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11/10/2015  
from [www.cde.ca.gov/re/di/eo](http://www.cde.ca.gov/re/di/eo)

# WELCOME LETTER FROM THE PRINCIPAL

August 2021

Dear Students and Parents,

Welcome to the 2021-2022 school year. I'm happy to have you as a part of our schools, and I'm excited about starting a brand-new year. Our commitment to you is to do our very best to teach students to be **Effective Communicators** and **Critical Thinkers**. This year I look forward to student growth, both academically and personally.

I'm excited to have all of our teachers and students back in person this school year. All four of our teachers are returning: Mr. Anderson (History, Government and Economics), Ms. DeLeon (English and P.E.), Ms. Dennen (Science, Art & online learning) and Mrs. Seeley (Math and Coding). Lill Aspoy-Codiroli will be returning as the secretary for SMHS as well as Julie Corda, our secretary for Carpe Diem. We will continue to utilize the services of Valarie Alston, our college and career specialist, to provide critical instruction and support for all students as they prepare for life after high school. Our teachers are easiest to reach via Parent Square or district email through the Aeries.net Parent Portal. Secretaries can be reached via email, Parent Square or phone.

**Please make attendance a priority!!** Our district greatly benefits from revenue generated by student attendance.

## Attendance Policy:

- Must be present 90%+ to receive accelerated credit schedule (based on **ACTUAL** attendance)
- Attendance at less than 85% will result in 20% credit reduction
- Attendance at less than 70% will result in **NO** semester credit

Parents, you should expect a phone call each day that your student is absent. We work closely with the district to monitor attendance. In addition, because tardies cut into instructional time, we have a no-fault tardy policy and expect students to make up time that they miss in class, after school on the day they miss it. Students not keeping up academically, behaviorally or with attendance will be considered for a different placement (see credit earning agreement).

**All students and staff, regardless of the vaccination status are required to wear an appropriate mask when entering the building, and masks are to remain on at all times while indoors. Students, while outside (break, lunch, walk etc.) may remove their masks. While unmasked, we expect students to keep appropriate social distancing.**

**Please be sure to fill out the daily health screening for your student each day. If your student is not feeling well, please do not send them to school.**

**Aeries Data Confirmation-** If you have not done so yet, please complete the Aeries Data Confirmation piece on your Aeries account. This is basically equivalent to our annual registration for your student. This needs to be **completed by Tuesday, August 17th** (the first day of school). If you need assistance, please contact the secretary of your school:

SMHS Lill Aspoy-Codiroli <[laspoy-codiroli@petk12.org](mailto:laspoy-codiroli@petk12.org)> or CDHS Julie Corda <[jcorda@petk12.org](mailto:jcorda@petk12.org)>.

For the 2021-2022 school year, all students will receive free breakfast and lunch. We still ask that the lunch form be filled out for every family as it provides a great, positive financial impact on our district. Meals will be picked up in the cafeterias at their respective schools (SMHS @ CGHS & CDHS @ PHS).

**Lunch Program Applications-** As a large part of our District's funding is based on data collected from the National School Lunch Program, it is imperative that each and every family complete the Free and Reduced Lunch application form. Our first choice would be that you use the online application; otherwise you may use the paper/hard copy and return it with your packet. All links are provided below:

- **Online application: Go to [Titan School Solutions \[family.titank12.com\]](http://family.titank12.com) and click "Apply For Meals Today", then find your district/school, and complete the application. Once you finish, you're done! If you have questions, please see the help documents from Titan linked below:**

**[Titan Parent Portal FAQ PDF \(English\)](#)**

**[Titan Portal de Padres FAQ PDF \(Spanish\)](#)**

- **Paper/PDF application: Complete the 2020-21 Application for Free and Reduced-Price Meals form (PDFs linked below) and return it to your school office.**

**[2020-21 Application for Free and Reduced-Price Meals English](#)**

**[2020-21 Application for Free and Reduced-Price Meals Spanish](#)**

**[2020-21 Letter to Families English](#)**

**[2020-21 Letter to Families Spanish](#)**

Welcome back to school. We look forward to seeing all of you this year.

Greg Stevenson, MA  
Principal, Carpe Diem and Sonoma Mountain High Schools  
[gstevenson@petk12.org](mailto:gstevenson@petk12.org)

## CONTACT INFORMATION

### Carpe Diem High School

199 Fair Street  
Petaluma, CA 94952

Phone: 707-778-4796  
FAX: 707-762-7099

### **STAFF DIRECTORY**

Principal: Gregory Stevenson – [gstevenson@petk12.org](mailto:gstevenson@petk12.org)  
English: Maureen DeLeon – [mdeleon@petk12.org](mailto:mdeleon@petk12.org)  
Math: Mary Seeley – [mseeley@petk12.org](mailto:mseeley@petk12.org)  
History: Dave Anderson - [danderson@petk12.org](mailto:danderson@petk12.org)  
Science: Jessica Dennen - [jdennen@petk12.org](mailto:jdennen@petk12.org)  
Counselor: Val Cartwright - [vcartwright@petk12.org](mailto:vcartwright@petk12.org)  
Counselor: Nikki Jackson – [njackson@petk12.org](mailto:njackson@petk12.org)  
Resource Specialist: Angela Mason – [amazon@petk12.org](mailto:amazon@petk12.org)  
Secretary: Julie Corda – [jcorda@petk12.org](mailto:jcorda@petk12.org)

### Sonoma Mountain High School

299 Casa Grande Road  
Petaluma, CA 94954

Phone: 707-778-4738  
FAX: 707-778-1350

### **STAFF DIRECTORY**

Principal: Gregory Stevenson – [gstevenson@petk12.org](mailto:gstevenson@petk12.org)  
English: Maureen DeLeon – [mdeleon@petk12.org](mailto:mdeleon@petk12.org)  
Math: Mary Seeley – [mseeley@petk12.org](mailto:mseeley@petk12.org)  
History: Dave Anderson - [danderson@petk12.org](mailto:danderson@petk12.org)  
Science: Jessica Dennen - [jdennen@petk12.org](mailto:jdennen@petk12.org)  
Counselor Intern: Deb Rodman – [drodman@petk12.org](mailto:drodman@petk12.org)  
Counselor : Nikki Jackson – [njackson@petk12.org](mailto:njackson@petk12.org)  
Resource Specialist: Beckie Andersen Newell –  
[bandersen@petk12.org](mailto:bandersen@petk12.org)  
Secretary: Lill Aspoy-Codiroli – [laspoy-codiroli@petk12.org](mailto:laspoy-codiroli@petk12.org)

# BELL SCHEDULE

All students are expected to attend school and be punctual every day. Some students who are close to graduation may have an adapted schedule to accommodate special needs in their transcripts. Generally, even seniors have a full schedule.

## **Bell Schedule for Monday, Tuesday, Thursday, and Friday**

Period 1: 9:00 – 9:45 (45 minutes)

Period 2 9:45-10:30 (45 minutes)

**Nutrition Break: 10:30 – 10:50**

Period 3: 10:50 – 11:20 (30 minutes)

Period 4: 11:20 – 12:20 (60 minutes)

**Lunch: 12:20 – 1:00**

Period 5: 1:00 – 1:40 (40 minutes)

Period 6: 1:40 – 2:20 (40 minutes)

Period 7: 2:20 – 2:45 (25 minutes)

Tutorial 2:45 – 3:30\* Not all students attend

## **Bell Schedule for Wednesday and Minimum Days**

Period 1: 9:00 – 9:50 (50 minutes)

Period 2: 9:50 – 10:40 (50 minutes)

Period 3: 10:40 – 11:00 (20 minutes)

Period 4: 11:00 – 11:40 (40 minutes)

Period 5: 11:40 – 12:20 (40 minutes)

**Nutrition Break: 12:20 – 12:40**

Period 6: 12:40 – 1:20 (40 minutes)

# PETALUMA CITY SCHOOLS GOALS AND OBJECTIVES

Though we pride ourselves on being different in important ways, we are also a part of the district. We share its commitment to quality education for all students, and we share its goals and vision for education in Petaluma:

Petaluma City Schools will have a strong local, state and national reputation as a district where:

- All students reach high levels of achievement in a rigorous and relevant curriculum
- All students graduate prepared for success in work, advanced study and in the community
- Students learn in a caring and safe environment where they are motivated to do their best work
- Diversity is seen as an asset that strengthens and enriches our learning community
- Parents and caregivers are recognized and engaged as partners
- The community supports the educational program and is engaged as a resource for learning and expanded student experiences
- All district employees are dedicated to student success and operate as a high-performing team sharing resources, knowledge, and skills toward common goals
- Shared decision making is valued with active participation from all stakeholders

To achieve this vision, we will:

- Align instruction, curriculum, and assessment throughout the district

- Make instructional decisions based on student performance information
- Use research-based instructional strategies that engage all students in relevant and meaningful learning experiences
- Cultivate opportunities for students to connect their learning to career choices and community involvement
  - Focus district resources on the needs of the students
  - Recruit, maintain, and enhance a qualified, effective staff
  - Personalize learning experiences for students and provide support for social and emotional needs to enhance student academic success
  - Implement student behavioral guidelines that promote mutual respect and personal responsibility
  - Provide safe, clean and well-maintained facilities designed to best serve the instructional programs
  - Employ technology to enhance learning, teaching, communication, operations and administrative support
  - Promote practices that ensure the equitable treatment, respect and appreciation of all students, staff and families in our diverse learning community
  - Provide meaningful opportunities for every parent and caregiver to participate in and support his/her student's educational experience
  - Engage community members as mentors, tutors, and volunteers in our schools

- Cultivate school/community/business partnerships that support programs that provide job shadows, internships, and apprenticeships in the work place
- Collaborate with post-secondary institutions to expand educational opportunities and provide a seamless transition from high school to higher education
- Provide structures and systems to support staff collaboration
- Provide research-based staff development to increase performance and effectiveness
- Promote a common understanding and implementation of the shared decision making process



# CARPE DIEM/SONOMA MOUNTAIN HIGH SCHOOLS VISION STATEMENT

Though we are a part of the district, we consider ourselves unique in some important ways. Here are the things we value as a school:

## School Mission and Vision

### Vision Statement

Upon graduation Carpe Diem and Sonoma Mountain High School students will have a personal plan for life after high school, which includes:

- College and/or Career Plan
- Academic Success and Employability
- Social and Emotional Well-Being

### Mission Statement

Carpe Diem and Sonoma Mountain High Schools provide a personalized approach to education that supports each individual student by engaging them in the development of their vision for future post-secondary success.

- Our academic approach integrates standards based instruction, technology and the development of 21st century skills.
- We acknowledge students' unique personal and educational backgrounds and provide a flexible, supportive learning environment in order to best fit their personal, social/emotional, and educational needs.
- Our students participate in career explorations through college and career counseling, presentations, field trips and classroom activities.

## Expected Schoolwide Learning Results

Carpe Diem and Sonoma Mountain High Schools are committed to using state standards within the appropriate subject areas to guide curricular choices, provide an appropriate framework for instruction, and help the staff to tailor instruction to fit the needs of students. Our continuation and alternative population has difficulties with student achievement in a standards-based curriculum; nonetheless, carefully considering the standards as we modify and differentiate curriculum should help us to

improve student achievement over time. Using multiple measures of assessment, including state assessments but also ongoing, teacher-created formative assessment, the staff of CD-SM works hard to provide students with the strategies they need to succeed. The ESLRs detailed below are largely tied to the standards, but they extend expectations to help students attain a more global and well-rounded perspective on their place in the modern world.

## Thinking, Problem Solving, and Interpersonal Skills

- Read, write, speak, and listen reflectively and analytically.
- Demonstrate mastery of basic computational skills and competency in basic mathematical concepts.
- Apply complex problem-solving processes and critical thinking to available resources and information to develop solutions to problems.
- Exhibit a willingness to engage in creativity and innovative thinking.

## Personal Responsibility

- Develop an awareness of how to maintain a healthy lifestyle, both physically and emotionally.
- Exhibit self-discipline and acceptance of individual and group responsibility.

## Cooperation

- Use effective leadership and group skills to complete a goal through collaboration in a timely fashion.
- Demonstrate skills in resolving conflicts through positive, non-violent alternative actions.

## Social Responsibility

- Demonstrate respect for norms within the school culture.

- Demonstrate respect for diversity among cultures, races, religions, and genders.
- Develop an awareness of world citizenship by learning about the interconnected environment at the local, national, and global levels
- Develop an appreciation for the arts as a means of self exploration and expression

### **Career Preparation**

- Learn to utilize appropriate technology in a responsible way to gather and share information and solve problems.
- Develop awareness of career options.
- Demonstrate an understanding of the connections between education and career.
- Develop an appreciation for life-long learning.
- Make plans for the future by setting priorities and achievable goals.

# CALENDAR

The first and last days of each progress report period are early release days to allow teachers time to finalize grades and credits for progress reports. Please see the last section of this document for a complete copy of the district and school calendar.

## CARPE DIEM/SONOMA MOUNTAIN HIGH SCHOOLS CALENDAR OF IMPORTANT EVENTS – 2021-2022

August 17	First Day of School	March 28 – April 1	Spring Break
September 1	SM – Back to School Night	April 4 – 8	Emergency School Closure Make-up Days
September 3	Hike to Tennessee Valley	April 7	SM - Portfolio Night
September 6	School Holiday	April 14	CD – Portfolio Night
September 9	CD – Back to School Night	May 30	School Holiday
November 11	School Holiday	June 8	Graduation
November 22-26	Fall Break	June 10	Last Day of School
December 20 – 31	Winter Break		
January 1 – 2	Winter Break		
January 17	School Holiday		
February 14	School Holiday		
February 21	School Holiday		

# FREQUENTLY ASKED QUESTIONS

## 1. What are Carpe Diem and Sonoma Mountain High Schools and where are they located?

Each of these high schools is a “magnet” school, offering an alternative program for students who would benefit from:

- Smaller school setting
- Close contact between students and staff
- More individualized instruction

Carpe Diem High School is located on the southern edge of the Petaluma High School campus, between “C” wing and the Wildlife Museum. Sonoma Mt. is located on the edge of the Casa Grande HS campus.

## 2. What type of student is enrolled? How many students are there?

CD-SM are designed as alternatives for students who have not been successful at the traditional high school, putting them at risk of dropping out. New students are usually 10<sup>th</sup> or 11<sup>th</sup> graders, though some 9<sup>th</sup> and 12<sup>th</sup> graders are accepted.

Students are enrolled in either school on a voluntary basis. Students who have felt disconnected from the traditional school, resulting in attendance issues or problems earning sufficient academic credit, might particularly benefit from the program because of the emphasis on daily attendance and the opportunity to make up lost credits.

Up to 32 students can be enrolled at each school at any one time.

## 3. What is the enrollment process?

There are two parts to the enrollment process. Both must be completed before a student can begin at Carpe Diem-Sonoma Mtn.

The student:

a) completes a short questionnaire and has an introductory interview with the principal. (**NOTE: THIS STEP MUST BE COMPLETED BEFORE THE TRANSITION TEAM CAN MOVE FORWARD WITH A REQUEST.**)

b) meets with his/her current school counselor, who will assist in determining if the placement seems appropriate, and then bring the transfer request to the district *Transition Team*.

The Transition Team will act on the request, considering the student’s attendance, achievement, aptitude, and behavior; space available at the school; and whether the school can adequately address any special needs or circumstances the student might have.

**NOTE:** There is often a waiting list for available spaces. Students **must** continue attending and completing work in their current placement until the actual day of transfer. Failing to do so may be cause to delay, or even deny, the transfer.

## **FREQUENTLY ASKED QUESTIONS (CONTINUED)**

### **4. What are the school hours?**

The school day goes from 9:00 AM to 3:30 PM, with the teachers providing instruction from 9:00 AM to 2:45 PM (1:20 on Wednesdays). From 2:45– 3:30 PM each day is reserved for the teachers' prep time and office hours; however, it is also an independent study period for those who need the extra time to catch up or to get ahead. Students—especially if they are new to the site—are sometimes asked to stay until 3:30 to make sustained, satisfactory progress towards graduation. The instructional day is organized into short, focused periods.

### **5. What courses of study are available at CD-SM?**

Instruction is focused primarily on the core subjects of English, history, science, and math at all high school grade levels. Students and staff work together to create an *Individual Learning Plan*, which details the courses necessary for each student to earn a high school diploma.

To move at a traditional pace toward graduation, students must earn 30 or more credits each semester. The core program at CD-SM may or may not provide sufficient credit-earning opportunities for students to achieve this, depending on an individual student's credit status, ability, interest, and willingness to work. Many CD-SM students earn around 35 credits, especially if they are working hard to earn good grades. Some students find it necessary to earn a portion of these credits for work completed outside the regular school day.

### **6. How do CD-SM students earn enough credits, if they can't do it all at Carpe Diem or Sonoma Mtn.?**

More than enough work is provided each day for students to complete their core academic requirements. Those who are making up for previous failures, however, have to work more each day to graduate on time, or continue at their current pace and spend more than four years in high school.

Those who want to graduate on time can earn additional credits through a combination of after-school courses taken through CD-SM, courses at another school such as Petaluma High or Santa Rosa Junior College, or through pre-approved independent study activities.

Students who are in serious need of credit recovery may be better placed at another alternative site, such as San Antonio HS.

### **7. How do CD-SM students earn elective course credit?**

The average student needs 65 credits of elective coursework for high school graduation. Elective credit may be earned in several ways:

- CD-SM Physical Education – a limited program, with in-school and outside school components.
- Study Skills classes at CD-SM
- A limited number of elective classes offered at CD-SM
- Classes at Petaluma High School or Casa Grande High School (during the afternoon block, on a space available basis)
- Limited classes at the Junior College--each junior college unit is worth 3.3 high school credits!
- Petaluma Adult School--limited availability for last semester seniors only
- Outside work experience (OWE)
- Summer school for seniors
- Pre-approved, accredited Online or Correspondence Courses

## **FREQUENTLY ASKED QUESTIONS (CONTINUED)**

### **8. Are there any extracurricular activities at CD-SM?**

Extracurricular activities are an important component of the overall program. Field trips and monthly day hikes are regularly planned. Attendance and participation at many of these events is expected of all CD-SM students to remain in good standing.

### **9. What about extracurricular activities at Petaluma/Casa High campuses?**

Students in good standing have the opportunity to participate in many activities at PHS/CGHS, including dances and even interscholastic sports. (A 2.0 GPA is required for athletic eligibility.)

### **10. What district services are available at Carpe Diem and Sonoma Mtn?**

Students are entitled to all district services for which they qualify, including bus transportation, free or reduced lunches (at PHS/CGHS), counseling, career exploration, and appropriate assessments. Limited, part-time Resource Specialist support is available for qualified students. Some support services may be more readily available for students enrolled at one of the larger sites.

### **11. Who are the staff members at Carpe Diem and Sonoma Mtn?**

The staff consists of four full time teachers and other personnel who provide additional clerical, counseling, and administrative support. The entire staff is committed to serving the needs of individual students by providing a high-quality program with an integrated curriculum. Students work with two teachers each day, who rotate between the two school sites to provide the complete core program in English, History, Math, and Science.

The average student needs 65 credits of elective coursework for high school graduation. Elective credit may be earned in several ways:

- CD-SM Physical Education – a limited program, with in-school and outside school components.
- Study Skills classes at CD-SM
- A limited number of elective classes offered at CD-SM
- Classes at Petaluma High School (during the afternoon block, on a space available basis)
- Limited classes at the Junior College--each junior college unit is worth 3.3 high school credits!
- Petaluma Adult School--limited availability for last semester seniors only
- Outside work experience (OWE)
- Summer school for seniors
- Pre-approved, accredited Online or Correspondence Courses

## **PARENT/STUDENT MEETINGS/ EMAIL**

Please see the Frequently Asked Questions section for details on meetings necessary for enrollment. Current students and their guardians are always welcome to schedule a meeting with the principal, teachers, or the counselor. Please call the office to arrange a date and time. To meet with the entire staff at once, parents will usually need to schedule a Wednesday conference between 2:00 and 3:30. Students are always required to attend meetings that are scheduled. Our email addresses are in the CONTACTS section; please provide the school with your own emails as soon as possible. We welcome communication and contact with parents and guardians.

## **BACK TO SCHOOL/PORTFOLIO NIGHT**

Back to School Night is a time for staff to share all the wonderful things that are planned for the year. It is an evening that we hope all parents will attend without students so you can meet with the teachers and the staff. Spring Open House is a time to celebrate Carpe Diem and Sonoma Mountain's successes. Students are required to attend and will engage in activities that are best accomplished with parents present.

## **PROGRESS REPORTS**

Progress Reports will be mailed home every 6 weeks. Students meet with their advisor to discuss credits and grades before they are mailed home. If a student and/or parent would like more timely feedback, please let us know and we'll do our best to accommodate.

## **GRADES AND CREDITS**

Teachers provide students with work that is attached to our schoolwide expected learning results and standards-based, including both the California State Standards and California Common Core Standards. Assignments and activities are given a point value by teachers, and student performance is evaluated using a traditional percentage scale. Though some assignments and activities are graded simply on completion, many require students to demonstrate their learning and performance competence. Teachers do use tests, quizzes, and projects to provide students with opportunities to show they are ready to move on to new concepts. Teachers assess students individually based on merit, especially because classes are of mixed grade and ability levels. They also work hard to provide some differentiation as they assess student performance based on student ability.

To help students be more successful than they have been in traditional settings, our sites use variable credit. Students earn credit for all of the work that they complete to our minimum standard (70% or a C). Because it is a positive system that rewards students for work completed, it is more rare for a student to earn a failing grade and earn an F and no credit for a class. Unlike the larger high school, students may instead earn less than 5 credits for a class if they fail to complete all assignments. Students who are interested in staying on track for a timely graduation must complete the work assigned or run the risk of extending their high school graduation date. In addition, students who consistently fail to meet our standard will be considered for an alternate placement to a site where they may be more successful.

Teachers keep a cumulative record of student performance, with grade books posted in the classroom for student reference and available online for parents to check as well. Because students often have extended time to complete assignments during class or during their Study Skills class, parents may find that students have limited regular homework to complete. However, students who need more than the traditional five credits necessary for each class may need to complete additional work for extra credits. In addition, some work is completed online and students may need to invest time away from school to complete their assignments.

Our students are held to the same graduation standards and requirements as any high school in the district. Though we do provide some means to make up credits from classes failed elsewhere, ours is not primarily a credit recovery system. We focus instead on trying to provide students with some alternatives to the methods they have used previously. Parents should be aware that courses offered at CD-SM are standards-based, but they are not A-G University approved. Students graduating from CD-SM should be prepared to succeed at the junior college, but they would not be eligible for admittance to a state university from high school. Please refer to our Schoolwide Expected Learning Results for a more complete listing of what we value in instruction and learning, and how we hope to prepare students to be more successful as they enter the world of work or post-secondary education.



## **DIRECTIONS FOR SUCCESS - CLASS PARTICIPATION AT CD-SM**

Students who follow directions, look and sound engaged in their learning, and turn in assignments regularly can earn 25% of their total grade and credits for simple class participation and engagement. Think of that as the first 2 of the 5 credits students need for a course each semester. Simply look and act like someone who cares about learning and being responsible.

Class participation points are based on working for the entire class time. Leaving your seat or stopping working reduces those points dramatically. Students who work quietly and effectively earn points every day for class participation.

Students should follow the guidelines listed below to earn full participation points:

- Punctual students who have all required materials and books will earn participation points every day. All tardies and absences affect your participation grade.
- Go to your cubby before or after class if necessary. Book/Materials tardies are added to makeup time.
- Use the materials and equipment that we provide wisely. Do not abuse or misuse them.
- Ask permission to leave the room. Don't go often, especially during lectures or directions.
- Have meals in the kitchen outside of class time.
- Only bottles with caps in class. No dishes or glasses.
- Push in your chair and clean up any mess before you leave the class.
- Follow cell phone and dress code guidelines
- Refrain from using profanity to avoid losing points.

## **WALKING PE GUIDELINES**

The school will take daily walks around the local neighborhoods at least four times a week, weather permitting. Each walk will last 20 to 30 minutes and students should be prepared every day for this. Below are guidelines that must be followed at all times in order to earn credit for the walk:

- Students should expect to walk every day. Students cannot remain at the school unsupervised by teachers; if students are ill, they must make parent phone calls well ahead of the daily walk.
- Return to each classroom after break, so that teachers may take roll in separate classrooms.
- When teachers give the signal, go outside to the pre-determined meeting spot and wait for one of the teachers to begin leading the walk.

- During the walk, teachers will determine the pace. Stay between the teachers at all times. Students lose credit when they fall behind and will receive no credit if they finish behind the back teacher.
- Stay on the sidewalk at all times; no walking in the street and no walking on other people's property. Do not touch cars or anything else that does not belong to you.
- **No Picking Vegetation** of any kind allowed, be it flowers, trees, leaves, or weeds.
- Watch language and tone while on the walk. Keep voices at a conversational level, and avoid raising voices or yelling at each other. Students should avoid using vulgar language while on the walk. You are representing our schools.
- Be at your best.

## **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. All Alternative Education schools in Petaluma participate in the graduation ceremony. Graduation is held at the Lucchesi Community Center. Seniors will receive graduation information in early spring. Students must attend graduation practice in order to walk in the ceremony.

## **SCHOOL COUNSELING**

Teacher advisors and the principal work to provide guidance to students with their present and future plans such as Individual Learning Plans, academic scheduling, individual academic pathways and generally make sure our students are on track to graduate at the end of their Senior year.

Mental health counseling is also provided at each school with a licensed MFT as well as MFT interns that work with students individually. This service is voluntary for the students and the sessions are confidential, allowing for students to seek help from counselors experienced in trauma informed care, substance abuse, anger issues or other issues of personal nature students wish to communicate.

College and Career guidance is provided by Valarie Alston, our College and Career Guidance Specialist to help students with SRJC applications and admissions, financial aid, scholarships, internships, work related expos and visitations etc.

## **WORK PERMIT**

Because no one under the age of eighteen (18) can be employed at any time without a work permit, students will need to work with the principal to obtain a permit once they have secured employment. Other than during the first grading period, to obtain and keep a work permit a student must have good attendance and maintain a 2.0 grade average. Students who submit paperwork for Work Experience credit (OWE) can earn up to 10 credits per semester, 40 credits overall. Work permit applications.

## **ATTENDANCE AND PUNCTUALITY**

Regular attendance is crucial to success in a variable credit setting such as ours. Our students are expected to meet the district minimum guideline of 95% attendance rate. Students with ongoing attendance problems will be referred to the district SARB (Student Attendance Review Board) process, which may result in a change of site. Students are expected to be on time every day. CD-SM observes a “no-fault” tardy policy, requiring all students to make up any time missed due to tardies whether excused or unexcused. Tardies greater than 30 minutes will be counted as cuts and could lead to a Truancy Letter and SARB referral. Student attendance rates must be 90% or above to take advantage of our accelerated credit schedule. Students in attendance less than 70% of the time will likely receive no semester credit.

## **TESTING**

### **STAR and Smarter Balance**

During the spring all 10<sup>th</sup> grade students will be given the state standardized science test. All 11<sup>th</sup> grade students will be given the smarter balance test in Math and English. It is very important for students and families to take this test seriously. When the test results are valid, the results help us make school-wide decisions and therefore more informed decisions. Please do your part and take the test seriously. If you have any doubt and or questions, please feel free to contact the principal.

### **California High School Proficiency Exam and G.E.D.**

The California High School Proficiency Exam (C.H.S.P.E.) gives persons 16 and older, or who have completed one year or more in the 10th grade, the opportunity to earn the California equivalency of a high school diploma. You may obtain information and a form from your counselor or on line at [www.cde.ca.gov/statetests/shspe/](http://www.cde.ca.gov/statetests/shspe/). The tests are given (for a fee) according to the state schedule and at state appointed sites. Two tests will be given this school year in November and in March. Please refer to the website for up-to-date information. Registration for these tests is typically two months prior to the test date. Further, students MUST be enrolled and attending school to register, take the test, and receive their scores.

The G.E.D. is also a high school equivalency test, but for students 18 years or older. The Petaluma School District currently offers a G.E.D. program through the Adult Education Program. Successful completion of tests earns both a G.E.D. certificate and an Adult School diploma. A G.E.D. tutorial program is also offered through the evening Adult School program (778-4633) and at Santa Rosa Junior College, on the J.C.'s Petaluma campus (778-3950). The Assessment office in Santa Rosa performs the testing. Their number is 527-4802. There are fees for both tests

## **DRESS CODE STANDARDS**

Appropriate attire contributes to a positive learning and working environment. Standards are routinely established at school and at work. We appreciate cooperation from each family in helping to maintain appropriate standards of appearance.

The following guidelines apply whenever students are at school or a school activity:

- Any extremely tight or revealing clothing (including apparel with exposed midriiffs, strapless shoulders, halter tops or low cut necklines) is not appropriate. Undergarments must not be visible.

- Inappropriate words, symbols, or pictures are not permitted on clothing, hats, book bags, binders, or skin. This includes items/words that are obscene, profane, pornographic, disparaging or demeaning to others (i.e. racial, religious, sexist, or ethnic slurs; sexual innuendo)
- Inappropriate words, symbols, or pictures advocating pain, death, violence, suicide or the use of drugs/alcohol. Symbols or words depicting cigarettes, beer, marijuana, etc. are not permitted.
- For reasons of safety, shoes must be worn at all times.
- Hats and sunglasses may not be worn in the classroom.
- Students may use the hoods on their clothes only when outdoors.
- Clothing that creates a sense of intimidation or is gang or cult-affiliated is not permitted. This includes, but is not limited to, oversized and sagging pants, hanging belts, chains, and gang-related initials or symbols.
- Pajamas and slippers are not appropriate attire for school.
- Pants must be worn at the waist, not sagging. Pants should fit the student, and may not be extremely tight or loose.

Students who fail to follow guidelines will be asked to:

- Change the clothing
- Cover inappropriate clothing
- Stay inside where they are observable

Repeated infractions may lead to being sent home.

Multiple infractions are considered defiance and may lead to a change of site.

## **TEXTBOOKS/CHROMEBOOKS**

All students are provided with a chromebook to use while they are in school each day. Chromebooks will remain at school, in our charging cart in order to be ready for the next school day. If ever a student needs to borrow a chrome book for homework, we have some chromebooks that we can issue students for a short period of time. Most work assignments come through Google Classroom and are accessible anywhere a student can access the internet. If a student needs to borrow a textbook, they are loaned to students for use during the time they are enrolled in a specific class. Students are responsible for taking care of and returning textbooks in good condition. Students are held responsible for any book assigned to them, even if it is stolen.

## **CELL PHONE POLICY**

Cell phones will be collected from each student at the beginning of the school day, stored in a phone caddy and locked in a cupboard. Students will receive their phone back during break, lunch, our daily walks (so they can check messages or make appropriate phone calls), and at the end of the school day. Any student that has earned Tutorial period will receive their phone at the end of the tutorial period, which is 3:30.

## **FOOD SERVICE**

Breakfast and lunch are available to Carpe Diem and Sonoma Mountain students. Carpe Diem students will be able to go the Petaluma High School cafeteria and Sonoma Mountain students will be able to go to Casa Grande cafeteria. A free and reduced meal program is available to all students. Applications are available online at Titan (<https://family.titank12.com/>). ALL STUDENTS WILL RECEIVE FREE BREAKFAST AND LUNCH FOR THE 2021-22 SCHOOL YEAR.

## **ACCESS TO HOMECOMING, PROM, OR OTHER LARGE SCHOOL EVENTS**

Carpe Diem and Sonoma Mountain students may attend another school's prom, etc. if they are students in good standing. Good standing is defined as 90 % attendance or better, passing all classes, earning full credit, and no major discipline actions that include suspension and expulsions. Many events require Permission Forms to be turned in to the Large School well in advance.