

SARATOGA HIGH SCHOOL

STUDENT HANDBOOK

2010-2011



ABSENCES

CLASSIFICATION OF ABSENCES

1. STATE EXCUSED ABSENCES – EXCUSED

Absences due to illness, dental, medical appointments, death in the family, and official school business are the only absences for which a state excused State Absence and Admittance Report will be issued. Reference: Ed. Code 46010. Credit will be issued for work made up for an excused absence.

2. UNEXCUSED/VERIFIED ABSENCES

Absences other than those listed in (1) above are considered an unexcused /verified absence and make up work may be permitted. (Out of town, family business, absence not related to illness or medical appointments)

3. SCHOOL EXCUSED ABSENCES

Absences for school activities will be school excused and make up work may be permitted.

4. UNVERIFIED ABSENCES

Absences not covered under STATE EXCUSED or SCHOOL EXCUSED classifications and absences for which no verification is received will be considered a cut and make-up work is **NOT** to be permitted.

5. TRUANTS AND CUTS

Regular and punctual attendance in all classes is expected. Students with repeated cuts or unverified absences can expect disciplinary action. For consequences, refer to the school discipline plan.

LEAVING CAMPUS

DURING CLASS HOURS: All students must have an off campus pass from the Attendance Office to leave campus. Students need to pick up their off campus pass in the Attendance Office prior to leaving campus. THE ATTENDANCE OFFICE **DOES NOT** DELIVER OFF CAMPUS PASSES TO THE CLASS ROOM. Any student who leaves campus without obtaining a school off-campus pass prior to departure - FOR ANY REASON - will receive a cut.

DURING LUNCH PERIOD: Leaving campus during lunch is a privilege for upperclassmen (Juniors and Seniors). Under-classmen who leaves campus during lunch will be assigned Saturday school.

MEDICAL APPOINTMENTS

Requests to leave for medical appointments must be supported by a call to the attendance office personnel **prior** to school in the morning. NOTE: Doctor's verifications are not acceptable. The students must obtain an **off-campus** pass **before** leaving for the appointment. **Failure to obtain an off-campus pass will result in a cut that cannot be cleared.**

RELEASE TO HOME

Students who become ill at school and wish to go home must report to the Health Office to obtain an Off-Campus Authorization form. The parent or guardian must be notified of the student's release from school. **Any student who leaves campus without first coming through the Attendance office will receive a cut.**

NOTE: School personnel are not authorized to allow students to go home unless the school has been notified by a parent or guardian that the student is to be released from school. In the event that a parent is not available and the student is ill and must go home, the person listed on the emergency card will be notified of the student's release from school.

LATE ARRIVAL OR RETURNING TO SCHOOL

Students coming in late to school or returning from an appointment must **sign in** at the Attendance Office **before** going to class.

ACCUMULATED ABSENCES

An extended illness, chronic illness, or injury resulting in five (5) or more days VERIFIED BY A DOCTOR AT THE TIME OF THE ABSENCE will be considered on an individual basis by the Assistant Principals.

CLEARING ABSENCES

To clear an absence a parent or guardian must call the school (867-3411, Ext. 240) within 72 hours of the absence. **After 72 hours, the absence will become a cut. Written notes or emails will not be accepted.** Twenty-four hour voicemail is available. The school must have the written authorization from the parent or legal guardian if any other person is to have the authority to excuse or clear an absence.

MAKE-UP WORK

It is the **responsibility** of the student to contact the teacher for make-up work when make-up privileges have been granted. Some teachers limit time allowed for make-up work.

IF A STUDENT IS TO BE ABSENT FROM A CLASS BECAUSE OF A SCHOOL-SPONSORED ACTIVITY, HE/SHE MUST PRESENT THE TEACHER WITH A PRIOR APPROVAL SLIP OBTAINED IN THE ATTENDANCE OFFICE AT LEAST ONE DAY IN ADVANCE OF THE ABSENCE. The student is responsible for all work missed and can be expected to turn in assignments and take tests on schedule.

If a student has been absent for **three days** and it appears that the dates of absence will continue, a parent may access their student's assignments and email teachers directly through **ABI (Aeries)**.

TARDIES

Students are expected to be in class on time. For consequences, refer to the school discipline plan.

BEHAVIOR

DRESS CODE

Appropriate clothing, including footwear, must be worn on campus AND at school activities at all times. Enough clothing must be worn to adequately cover the student's undergarments and the areas that undergarments normally cover. **Attire that is disruptive to the teaching/learning process will not be allowed.** The dress code applies at all school dances. Staff members who encounter students whose dress is disruptive to the educational process will refer that student to the assistant principal. The administration will call home and request a change of clothes for the student.

Prohibited clothing on campus and at school activities (may include but not limited to):

- ◆ Attire that depicts drugs, sex, alcohol, tobacco, profanity, violence, demeaning comments/graphics to any group
- ◆ Pants that sag or that are that are worn well below the waistline
- ◆ Clothing that exposes the midriff or undergarments
- ◆ Chains or other items that could be dangerous
- ◆ Shirts and Shorts must be at a length appropriate for school

School administration has final authority on what constitutes inappropriate dress.

RESPECT FOR AUTHORITY

Students are expected to respect and obey the authority of school personnel. Showing defiance of school personnel by either word or act is unacceptable student conduct and may result in suspension.

ATTACK, ASSAULT OR MENACE OF SCHOOL PERSONNEL

California law requires that a report be made to law enforcement agency whenever a student attacks, assaults or menaces any employee of a school district. Under this provision of the law, attack includes: to talk or write against, to express the intent to inflict harm or injury to, utter threats against, or to make an offensive or antagonistic movement of any kind. The law further provides that any parent, guardian or other person who upbraids, insults, or abuses any teacher in the presence or hearing of a student is guilty of a misdemeanor.

FIGHTING

All forms of fighting or conspiracies to engage in fighting are prohibited. Acts specifically included in the prohibition are:

- Fighting on school property or at a school event.
- Fights initiated at school but taking place elsewhere.

Students involved in a fight will receive a suspension, and information regarding this suspension will be included in the student's permanent record file. Additionally, law enforcement may be notified and a citation issued.

THEFT, VANDALISM AND OTHER CRIMINAL ACTS

District Policy states the following:

"Any student who commits an act of theft or vandalism or other act that may be classified as a felony or a misdemeanor against the district, its personnel, or students may be subject to suspension and/or expulsion regardless of whether he/she is referred to an appropriate law enforcement agency. In addition, offenders and their parents shall be held financially accountable for all property damage. Such acts may include, but are not limited to, the following:

1. An act of theft against a fellow student or any other party, while under the supervision of the school.
2. An act of theft against the school district.
3. Unauthorized entrance into school property
4. 4. An act of vandalism against school property or the property of school personnel. (Educational Code Section 48900)

HARASSMENT AND DISCRIMINATION

Each student in this school has a right to be free from any form of harassment. No person shall be subjected to discrimination on the basis of gender, ethnic group identification, race, national origin, religion, color, mental or physical disability or any basis that is contained in the prohibition of hate crimes or actual or perceived sexual orientation, set forth in subdivision (a) of Section 422.6 of the Penal Code in any program or activity conducted by an education institution that receives, or benefits from state financial assistance or enrolls pupils who receive state student financial aid. Sexual harassment is defined as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. Students have a right to attend this school free from unwanted, bothersome attention from any other student and free from all sexual or romantic attention from adults. Any violation of this provision shall be considered grounds for a complaint; and if the complaint is upheld, the offender shall be subject to disciplinary action, according to the school-wide discipline plan.

HAZING

Students may not participate in hazing or any other type of behavior which injures, degrades or disgraces any fellow student or school employee. Students guilty of hazing will be suspended.

GAMBLING

Laws of the State of California prohibit gambling. Therefore, students are expected to refrain from gambling activities which involve exchange of money or items of monetary value.

PRANKS AND STREAKING

Pranks or streaking are strictly prohibited. In accordance with Ed Code 48900, students who participate in pranks or streaking will be suspended for up to five days. Additionally, other disciplinary action may also occur. Suspensions may affect a student's college or university admission. By directive of the Governing Board, students who participate in a prank or streaking during their senior year will not be allowed to participate in graduation exercises.

ACADEMIC INTEGRITY POLICY

The mission of the district, adopted June 2003, is to maximize the learning of all students. As a community of learners committed to excellence, we promote lifelong learning, personal integrity, social responsibility and good physical and mental health. Our graduates will be prepared to make meaningful, positive contributions to our world.

The Board of Trustees believes that a major purpose of education is to instill honesty, integrity, pride in oneself, and the highest values of ethical behavior. The schools of the district are expected to create an environment in which honesty and ethical behavior are the expected norms. Cheating in any form is contrary to these values, and will not be tolerated. Appropriate consequences will be given to any student found cheating.

The Board supports efforts to accomplish the district mission statement goals focused on responsibility, honesty, and integrity. The staff will develop and administer regulations to carry out this academic integrity policy. The regulations will specify responsibilities of students, families, teachers, and other school staff in support of academic integrity, and consequences for not complying. Written procedures, regulations, and consequences will be disseminated in various school publications, reinforced in classes, and implemented consistently and fairly. Everyone will be held accountable for the highest standard of academic integrity.

We believe that the primary goals of any educational institution must be to facilitate learning, to enhance the learning environment and to promote the pursuit of intellectual excellence. In addition, public schools must teach and promote the values of our society and provide an environment conducive to ethical behavior. Cheating is a serious obstacle to the achievement of these goals.

Students who cheat do not learn; they establish habits detrimental to the well-being of themselves and society. Furthermore, because of the competitive nature of the academic process, students who cheat are inherently being unfair to other students. The need to be fair to all students demands that we do all that we can to eliminate cheating.

The teacher's professional judgment, with the concurrence of the school administration will determine whether cheating has occurred.

Cheating offenses are cumulative over all four years of high school. Consequences will be assigned at the level determined by the number of the offense. Any combination of breaches of integrity committed at the same time, or more offenses not specifically identified in this policy will be dealt with individually at the discretion of the school administration and may result in more severe penalties than those listed.

A breach of academic integrity includes, but is not limited to:

1. Cheating on tests, exams, or any other assessment activity:

- a. Looking at someone else's paper during a test, exam, or any other assessment activity.
- b. Letting someone else see or use one's work at any time during a test, exam, or any other assessment activity.
- c. Talking with another student during a test, exam, or any other assessment activity.
- d. Using any kind of cheat notes or unauthorized materials including personal technological devices.
- e. Copying work assigned to be done independently or letting others copy one's work or another's work. This includes copying or sharing computer generated information.
- f. Giving or receiving test information from other students.
- g. Fabricating or altering laboratory data.
- h. Submitting reports based on falsified or fictitious data or footnotes.
- i. Reporting, without teacher permission, on a book read and reported on in a prior assignment.
- j. Using deceitful practices to improve one's grade or someone else's grade.

2. Plagiarism, including but not limited to the following:

- a. Submitting individual assignment or project not wholly one's own, without teacher approval. (Representing one's work as wholly one's own, when it is not.)
- b. Copying or paraphrasing sentences or passages from an un-cited source while writing a paper or doing research.

3. Deliberate deception, including but not limited to the following:

- a. Tampering with, falsifying, or forging school documents.
- b. Forging signatures on any school documents.
- c. Making deliberately deceptive phone calls to the attendance office/school officials.
- d. Tampering with or changing attendance rosters.

4. Stealing or any unauthorized use of assessment tools, answer keys, or school records, including but not limited to the following:

- a. Fabricating or changing data in grade books, roll books, or computer records.
- b. Accessing and disseminating information about tests, exams, or any other assessment activity belonging to a teacher.
- c. Distributing stolen information to other students.

CONSEQUENCES

1. Penalty for cheating on tests, exams, or any other assessment activity including plagiarism:

- a. **First Offense**
 - Zero on assignment
 - Referral and parent contact
- b. **Second Offense in the same or any other class during high school**
 - Loss of points or grade for assignment doubled
 - Referral and parent contact
 - Saturday School
- c. **Third Offense in the same or any other class during high school**
 - Dropped from the class with an "F" grade
 - Five-day suspension from school
 - Possibility of referral to an alternative educational placement.

2. Penalty for deliberate deception:

- a. **First Offense**
 - Loss of points or grade for assignment doubled
 - Referral and parent contact
 - Saturday School
 - Teacher's Assistant. Dropped from class with an "F" grade

b. Second Offense in the same or any other class during high school

Referral and parent contact
Dropped from the class with an "F" grade
Out of school suspension

c. Third Offense in the same or any other class during high school

Dropped from the class with an "F" grade
Five-day suspension from school
Possibility of referral to an alternative educational placement

3. Penalty for stealing or any unauthorized use of assessment tools, answer keys, or school records:

a. First Offense

Referral and parent contact
Dropped from class with an "F" grade
3-5 day suspension as per school discipline policy regarding stealing

b. Second Offense in the same or any other class during high school

Five-day suspension from school
Dropped from the class with an "F" grade
Possibility of a referral to an alternative educational placement

c. Third Offense in the same or any other class during high school

Referral to an alternative educational placement
Out of school suspension
Cheating offenses are cumulative over all four years of high school.

4. An act of moral turpitude that significantly affects other students, the school, or the district:

Five day suspension from school
Dropped from class with an F grade
Possible recommendation for Expulsion

5. Impact of cheating in Honors and Advanced Placement classes:

a. First Offense

Saturday School
Referral and parent conference
Loss of points or grade for any related assignment
Potential loss of Honors Grade Point*

b. Second Offense in the same or any other class over the four years of high school

Saturday School
Referral and parent conference
Loss of points or grade for any related assignment
Loss of honors' grade point

c. Third offense in the same or any other class over the four years of high school

Dropped from the class with an F grade
Five-day suspension from school
Excluded from all Honors and AP classes for duration of high school career

*Students who lose grade point will be dropped from class on second offense.

6. A student found guilty of cheating for a second time in any class or combination of classes, will automatically be excluded from Honors and Advancement Placement courses for the remainder of that school year and for the following school year. At the end of that period, if a student meets prerequisites for, and wishes to be considered for Honors or AP courses, his/her situation will be reviewed individually by an Assistant Principal or an Academic Advisor.

7. Cheating offenses are cumulative over all four years of high school.

8. Any combination of breaches of integrity committed at the same time, or more offenses not specifically identified in this policy, will be dealt with individually at the discretion of school administration and may result in more severe penalties than those listed above.

Saratoga High School Discipline Plan 2010-2011

The chart which follows is a list of rules infractions most often committed by students at Saratoga High School. Note that repeat offenses lead to a progressively more serious disciplinary response than the original violation. In most instances, continued violations of the same rule will result in an involuntary transfer (or even expulsion) to another school. Every attempt will be made to follow the consequences noted on the chart. The administration reserves the right to objectively determine consequences based on the seriousness of a particular infraction and the previous discipline record of the student who commits the offense.

Violation	First Offense	Second Offense	Third Offense
Academic Integrity	District Policy	District Policy	District Policy
Assault/Battery upon school employee	Recommendation for expulsion		
Attendance-Unexcused absences (same class per semester)	3—Saturday School and Parent contact	4-6 Saturday School and parent contact	7— Drop from class (W/F)
Brandishing a knife	Mandatory recommendation for expulsion		
Causing <u>serious</u> physical injury to another	Mandatory recommendation for expulsion		
Cell phone (other electronics) violation	Saturday School assigned Student must pick up item at end of school day from Attendance office.	Saturday School assigned. Student must pick up item at end of school day from Attendance office	Saturday School assigned. Student must pick up item at end of school day from Attendance office
Commit/attempt to commit sexual assault	Mandatory recommendation for expulsion		
Defiance	Saturday School. Up to 5 day suspension	Saturday School. Up to 5 day suspension	Saturday School. Up to 5 day suspension
Disruption	Saturday School. Up to 5 day suspension	Saturday School. Up to 5 day suspension	Saturday School. Up to 5 day suspension
Dress Code Violation	Warning Required to put on appropriate attire.	Required to put on appropriate attire and parent contact	Considered defiance
Drug Paraphernalia	Up to 3 day suspension	Up to 5 day suspension. Possible recommendation for expulsion	Recommendation for expulsion
Drug/Alcohol Sales	Mandatory recommendation for expulsion		
Drug/alcohol possession or use	Law enforcement notification. Up to 5 day Suspension. Referral to drug/alcohol counseling. Possible recommendation for expulsion	Law enforcement notification Up to 5 day Suspension. Referral to drug/alcohol counseling. Possible recommendation for expulsion	Recommendation for expulsion.
Explosive possession	Mandatory recommendation for expulsion		
Fighting (mutual combat)	Law enforcement notification. Up to 5 day suspension. Possible recommendation for expulsion	Law enforcement notification. Up to 5 days suspension. Possible recommendation for expulsion	Recommendation for expulsion
Harassment/threats/intimidation	Up to 5 day suspension	Up to 5 day suspension. Possible recommendation for expulsion	Recommendation for expulsion
Hate Violence	Up to 5 day suspension	Recommendation for	expulsion
Knife or dangerous object	Recommendation for expulsion		
Leaving Campus without permission	Saturday School. Parent contact	Saturday School. Parent contact. Possible suspension	1-3 day suspension
Obscenity/Profanity	Up to 5 day suspension	Up to 5 day suspension.	Recommendation for expulsion

Saratoga High School
Discipline Plan

Violation	First Offense	Second Offense	Third Offense
Parking Violation	Warning	Saturday School	30 day loss of parking privilege
Robbery/extortion	Mandatory recommendation for expulsion		
Sexual Harassment	Up to 5 day suspension	Recommendation for expulsion	
Skateboarding on school grounds	Warning. Returned at end of day	Returned at end of School. Saturday School assigned	Parent must pick up. Saturday School assigned
Tardy (same class per semester)	3-5 teacher assigned consequence	6- referral and Saturday School	7—considered second referral, student maybe dropped W/F
Theft	Law enforcement notification. Up to 5 days suspension. Possible recommendation for expulsion	Law enforcement notification. Up to 5 days suspension. Possible recommendation for expulsion	Recommendation for expulsion
Tobacco	Law enforcement notification. Up to 5 days suspension	Law enforcement notification. Up to 5 days suspension	Law enforcement notification. Up to 5 day suspension
Unauthorized Area/Trespassing. Including, but not limited to, swimming pool	Law enforcement notification. Up to 5 day suspension	Law enforcement notification. Up to 5 day suspension. Possible recommendation for expulsion	
Use of force or violence on another student	Law enforcement notification. Up to 5 day suspension. Possible recommendation for expulsion	Recommendation for expulsion	
Vandalism	Up to 5 day suspension. Restitution. Law enforcement notification. Possible recommendation for expulsion	Up to 5 day suspension. Restitution. Law enforcement notification. Possible recommendation for expulsion	Recommendation for expulsion
Weapon possession, furnishing or sale	Mandatory expulsion		

ALCOHOL, DRUGS AND NARCOTICS

While on the school grounds or when under the authorization or direct supervision of school personnel at school events off campus or while going to or coming from school or school activities, the use, consumption, sale, possession, arranging or negotiating to sell, or being under the influence of alcoholic beverages, drugs or narcotics is strictly prohibited and punishable by suspension, recommendation for transfer or expulsion.

ANDROGENIC/ANABOLIC STEROIDS

As a condition of membership in the CIF, all schools shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. All member schools shall have participating students and their parents, legal guardian/caregiver agree that the athlete will not use steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition (CIF Bylaw 524). We also recognize that under CIF Bylaw 200.D there could be penalties for false or fraudulent information. We also understand that the Saratoga High School policy regarding the use of illegal drugs will be enforced for any violations of these rules.

TOBACCO

While on the school grounds or going to or coming from school or a school activity, when under the authority of school personnel, the use of tobacco or tobacco products is prohibited. Use of tobacco will result in suspension from school.

ELECTRONICS USE POLICY

Use of cell phones or pagers is prohibited in classrooms or other campus buildings. Cell phone use is limited to the outdoor areas of the campus including the quad, parking lots and athletic field. The use of electronics to record teachers, staff or students in any format including audio recording, video recording, still photography etc. without written consent of all parties involved is prohibited. Posting recordings in any public forum, internet or otherwise, without written consent of all individuals involved is also prohibited.

Consequences for violation of this policy will be confiscation of the cell phone or video equipment. The equipment will be given to the administration and Saturday school will be assigned. Further it may be the responsibility of the parents to reclaim the equipment. Any student caught posting or distributing unauthorized images or sound may be subject to criminal or civil charges.

SARATOGA HIGH SCHOOL TECH AGREEMENT

Saratoga High School's goal is to provide educational excellence to students by making available the appropriate technology resources. Students are provided a technology agreement which they and their parents must sign before they are allowed access to and through school technology. Access is a privilege, not a right. Students are responsible for their behavior when using school technology. General rules for behavior, communications, and academic integrity apply. Individual users of the district computer networks are responsible for their behavior and communications over these networks. There are both school and legal consequences that may arise if the technology agreement is violated.

BOUNDARIES OF THE CAMPUS

For the purpose of observation of state laws and schedules referring to high school "campus" or "at school," the area within the following boundary lines is considered Saratoga High School campus: 'The edge of Herriman Avenue closest to campus on the north; the edge of Highway 9 closest to campus on the west; the back parking lot, and the recreational field areas; the baseball and football fields.' During the school day, the parking lots are off limits to students except those coming to or leaving from the campus. Sitting in cars or loitering in the parking areas is unacceptable.

BICYCLES

The school provides bicycle racks and all bicycles should be parked there. The school is not responsible for damage to, or theft of, bicycles. Bicycles brought to school should meet safety requirements; should have proper reflectors and should be locked with a heavy-duty lock during the school day. **BICYCLES ARE NOT TO BE RIDDEN IN THE QUAD OR CORRIDORS AT ANY TIME.**

SKATEBOARDS, ROLLERSKATES, ROLLERBLADES

Skateboards, roller-skates, rollerblades, "razors" and bicycles are strictly prohibited on campus. This includes parking lots, sidewalks, and fields.

STUDENT DRIVERS

Students are not to drive cars to any group trip, either a field trip or an activity trip without specific administration permission. Transportation for all group trips is to be provided either by busses or by automobiles driven by faculty members or parents. Parents may provide transportation only if they have signed a "declaration of insurance" form provided by the school district.

VEHICLES AND PARKING REGULATIONS

Our campus is under the jurisdiction and patrol of the Santa Clara County Sheriff's Department. All vehicles, (students, staff, parents) are subject to the regulations outlined below. Violations may result in the issuance of a citation by the Sherrifs Department and may also result in removal of parking privileges on campus.

- ◆ JUNIORS AND SENIORS MAY PARK ON CAMPUS. Sophmores may park on campus second semester.
- ◆ Student drivers must buy and display a parking permit in order to park on campus and then only in student parking areas.
- ◆ Students are **NOT** to park in any spaces marked staff or reserved.
- ◆ Vehicles must be parked only in those areas officially designated as parking spaces.
- ◆ Vehicles must be parked properly within marked parking stalls.
- ◆ The speed limit on campus for all vehicles is ten miles per hour (10 mph).
- ◆ All drivers are required to observe and follow all traffic signs posted on campus. Vehicles must follow the proper traffic lanes. Any motorized vehicle driven in the quad area or corridors without administrative permission is a reason for suspension and/or termination from Saratoga High School.
- ◆ Students who violate the vehicle and parking rules face disciplinary action and/or suspension of their driving and parking privilege.

ACTIVITIES

STUDENT ACTIVITY CARD

The package, which includes Activity Card, Talisman (yearbook) plus \$1.00 to your class (until Thursday, September 30, 2010) will be \$120.00. The Student Activity Card will be sold separately for \$60.00. The yearbook may be purchased separately for \$100.00 until Feb. 5, 2011. After Feb. 5, the cost is \$120.00.

Benefits:

1. General support of school activities.
2. Free admission cost to home games, and reduced cost to away SCVAL athletic contests instead of the \$6.00 adult admission.
3. Discount admission to all school dances, proms, plays and other school-sponsored activities. (\$3-\$6 per event)
4. If the activity card is lost, a duplicate card will be issued at a cost of \$10.00.

STUDENT BODY ID CARD

Each student will receive a Student Body ID Card. This card enables a student to check out books in the library. The student must carry the card at all times and present it on request. It does not provide any of the above benefits.

ATHLETIC AND ACTIVITY ELIGIBILITY

Basic eligibility shall be determined by the regulations of the California Interscholastic Federation and by the Board of Managers of the Santa Clara Valley Athletic League. Scholastic standards state that a student is eligible for a C.I.F. sport or activity if he/she received a minimum 2.0 or "C" average for all classes the previous grading period, and the student must also have passed 20 units or more of classwork. Eligibility for the ninth grade is granted if the student enters high school from the eighth grade of an elementary school. In addition, residency requirements must be met and an activity agreement signed. To participate in an athletic event or activity you must be in attendance at school at least 1/2 day the day of the event or if the event falls on a Saturday the day before the event.

ACTIVITIES

It is reasonable to expect individuals attending **school activities and athletic events** to conform to rules of good school conduct. This applies to any Saratoga High School facility or any other area where a school event may be held (e.g. - away athletic fields, prom or dance sites or parking lots). Discourteous conduct, smoking, possession, consumption or being under the influence of alcohol or any other controlled substance is strictly prohibited on campus or at any school function. Dances are open only to Saratoga students unless one guest pass per person has been secured and signed by the student's guest **PRIOR** to the dance. Students who attend school dances must be in high school or older but, not over the age of 21. Dance contract rules will be enforced. Students are allowed to leave a dance 1/2 hour before it ends. **A student must attend classes for at least ½ day in order to participate in or attend a student activity that same day.**

INSURANCE

Information about group accident insurance provided by a district-approved insurance company is available in the Student Activities Office. You are urged to read the conditions of the insurance before purchasing a policy. Students engaged in interscholastic athletics are required to have insurance--either a private policy or school insurance. Premium rates will be presented in the insurance brochure available in the Activities Office in August.

MESSAGES

It is our school policy to keep classroom interruptions to a minimum. We will not deliver messages from home, except in an emergency. We do not deliver homework or lunches to the classroom. It is the responsibility of the student to check the Main Office.

INFORMATION

BOOK LOCKERS

Students may sign up and register for a locker in the Attendance Office starting on schedule pick up day. Students must provide their own lock. **ALL LOCKERS MUST BE REGISTERED.** The school assumes no responsibility for the safeguard of articles left in lockers. Consequently, **we encourage students to have nothing of value (including textbooks) in the lockers at any time.** Since lockers are school property, the school reserves the right to seek access to lockers for just cause.

LOST AND FOUND

A lost and found service is maintained in the Attendance Office. Lost textbooks are returned to the Textbook Room and library books to the Library.

VISITORS/GUESTS

Saratoga High School has a policy of no visitors or guests on campus. The presence on campus of unauthorized persons during school hours, before or after school, and during the lunch period is prohibited. Students are expected to have non-student friends wait for them off campus.

LIBRARY/MEDIA CENTER

The Library/Media Center is available to students from 7:30 a.m. - 4:00 p.m. Monday through Friday. Students must present a student ID card in order to check out books, periodicals or media materials. Tampering with the detection system will result in disciplinary action.

TEXTBOOKS

Textbooks will be issued by school personnel in the Textbook Room at the beginning of each new course. Questions concerning textbooks should be taken to the Textbook Room. The student is responsible for the textbooks left in lockers. Each student is responsible for the textbook issued to him/her. If it is lost, it must be paid for before another book is issued. Lost books that are found will be returned to the Textbook Room and may be reclaimed there.

