

SARATOGA HIGH SCHOOL

STUDENT HANDBOOK

2018-19



I. 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 will 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 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 leave 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 the dates of absence will continue, parents may access their student's assignments and email teachers directly through **Aeries.net (Aeries)**.

TARDIES

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

II. BEHAVIOR

Dress Code Philosophy

Saratoga High School student dress code, reviewed and agreed upon by a committee of staff [teachers, classified, administrators] and student leadership, supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. Students are encouraged to remind their peers of the code in order to better secure an appropriate educational environment for all.

Our values are:

- Saratoga High School's primary purpose is as an academic institution and we want to maintain an environment where all are expected to dress for this specific environment.
- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own "personal distractions" without regulating individual students' clothing/self expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Dress Code

Saratoga High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event (field trips, rallies, Homecoming and Spring Fling activities, et cetera.). Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1. Basic Principles: Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. However, cleavage should not have coverage requirements. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students Must Wear (while following the basic principle of Section 1 above):

- A Shirt (with opaque fabric [non-see through] in the front, back, and on the sides under the arms), AND
- Pants or jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes

*Courses that include attire as part of the curriculum, for example "professionalism" public speaking" and job readiness, may include assignment specific dress "but should not focus on covering bodies in a particular way "or promoting culturally specific attire. Activity specific shoe requirements are permitted for example "athletic" shoes for PE or "Closed-toed" shoes for field trips or safety concerns during an activity.

3. Students May Wear, as long as these items do not violate Section 1&2 above:

- Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
- Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

4. Students Cannot Wear:

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class, athletic practice, or sanctioned swim related activities).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

5. Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above . Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:
 - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
 - Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.*
 - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
 - kneeling or bending over to check attire fit;
 - measuring straps or skirt length;
 - asking students to account for their attire in the classroom or in hallways in front of others;
 - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
 - accusing students of "distracting" other students with their clothing.
- School staff should refrain from judgmental language.
- Students will be given a chance to correct the dress code violation in the ways mentioned above*; however, if the student refuses, the staff may call parents, and/or deal with the dress code in a way similar to any other defiance violation. The site administration has the final authority of what constitutes appropriate dress.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom. There are some exceptions such as Senior Beach Day or other swim related events that may be exempt from certain parts of the Dress Code parameters. Students who feel they have been subject to discriminatory enforcement of the dress code should contact the District Director of Student Services.

Inspired and adapted in large part from Evanson High School Dress Code. All borrowed text used with permission
Created 05/01/2018

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. 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 ceremonies, including grad night.**

III. 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.

IV. Saratoga High School Discipline Plan 2018-19

The chart which follows is a list of 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. Failure to comply with assigned consequences may result in suspension from school and school activities.

Students missing assigned detentions will be assigned a Saturday school. Students missing Saturday school will be assigned an additional Saturday school. Failure to attend will result in one full day in-house suspension.

IMPORTANT NOTE: Any violation of school rules during end of the year senior activities will result in loss of the privilege to participate in graduation ceremonies, including grad night.

Violation	First Offense	Second Offense	Third Offense
Academic Integrity –see Academic Integrity Policy	District Policy	District Policy	District Policy
Assault/Battery upon school employee	Recommendation for expulsion		
The Board of Trustees, the administration, and the staff of Saratoga High School believe that regular attendance plays an important role in student achievement. The school recognizes its obligation under the law to ensure students attend school regularly.			
Attendance-Unexcused absences (across student’s schedule per semester)	1-3: Lunch time or after school detention. Missing assigned detention will result in assignment of a Saturday school.	4-6: Lunch time/after school detention or Saturday School and parent contact.	7 or more: Saturday school/in-house suspension, attendance study team meeting including parents. Excessive absences may affect grade.
Brandishing a knife	Mandatory recommendation for expulsion		
Bullying/Cyber-bullying—See policy below	Up to 5 days suspension.	Up to 5 days suspension. Possible recommendation for expulsion.	Recommendation for expulsion.
Causing <u>serious</u> physical injury to another	Mandatory recommendation for expulsion		
Cell phone (other electronics) violation	Saturday School. Student must pick up item at end of school day from Attendance office	Saturday School. Student must pick up item at end of school day from Attendance office	Saturday School. 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		

Violation	First Offense	Second Offense	Third Offense
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	Up to 5 days suspension.	Up to 5 days suspension. Possible recommendation for expulsion.	Recommendation for expulsion.
Threats/intimidation ¹	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
Parking Violation	Warning	Saturday School	30 day loss of parking privilege
Prank	Up to 5 day suspension; for seniors, loss of privilege to participate in graduation ceremonies, including grad night	5 day suspension. Possible recommendation for expulsion.	5 day suspension. Recommendation for expulsion.
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 (across student's schedule per semester)	1-3: Teacher assigned consequence or lunch time/after school detention. Missing assigned detention will result in assignment of a Saturday school.	4-6: Lunch time/after school detention or Saturday School.	7 or more: Saturday School/in-house suspension. Excessive tardiness may affect grade.
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	5 day suspension. 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	

¹ California Education Code, Section 48900.4

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 recommendation for expulsion		

***Administration reserves the right to implement a restorative justice option when applicable.**

Saratoga High School Bullying Policy

1. District Board Policy regarding “Harassment” and “Cyber bullying”²:

“Harassment of students or staff, such as bullying, including cyber bullying, intimidation, hazing or initiation activity, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering...”

2. Saratoga High School understands “cyber bullying” to be defined as³:

"Cyber bullying" includes the transmission of communications, posting of harassing messages, direct threats, social cruelty, 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. Cyber bullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation or friendships.

3. Saratoga High School understands bullying to be defined as one or more of the following⁴:

- Unwanted conduct that takes place over time and that comprises a series of incidents that are severe, pervasive and involve negative actions.
- Behavior that involves an imbalance in power or strength.
- Behavior that includes actions objectively offensive to the average person that are targeted at a member of a protected category.
- Regardless of where it takes place, behavior that typically denies the targeted individual access to the educational program.

4. Consequences for harassment, bullying, or cyber-bullying⁵: Consequences will be applied after an investigation into the conduct/behavior in question and a determination of its impact on the targeted individual and his/her access to the educational program.

Violation	First Offense	Second Offense	Third Offense
Bullying/Cyber-bullying ⁶	Up to 5 days suspension.	Up to 5 days suspension. Possible recommendation for expulsion.	Recommendation for 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

² [Los Gatos-Saratoga Union HSD](#) | BP 5131.3

³ [Los Gatos-Saratoga Union HSD](#) | BP 5131.3

⁴ Ron Rubine-*Standing on Common Ground*. California League of Middle Schools, *Sticks and Stones*—“Words do Hurt.” 2.25.11.

⁵ Saratoga High School Discipline Plan, 2010-2011

⁶ California Education Code, Section 48900.4

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.

The school is not responsible for any loss, theft, or damage to any cell phone, smart phone, iPod, iPad, tablet device, and/or any handheld electronic device, laptop computer, or any other personal electronic device that students may bring to school. It is the responsibility of students' to keep electronic devices secure during the school day or when they are on campus.

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 Sheriff's Department and may also result in removal of parking privileges on campus.

- ◆ Parking permits will be sold to junior and senior students only.
- ◆ 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. Drivers must follow the proper traffic lanes and abide by all traffic laws pertaining to the operation of a vehicle. 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.

V. ACTIVITIES

STUDENT ACTIVITY CARD

The package, which includes Activity Card, Talisman (yearbook), t-shirt plus \$1.00 to your class.

Benefits:

1. General support of school activities.
2. Free admission to home games, and reduced admission to away SCVAL athletic contests instead of the \$8.00 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 if he/she 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.

SARATOGA HIGH SCHOOL

ON CAMPUS ACTIVITY AGREEMENT

Student agrees to support the policies of SHS by not consuming or possessing any controlled substances before or during school activities and/or school dances on campus.

- ◆ **Sexually suggestive dancing is prohibited.**
- ◆ **Appropriate dress is required. See District Handbook for appropriate dress information.**
- ◆ **Students: No transparent clothing and no visible underwear.**

By this agreement, I understand that I am supporting a school-sponsored activity, and as such controlled substances are prohibited and proper behavior required. I also understand that if I break this agreement in any way, not only will I be suspended, but I will be subject to the penalties as described in Board Policy 51314 and discussed in classes by the Assistant Principals.

Further, I am aware that if I break this contract, I am subject to suspension and will not be allowed to attend any further dances (including the Junior and/or Senior Proms) for the remainder of the school year. If I am a freshman, sophomore, or junior, I will also be prohibited from attending any dances during the first semester of the following school year.

Parent/Guardian: I am aware that I might be called to pick up my son/daughter at Saratoga High School should the above be violated.

I am aware that doors to these events close at 9:30 p.m. No students will be admitted after that time. Further, students will not be allowed to leave the dance before 10:30 p.m., unless a parent personally takes them from the event.

NOTE: Separate forms will be required for the Junior and Senior Proms as they are held off campus.

MY STUDENT AND I UNDERSTAND THE RULES AND CONSEQUENCES AND WILL ABIDE BY THE SCHOOL'S ON CAMPUS ACTIVITY AGREEMENT.

VI. INFORMATION

BOOK LOCKERS

Students may sign up and register for a locker in the Attendance Office starting on schedule pick up day. Use of a school locker is entirely optional and students who choose to use a school locker must have a school lock. 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.

