



**Petaluma High School**  
 201 Fair Street, Petaluma, California 94952 \* 707-778-4651



Dear Parents, Guardians, Students and Petaluma High School Community,

As the 2011-12 school year approaches, we are preparing for another great year. We welcome you and are awaiting your arrival! Some of you are returning; others will be joining us for the first time. In order to better prepare you for the coming year, we will provide you with information regarding course offerings, athletics, clubs, student activities and life at Petaluma High School.

Each year, we review and update the *Student & Parent Handbook and Calendar* to inform you about changes in practices, policies, and regulations. Information regarding attendance and grading periods; suggestions and recommendations for supporting your child’s school experience; names of key contacts; information about clubs, organizations, and athletics; and names and phone numbers of staff members are contained in this handbook. We encourage you to go over the handbook with your son or daughter and let us know if you have any questions or concerns. In addition, to help guide you to enjoying your high school experience, timely information will be provided on our school’s website at [www.petalumahighschool.org](http://www.petalumahighschool.org) and in the *Trojan Tracks*, our bimonthly newsletter, now available on-line on our website.

We are certain that you will find the upcoming year to be filled with new experiences and opportunities that will help prepare your son or daughter for his/her future. During the 2011-12 year, we continue to offer a personalized approach to educating your students in 9<sup>th</sup> and 10<sup>th</sup> grades. In the 11<sup>th</sup> and 12<sup>th</sup> grades, students have access to Career Technical Education pathways that help students explore their career interests. We continue to explore new partnerships with the Petaluma business community and have plans to expand them as opportunities arise.

We invite you to become involved with our school and welcome your participation in activities that support our students. Petaluma High is designed to provide your son or daughter with the highest quality education and unique experiences and opportunities meant to prepare your child for his/her future. Please drop by or call anytime.

Sincerely,

Brian J. Howard

<b>TABLE OF CONTENTS</b> .....	<b>Page</b>
PHS Mission Statement .....	1
Expected School-wide Learning Results (ESLRS).....	1
Excellence Program / Small Learning Communities .....	2
Guide for Parents of High School Students .....	2
Ten Ways to Help Your Children Do Well in School .....	2
Rights and Responsibilities of Parents & Students & Teachers .....	3
Graduation Requirements .....	4
Counseling / Homework Policy.....	4
Tutorial / General Information: Lockers / Textbooks/Visitors .....	5
Work Permits / Transfers / Dances / Extra-Curricular Eligibility.....	6
Athletics / Athletic Donations / Attendance Policy.....	7
Absences / School Attendance Review Team .....	8
Tardy Policy / Cutting Class / Truancy Policy .....	8
Closed Campus / Off-Campus Pass.....	9
Uniform Complaint Procedures / Title IX / Harassment.....	10
Internet Use Agreement .....	10-12
The Best Place to Get Help.....	12
When you need information about . . . ..	12
Students: What To Do If . . . ..	13
Bell Schedule / PHS Directory .....	14
People & Places / Academic Department Lists .....	15-16
PHS Directory .....	16
Voice Mail Directory .....	17
Student Behavior / Dress Code / Cell Phones / Vandalism.....	18
Suspension / Saturday School / Searches .....	19
Honesty Guidelines / Cheating .....	19-20
Discipline Plan .....	21-25
Calendar.....	26-35
Index .....	36

## **PETALUMA HIGH SCHOOL MISSION STATEMENT**

The educational mission of Petaluma High School's instructional program is to provide a student-centered academic and vocational curriculum. This curriculum will foster responsibility, citizenship, communication, and respect for others and for the world in which we live and promote a lifelong interest in learning.

To achieve this, the school will provide a safe and orderly learning environment with an exciting and challenging curriculum offering subjects that develop skills, thinking ability, and a commitment to learning. Essential to our program are a strong staff, guidance and counseling services, a forward thinking and supportive administrative leadership team, current textbooks, sufficient materials and equipment, regularly scheduled student activities, and a wide range of extracurricular programs that encourage student participation. We will continuously work to foster open communication among students, staff, and parents regarding the effectiveness of our program.

## **PETALUMA HIGH SCHOOL VISION STATEMENT**

Academic, vocational and individual success for all students grounded in rigor, compassion and equity.

## **EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLERS) FOR PHS**

**“WE have HEART”**

**At the end of four years our students will be:**

**World citizens** who:

- ♥ Foster tolerance and appreciation of diversity through awareness and open-minded acceptance
- ♥ Develop and demonstrate knowledge and understanding of diverse cultures and the global environment
- ♥ Understand history, government, economy, and legal systems
- ♥ Participate in community, social, civic, cultural, and philanthropic service

**Effective users of technology** who:

- ♥ Are technologically literate
- ♥ Use technology to analyze, research, solve, and complete tasks
- ♥ Practice ethical and legal responsibility

**Healthy self-aware individuals** who:

- ♥ Balance and value mental, physical, and spiritual well-being
- ♥ Demonstrate good hygiene
- ♥ Recognize the value of proper nutrition and practice physical fitness
- ♥ Are adaptable and confident
- ♥ Establish, understand, and adhere to standards of behavior

**Exemplary lifelong self-directed learners** who:

- ♥ Are responsible for their own learning and self-management
- ♥ Make informed choices
- ♥ Demonstrate curiosity and common sense
- ♥ Demonstrate basic academic skills

**Accomplished communicators** who:

- ♥ Organize thoughts and emotions, and express them in oral and written form
- ♥ Listen, comprehend, and process information
- ♥ Understand and follow directions
- ♥ Listen to and show respect for others' thoughts and differences of opinion
- ♥ Are capable collaborators

**Responsible respectful citizens** who:

- ♥ Have a strong work ethic
- ♥ Are positive and productive role models
- ♥ Are community participants
- ♥ Exhibit honesty, integrity, and accountability
- ♥ Demonstrate initiative
- ♥ Make responsible choices and understand the consequences of their actions

**Thinkers and problem-solvers** who:

- ♥ Analyze problems and define appropriate resources
- ♥ Frame clear, concise analytical questions and arguments
- ♥ Recognize and analyze different points of view
- ♥ Gather and organize information and analyze it for accuracy, relevancy, and bias
- ♥ Analyze information and use logic in the decision-making process
- ♥ Transfer knowledge to new situations
- ♥ Analyze, reason, problem solve, and synthesize

## **EXCELLENCE PROGRAM**

### **STATE DIRECTION**

The purpose of the mission is to assure the delivery of a quality instructional program for all students.

### **LOCAL DIRECTION**

The Board of Education of the Petaluma City Schools has approved a mission statement, which evolved from meeting with staff, parents and community.

### **PETALUMA CITY SCHOOLS MISSION STATEMENT**

The Petaluma City Schools (District) is committed to providing opportunities for all students to be challenged and motivated in school so that upon graduation, they will be successful in their future educational endeavors, careers, and community.

### **PETALUMA HIGH SCHOOL'S DIRECTION**

PHS provides quality education. We cannot, however, afford to be static. We want to grow and improve. As we re-dedicate ourselves to academic excellence, the staff, students, administration and community will notice many changes at PHS. We must remember that change is necessary for growth to take place.

### **SMALL LEARNING COMMUNITIES**

In order to provide a more personalized learning environment to improve student academic achievement, Petaluma High School students are placed on interdisciplinary teams in the ninth and tenth grade. Grade nine teams consist of English, science and math classes. Tenth grade teams comprise English, biology and world history classes. In grades eleven and twelve, students are part of one of five career clusters, which enable students to select a cluster of courses tied to their interests and post-secondary goals. Our goal in the eleventh and twelfth grade years is that students will understand the relevance of their required courses and be able to select their elective courses more purposefully. The five career clusters are: 1) Agricultural Mechanics Agri-Science & Natural Resources, 2) Business, Communications & Information Technology, 3) Engineering, Design & Apprenticeship Trade Skills, 4) Fine Arts, Media & Entertainment, and 5) Health & Human Services.

### **A GUIDE FOR PARENTS OF HIGH SCHOOL STUDENTS**

The following guidelines are offered for reflection, discussion and consideration in your family. We believe the guidelines outline the responsibilities that parents and high school students should share. We see them as promoting a trusting and understanding relationship among family members. Some families will view the guidelines as too restrictive and others as too permissive. However, we urge you to develop a workable model that best meets the needs of your family. In any event, communication between the parent and son or daughter is the key to acceptance of workable guidelines.

### **TEN WAYS TO HELP YOUR CHILDREN DO WELL IN SCHOOL**

1. Show your children that their education is important to you. Set aside at least fifteen minutes a day to talk about assignments and school activities.
2. Monitor your children's homework by asking to see it or helping if they need it, but don't do it for them.
3. Read to or with your children and let them see you reading everyday.
4. Limit the number of hours the TV is on. Turn off the TV except for special shows or at agreed-upon times. Serve as a good role model—don't spend all your time watching TV.
5. Get to know their teachers and obtain any special help that our children may need. Let teachers know of circumstances that may affect learning.
6. Attend all parent-teacher conferences, PTSA meetings and as many school events as possible. Learn about school rules, budgets and curriculum and make your opinions known.
7. Be sure that your children are properly supervised before and after school hours. Teachers say the number-one cause of students' difficulties in school is that too many are left alone before and after school.
8. Continue to educate yourselves about teenage risk behaviors. Talk openly with your teens to help them make good choices that will keep them safe, healthy, and successful in school.
9. Help your children feel good about themselves. Children with good self-esteem are better students and grow up to be happier and healthier adults.
10. Monitor the effect of a part-time job has on your student's success in school. While a part-time job has many benefits, too many hours on the job can interfere.

## RIGHTS AND RESPONSIBILITIES

### PARENT AND STUDENT

#### RIGHTS

#### RESPONSIBILITIES

Expect a safe and clean environment.

Help keep the campus clean and safe.

Expect a caring and nurturing educational environment where mutual respect is fostered.

Be on time and respectful of other students and staff.

Expect clear and timely communication from teachers and the school.

Turn in all assignments in a neat manner and on time.

Expect the presentation of the most up-to-date curriculum available.

Call the school whenever you have a question.

Expect that each student will receive his/her class standing or grade within a reasonable amount of time upon request.

Have a quiet and appropriate area for evening study and reading.

Communicate with one another on a regular basis about school.

Obtain the names and phone numbers of two fellow students who can be called in case of your absence in order to obtain class notes and assignments.

### SCHOOL AND TEACHER

#### RIGHTS

#### RESPONSIBILITIES

Expect that students will be on time and attend school on a regular basis.

Take and report attendance on a daily basis and report truancy in a timely manner.

Expect that students will be respectful of one another and of staff.

Model respect for one another and for students.

Expect that students will be well behaved.

Enforce the behavior policy in a fair and consistent manner.

Expect that students will be well prepared for class.

Make sure that students are prepared for class and instruct students as to how to meet these expectations.

Expect that work will be turned in neatly and on time.

Collect work on time and return work in a timely manner.

Expect parent participation and cooperation in the education of their students.

Foster parent participation and communicate all classroom expectations.

Parent contact for conference each time a class suspension is used.

### MUTUAL RESPONSIBILITIES

- Parents and their children need to know where to reach each other by phone.
- Agree on a deadline for coming home and ask your son or daughter to let you know when he/she arrives home.
- In case of unexpected circumstances, assure your son or daughter that you can be called for a ride home.
- Get to know the friends of your children as well as their parents. Discuss your standards and expectations.

**PETALUMA HIGH SCHOOL GRADUATION REQUIREMENTS**

- 1. Students must pass the High School Exit Exam.**
- 2. Course Credits: 220 credits are required for graduation,** earned as described below:

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

**\* Students must complete an Algebra I sequence.**

**Grade Levels:** Students must earn the following minimum credits to advance:

<b>Grade</b>	<b>Credits</b>
9	0–39
10	40–99
11	100–159
12	160–220

**PARTICIPATION IN GRADUATION CEREMONY:** Only students who have met the academic requirements for graduation prior to graduation day and who have cleared all fines and fees with the school will be allowed to participate in the graduation ceremony. Serious behavioral infractions will jeopardize a student’s participation in the graduation ceremony. These may include, but are not limited to: violation of a prom, senior or other contract; any offense resulting in a discipline hearing; or engaging in disruptions during practice and on the day of the commencement ceremony.

**COUNSELING:** The counseling office is located in the B-wing entrance to the school. Counselors guide students with their present and future plans, such as planning a comprehensive four-year academic schedule, helping with vocational planning, giving personal counseling relating to school as well as outside problems, and giving individual aid in planning careers and attending college.

**STUDENT RECOGNITION:** Academic recognition is given to PHS students who achieve a 3.0 or better grade point average (GPA). The California Scholarship Federation (CSF) is an academic honor society open to students who maintain a high GPA. See a counselor for details. Students who contribute to a positive school climate and serve as good role models are eligible to be nominated as students of the month and for other awards.

**HOMEWORK POLICY:** Homework is an integral part of the instructional program. The amount of learning is directly proportional to the amount of time spent on task, and homework effectively increases the amount of time spent on learning. Homework assignments can be used to:

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

Teachers send home written classroom expectations at the beginning of the course. These include information about the frequency and kinds of homework assignments. The amount of homework depends upon the level and nature of the class, but high school students should average 1–2 hours daily. Students taking honors or advanced placement courses may have considerably more homework than 1–2 hours per day.

Please encourage your student to use his/her school planner and check to see what homework your student is assigned. Please help your student organize time so that homework is the top priority and gets done before some other activities. If your

student says that he/she never has any homework, please call the counselor to check on this. If he/she doesn't have much homework, urge him/her to read for an hour.

**TUTORIAL PROCEDURE:** From 10:10-10:35 on Monday, Tuesday, Thursday and Friday, and from 10:05–10:25 on Wednesday, there is an established tutorial time. All teachers are in their rooms to assist students with their academics. **We strongly recommend that you encourage your student to take advantage of tutorial time.** Some teachers may require students to attend tutorial. Ninth and Tenth grade students who are receiving a D or F in a core subject must attend tutorial at least once per week in that class. Students who take advantage of the tutorial period are more academically successful.

### **GENERAL INFORMATION**

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

**CAREER CENTER:** The Petaluma High career center, located in library, is a resource available to students and parents. A variety of books are on hand to assist in researching career opportunities, and college catalogs are available in print and on-line. There are computer programs available for college and career research, as well as templates for resume writing. Speakers from the business world are regular guests on campus, and college representatives share their knowledge of higher education.

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

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

**VISITORS ON CAMPUS:** The primary purpose of Petaluma High School is educational rather than social. Daily, adults come on our campus to visit a teacher or counselor. Most often, these are parents who are simply following up on their child's education, volunteering at an event like Challenge Day, picking up a sick student, or a former student coming by to visit a teacher. We want to clarify the process of visiting our campus and underline the importance of signing in upon arrival. This is for the safety of all our staff and students.

- If you are intending to see your child's counselor, please call the counseling office to set up an appointment. When you arrive for your appointment at counseling, please sign in and identify yourself at the front desk. After your appointment, please do not enter the rest of the campus. If you are just dropping off a note or paperwork, you may do so without signing in.
- If you are visiting a classroom by appointment, the teacher will have left notice at the front office. Please sign in and obtain a Visitor Pass. It is likely that you will be asked for identification at this point. Please understand that not everyone will recognize you and we ID for everyone's safety.
- If you are visiting campus without an appointment, you will be asked to leave a note for the teacher. We cannot interrupt classes for parents or former students who come by to visit. Please use our email system to make prior contact and set up a visit.
- If you are picking up a sick child in the SAC (Student Assistance Center), please sign in and be sure to sign your child out. If you are visiting the SAC for other reasons, you should again sign in and provide identification if requested.
- In general, if our campus security comes across a person without a Visitor Pass who he or she can't identify, that person will politely be escorted to the office to sign in and get a Visitor Pass if appropriate.

Our overall aim is to keep our campus safe and secure and, at the same time, welcoming to visitors and parents.

**BULLETIN (daily news):** The daily *Bulletin* will be read over the public address system, and posted in each teacher's classroom, the main hall, and on the PHS website at [www.petalumahighschool.org](http://www.petalumahighschool.org). The *Bulletin* contains a list of all upcoming events, and important school information. An additional 5 minutes is added to the first class each day for the purpose of keeping all students advised of school business and activities. Each day, all students are responsible for listening to or reading the *Bulletin*.

**TROJAN TRACKS (bimonthly newsletter):** The Trojan Tracks newsletter will be posted on the Petaluma High School website at [www.petalumahighschool.org](http://www.petalumahighschool.org) 6 times a year. Please take the time to read your newsletter as important information is enclosed.

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

**INTER-DISTRICT AND INTRA-DISTRICT PERMITS:** Students not living in the Petaluma High School attendance area who wish to go to school at Petaluma High must have an inter- or intra-district permit on file before attending. Those living within the Petaluma City School District area but outside of the Petaluma High School area must have the permission from both the principals of Casa Grande and Petaluma High Schools to change schools. Students living outside the Petaluma City School District must apply first to their home district for release and then to the Petaluma City Pupil Personnel Office for admission. Intra-district/inter-district transfer students will be returned to their school of residence at any time during the school year if experiencing academic, behavioral and or attendance difficulties. Contracts will often be required.

**TRANSFER TO ALTERNATIVE SCHOOLS:** A student who is not able to make satisfactory adjustment to the academic, attendance, and/or behavior standards of Petaluma High School may be transferred to an alternative school site, which could include Carpe Diem High School, Valley Oaks Independent Study High School, San Antonio Continuation High School, or Sonoma County Community School. Each of these options provides for more closely monitored instruction.

Students may voluntarily choose through their counselor to transfer to these programs or may be notified that an involuntary transfer procedure is being initiated. In either case, the transfer must go through the Transition Team, which is a group of administrators operating at the District level to review/approve transfers based on available space and qualifications.

Students are normally expected to complete at least one full semester at an alternative site with improved grades, attendance and behavior before requesting a return to Petaluma High School.

**DANCES:** School sponsored dances are to be safe, drug-free and fun events. Admission to school sponsored dances is limited to currently enrolled PHS students. In order to buy a ticket, a student must complete a Dance Clearance

form, including parent signature, so that rules for the dance are clearly understood. Admission will be allowed only for the first **60** minutes of the dance. In order to be admitted, students may be asked to show their I.D. card. Once admitted, students may not leave and return later. **All** school rules, including dress code, apply to school sponsored dances. School sponsored dances that are open to non-PHS students will require a guest pass be approved to admit a guest. Guest passes must be approved at least two full school days before the dance. No one 21 or over will be admitted to PHS dances. PHS will have an alcohol detector at the door. Students may be checked for the presence of alcohol on their breath. If a reasonable suspicion exists, a student will be subject to a breath analysis test performed by a police officer.

- Police officers will be present at each dance to ensure the safety and security of students.
- Should a student be found to be in possession of or under the influence of drugs or alcohol, the student will be suspended for five days and not be allowed to attend any other dances including prom for the remainder of the school year and may not be allowed to participate in graduation if a senior.
- Students who receive repeated warnings regarding inappropriate dancing will be sent home from the dance.
- Do not bring valuables to dances and school activities.

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

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

- In order to receive an athletic award, the student must have a current PHS Student Body Card. Please see the sports secretary in the Student Assistance Center with questions or concerns.

**ATHLETICS:**

**FALL**

Football	Practices and home games at PHS
Volleyball	Practices and home games in the gym at PHS
Girls Golf	Practice and home matches at Rooster Run
Girls Tennis	Practices and home games at PHS
Cross Country	Practices around PHS, & home meets at Helen Putnam Park— unless posted otherwise.
Girls Soccer	Practices at PHS, home games at Durst Field
Boys Soccer	Practices at PHS, home games at Durst Field

**WINTER**

Basketball	Girls and boys basketball (9–12) - Practices at PHS & PJHS gyms - Home games at PHS gym
Wrestling	Practices and home matches at PHS multi-use room

**SPRING**

Swimming	Practices and home meets at PHS
Track	Track (co-ed) practices and home meets at PHS
Softball	Practices at PHS and McNear Park - J.V. Games at McNear Park - Varsity Games at PHS
Badminton	Practices and home matches at PHS gym.
Baseball	Varsity practices and games at PHS - J.V. practices and games at McNear Park or PHS Abbey
Field	- Frosh practices and games McNear Park or PHS Abbey Field
Boys Tennis	Practices and home games at PHS
Boys Golf	Practice and home matches at Rooster Run

**CITIZENSHIP AND BEHAVIOR:**

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

**ATHLETIC DONATION:** An athletic donation of \$125 per student per sport will be requested to help cover costs. Students participating in 3 sports will only be asked to donate for 2 sports. Your check, made payable to Petaluma High School Athletics, is due when a student applies for his/her clearance with the sports secretary. No student will be denied access to our sports programs. Any questions, please email Kathryn Teeter, the Athletic Director, at [kteeter@pet.k12.ca.us](mailto:kteeter@pet.k12.ca.us).

**LIMITS OF SCHOOL EVENTS:** Agreed-upon time limits are necessary for safety and cooperation within each family. For more information, the approximate beginning and ending times for the more frequently attended school activities are as follows:

DANCES:	7:30–10:30
GAMES, Basketball:	6:00–9:45
GAMES, Football:	5:00–10:15
PLAYS & CONCERTS	7:00–9:30

**CLUBS and ORGANIZATIONS:** Clubs at Petaluma High include the following: Senior Class, Junior Class, Sophomore Class, Freshman Class, California Scholarship Federation (CSF), Chess Club, Circle of Friends, Council of Written Word, Dance Club, Environment Club, Future Farmers of America (FFA), French Club, Future Business Leaders of America (FBLA), Interact, Junior

Statesman, Latino Club, Magic Club, MEChA Paddle Smashers, PYPC, Street Dance Club, Skills USA, Soul Stealers, and Student Council.

### ATTENDANCE POLICY

**ATTENDANCE:** Participation (physical presence) is an important part of your grade. Participation, in the form of points each day, will raise or lower your grade. It is important for students to be punctual and in regular attendance for 175 school days. We realize that students will miss school due to illness and, occasionally, for other reasons. The following absences will be recorded as excused pursuant to the amended Education Code 48205(a) 1-7:

1. Illness
2. Quarantine
3. Medical appointment
4. Attending a funeral service of a family member
5. Jury duty
6. Medical appointment of student's child
7. Justifiable reasons\*
  - a. Court
  - b. Funeral service
  - c. Religious service
  - d. Religious retreat
  - f. Employment conference

**\*These must be requested in writing by parents prior to the day of absence.**

A pupil absent from school under these guidelines shall be allowed to complete all assignments and tests missed during the absence within a reasonable period of time.

### **IF A STUDENT IS ABSENT:**

1. **Each day** a student is absent, the parent or guardian **must call** the attendance office at 778-4670 and give the reason for the absence.
2. If phone contact is not made, upon the student's return, the student **must have** a written note from a parent or guardian explaining the date(s) and reason for the absence.
3. PHS uses an automated computer voice-message system to notify families when students are marked absent from school. If no one answers, a message will be left on an answering machine if available. Parents and guardians are responsible for contacting the attendance clerk when questions arise from automated phone calls. Occasionally, parents remain uninformed when messages are not passed on and/or erased. **When errors do occur, students are responsible for picking up a correction form**

**from the attendance office, giving it to their teacher(s) who make the corrections, and then returning the form to the attendance clerk.**

4. Absences not cleared within 3 days will be recorded as cuts and Saturday School will be assigned.

**CLEARING ABSENCES:** It is the student's responsibility to be sure his/her parents have cleared all absences. Parents must call the school on each day that their student is absent or write a note for their student to turn into the attendance window the morning of his/her return. **ABSENCES MUST BE CLEARED WITHIN 3 DAYS.**

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

Students having an illness that results in absences over an extended period of time should consult with a counselor to consider qualifying for home and hospital instruction, which provides a teacher in the home on an hourly basis.

Both of these services are provided to minimize the interruption of the instructional process with our students.

### **SCHOOL ATTENDANCE REVIEW TEAM (SART)**

**REMOVAL FROM CLASS DUE TO EXCESSIVE ABSENCES:** Students who have excessive absences (excused or unexcused) are missing valuable instruction and are prone to fail. The SART team meets with the student and parents to find ways to improve attendance. Excessive absences will result in the student and parent being notified by mail to appear before SART.

SART will consider grades and extenuating circumstances such as extended illness, hospitalization, death in the family, etc. Medical verification and/or other forms of documentation should be presented. One of the following decisions will be made at the conclusion of the meeting:

- Remain in class with attendance monitored under contract
- Referral to Valley Oaks Independent Study program or Carpe Diem
- Be placed on a minimum day contract (classes dropped)
- Be assigned to San Antonio High School
- Referral to School Attendance Review Board (SARB)

**TARDY POLICY:** All students are expected to be on time to each class. Tardiness is defined as entering the classroom after the final bell. Unless the tardy is due to illness or a medical or dental appointment, the student should report directly to class. In the case of an excused tardy for reasons specified above, the student should first report to the attendance office. Tardies will be excused by the attendance office only with a written note from a parent, doctor, or dentist verifying the illness or medical or dental appointment. Misuse of this excuse will result in administrative intervention.

Each time a student is tardy (beginning with the first time), the teacher assigns a detention to be served that day or the next. Detention will be held from 3:15–4:00, Mondays, Tuesdays, and Thursdays, and 2:15–3:00 on Wednesdays, location to be announced. In addition, students who are tardy four or more times in a grading period are assigned Saturday school. Saturday school attendance is mandatory as assigned.

**CUTTING CLASS:** Cutting class will result in Saturday school, and possible SART referral. **CUTTING** is defined as:

- Being more than 30 minutes late to class
- Being absent from class and/or being off-campus without permission
- Failing to clear an unverified absence

**TRUANCY POLICY:** Students who miss class willfully and knowingly, and whose parents have been contacted, will be considered truant and will be subject to the following process:

- 1<sup>st</sup> cut: Saturday school
- 2<sup>nd</sup> cut: Saturday school
- 3<sup>rd</sup> cut: Saturday school (SART referral)

**CLOSED CAMPUS:** In accordance with state law and Board of Education policies, Petaluma High School is a closed-campus school. Once a student has entered the campus the appropriate clearance (off-campus pass) must be obtained to leave campus .

There are **NO** off-campus privileges during tutorial, including visits to the parking lot and/or student automobiles.

As a privilege granted to juniors and seniors, they may leave campus **only** during lunchtime after displaying their student I.D. card. They should expect to be refused permission if they cannot show such proof. This privilege is subject to revocation on a case-by-case basis if it is abused.

During any period in which students are not enrolled in an on-campus class they are required to be off campus. Students are required to leave campus after the completion of their last class unless involved in an extra-curricular activity. Failure to comply will result in disciplinary consequences.

**OFF-CAMPUS PASSES:** Students needing to leave campus must obtain from the attendance office an Off-Campus Pass before leaving campus for any reason. Should a student leave without following this policy, the absence will be recorded as a cut and cannot be cleared after the fact. The consequence for leaving without an off campus pass is a detention or Saturday school for repeated violations.

To avoid classroom disruptions, please make routine medical appointments after school hours. If this is not possible, parents or guardians must phone or send a note to the attendance office before students may leave campus.

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

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

(EC 5113 - Absences and Excuses)

(EC 6154 - Homework/Makeup Work)

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

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

6. Originality and reasoning ability when working through problems

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

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

**ANNUAL NOTICE: UNIFORM COMPLAINT PROCEDURES**

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

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

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

*complaint and a copy of the district’s decision. A copy of the district’s policy and complaint procedures may be obtained through the superintendent’s office.*

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

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

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

**TITLE IX / HARASSMENT**

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

**NETWORK/INTERNET ACCEPTABLE USE AGREEMENT (A.R. 6163.4)**

All Petaluma City Schools Network/Internet users are required to sign the

Authorized Network/Internet Use Agreement Form and to abide by the terms and conditions of Board Policy 6163.4 and the corresponding regulations. The Board of Education does not authorize any use of the Internet that is not conducted strictly in compliance with this policy. Your signature on the Internet Use Agreement form (AR 6163.4c) indicates that you have read the terms and conditions carefully, understand their significance, and will abide by them.

The Board of Education believes that networked computers and the Internet offer vast, diverse, and unique resources and opportunities for students, teachers, and other users. The District goal in providing these resources to staff and students is to promote educational excellence in school by facilitating resource sharing, innovation, and communication.

The District may not be able to technologically limit access to services through the District's Internet connection to only those that have been authorized for the purpose of instruction, study, and research related to curriculum. Parents/guardians are advised that a determined user may be able to gain access to services on the Internet, which the District has not authorized for educational purposes. Parent/guardians are also advised that the District does not censor communications on the network and on the Internet. By participating in the use of these resources, students may gain access to information and communications, which they or their parents/guardians may find inappropriate, offensive, or controversial. Parents/guardians assume this risk by consenting to allow their students to participate in the use of district computers and the Internet.

Users who disregard the District's Acceptable Use Policy or the Regulations may have their use privileges suspended or revoked and may be subject to other disciplinary actions, including possible civil or criminal action if appropriate. Users granted access to the Internet or other network by the Petaluma City Schools assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by District policy.

Students must follow the Petaluma City School District's Acceptable Use Policy below or they may have their use privileges suspended or revoked and may be subject to other disciplinary actions, including possible civil or criminal action if appropriate. Students using the Internet or other network by the Petaluma City Schools assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by District policy.

### **Terms and Conditions of the Networked Information Resources Acceptable Use Agreement**

#### **1. Personal Responsibility**

I understand and take complete responsibility for using the computer network correctly. General school rules for behavior and communications apply. I will report to a teacher or librarian any activities on the computer network that I know are wrong, or that make me feel uncomfortable.

#### **2. Acceptable Use**

I will use school computers **only** for educational purposes and for completing classroom projects, research and assignments.

- I will not share private information about other students or staff
- I will not send or display offensive or inappropriate messages or pictures.
- I will not use obscene language.
- I will not harass, insult or attack others.
- I will not damage or do things that might damage computers, computer systems, computer networks, or data (for example, loading a file that may introduce a virus).
- I will not download material from the Internet on district computers without specific permission from my teacher.
- I will follow copyright laws. I will cite my sources when using material gathered from the network. I will not post or distribute copyrighted material. I will not redistribute material gathered from the network without permission of the author.
- I will not use others' passwords or share my password or anyone else's with others.
- I will not trespass in others' folders, work or files.
- I will not attempt unauthorized access to computer systems, networks, or data.
- I will not intentionally waste limited network resources.
- I will not buy, sell or advertise anything on the school network.
- When using other organizations' networks or resources, I will follow their rules.
- I will not download software or other executable files for installation or storage on district computers.

I am aware that some inappropriate uses of the network can be a violation of local, state and federal laws and that I can be prosecuted for violating those laws.

#### **3. Safety**

To protect myself and others, I will follow the following safety rules:

- I will never give out my or anyone else's last name, address, telephone

- number, or school name to someone I meet online.
- I will not respond to any messages that make me feel uncomfortable. I will show such messages to a teacher or librarian.
- I will not send my or any other student's photo out online or put my or any other student's photo on a web page without express staff permission. I will get written permission before I put out an adult's photo online or put it on a page.

#### 4. Network Etiquette and Privacy

I understand that e-mail and other information accessed or stored on the network are not guaranteed to be private. Network administrators may look at files and e-mail to make sure that the system is working properly and that users are using the system responsibly. In addition, files and e-mail are sometimes sent to the wrong

place. Users of the network are part of a global community. I will follow generally accepted rules of network etiquette.

#### 5. Privileges

The use of the network is a privilege, not a right. If I do not use it correctly, I may lose access to the network. Teachers, librarians, technology support staff and administrators will decide what is appropriate use of the computer; their decision is final. A staff member or administrator may request that network access be revoked, suspended or denied at any time.

#### 6. Services

The Petaluma City School District will not be responsible for any information that may be lost, damaged or unavailable due to technical, or other, difficulties. The Petaluma City School District assumes no responsibility for the accuracy of information obtained through the network. I will take responsibility for evaluating my sources of information for accuracy and biases.

**THE BEST PLACE TO GET HELP:** Teachers and staff are here to teach and to help students. Students should feel free to ask any teacher's help at any appropriate time. This help could include class work, where things are, how to make appointments, or other necessary procedures.




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### WHEN YOU NEED INFORMATION ABOUT . . .

<u>Topic</u>	<u>Contact</u>
Athletic Boosters, Music Boosters:	Main office
Athletics (Boys or Girls):	Kathryn Teeter, Athletic Director
CSF (California Scholarship Federation):	Lillian Granger
Durst Field:	Main Office
Careers / Colleges:	Christine Stoll, Career Center
Clubs:	Kerry Lowell
Conflict Resolution:	Counseling Office
Drama:	Jonathan Knox
ESL (English as a Second Language):	Counseling Office
Migrant Education:	Counseling Office
Facilities Use Issues:	Student Assistance Center
GATE (Gifted & Talented Education):	Counselor or GATE Board Member
Health Problems:	Counselor OR an adult in the office for a referral to the school nurse
Music / Color Guard:	Cliff Eveland
Project Graduation:	Main Office
PTSA (Parent Teacher Student Assoc.):	Main Office
School Site Council:	Main Office
Speech/Hearing/Special Ed. Programs:	Counselor for referral to school learning team
Student Activities:	Kerry Lowell, Activities Director
Vocal Music:	Elizabeth Robertson
Yearbook:	Kerry Lowell

## **STUDENTS: WHAT TO DO IF . . .**

### **1. You are absent.**

Have your parent (guardian) telephone 778-4670 and leave a message about your absence or bring a note to the attendance window the day you return.

### **2. You are going to have an extended absence.**

Contact your counselor.

### **3. You become ill at school.**

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

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

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

### **5. Your locker is jammed or needs repair.**

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

### **6. You need to pay a bill or fee.**

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

### **7. You need to buy bus tickets.**

- a. Take your payment to the district office at 200 Douglas Street , OR
- b. Mail your payment along with the summer letter form to the Petaluma School District Office, 200 Douglas Street, Petaluma, CA 94952

### **8. You need to make an appointment with your counselor.**

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

### **9. You need P.E. clothes.**

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

### **10. You need to make a phone call.**

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

### **11. You want to change a class.**

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

### **12. You want to express concern or make a complaint about a class or a teacher.**

- a. Talk to the teacher directly.
- b. If no resolution is reached, make an appointment (see item 8) and talk to your counselor.
- c. If no resolution is reached, make an appointment with the principal or an assistant principal through the secretary.

### **13. You ride your bicycle to school.**

Bicycles must be parked and locked in the rack provided in the quad. The school is not responsible for damage or theft of bicycles while parked. For safety reasons you must walk your bicycle at all times while on campus.

### **14. You still have questions.**

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

### **15. You are being harassed.**

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

**CLASS SCHEDULE**

“A” Day Periods 1, 2, 3

“B” Day Periods 4, 5, 6

**DAILY BELL SCHEDULE**

0	7:30	8:20
1/4	8:30	10:10
Tutorial	10:10	10:35
Break	10:35	10:40
2/5	10:50	12:25
Lunch	12:25	1:05
SSR	1:10	1:25
3/6	1:25	3:00

**SHORTENED WEDNESDAYS**

0	7:30	8:20
1/4	8:30	10:05
Tutorial	10:05	10:25
2/5	10:30	12:00
Lunch	12:00	12:35
3/6	12:40	2:10

**MINIMUM DAY SCHEDULE**

0	7:30	8:20
1/4	8:30	9:45
Break	9:45	10:05
2/5	10:10	11:25
3/6	11:30	12:45

**FINAL EXAM SCHEDULE**

Tutorial	8:00	8:25
Exam	8:30	10:25
Break	10:25	10:45
Exam	10:50	12:45

**RALLY / ASSEMBLY SCHEDULE**

0	7:30	8:20
1/4	8:30	9:55
Rally/Assembly	9:55	10:30
Tutorial	10:30	11:00
2/5	11:05	12:30
Lunch	12:30	1:10
SSR	1:15	1:30
3/6	1:30	3:00

**PHS DIRECTORY**

<b>Administration</b>	<b>778-4652</b>
<b>Admin/Students</b>	<b>778-4671</b>
<b>Athletic Director</b>	<b>778-5074</b>
<b>Attendance</b>	<b>778-4670</b>
<b>Bilingual (español)</b>	<b>778-4646</b>
<b>Cafeteria</b>	<b>778-4660</b>
<b>Career Center</b>	<b>778-4857</b>
<b>Counseling</b>	<b>778-4779</b>
<b>Discipline</b>	<b>778-4671</b>
<b>Facilities Use</b>	<b>778-4651</b>
<b>Fax, Counseling</b>	<b>778-4905</b>
<b>Fax, Main Office</b>	<b>778-4767</b>
<b>Information</b>	<b>778-4651</b>
<b>Library</b>	<b>778-4662</b>
<b>Museum</b>	<b>778-4787</b>
<b>Nurse</b>	<b>778-4651</b>
<b>Registration</b>	<b>778-4650</b>
<b>Student Center</b>	<b>778-4651</b>
<b>Transcripts</b>	<b>778-4650</b>
<b>Voice Mail</b>	<b>778-4926</b>

## **STAFF LISTS\***

### **Administration Office**

Frank Lynch/Marilyn Stratford:  
Co-Principals  
Camotta, Cheryl: School Acc't. Clerk  
Keaton, Laura: Sr. School Secretary  
Martin, Lisa: School Account Clerk

### **Counseling Office**

McGuire-Guerra, Molly, Counselor,  
Gr. 9-12  
(Student surnames: Re-Z)  
Nolden, Fran: Counselor . Gr. 9-12  
(Student surnames: L-Ra)  
Ruzick, Christine Counselor, Gr. 9-12  
(Student surnames: A-Di)  
Schmidt, Teri: Counselor, Gr. 9-12  
(Student surnames: Do-K)  
Stavish, Jacalyn: Student Records Clerk  
Walsh, Joan: Counselor, Gr. 9-12  
(Student surnames: Re-Z)  
Yeager, Gail: Registrar

### **Student Assistance Center and Discipline Office**

Holley, Bennett: Asst. Principal  
Melville, Karen: Student Rec. Clerk  
Mesagno, Claire: Clerk Typist  
Luna, Arla: Discipline Secretary  
Stirrat, David: Asst. Principal

### **Campus Supervisors**

Borowy, Maria  
Jastrow, Kurt  
McNamee, Kim  
Norwood, Glendora  
Standard, Jean  
Zitkovich, Bill

### **Career Center**

Stoll, Christine

### **Instructional Services**

Badham, Barbara:  
Psychologist  
Vosburg, Elyse: Speech  
Therapist

### **Library**

Whisler, Carolyn: Lib. Asst.  
Williams, Connie: Librarian

### **Cafeteria Staff**

Deuel, Debra  
Hutchinson, Kelly  
Lopez, Janie  
Oweis, Nawal  
Parsons, Rena  
Patty Shinneman  
Williams, Margaret  
Zimmer, Diana

### **Custodial Staff**

Figone, Robert  
Lake, Donna  
MacKinnon, David  
Parreira, Joao (John)  
Raitano, Anthony  
Soares, John  
Teodoro, Victor

### **Instructional Assistants**

Deignan, Jeanne  
Fullalove-Wackerman, Wendy  
Katuna, Heidi  
McCormick, Vickie  
Sheridan, Deb  
Thompson-Johnstone, Cheryl  
Whetstone, Vivian  
Wilson, Elise  
Woodhouse, Mary

### **Full Inclusion Assistants**

Bihn, Nicki  
Smith, Janie

### **Bilingual Office**

Estrada, Rosario  
Jones, Zoe

### **STUDENT ACTIVITIES**

Kerry Lowell

### **ASB OFFICERS**

President: Hannah Loiacono  
Vice President: Josie Nowak  
Secretary: Alyssa Pennington  
Treasurer: Izzy Luce

### **Commissioners**

Athletics: Jack Perez  
Campus Climate: Allie McDowell  
& Marily Arango  
Citizenship: Cecelia Payne &  
Jordan Shyne  
Clubs: Kasey Page  
Fun Fridays/Class Morale: Kevin  
Poteracke & Jessie Peterson  
Publicity: Jenna Bergstedt &  
Blake Patrick  
Rallies: Tanner Berncich &  
Taylor Costa  
Social Affairs: Lyndsey Mondo  
& Teddy Scranton  
Spirit: Alli Nadale  
Teachers Assistant: Kelsey  
Longerbeam

### **Senior Class Officers**

President: Anthony Montoya  
Vice President: Jenna Ross  
Secretary: Patrick Scoble  
Treasurer: Brooks Baddeley  
Communications: Maddy Stessman

### **Junior Class Officers**

President: Branden Garner  
Vice President: Noah Forrey  
Secretary: Madeline Barrera Crum  
Treasurer: Grant Olsen  
Communications: Madeline  
Crawford

### **Sophomore Class Officers**

President: Maya Raymond Brenes  
Vice President: Cara Grant  
Secretary: Saydee Dickenson  
Treasurer: Hanna McCarthy  
Communications: McKenzie  
Moreda

### **Freshman Class Officers**

President: Maddie Thomas  
Vice President: Liza Bernard  
Secretary: Kelly Galten  
Treasurer: Georgia Pellkoffer

\* Staff as of July, 2010

## DEPARTMENTS\*

### BOARD OF EDUCATION

Schafer, Mary - President  
Tennyson, Carolyn - Clerk  
Baddeley, Mike- Member  
Chlebowski, Sheri - Member  
Sanderson, Troy - Member

### ADMINISTRATION

Lynch, Frank/Statford, Marilyn:  
Co-Principals  
Holley, Bennett: Asst. Principal  
Stirrat, David: Asst. Principal

### AGRICULTURE/WILDLIFE

Arntz, Kim, Dept. Chair  
Bruhn, Sierra  
Touchstone, Michael

### BUSINESS

Francavilla, Rodger  
Lowell, Kerry: Dept. Chair  
Wilson, Karen

### COUNSELING

McGuire-Guerra, Molly  
Nolden, Fran  
Ruzick, Christine  
Schmidt, Teri: Lead Counselor  
Walsh, Joan

### ENGLISH

Archibald, Heather  
Arntz, Kim  
Cecchini, Kylee  
Cochrun, Paul  
Jackson, Shereen  
Knox, Jonathan  
Lee, Christina  
Libecap, Nathan  
Madden, Sheila

O'Connor, Krista  
Smith, Hilary  
Thompson, Mary: Co-Chair  
Tobin, Bobbin  
Wadsworth, Sarah  
Wiley, Peggy: Co-Chair

### FOREIGN LANGUAGE

Baskerville, Stephen  
Kovanis, Kelly  
Lua, Margarita  
Morena, Jennifer  
Wadsworth, Sarah: Dept.  
Chair

### INDUSTRIAL TECH

Brunton, Fred: Dept. Chair  
Jones, Chris  
Karas, Gene  
Sunia, Dan

### LIBRARY

Williams, Connie

### MATH

Cox, Doug  
Baldwin, Jane  
Dietrich, Stephanie  
Fitch, Debbie  
Granger, Lillian  
Gueretta, Jim  
McHugh, Jim: Dept. Chair  
Plyler, Denny  
Seeley, Mary

### PHYSICAL EDUCATION

Jones, Jill  
Krist, Ricky: Dept. Chair  
Tallent, Jon  
Teeter, Kathryn

### RESOURCE SPECIALIST PROGRAM

Carhart, Doug: Co-Chair  
Carl, Doug  
Jones, Lynette  
Lopez, Walter  
Luke, Monique  
Tamborski, Karen  
Turner, Barbara: Co-Chair

### SCIENCE

Blakeslee, Mary  
Boyes, Lee: Dept. Chair  
Brazil, Victor  
Camacho, Kris  
Pawlan, Bob  
Smith, Susan  
Troth, Rick

### SOCIAL SCIENCE

Aja, Andrew  
Archibald, Heather  
Cochrane, Andrew  
Dawsari, Jamil  
Granados, Brian  
Jackson, Kevin  
Lounibos, Jennie, Dept. Chair  
Street, Jr., Wayne

### VISUAL & PERFORMING

#### ARTS

Eveland, Cliff  
Kalleen, Sabrina  
Knox, Jonathan  
Robertson, Elizabeth  
Tillinghast, Jae: Dept. Chair

### PHS DIRECTORY

<b>Administration</b>	<b>778-4652</b>
<b>Athletic Director</b>	<b>778-5074</b>
<b>Attendance</b>	<b>778-4670</b>
<b>Bilingual</b>	<b>778-4646</b>
<b>Cafeteria</b>	<b>778-4660</b>
<b>Career Center</b>	<b>778-4857</b>
<b>Counseling</b>	<b>778-4779</b>
<b>Counseling Fax</b>	<b>778-4905</b>
<b>Discipline</b>	<b>778-4671</b>
<b>Fax, Counseling</b>	<b>778-4905</b>
<b>Fax, Main Office</b>	<b>778-4767</b>
<b>Facilities Use</b>	<b>778-4651</b>
<b>Information</b>	<b>778-4651</b>
<b>Library</b>	<b>778-4662</b>
<b>Music Dep't.</b>	<b>769-9650</b>
<b>Museum</b>	<b>778-4787</b>
<b>Nurse</b>	<b>778-4651</b>
<b>Registration</b>	<b>778-4650</b>
<b>Student Center</b>	<b>778-4651</b>
<b>Transcripts</b>	<b>778-4650</b>
<b>Voice Mail</b>	<b>778-4926</b>

\*Staff as of July, 2011

**VOICE MAIL\* 778-4926 EXT.**

Aja, Andrew	1350
Archibald, Heather	1100
Badham, Barbara	5400
Baldwin (Decker), Jane	1750
Baskerville, Stephen	2100
Blakeslee, Mary	1250
Boyes, Lee	3500
Brazil, Victor	1300
Brunton, Fred	1400
Camacho, Kris	1210
Carhart, Doug	1430
Carl, Doug	1420
Cecchini, Kylee	1450
Cochrane, Andrew	1110
Cochrun, Paul	1500
Cox, Doug	5100
Dawsari, Jamil	1320
Dietrich, Stephanie	1800
Fitch, Debbie	2000
Francavilla, Rodger	2030
Granados, Brian	2370
Granger, Lillian	1140
Gueretta, Jim	2300
Jackson, Kevin	1220
Jackson, Shereen	1200
Jones, Jill	2800
Jones, Lynette	1580
Karas, Gene	1550
Knox, Jonathan	2900
Kovanis, Kelly	1120
Lee, Christina	1270
Libecap, Nathan	1970
Lopez, Walter	1700
Lounibos, Jennie	3600
Lowell, Kerry	3000
Lua, Margarita	1390
Luke, Monique	1850

Madden, Sheila	3020
McHugh, Jim	3200
Moreno, Jennifer	1310
Nichols, Linda	1330
O'Connor, Krista	3410
Pawlan, Bob	3450
Plyler, Denny	3650
Rogge, Shannon	1170
Schmidt, Teri	1410
Seeley, Mary	2050
Smith, Hilary	4050
Smith, Susan	3050
Street, Jr., Wayne	3950
Sunia, Dan	1150
Tamborski, Karen	4200
Thompson, Mary	4300
Thomas, Hal	1780
Tillinghast, Jae	4350
Tobin, Bobbin	4400
Troth, Rick	4500
Turner, Barbara	4550
Vosburg, Elyse	5600
Wadsworth, Sarah	4650
Whetstone, Vivian	7530
Wiley, Peggy	4750
Wilson, Karen	4800

**TO REACH THE FOLLOWING STAFF MEMBERS PLEASE DIAL:**

**Administration**

Lynch, Frank/Stratford, Marilyn	778-4652
Holley, Bennett	778-4651
Stirrat, David	778-4651

**Counselors**

McGuire-Guerra, Molly	778-4779
Nolden, Fran	778-4779
Ruzick, Christine	778-4779
Schmidt, Teri	778-4779
Walsh, Joan	778-4779

**Teachers**

Arntz, Kim (Ag)	778-4661
Eveland, Cliff (Music)	769-9650
Krist, Rick (P.E.)	778-4659
Williams, Connie (Library)	778-4662

**Nurses**

Stacey Evans	778-4651
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\*Staff as of July, 2011

## **STUDENT BEHAVIOR POLICY**

At Petaluma High School, we believe that a safe, orderly environment contributes to the learning opportunities for all students. Occasionally students will make inappropriate decisions for which they should be held accountable. The following rules have been established to help create a positive school climate. Incidents may occur which result in disciplinary action but are not specified in this behavior policy. Please read these rules and familiarize yourself with them.

**DRESS CODE STANDARDS:** Appropriate attire contributes to a positive learning and working environment. Standards have been established to create an atmosphere and attitude in which students perform well, feel comfortable, and do not distract others. We appreciate cooperation from each family in helping to maintain appropriate standards of appearance.

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

- Any extremely tight or revealing clothing (including apparel with exposed midriffs, 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) or anything 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.
- Sunglasses may not be worn in the classroom.
- Students may use the hoods of their sweatshirts or jackets **ONLY** when outdoors **AND** it is raining, windy, or cold.
- 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 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 will not be allowed in classes or out on the school grounds if dressed inappropriately. Inappropriately dressed students will be asked to change and may have the clothing confiscated and may receive disciplinary consequences. Final judgment of appropriateness shall be determined by the principal or assistant principal.

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

**CELL PHONES:** It will be necessary to keep cell phones out of sight and turned off during class time. Should they ring or make some other recognizable sound during class-time, they will be confiscated by the teacher, sent to the office, and must be returned to a parent regardless of the student's age. General rules to follow are:

- Cell phones must not be used or in sight during class time anywhere on campus
- If a cell phone is on or recognizably "rings, buzzes," etc., or if a student leaves class to respond to a cell phone, it will result in the cell phone being confiscated
- A student who refuses a staff member's request to comply with this policy may be suspended.

**ELECTRONICS:** MP3's (iPods, etc.), CD players, games and other electronics are to be off and out of sight during class time. They are subject to the same policy as for cell phones (see above).

**VANDALISM:** Petaluma High School represents a major investment for the citizens of Petaluma. It is essential that we care for and preserve what we already have. Funds are limited for Petaluma High School, and any money

spent on repairs or replacement of equipment takes away from the amount of money available to purchase the many things that are needed in our school. Any students involved in vandalism will face discipline consequences, a possible police report, and will be required to pay in full for any damages. Also, a conference will be required with parents and a school official.

**SUSPENSION:** When suspended, students are not allowed to be on or around the campus of Petaluma High School or any district school. They are not permitted to attend any school activity or function during the suspension. Any costs for tickets or fees for events or activities are not refundable when suspended. Class work for students on suspension may be requested through the counselor. Students are encouraged to do their work during suspension to keep current with class, however, the State Education Code allows individual teachers to make the determination of what credit, if any, will be allowed.

**IN-SCHOOL SUSPENSION:** As an alternative to at-home suspension a student may be assigned an in-school suspension. Students are responsible to bring books and class work to do during this day. Students are in a separate room for a full school day and do not have access to tutorial. Students have the opportunity to get lunch, but eat lunch in the ISS room.

**SATURDAY SCHOOL:** Saturday School is conducted almost every Saturday for the purpose of making up unexcused absences/cuts and to provide an alternative to suspension. Limits may be imposed on the number of times a student is assigned. The class is conducted from 8:00–12:15. Students must report to the multi-use room before 8:00 a.m., or they are not admitted. After meeting at the multi-use room, students are escorted to a classroom for the day. Students will not be admitted if they have not brought school assignments to be completed. Disruptive students will be asked to leave and will not receive credit for attendance. Failure to show for an assigned Saturday School indicates the student has opted to receive a day of suspension, which may be assigned as an in-school suspension (ISS) or an at-home suspension. Students are not allowed to leave the building during the break.

**DETENTION:** Detentions are held on Tuesday and Thursday from 3:15 until 4:00 p.m., location to be announced. On Wednesday it will be held from 2:15 until 3:00 p.m., location to be announced. Students are assigned detention with 24 hours notice, in case they need to make appropriate

arrangements. Failure to attend detention will be considered defiance and will result in assignment to Saturday school. Please refer to the discipline plan included in this handbook to review this process.

**DISCIPLINARY REFERRALS:** Students receive disciplinary referrals for violating PHS policies. When students are sent out of class, they are expected to go directly to the office. If a student receives 20 or more referrals during the school year, he/she will be referred to the discipline committee and a discipline contract will be put in place, specifying the scope of future consequences.

**SEARCHES:** To provide a safe school environment, the principal or principal's designee may, with the belief that students might have in their possession anything that could be harmful to them or others (such as drugs, alcohol, weapons, stolen property, other dangerous items, etc.), request that students make themselves and their belongings available for a search. **All backpacks and related items will be searched before admittance to any school activity.** Should a student refuse, the Petaluma Police Department will be contacted to conduct the search and parents will be notified. **Physical Education lockers and hall lockers are the property of the school and, therefore, school authorities reserve the right to inspect the lockers at any time. (Board Policy 5145.11 and 5145.12)**

### **ACADEMIC HONESTY GUIDELINES**

**CHEATING:** In academics, cheating is generally defined as deceiving or misrepresenting in a manner that creates a false impression of student performance in a class. Cheating includes, but is not limited to, copying another's work in whole or in part, passing off another's work as one's own, plagiarism, fostering cheating, conspiring to cheat, or other tricks and devices which create a misimpression about a student's performance, including the Other Academically Dishonest conduct which is described below. A teacher may reasonably conclude that a student is cheating if the student is seen looking at another student's paper during an exam.

**FOSTERING CHEATING:** A student who intentionally allows his/her paper to be copied is cheating as much as the student doing the copying. Such individuals shall be sanctioned the same as the person doing the

copying. Students are responsible for the security of their own tests and papers.

**PLAGIARISM:** Plagiarism is a form of cheating whereby a student attempts to pass off someone else's written work as the student's. Plagiarism includes, but is not limited to, copying directly from an encyclopedia, textbook or website when writing a report without providing credit through footnotes. It is unnecessary to copy an entire article for the copying to be plagiarism. Peer editing assigned or allowed by the teacher is not plagiarism. Assignments, which may be handled in a cooperative manner, should be expressly designated by the teacher. Other than peer editing, only cooperative assignments are to be shared with other students before they are turned in for credit.

**CONSPIRACY TO CHEAT:** Aiding another in cheating is considered to be cheating itself. Such aiding may be subject to sanctions if a student takes at least one action in furtherance of a plan to cheat. The cheating need not be accomplished for a student to be guilty of conspiring to cheat.

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

**NOT CHEATING:** Peer or parent editing, where allowed, or working cooperatively on assignments on which the teacher allows cooperation, do not constitute cheating. Studying for tests and exams with other students is

appropriate, although if there is some question, the individual teacher should be asked to clarify what is allowed.

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

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

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

#### **PHS DIRECTORY**

<b>Administration</b>	<b>778-4652</b>
<b>Athletic Director</b>	<b>778-5074</b>
<b>Attendance</b>	<b>778-4670</b>
<b>Bilingual (español)</b>	<b>778-4646</b>
<b>Cafeteria</b>	<b>778-4660</b>
<b>Career Center</b>	<b>778-4857</b>
<b>Counseling</b>	<b>778-4779</b>
<b>Discipline</b>	<b>778-4671</b>
<b>Facilities Use</b>	<b>778-4651</b>
<b>Fax, Counseling</b>	<b>778-4905</b>
<b>Fax, Main Office</b>	<b>778-4767</b>
<b>Information</b>	<b>778-4651</b>
<b>Library</b>	<b>778-4662</b>
<b>Museum</b>	<b>778-4787</b>
<b>Music Department</b>	<b>769-9650</b>
<b>Nurse</b>	<b>778-4651</b>
<b>Registration</b>	<b>778-4650</b>
<b>Student Center</b>	<b>778-4651</b>
<b>Transcripts</b>	<b>778-4650</b>

**Voice Mail**

**778-4926**

**PETALUMA CITY SCHOOLS  
7-12 GRADE  
DISCIPLINE PLAN**

California Education Code 48900 allows the superintendent and/or the principal of a school to suspend or recommend for expulsion a student for any infraction of the following rules while on school grounds, going to or coming from school, during the lunch period whether on or off the campus, or during, or while going to or coming from, a school sponsored activity. The designated consequences for each occurrence are guidelines followed by 7-12 schools. Alternative school sites may have additional or modified consequences. However, any of the listed offenses, when the conduct is of an extreme nature, may result in a suspension of up to 5 days or a recommendation for expulsion for the first or second offense.

E.C. 48900 OFFENSE	FIRST OFFENSE	SECOND OFFENSE	ADDITIONAL OFFENSES
(a)(1) CAUSED, ATTEMPTED TO CAUSE, OR THREATENED TO CAUSE <b>PHYSICAL INJURY</b> TO ANOTHER PERSON	Fighting 3-5 day suspension / notify Petaluma Police Department / possible recommendation for expulsion / no fight contract	5-day suspension / recommendation for expulsion / notify Petaluma Police Dept.	Expulsion procedures
(a)(2) WILLFULLY USED FORCE Assault, battery, causing serious physical injury	3-5 day suspension/recommendation for expulsion / notify Petaluma Police Dept.	Expulsion procedures	
(b) Possessed, sold or otherwise furnished any <b>firearm</b> , knife, <b>explosive</b> , or other dangerous object. <b>Brandishing a knife at another person</b>	5-day suspension and recommendation for expulsion / referral to Police Department		
Fireworks or firecrackers	3-day suspension	5-day suspension and parent conference / expulsion	Alternate placement or expulsion procedures
(c) Unlawfully possessed, used, <b>sold</b> , or otherwise furnished, or been under the influence of any <b>controlled substance</b> listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind	Use or possession of ... 5-day suspension / recommendation for expulsion/ referral to Drug Counselor / referral to Petaluma Police Dept. / Drug / Alcohol Contract	5-day suspension and recommendation for expulsion. Referral to Petaluma Police Dept.	
Sales or otherwise furnishing ...	5-day suspension and recommendation for expulsion / -notify Petaluma Police Dept.		

(d) Unlawfully offered, arranged, or negotiated to sell any <b>controlled substance</b> , and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and <b>represented the liquid, substance, or material as a controlled substance</b>	5-day suspension / recommendation for expulsion / referral to Drug Counselor / referral to Petaluma Police Dept.	5-day suspension and recommendation for expulsion. Referral to Petaluma Police Dept.	
(e) Committed or attempted to commit <b>robbery or extortion</b>	5-day suspension and recommendation for expulsion to include referral to the Petaluma Police Department		
(f) Caused or attempted to cause <b>damage to school property or private property</b>	ISS / 1-5 day suspension/referral to Petaluma Police Dept./recommendation for expulsion	3-5 day suspension / referral to Petaluma Police Dept../ recommendation for expulsion	5-day suspension and recommendation for expulsion
Possession of permanent markers when used for graffiti/tagging			
(g) Stole or attempted to <b>steal school property or private property</b>	ISS / 1-5 day suspension / referral to Petaluma Police Dept. / recommendation for expulsion	3-5 day suspension / referral to Petaluma Police Dept. / recommendation for expulsion	5-day suspension and recommendation for expulsion
(h) Possessed, or used <b>tobacco, or</b> any products containing <b>tobacco or nicotine products</b>	ISS / detention / Saturday School / suspension or referral to Substance Abuse Specialist / refer to School Resource officer	1-3 day suspension	Parent conference and 5 day suspension / alternate placement
(i) Committed an <b>obscene act</b> or engaged in <b>habitual profanity or vulgarity</b> (PC 415.5)	Student-administrator conference / detention / ISS / Saturday School / suspension / referral to Petaluma Police Dept.	1-3 day suspension /ISS / Saturday School	Parent conference and 5-day suspension / alternate placement
(j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any <b>drug paraphernalia</b> as defined in Section 11014.5 of the Health and Safety Code	1-3 day suspension and parent conference	5-day suspension and discipline committee conference / Referral to Petaluma Police Department	5-day suspension and recommendation for expulsion. Referral to Petaluma Police Dept.
(k) <b>Disrupted school activities</b> or otherwise <b>willfully defied the valid authority</b> of supervisors, teachers, administrators, school officials or other school personnel engaged in the performance of their duties			
1) Violating teacher's written classroom rules-behavior expectations	Student, administration-staff conference / detention / parent conference / class suspension	1-2 day suspension in ISS from teacher's class with teacher contacting parents (E.C. 48910)	ISS/Saturday School/conference/ 1-5 day suspension
2) Non-suits-refusing to dress appropriately for Physical Education	Parent contact	1 lunch detention / parent contact / counselor contact	Parent contact / detention / ISS / counselor/admin contact
3) Parking in unauthorized area/parking without permit	Tow car / parent notified / loss of parking privileges	Tow car / Parent notified & detention / ISS / loss of parking privileges	Tow car, Saturday School / 1-5 day suspension / loss of parking privileges
4) Propelling any object (includes spitting)	Campus clean up after lunch / detention / ISS / Saturday School / suspension	ISS / Saturday School / suspension	1-5 day suspension
5) Reckless-careless driving on or around campus. Riding in open back of pickup	ISS / Saturday School / suspension and notify Petaluma Police Dept / notify parents	3-day ISS / Suspension & notify Petaluma Police Department and parents	3-5 day suspensions / alternate placement / notify PPD

6) Disruptive use of electronic signaling devices and other devices to include: cell phones, radios, pagers, games, tape or CD players, laser pointers, Possession of cigarette lighters, matches	Items confiscated and returned to parents	ISS	
7) Violation of dress code including obscene remarks or pictures on clothing	Student asked to remove item or sent home to change	Detention	ISS
<b>8) DEFIANCE OF AUTHORITY:</b>			
• Violation of detention policy	1 detention / ISS	Saturday School	1–5 day suspension
• Violation of the ISS policy	1–day suspension/ISS/Saturday School	1–3 day suspension	3–5 day suspension
• Violation of Saturday School policy	2-day ISS	2–3 day suspension	2–3 day suspension
• Cuts / leaving class without permission	1 detention / ISS / Saturday School	Saturday School / 1–3 day suspension	3–5 day suspension / SARB
• Violation of closed campus policy/leaving campus without permission	ISS	Saturday School	1–5 day suspension
• Riding skateboards, bicycles, or motorized scooters on campus	Detention / confiscate, return to parent's	Parent contact / ISS	Loss of use, Saturday School
• Ignoring or refusing to follow directive given by staff member	ISS / Saturday School / 1–5 day suspension / possible recommendation for expulsion	Parent conference, 1–5 day suspension	Expulsion procedures / 1–5 day suspension / alternate placement
• Failing to identify oneself to school staff on request	1–5 day suspension, parent contact	3–5 day suspension and parent conference	5-day suspension
• Giving false information to school personnel through forged notes, passes & telephone calls / altering school records, electronic or otherwise	ISS / Saturday School / 1–3 day suspension	1–5 day suspension and parent conference	Parent conference and 3–5 day suspension
• Verbal upbraiding or insulting of school personnel	1–5 day suspension/possible recommendation for expulsion and/or removal from the teacher's class	3–5 day suspension and parent conference / possible recommendation for expulsion	Expulsion procedures / Alternative placement
9) Violation of policies regarding gang activity and apparel	Conference / ISS / 1–5 day suspension and notification of Petaluma Police Dept.	1–5 day suspension / expulsion and referral to Petaluma Police Dept.	Alternate placement or expulsion procedures
10) Tampering with the alarm system or emergency equipment / false alarms	3–5 day suspension / recommendation for expulsion / referral to Petaluma Police Dept		
11) Repeated assignment to ISS (more than 4 per semester)	Saturday School / 1 day suspension	1–3 day suspension	3–5 day suspension / attendance comm. / alternate placement
12) Habitual truancy (declared with 3 <sup>rd</sup> truancy)	Student declared ineligible for all school activities / pull work permit / refer to SARB / inform District Attorney / alt. placement. NOTE: Days can be made up through Saturday School	Refer to SARB/ involuntary transfer	Alternate placement
13) On or adjacent to any district campus while on suspension	1–5 day suspension at end of the current suspension / alternate placement / notify Petaluma Police Dept / Expulsion		
Slurs, (racial, ethnic, sexual, religious, handicapped, etc.)	1–5 day suspension	3–5 day suspension	5-day suspension / Alternate placement / Expulsion procedures
14) Cheating, plagiarism, altering grades, grade books or tampering with electronic grading systems	Receive a failing grade for the assignment, parent conference and student placed on contract for remainder of semester	Receive failing grade for course / suspension / possible recommendation for expulsion	Receive failing grade for course / suspension / possible recommendation for expulsion

15) Violation of District Acceptable Use Policy for computer / network / Internet use	Loss of computer / network / Internet use for minimum of 2 weeks / parent contact / teachers notified / Acceptable Use Contract	Saturday School / ISS / 1-day suspension / parent conf. / loss of computer / Internet use for minimum 6 weeks / student contract	1-3 day suspension / loss of computer / Internet for minimum one semester
16) Creation / possession / use of counterfeit money	1-5 day suspension / PPD referral / exp. referral		
(l) Knowingly <b>received stolen school property</b> or private property	1-5 day suspension, restitution required, parent conference and a referral to Petaluma Police Dept	3-5 day suspension, restitution required, referral to Petaluma Police Dept. and recommendation for expulsion	5 day suspension and recommendation for expulsion, referral to Petaluma Police Dept.
(m) Possessed an <b>imitation firearm</b> (substantially similar to existing firearm)	5-day suspension and recommendation for expulsion		
(n) Committed or attempted to commit a <b>sexual assault</b> or committed a <b>sexual battery</b>	1-5 day suspension / recommendation for expulsion / PPD referral		
(o) <b>Harassed, threatened, or intimidated</b> a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both (Verbal, written, or electronically delivered)	Due to the potential seriousness of this offense and the requirements of this section of the California Education Code, any infraction of this rule will result in a 1-5 day suspension and may result in a recommendation for expulsion		
(q) <b>Aids or abets the infliction or attempted infliction of physical injury to another person</b>	1-5 day suspension / possible recommendation for expulsion PPD referral / no fight contract	5-day suspension / recommendation for expulsion / PPD referral	Expulsion procedures
48900.2 <b>Committed sexual harassment</b> as defined in Section 212.5 (Verbal, written, or electronically delivered)	Conference / 3-5 day suspension / possible notification of Police Department / possible referral for expulsion	Conference / 5-day suspension / notify Police Department / recommendation for expulsion	
48900.3 <b>Caused, attempted to cause, threatened to cause, or participated in an act of hate violence</b> as defined in subdivision (E) of Section 233. (Verbal, written, or electronically delivered)	Conference / 3-5 day suspension / possible notification of Police Department / possible referral for expulsion	Conference / 5-day suspension / PPD referral / recommendation for expulsion	
48900.4 <b>Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils</b> , that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work (Verbal, written, or electronically delivered) Bullying, slurs, (racial, ethnic, sexual, religious, handicapped, etc.)	ISS / Saturday School / 1-3 day suspension / possible recommendation for expulsion	1-5 day suspension / possible recommendation for expulsion	3-5 day suspension / recommendation for expulsion
48900.7 <b>Terroristic threats against school officials, school property, or both</b> (Verbally, written, or electronically delivered)	PPD referral / Sheriff's Dept / Fire Dept / 5-day suspension / parent conference/ referral for expulsion / referral to mental health agency		

"/" = and / or

*The actions and consequences outlined above are intended to address improving student behavior and academic progress. These rules are not intended to be all-inclusive. This chart is a guideline for most discipline situations. Each school site and each school administrator may be called upon to respond to situations that are not specifically outlined or delineated in our rules of behavior. In those instances the school may refer Ed Code 48900(b) for matters involving dangerous objects, 48900(k) for defiance/disruption (fireworks, gambling, stink bombs, spitting are examples) or another appropriate section of California Education Code, such as Education Code 48908. The teacher or administrator may utilize discretion when making the final decision.*

Ed Code 48900(k): Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

Ed Code 48900(b): Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

Student Responsibilities: Ed Code 48908: All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools.

**NOTE:** All suspensions pending an expulsion hearing will be extended to the date of the next school board hearing. All 5-day suspension will result in a meeting with the Discipline Committee to determine whether any further disciplinary consequences are warranted.