone 	<ul style="list-style-type: none"> • Use appropriate language and tone • Display and encourage positive behavior and actions 	<ul style="list-style-type: none"> • Board the bus in an orderly manner • Use appropriate language and tone • Respect the bus driver and onboard rules
Main Office SAC Counseling Office & Bilingual Office	<ul style="list-style-type: none"> • Identify yourself & the reason you are there • Enter appropriately • Maintain confidentiality 	<ul style="list-style-type: none"> • Must have adult permission to be in office during class time • Use appropriate voice level • Use appropriate and kind language • Respect others' boundaries 	<ul style="list-style-type: none"> • Enter quietly • Wait your turn • Use appropriate tone • Use a kind language
Sporting Events	<ul style="list-style-type: none"> • Keep hands and feet to yourself • Enter and exit in an orderly fashion • Keep walkways clear • Use stairs to access bleachers 	<ul style="list-style-type: none"> • Leave backpacks at home or at the gate • Follow school expectations and protocols • Stand in line for snack appropriately 	<ul style="list-style-type: none"> • Cheer for your team • Be attentive & supportive • Applaud appropriately • Use kind language

MAJOR

Abusive / inappropriate language
 Fighting / Physical aggression
 Theft
 Vandalism
 Possession of a Weapon
 Possession of drugs or alcohol
 Bullying
 Extreme Tech Violation
 Defiance / Insubordination
 Gang Affiliation
 Threatening Behavior
 Repeat occurrence of a MINOR Referral

MINOR

Tech Violation
 Inappropriate Language
 Defiance
 Disrespect
 Disruption
 Cheating (1st occurrence)
 Dress Code

STUDENT BEHAVIOR EXPECTATIONS

BANNED ITEMS: Any controlled or illegal substances (alcohol, tobacco, or other drugs), weapons of any kind (including all knives, gang I.D. items, permanent/graffiti marking pens, stink bombs, tobacco, lighters or matches, vaping devices of any type, squirt guns, imitation firearms, water toys and balloons, and spray paint) are all banned from campus. Possession of any of these items will result in disciplinary action. The items may be confiscated until the end of the year, and then returned to a parent or guardian.

BOOKS & SCHOOL PROPERTY: Take good care of Chromebooks, chargers, school books, and other school property. Students must pay for lost, stolen, damaged, and/or missing school-issued devices, property, and/or books. Families are encouraged to participate in the Chromebook Insurance Coverage Program. Class schedules and diplomas are not released until all fines are paid/books and materials returned.

CAR PERMITS: (Parking permits are free!)

Driving to school is considered a privilege. Failure to abide by the following rules may result in the loss of this privilege and/or disciplinary measures imposed by the school. These regulations are subject to change as deemed necessary by the Administration.

- The student must possess a valid California driver's license.
- The student and vehicle must be covered by insurance, which meets California law for financial responsibility.
- The student and his/her parents or guardians must assume liability for damage to school property. The school cannot be responsible for damage or loss to any vehicle brought to school.
- The student must obtain a parking permit.
- The student must park in the assigned parking spaces designated for students. Parking outside of these spots, including parking in staff spots and/or illegally parking in spots designated for people with disabilities, may result in disciplinary action or referral to Petaluma Public Safety if appropriate.
- Vehicles are to be parked and not used during the school day except when prior approval has been granted by the parent or guardian and by the school.
- A student driver must abide by the California Motor Vehicle Code and the Petaluma High School parking regulations.

While respecting the desire of responsible students to drive their cars to school with parental permission, the school's primary responsibility is to ensure the safety and welfare of all students and staff. Therefore, during the school day on or around the school grounds, and at all school-related functions, students who drive recklessly, break traction, or speed will be penalized. All student vehicles must be registered with the front office.

Penalties for not having the vehicle registered, parking illegally, or not displaying the permit, may include but are not limited to detentions, fines, towing of vehicle, and the possible revoking of the student permit.

CELL PHONES & OTHER ELECTRONIC DEVICES: Personal electronic devices (cell phones, etc.) are not to be used during class time unless authorized by the classroom teacher. Personal devices must be out of sight and turned off during class time. Should they be visible, ring, or make some other recognizable sound during class time, they will be confiscated by a staff member, sent to the office, and must be returned to a parent. General rules to follow are: Cell phones may never be used or in sight during class time anywhere on campus. A student who leaves the classroom for restroom privileges may not use cell phones; he or she will be assigned a consequence, and the cell phone will be confiscated. If a cell phone is visible or recognizably "rings, buzzes," etc., or if a student leaves class to respond to a cell

phone, it will result in the cell phone being confiscated. *Rules for cell phones in individual classrooms may vary by the teacher; teachers may require student electronic devices to be stored in a centralized location during class time at their discretion.*

CYBERBULLYING: Cyberbullying or cybersexual bullying includes the transmission of communications, posting of harassing messages, direct threats, social cruelty, sexually explicit content, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendship. The use and distribution of video and/or photographs for the purposes of harassment or inciting a fight, including posting video or photographs of an event that has occurred, is considered cyberbullying. Cyberbullying is a serious form of harassment and is a violation of school, district policy, and state education codes.

Any student found engaging in cyberbullying will be subject to discipline sanctioned by Board Policy and California Education Code, and may be reported to the police for criminal investigation. (See Education Code section 48900(r)(2)(A)(iii).

DRESS CODE STANDARDS: Petaluma High School has a dress code that is based on the principle that school is a professional work environment. Therefore:

- All student attire must be professional.
- Clothing must be worn so that genitals, buttocks, and chest are covered with opaque material.
- Undergarments for all students should not be visible.
- Shoes must be worn at all times. Any clothing (including hats) that promotes gangs, drugs, alcohol, tobacco, guns or violence, and/or is sexually explicit/suggestive, uses or implies profane or abusive language, or debases and/or exploits a group are not allowed.
 - Examples of inappropriate logos on clothing are Cookies, Lagunitas, Playboy, Backwoods, Hooters, etc.
- A predominance of any color may be considered to be gang affiliation and/or contributing to an unsafe school environment.
- If a student violates the dress code, they may be asked to change clothes.

Repeated dress code violations may result in further disciplinary action.

Students will not be allowed in classes or out on the school grounds if dressed inappropriately. Inappropriately-dressed students will be asked to change, may have the clothing confiscated, and may receive disciplinary consequences.

Final judgment of appropriateness shall be determined by school officials.

DRUGS AND ALCOHOL: Possession of drugs and/or alcohol (which includes both marijuana and tobacco) or intoxicant of any kind by students on school property, during school-sponsored activities, or under school jurisdiction is also expressly prohibited.

Possession or use of drugs and/or alcohol of any kind, by students on school property, during school-sponsored activities, or under school jurisdiction will result in disciplinary action, referral to an outside agency, and may be reported to law enforcement. These actions could also lead to a recommendation for expulsion. This does include vaping on campus.

Students are prohibited from using any drugs or consuming any alcohol or being under the influence of any drugs or alcohol of any kind while on school property, during school-sponsored activities and under school jurisdiction.

GANG-RELATED CONDUCT AND ACTIVITIES: Gang-related conduct/activity at Petaluma High School or other school campuses during school hours or during school-sponsored events is a threat to the safety of others and is strictly prohibited. Gang-related conduct/activity includes but is not limited to symbols, graffiti, apparel (including but not limited to oversized and sagging pants, hanging belts, bandana covered belts, chains and gang-related initials or symbols, gang-affiliated or related bandanas of any color, hats that have been altered in order to show gang affiliation, etc.), colors, hazing/initiations, gang fighting, and hand signals commonly associated with gangs. Students who engage in gang-related activity shall be placed on a PCS Gang Contract and will be subject to disciplinary action, up to and including Expulsion.

PASSES FROM CLASS: You are not to be out of class at any time without a pass. If you are out of class without a pass, you are subject to a disciplinary consequence.

SKATEBOARDS & BIKES: Students are not permitted to ride skateboards or bicycles on campus (including break, lunch, & after school). Students must safely store & lock them in the designated areas. Riding or standing on a skateboard on campus (including parking lots) by the owner or others, violates this permission. Confiscated items may require adult pickup and denial of privilege of bringing them to school.

VANDALISM: Petaluma High School represents a major investment for the citizens of Petaluma. It is essential that we care for and preserve what we already have. Funds are limited for Petaluma High School, and any money spent on repairs or replacement of equipment takes away from the amount of money available to purchase the many things that are needed in our school. Any students involved in vandalism will face discipline consequences, a possible police report, and will be required to pay in full for any damages. Also, a conference will be required with parents and a school official.

Petaluma City Schools **Department of Student Services**

Petaluma City Schools Student Services oversees all school wide disciplinary procedures. To find out more, please visit the Student Services website at <https://www.petalumacityschools.org/domain/50>.

California Education Code Section 48900 and 48915, states that school districts must notify the parents/guardians of all pupils registered in schools of the district's rules pertaining to student discipline. California Education Code Section 35291.5 authorizes each school to develop discipline rules and procedures. Schools shall provide this information in writing to continuing pupils at the beginning of each school year and to any other pupils, and their parents/guardians at the time of enrollment.

Linked in this document is the PCS [District Wide Discipline Handbook](#). This document is printed and available in the main office.

GENERAL INFORMATION

AERIES: Student academic progress may be monitored in two ways:

1. AERIES Parent Portal (<https://portal.petk12.org/parent/LoginParent.aspx>). Teachers post current assignment grades providing a snapshot of students' academic progress. All parents receive instructions on how to set up and activate their account. In addition, parents must confirm their data at the beginning of each school year. This process assures the school that all contact information is correct and up-to-date. All parents are encouraged to monitor their students' academic progress often using the AERIES Parent Portal.
2. Progress Reports are mailed home every grading period. Progress report grades are not posted on transcripts. Semester grades are final grades that are recorded on transcripts.

We encourage parents/guardians and students to communicate with teachers or counselors for any progress grade that is a D or F. Low marks indicate that a student is not progressing satisfactorily in a course and is at risk of failing the course and earning no credit for that course.

BILINGUAL (SPANISH SUPPORT): PHS has bilingual support staff on campus. The Bilingual Instructional Assistants work in classrooms, helping students who are learning English. They provide additional support by interpreting at parent meetings, maintaining the bilingual telephone line, translating written materials sent home, mentoring students, and maintaining the school-community link. Messages may be left on the bilingual office phone line at 707-778-4652. The Bilingual Instructional Assistants also provide academic support during A+ and after school. Students may stop by the bilingual office for more information.

BULLETIN/WEBSITE: Trojan Broadcast is the main source of information for our daily bulletin. A written Bulletin will be posted on the PHS website. The *Bulletin* contains a list of all upcoming events and important school information. An additional 10 minutes is added to the first class each day for the purpose of keeping all students advised of school business and activities.

COLLEGE & CAREER CENTER: The Petaluma High College and Career Center, located in the Library, is a resource available to students and parents. A variety of books are on hand to assist in researching career opportunities, and college catalogs are available in print and online. There are computer programs available for college and career research, as well as templates for resume writing. Speakers from the business world and various military organizations are regular guests on campus, and college representatives share their knowledge of higher education.

LIBRARY: The Library is open daily for student use from 7:30–4:00. It is also open during nutrition and lunch. If you are interested in donating to the library, contact the librarian.

LOCKERS: Lockers are located in the hallway and in the physical education area. Students are to use only their assigned lockers. The school assumes **no responsibility** for property stolen; therefore, combinations should not be shared. Valuables or large amounts of money should **not** be brought to school.

NURSE & FIRST AID: Our nurse is on-site at least once a week. First Aid is always available from those in the Attendance Office. All prescribed medicine is kept in the nurse's office and is **ONLY** dispensed with a parent's and physician's written approval. In order to take any medication, students must present a doctor's note, and the medication must be kept in the Attendance Office. Students may then come to the Attendance Office to take medication. Any medication, including over-the-counter pain relievers, may not be carried on campus.

PERSONAL PROPERTY: Students are responsible for protecting their property. It is expected that valuables (i.e., cell phones and large amounts of money) will be left at home. Backpacks and personal belongings should be put in locked lockers during P.E. class. The school is not responsible for personal property, nor is the school responsible for any item that is left in the office. Do not leave valuable items in the Main Office for pick-up by a student or parent.

STANDARDIZED TESTS: There are several types of standardized tests administered in high school:

1. **English Language Proficiency Assessments for California (ELPAC)** - This is given each year to all students who are identified as English Learners (English Learners are defined as students who speak a primary language other than English at home) to identify a student's English fluency level and need for English support. English Learners may be re-designated when they have achieved an advanced level of English proficiency. Earning a high level of English proficiency on the ELPAC is a key requirement in earning the California State Seal of Biliteracy.
2. **California Assessment of Student Performance and Progress (CAASPP)** - This is based on the idea that high-quality assessments can contribute to improved teaching and learning and can ultimately help prepare all students to graduate high school ready for college or career. The CAASPP standardized tests are aligned with the Common Core State Standards and measure student growth in English language arts and literacy and mathematics in grades 3 through 8 and 11. These tests are administered in April and May.
3. **Advanced Placement (AP)** - These exams are voluntary and are usually taken in conjunction with AP courses offered at Petaluma High School. AP exams are given over a two-week period in May. Students with high AP scores may receive college credit for specific courses; however, this varies between colleges and majors. AP tests cost about \$95.00 per subject. Reduced exam fees are available for students with economic hardship.

TEXTBOOKS: Textbooks are loaned to students for use during the time that they are enrolled in a specific class. The student is responsible for taking care of the textbook and returning it in good condition. Students are held responsible for any book assigned to them, even if it is stolen from a locker. According to EC 48904(b), any school district whose property is loaned to a pupil and not returned upon demand may, after affording the pupil due process rights, withhold the grades, diploma, and transcripts of the pupil responsible until the pupil or the pupil's parent or guardian has paid for the damages.

VISITORS ON CAMPUS: We want to clarify the process of visiting our campus and underline the importance of signing in upon arrival. This is for the safety of all our staff and students.

ALL VISITORS ON CAMPUS MUST CHECK IN AT THE MAIN OFFICE!

- Appointments must be made in advance to see your student's teacher or counselor. When you arrive for your appointment, please sign in and identify yourself at the front desk. After your appointment, please do not enter the rest of the campus.
- Classroom visits are by appointment only. The teacher will have left a notice at the front office. If you are visiting campus without an appointment, you will be asked to leave a note for the teacher.
- If you are picking up a sick child in the SAC (Student Assistance Center), please be sure to sign your child out.

WORK PERMITS: Businesses in the community are being reminded that no one under the age of 18 can be employed at any time without a work permit. Other than during the first grading period, a student must have good attendance and maintain a 2.0 grade point average in order to obtain and keep a work permit. Work permit applications are available in the Career Center at PHS.

EXTRA-CURRICULAR ACTIVITIES

ELIGIBILITY: An extra-curricular activity, defined as a program of out-of-class pursuits in addition to the regular school curriculum, is not graded, does not earn credits, generally takes place out of classroom time, and may involve performance before an audience or spectators.

- To be eligible to participate in an extra-curricular activity including athletics, a student must have earned a minimum grade point average of “C” (2.0) in each previous grading period.
- A student who is declared a habitual truant may not participate.
- Students who owe for damaged or lost school property or whose name otherwise appears on the FINE LIST will not be cleared to participate.

ASB STUDENT GOVERNMENT: Students plan and coordinate student activities from rallies to school dances to lunchtime activities. This class offers you the opportunity to take leadership within your grade level class as a class officer or as a committee head where you get to work with students from all grade levels to innovate and execute successful events. The ASB program also works to improve school climate and culture through various events/traditions. If you are looking to get involved and develop leadership and organizational skills, see your counselor for more information.

CLUBS and ORGANIZATIONS: There are many clubs and organizations on our campus for students to participate in. ASB holds a “club rush” at the beginning of each semester to encourage club participation. Students are encouraged to join and be involved in the school community. Please see our school website for a list of clubs and organizations. If you are interested in creating a club, please contact the ASB advisors in D-1.

DANCES: School-sponsored dances are to be safe, drug-free, and fun events. Admission to school-sponsored dances is limited to currently-enrolled PHS students. Rules for dances are printed on the tickets. Students agree to follow the rules by purchasing the ticket. Admission will be allowed only for the first **60** minutes of the dance. In order to be admitted, students will be asked to show their I.D. card. Once admitted, students may not leave and return later. **All** school rules, including the dress code, apply to school-sponsored dances. PHS will have an alcohol detector at the door. All students are subject to a Breathalyzer test.

Should a student be found to be in possession of or under the influence of drugs or alcohol, the student will face disciplinary consequences by the school and may not be allowed to attend any other dances including prom for the remainder of the school year and may not be allowed to participate in graduation if a senior.

RULES & REMINDERS:

- Students who receive repeated warnings regarding inappropriate dancing will be sent home from the dance.
- Students should not bring valuables to dances and school activities.
- Students must take their shoes off before entering the gym; they will be stored in a safe place with chaperones monitoring their belongings.
- Students who have unserved detentions may not be permitted to attend.
- Students who are suspended are not allowed to attend.
- Students must follow dress code policies.

GUEST POLICY: PHS does have school-sponsored dances that are open to non-PHS students. Guests must be in high school, or a high school graduate under the age of 21. Before attending, guests must completely fill out and sign the PHS Guest Form (Available in the SAC). They are also required to get approval from their administration at their school. In order to enter the dance, guests must bring a valid form of picture ID (student ID card or driver's license).

PROM: Prom is a special occasion for seniors who are in good standing. Attendance at the Prom is governed by a contract that outlines specific requirements and expectations. Prom information is shared with all senior students in the spring semester.

ATHLETICS:

Please see the Athletics tab on the website at PetalumaHighSchool.org for information about coaches, clearance procedures, and dates. If there is a question or issue regarding any athletic team, first contact the coach, then the Athletic Director and, if necessary, an Assistant Principal.

FALL SPORTS	WINTER SPORTS	SPRING SPORTS
Football Girls Tennis, Golf, & Volleyball Co-ed Cross Country Boys/Girls Water Polo	Boys/Girls Basketball Boys/Girls Wrestling Boys/Girls Soccer	Boys Baseball, Golf, & Tennis Girls Softball Boys/Girls Badminton, Swimming, & Track, Lacrosse

ATHLETIC ELIGIBILITY:

Information about athletic eligibility is included in the Sports Clearance packet which is available online through the Petaluma High School web page. Coaches may have additional requirements to maintain eligibility. Incomplete grades are not considered passing.

ATHLETICS CITIZENSHIP AND BEHAVIOR:

- Any student placed on a probationary discipline contract is ineligible to participate in any extra-curricular activity.
- Any violation of specific team/activity rules will be dealt with by the coach/advisor.
- Any violation of school rules, or violation of civil or penal codes, may be dealt with by school officials. If a student violates any of the above rules, the following punishments will normally be instituted and they may be removed from participation in accordance with the guidelines below:
 - If the violation occurs on campus or at a school-sponsored or related event (at any time), the individual will be under the jurisdiction of the school authority with penalties in accordance with the school board policy.
 - Conduct unbecoming a student-athlete and/or behavior which reflects negatively on the school and/or the activity/sport at any time, whether on or off campus, can result in removal from that activity/sport or prevention from future participation in the program for up to 45 days. Determination will be made by the school administration in consultation with coaches and the Athletic Director. (Prior to the decision, the parents and participants will be provided an opportunity to present their position.)

ATHLETIC DONATION: An athletic donation of \$150 per student per sport will be requested to help cover costs. Your check made payable to Petaluma High School Athletics or online donation is greatly appreciated at the start of the sports season. No student will be denied access to our sports programs for financial reasons. Any questions can be addressed to the Athletic Director or Head Coach.

ATHLETIC CODE OF CONDUCT FOR PLAYERS, COACHES, & SPECTATORS

Players will....

- Show respect for themselves, teammates, coaches, opponents, and officials.
- Use no foul language, trash talk, negative gestures, or actions to provoke a negative response or fighting.
- Maintain NCS eligibility requirements throughout the season/semester.
- Be in attendance at school a minimum of two block schedule periods before being allowed to play in competitions on any given day.

Coaches will....

- Be consistent, attempt to instruct in a positive manner, and use appropriate language at all times.
- Not tolerate unsportsmanlike behavior or actions.
- Place the safety and welfare of players as the highest priority.
- Allow no student to practice or play competition without a completed Athletic Participation Clearance Form.
- Allow no student to play in a competition without verifying G.P.A., discipline, and game day attendance.
- Hold athletic practices after the school day has ended.

Parents, Students, and other Spectators will....

- Show cordial courtesy to visiting teams and officials.
- Support and promote the proper ideals of sportsmanship and fair play.
- Respect the rules and regulations of the school site and California Education Code (i.e., no smoking or drinking on any school campus).

Violation of the Athletic Code of Conduct may result in revocation of all privileges to attend athletic events. There are no in-and-out privileges for any spectators during athletic events. Those asked to leave are NOT permitted any return privileges.

Technology Use Agreement (Students)

Petaluma City Schools provides students with access to district technology resources for educational purposes. Students may use a variety of PCS owned devices such as Chromebooks, iPads, desktop computers and more during the course of their education in Petaluma City Schools. Students must adhere to all district policies and guidelines, including [Guidelines for Acceptable Use of Technology by Students Board Policy/Administrative Regulation 6163.4](#), [Bullying Prohibition Board Policy 5131.2](#), [Student Conduct Administrative Regulation 5131](#), [Academic Honesty Administrative Regulation 5131.9](#), and each School Student Handbook, in order to maintain that access.

RESPONSIBILITY

- Chromebooks, iPads, laptops and other computers are vulnerable to damage if dropped, thrown, crushed or treated roughly. All PCS owned devices must be handled with care and protected from damage. PCS devices that are issued to students must be transported carefully in a bag.
- PCS owned devices must be kept away from food, beverages and other liquids.
- PCS devices issued to students must be kept clean and **free of stickers**, writing, and other damage.
- PCS owned devices may only be cleaned with a soft, lint free cloth, instead of liquids, cleansers, or household cleaning products.
- PCS devices issued to students must be kept where the temperature is between 32 and 95°F, not stored in a car on a hot or cold day.
- If a PCS issued device and/or accessory is lost, damaged, or stolen, the student's parent or guardian may be held financially responsible for the repair or replacement cost.

SAFETY

- PCS devices issued to students must be kept in a safe, secure location such as a locker, and only be used by the individual student.
- PCS students must keep their account login private to ensure that personal information is kept confidential.
- Using PCS devices or accounts to bully, harass, harm, or spread lies about others is strictly prohibited and may result in disciplinary action or loss of access to technology resources.
- Using the camera and/or microphone on PCS devices to take inappropriate pictures, videos, or audio recordings is strictly prohibited and may result in disciplinary action or loss of access to technology resources.
- In compliance with the federal Children's Internet Protection Act, PCS uses various internet filtering and monitoring systems; students who attempt to bypass these systems may be subject to disciplinary action or loss of access to technology resources.

PRODUCTIVITY

- PCS students in grades 3-12 must bring a fully charged device to school each day or help to ensure that shared devices are placed in charging carts after use.

- During instructional time, PCS students may only use apps and websites as directed by their teacher or as required for assignments.
- PCS students should make every effort to save data in Google Drive and understand that any personal data may be deleted from PCS owned devices without notice.

Apps, Web-based Services and Parental Consent

In order for Petaluma City Schools to facilitate a 1:1 personalized learning environment, the District will utilize applications (apps) and web-based services operated by third parties to provide students with access to online communication and collaboration tools and other instructional tools and materials. These apps and services are vetted by the district to ensure compliance with FERPA and CIPA student data privacy requirements. The District is required to comply with the federal regulations that require parental consent for students under age 13.

By consenting, you agree to support your student(s) in following the rules and regulations outlined in this document and allow Petaluma City Schools to create any accounts necessary for your student to utilize district approved applications and web-based services, and to share limited personal information with third-party providers.

ANNUAL NOTICE: UNIFORM COMPLAINT PROCEDURES

The Petaluma City Elementary and Joint Union High School Districts are primarily responsible for compliance with state and federal laws and regulations. Individuals, agencies, organizations, students, and interested third parties have the right to file a complaint regarding alleged unlawful discrimination based on actual or perceived sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, age, gender, color, or physical or mental disability, or failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, career/technical education or training programs, migrant education, child care, development programs, child nutrition programs, and special education programs.

A complaint alleging unlawful discrimination must be filed in writing with the appropriate compliance officer, identified below, no later than six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination.

In accordance with adopted procedures, complaints will be investigated and a written decision sent to the complainant within 60 calendar days unless the complainant agrees in writing to extend the timeline. If the complainant is not satisfied with the district's decision, the complainant may file within fifteen (15) days of receipt of the decision a written appeal with the California Department of Education (CDE). The appeal must include a copy of the locally-filed complaint and a copy of the district's decision. A copy of the district's policy and complaint procedures may be obtained through the superintendent's office.

Complainants may also pursue available civil law remedies, including, but not limited to, injunctions, restraining orders, or other orders in federal or state courts. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. Further information about such remedies may be available through a public or private interest attorney, the Sonoma County Lawyer Referral Service, the Legal Aid Society, a mediator, or a dispute resolution service.

Ref. Board Policy/Administrative Regulation 1312.3; 4/12/10

Title of Compliance Officer: Human Resources Administrator
Telephone Number: (707) 778-4608
Address: 200 Douglas Street,
Petaluma, CA 94952

COMPLAINTS: There are established district-wide procedures to register complaints regarding personnel or policies. All complaints will be addressed in a confidential manner, following the guidelines of Board Policy 1312.2. Retaliation in any form for filing a complaint, reporting instances of alleged discrimination, or participation in complaint procedures is prohibited. Please contact the Main Office for further information.

It is important that an administrator is contacted whenever there are concerns or complaints. It is important to be able to address concerns at the earliest opportunity.

SEXUAL HARASSMENT IS STRICTLY PROHIBITED

Prohibited sexual harassment includes **UNWELCOME**

- Verbal, visual, and physical conduct of a sexual nature;
- Sexual advances; and
- Requests for sexual acts

During the school day and during any school or school-related activity, on or off campus, you have the right to a safe school environment that is free of sexual harassment by other students, employees, or any other person. Retaliation for reporting sexual harassment, filing a complaint, or supporting a person who complains of sexual harassment or participates in the investigation of a complaint is also strictly prohibited.

REPORT ANY SEXUAL HARASSMENT CONCERNS – HELP IS AVAILABLE

All school staff are available to help you. You are encouraged to report any sexual harassment concerns (for yourself and others) to an administrator, counselor, teacher, or any other school employee.

- Principal: Giovanni Napoli, gnapoli@petk12.org; (707-778-4652)
- Assistant Principal: Alice Whitt, ajwhitt@petk12.org; ; (707-778-4651)
- Assistant Principal: Tyler Atfab, tatfab@petk12.org; (707-778-4651)
- Deputy Superintendent Educational Services: Tony Hua, thua@petk12.org; (707) 778-4765
- Superintendent Matthew Harris, mharris@petk12.org; (707-778-4604)
- Counselor Megan McClelland, mmcclelland@petk12.org; (707-778-4652)
- Counselor Molly Guerra, mguerra@petk12.org; (707-778-4652)
- Counselor Aliah Singh, asingh@petk12.org; (707-778-4652)
- Counselor Jenna Emanuel, jmanuel@petk12.org; (707-778-4652)
- Counselor Deegan Babala, Dbabala@petk12.org; (707-778-4652)

Appropriate corrective action will be taken to stop sexual harassment and prevent it from occurring again.

SEXUAL HARASSMENT POLICY AND PROCEDURES

You may obtain a copy of the Petaluma City Schools sexual harassment complaint policy and procedures (BP/AR 5145.7; AR 1312.3) online at [\[click here\]](#), in the Petaluma High School office, and in the District Office.

TITLE IX / HARASSMENT

- Discrimination on the basis of sex in any program or activity of this district is not to be permitted.
- Any violation of this law should be reported immediately to a school administrator or one of the Title IX officers at the school.
- The Director of Human Services is the designated Petaluma City School District Coordinator for Nondiscrimination in employment and Title IX.
- Full text of district procedures is available in the District Office.
- Harassment of individuals based on race, religion, gender, sexual orientation, or for any other reason is strictly prohibited.
- Board Policy 5145.4 details policy and procedures to secure, at the earliest level possible, an appropriate resolution to an allegation of sexual harassment. As defined by Ed Code 212.5, “Sexual harassment means 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.”

TITLE VI

CIVIL RIGHTS ACT OF 1964

SAVE YOUR SIX

TITLE VI PROTECTIONS AT SCHOOL

ADDRESSING RACIAL HARASSMENT
AND DISCRIMINATION DURING SCHOOL
ABORDAR EL ACOSO RACIAL Y
DISCRIMINACIÓN DURANTE LA ESCUELA

Title VI of the Civil Rights Act of 1964

“ No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. ”

Título VI de la Ley de Derechos Civiles de 1964

“ Ninguna persona en los Estados Unidos, por motivos de raza, color, origen nacional o fe será excluida de la participación, será negada los beneficios de, o será objeto de discriminación bajo cualquier programa o actividad que recibe fondos del gobierno federal. ”

What to do if you are harassed* (bullied) at school

Qué hacer si usted es acosado*(intimidado) en la escuela

1

Write it down

Escríbelo

Keep notes, make an incident report

Always make a copy (or write it twice)

Tome notas, haga un informe de incidente

Siempre haga una copia (o escríbalo dos veces)

2

Tell someone at home

Dile a alguien en casa

Talk to a parent or trusted adult

Tell someone the first time it happens

Hable con un padre o adulto confiable

Diga a alguien la primera vez que pasa

3

Tell someone at school

Dile a alguien en la escuela

Notify the school administration

about the situation and request, specifically, that they “stop the harassment.”

Notifica la administración escolar

sobre la situación y solicitan, expresamente, que ellos “paran el acoso.”

PROTECTED

PROTEGIDO

Race

Raza

Color

Color

Religion

Religión

National Origin

Origen Nacional

*What is harassment?

It's when someone or some people keep saying or doing something to a student even if the student don't want them to and have tried to stop it. It's illegal under federal law. Students at any age level have the right not to be harassed.

*Que es el acoso?

Es cuando alguien o algunas personas siguen diciéndole o haciéndole algo a un estudiante, incluso si el estudiante no lo quiere y ha tratado de detenerlo. Es ilegal según la ley federal. Los estudiantes de cualquier edad tienen derecho a no ser acosados.

For more information Para más información | SaveYourVI.org | info@SaveYourVI.org

FOR STUDENTS

WHAT TO DO IF . . .

1. You are absent.

Have your parent/guardian call (707)778-4670 and leave a message about your absence or bring a note to the attendance window the day you return. Parents can also email the attendance office via gmail or ParentSquare.

2. You are going to have an extended absence.

Contact your counselor.

3. You become ill at school.

- a. Ask your teacher for a pass to the Student Assistance Center.
- b. The secretary will either refer you to the school nurse or telephone your parents for permission to go home.
- c. You must have an off-campus pass before you leave!

4. You have lost a book or some other item, or something has been stolen.

- a. The lost and found department is located in the SAC. Valuable items are kept in a safe location.
- b. Sometimes lost books are brought to the library or returned to the teacher.
- c. There is a lost and found box in the P.E. locker rooms.

5. Your locker is jammed or needs repair.

Report to the Main Office. The school is not responsible for damage or theft of items kept in student lockers. School property, including student lockers, may be inspected by school authorities at any time in the interest of maintenance, health, or safety.

6. You need to pay a bill or fee.

Take your bill and your payment to the secretary in the finance office outside of class time. Be sure to get a receipt.

7. You need to make an appointment with your counselor.

- a. Go to the counseling office outside of class time and complete a Counselor Appointment Pass.
- b. Place the completed pass in the box on your counselor's office door.
- c. Your counselor will call you in as soon as possible.

8. You need P.E. clothes.

For physical education classes, you will need purple shorts and a gray T-shirt. A set of inexpensive sweats is nice to have during the cooler months or the early morning hours. P.E. clothes may be purchased from the P.E. department at PHS.

9. You need to make a phone call.

Ask the secretary in the Student Assistance Center for permission to use the designated phone.

10. You want to change a class.

To change a class, make an appointment with your counselor. Classes may be changed only with parent permission and within the first two weeks of a semester.

11. You want to express concern or make a complaint about a class or a teacher.

- a. Talk to the teacher directly.
- b. If no resolution is reached, make an appointment (see item 7) and talk to your counselor.
- c. If no resolution is reached, make an appointment with the principal or an assistant principal through the secretary.

12. You ride your bicycle or skateboard to school.

Bicycles and skateboards must be parked and locked in the designated areas provided. The school is not responsible for damage or theft.

13. You still have questions.

Ask a fellow student, teacher, counselor, or administrator for help.

14. You are being harassed.

Report the harassment to any school employee, teacher, counselor, secretary, support staff, or an administrator.

15. YOU WANT TO REPORT AN INCIDENT.

DOWNLOAD THE STOP IT APP - <https://appweb.stopitsolutions.com/login>

ACCESS CODE: Please see staff for the access code



Don't be a bystander. With the STOP!T app, you have the power to protect yourself and others from harmful, inappropriate, or unsafe behavior.

FOR PARENTS

We welcome your involvement. Please check the school website to join a group or volunteer. Most dates of meetings are listed on the school calendar.

- **School Site Council (SSC)** - SCC is a community-based decision-making group including parents, teachers, students, an administrator, and classified personnel. Focus is on long-range planning related to the direction of the instructional program, Action Plan implementation, and staff development.
- **Boosters Club** – Parents and friends volunteer at school activities and raise funds for athletics, academic, and extracurricular programs.
- **ELAC (English Language Advisory Committee)** – ELAC comprises parents, staff members, and students whose common goal is to inform and assist families of English Language Learners. ELAC meets at least four times a year. Participants are also encouraged to participate in district-level (DELAC) meetings, which are posted on the district calendar.
- **PTSA (Parents, Teachers, Students Association)** – Parents, teachers, and students develop and maintain programs and projects that benefit the school community. PTSA provides resources, info, networking, and leadership development.
- **Project Graduation** – Parents and volunteers organize and manage a safe, fun, and memorable graduation night for the graduating Petaluma High School Seniors.
- **LCAP (Local Control Accountability Plan)** – Parents from each site within Petaluma City Schools as well as district staff participate in the budgetary accountability plan for the school district's supplemental funding.