



# Arroyo High School

## 2018-2019 HANDBOOK

15701 Lorenzo Ave.  
San Lorenzo, CA 94580

Main Office: (510) 317 – 4000  
Attendance Office: (510) 317 – 4021

### CLASS SCHEDULE:

PERIOD	COURSE	TEACHER	LOCATION
0			
1			
2			
3			
4			
5			
6			

## WHERE TO GO FOR...

Activity Cards .....	Finance Office
Admit Slips .....	Attendance Office
Athletics .....	Athletic Director
Athletic Fees .....	Finance Office
Bookroom Fines.....	Finance Office
Career Information.....	Counseling Center
College/University Information.....	Counseling Center
Computer Lab .....	Library
Daily Announcements.....	Classroom, Main Office
Dance Guest Bid Requests .....	Finance Office
Dance Tickets .....	Finance Office
Food.....	Cafeteria, Snack Bar, Carts
Hall Lockers/Problems.....	Assistant Principals' Office
Hall Lockers - Lock Replacements .....	Finance Office
Homework Requests (illness).....	Counseling Center
I.D. Card Replacements .....	Finance Office
Library, Bookroom .....	Main Hall, front of school
Lab Donations.....	Finance Office
Long term Absence, planned.....	Counseling Center, Principal
Lost & Found .....	Attendance Office
Lost Books .....	Bookroom
Off Grounds Passes .....	Attendance Office
Parking Permits .....	Finance Office
P.E. Locks and Lockers.....	Physical Education Staff
P.E. Locks & Clothing Purchases.....	Finance Office
Tutoring.....	SLCs
ROP Information.....	Counseling Center
Security/Emergencies.....	Assistant Principals' Office
Scholarships .....	Counseling Center
Student Activities and Leadership .....	SGO, D-22 (Activities Director)
Transcripts .....	Finance Office
Weekly Progress Reports.....	Counseling Center
Work Permits .....	Assistant Principals' Office
Yearbooks.....	Finance Office

# **ARROYO HIGH SCHOOL MISSION STATEMENT**

To provide an environment in which all students will acquire the necessary skills to become responsible thinkers, who appreciate diversity and are productive citizens in their community.

## **GRADUATE PROFILE**

SLZUSD graduate profile represents a set of attributes to guide students achieve a strong academic foundation that prepares them for life, work, and study beyond high school. For the district, it serves as a tool to assess the extent to which we are accomplishing our vision and to determine future priorities.

Our graduates will demonstrate being:

### **COLLEGE AND CAREER READY BY DISPLAYING:**

- Mastery of core knowledge as outlined by the California Common Core Standards.
- Ability to use core knowledge for further inquiry and exploration in a variety of fields and areas of interest.
- Transferable skills that support future success in college such as bilingualism, critical thinking, teamwork, etc.
- The ability to navigate and explore college and career opportunities.
- Clearly articulated post graduate plan.

### **SOCIALLY AND CIVICALLY ENGAGED BY DISPLAYING:**

- A clear understanding of self, personal needs, and identity.
- The ability to be independent thinkers who are resilient, empathetic, healthy, and collaborative.
- An aptitude to critically analyze information with which to make informed decisions.
- Cultural competence and value of/for diversity.
- Knowledge and confidence to be an up stander.
- A disposition to act as agents of change for social justice.

### **EFFECTIVE COMMUNICATORS BY DISPLAYING:**

- Proficiency to listen with purpose and intent.
- Skills to articulate ideas clearly and appropriately for the audience.
- Negotiation and resolution strategies.
- Capability to give and receive feedback.
- Effective use of written language supported with evidence.

### **CREATIVE AND INNOVATIVE BY DISPLAYING:**

- Visionary solutions to problems.
- Ability to evaluate the effectiveness of a solution.
- Capacity to respond to real world challenges.

### **TECHNOLOGICALLY PROFICIENT AND RESPONSIBLE BY DISPLAYING:**

- Computational, research, and information fluency.
- Responsible digital citizenship and appropriate use of social media.
- Ability to engage with new technology.

## **PHONE COMMUNICATION**

You have 24-hour access to all teachers. If you do not know the teacher's voicemail number, simply dial 317-4000. After hearing the greeting follow the instructions to find out how to contact that specific teacher. You may leave a message of your own. We encourage all parents and students to make use of this resource.

## **SCHOOL COMMUNICATION: EDLIO, SANGHA, AND AERIES (NEW) !**

**EDLIO:** Is the new website and it will be used for site information, events, and teacher pages.

Our new school website is <http://ahs.slzused.org>

**AERIES:** Attendance & Grades

After school resumes, stay on top of attendance and grades by logging in to the Aeries Family Portal or downloading the Aeries app on your smartphone or tablet. Parent-guardians can turn on notifications so they know the minute their student is marked tardy or absent.

**SANGHA:** Is a new app for your phone where you will receive actionable calendar items, smart announcements, non-intrusive alerts and messaging, emergency alert option, integrated forms, automated reminders and so much more.

### **Logging In:**

Log into Aeries Family Portal throughout the year to stay on top of grades, attendance, emergency contacts, authorizations, and registration.

- **Grades** – Check progress reports and end of term grades at any time. If your teacher is using the Aeries Gradebook you will find grades for assignments (website or app)
- **Attendance** – You can find out the moment your student is marked tardy or absent (website or app)
- **Emergency Contacts and Authorizations** – Notify your school when emergency contact information changes so the right people can pick up your child (website only)
- **Registration** – Use the portal every August for the online portion of registration. It will speed up the process for the online portion of registration for your student as they continue in the District (website only)

### **On a computer:**

Launch any browser and log in at [FamilyPortal.slzused.k12.ca.us](http://FamilyPortal.slzused.k12.ca.us). Use your email address in Aeries as your username and then enter your password.

### **On a Smart Phone or Tablet:**

Install the app on your phone by going to the Play Store (Android) or Apps (iPhone) search for “Aeries” and look for San Lorenzo USD. Your Aeries Family Portal login works on the app and on the website.

## **GRADUATION REQUIREMENTS:**

As a result of moving from the block schedule to a tradition schedule, the district has adopted new requirements for graduation for the following years:

Subject Area	Class of 2013 and beyond
English 9	10.00
English 10	10.00
English 11	10.00
English 12	10.00
Humanities	0.00
World History	10.00
US History	10.00
Government	5.00

Economics	5.00
Mathematics	20.00
Math 1	10.00
Physical Science	10.00
Life Science	10.00
General Science	10.00
Physical Education	20.00
Health	5.00
Fine Arts/Foreign Language	20.00
Electives	45.00
Total Credits	220

**ARROYO HIGH SCHOOLS ADMINISTRATORS AND COUNSELORS:**

<b>Administrator</b>	<b>Counselors</b>
Principal – Mr. Gray - 317-4010	Ms. Conway - 317-4096
AP – Ms. Fields - 317-4024	Ms. Ellis - 317-4097
AP – Mr. Hinz - 317-4014	Ms. Gandhari - 317-4098
AP – Ms. Webster 317-4019	Ms. Horn - 317-4093
	Ms. Schooler - 317-4161

## **ATTENDANCE POLICY**

Prompt and regular attendance is encouraged and necessary for successful performance and achievement. A student should be absent or tardy only when such absence or tardy is unavoidable. State law lists illness, bereavement, and doctor's appointments as the only excused absences. All others, including vacations, are unexcused, and teachers retain the option of giving or not giving makeup work for unexcused absences. Unexcused absence will undoubtedly trigger truancy letters to be sent home.

- The Attendance Office is open and the Attendance Clerks are available from 7:30 AM to 3:15 PM. The 24-hour answering machine is (510) 317-4021.
- Attendance is taken each class period through an automated system and viewable in School Loop.
- Parents of absent students must clear their absences within **48 hours** by note or by phone. Please include date of absence, student name, periods missed and the reason for absence in the note or the phone call. **Absences not cleared after that time will be considered a CUT.**
- Students are to bring notes and present his/her ID card to the attendance clerk the day following the absence to receive an admit slip to class. The admit slip will be ready for them if the parent has previously called to clear the absence and the student must present his/her ID card to receive the admit slip.
- Planned absences for vacation, illness, or other recognized reason, must bring a note to his/her counselor from parents prior to the absence for a Planned Absence Form. This form is to be taken to each teacher for homework assignments to cover the length of the absence. The Principal must approve the form. The top portion of this form must be returned to the Attendance Office when completed and is kept on file.
- When a student finds it necessary to miss any of his/her classes during the day because of a doctor or other appointment, s/he should do the following: present a note with current date, time to leave, destination, reason, parent signature and his/her student ID card. The Attendance Office will issue a Pass to Leave Grounds, which must then be signed by the doctor's office. Upon return to school, the student must present the signed pass to the Attendance Office.
- It is expected that all students attending ASB events and athletic events/contests, will attend for the full school day. Prior approval must be obtained from the administration if they are to miss any part of the day.
- Students, Parents or Guardians are encouraged to check School Loop regularly and to clear any errors or attendance discrepancies immediately.

## **TARDY POLICY**

*School starts at eight so don't be late!!!*

Punctuality to class is an important life skill to learn. When students are on time, teachers can start their lesson and students can begin learning. Individual teachers will set their own tardy policy, which can include detention following the class, after school or lunchtime detention, and work detail. Habitually tardy students will receive other consequences from the Assistant Principals' Office.

## **HEALTH EMERGENCY CARD**

For your child's safety, it is important to update your personal information on line any time your address or phone number, including work number, changes. In an emergency, we must be able to reach a person authorized to make decisions about your child. Please be sure to update your own contact numbers if/when you change home, work or cell phone numbers on line through the parent portal you registered your child on.

## **MEDICATIONS**

Prescribed medication may be administered by the school nurse or, to the extent permitted by law, other designated school personnel, only when the Superintendent or designee has received a written statement from the student's physician and parent/guardian, as required by Administrative Regulation 5141.2 If a student needs medication administered during school please contact the Assistant Principal's Office. They will have the appropriate forms.

## **VACCINATIONS**

The law requires students to present evidence of completed polio immunization, DPT series, and measles vaccination at the time of registration. The only exemptions accepted are medical exemptions. Please contact the District Health Office at (510) 317-4791 for details.

## **PHYSICAL EXAMINATION**

A school physician or nurse is not provided by the school district. Students are encouraged to have a physical examination by the family doctor before entering high school. Students participating in inter-scholastic sports are required to have a yearly physical examination.

### **PHYSICAL EDUCATION MEDICAL EXCUSE**

- A student who has a medical excuse for school year must have a letter on file in the counselor's office from the attending physician. This letter must be submitted at the beginning of each school year.
- All *notes from physicians* that excuse students from physical education, even for a few days, must be brought to the counselor. The counselor will then notify the PE department as to the length of time the students will be excused.
- A *note written from a parent* requesting a student be excused from PE should be taken directly to the PE teacher. Day-by-day medical excuses from home need not be given to the counselor.

## **CLUBS**

Arroyo High School has many campus clubs and organizations under the direct supervision of a faculty advisor. In September during Club Rush Week, students have a chance to join any club which interests them. Students may join a club regardless of race, religion, gender, age, etc. All clubs must be approved by the A.S.B. Executive Council and Principal's Cabinet before they receive an official club charter and begin conducting business.

## **LOCKERS**

Each student at Arroyo High School is assigned a locker. However, students are advised that lockers are school property and may be inspected at any time to determine their condition and to regain misplaced or "lost" articles. Students are advised to keep their lockers for their own use and not to share this usage with others. Under no circumstances should your combination be given to anyone. Lockers are not safes, and valuable articles should not be stored in them at any time! Broken lockers or lost locks are to be reported to the Assistant Principal's Office. Replacement locks are purchased in the Finance Office.

## **LIBRARY/BOOKROOM SERVICES**

**Library Hours: 7:35 a.m. to 4 pm Monday through Friday**

### **CIRCULATION POLICY**

- A current AHS ID card is required to check out materials.
- Books circulate for three weeks and may be renewed (up to twice) if there are no reserves on the title.
- Magazines and pamphlets circulate for one week and may be retrieved if there are no reserves on the titles.
- Reference books are circulated only overnight; they must be returned the following day.
- A fine of 5 cents per school day is charged for most late materials. Reference materials are charged 25 cents per school day. Late fines top out at \$4.00 total.
- Students may check out materials as long as they do not have overdue materials or fines exceeding \$10.

### **LIBRARY CONDUCT CODE**

- If you wish to study independently in a quiet place, the library is the place for you.
- Students must be actively using the library or classroom materials while in the library.
- Seating is limited to six students per table.
- Conversation should be at a minimum so as not to disturb others.
- Food may not be brought into the library; beverages with a cap/lid are acceptable if patrons don't litter.

- The Library is always open to students at Nutrition Break and Lunch, except during special events.
- Students may not talk on Cell Phones in the Library. Students may text or listen to music during non-instructional time (lunch and nutrition break) if other patrons are not disrupted by noise.
- The privilege of using the library may be restricted if the student violates this code of conduct.

## **BOOKROOM**

Hours: 7:00 a.m. to 3:00 p.m.

All textbooks will be distributed by the bookroom during the first two weeks of school. Students must have a current Arroyo Student ID Card to check out textbooks, calculators, and other instructional materials. The student must return the same textbook, undamaged, at the end of the term or pay for damages or the replacement value of the textbook. All fines are required to be paid before registration in the fall in order to receive your class schedule.

## **COUNSELING SERVICES**

Counselors assist students to reach their personal and academic goals and follow students from grade 9 through graduation. The counseling department offers several services as follows: academic counseling, college and career counseling, crisis counseling, personal counseling. The counselors also involved with the College and Career Center.

### **CONFLICT RESOLUTION PROGRAM**

Counselors oversee a student-run conflict resolution program, where students may self-refer or be referred by teachers, administrators, parents or counselors to settle disputes. Participation in the conflict resolution program is voluntary.

### **PARENT SERVICES**

Counselors offer several services to parents. These services include the following: The Parent Project, Parent Conferences, Parent/Teacher Conference facilitation, twice yearly evening parent appointments, and weekly progress reports.

### **PROGRAM CHANGE POLICY**

The counseling staff strives to encourage all students to select not only the required classes for graduation, but also appropriate and academically challenging courses that will help prepare students for their post-high school educational and career goals. Many weeks of work go into programming students during the spring. Students are then able to make changes up until the last day of school in June. During the summer months, the master schedule is refined and teachers hired based on student requests.

Students who feel that they have a mistake on their schedule in the fall should contact the counseling office. Schedules will not be changed, however, because students have changed their minds about classes, prefer a different teacher or period, have been hired at a job and now want a short day, decide a class will be too much work, and so on.

### **NO DROP POLICY**

Arroyo High School encourages students to select classes very carefully because we have a "no drop" policy in place. Parents may petition an exception to this policy with the understanding that a W/F (withdrawal F) or a W/P (withdrawal P) will be assigned for the current marking period and there will be no class replacement for the remainder of the term. A W/F will be on the student's permanent high school transcript and will be calculated as an "F" in the student's GPA.

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## **INTERSCHOLASTIC SPORTS**

At Arroyo we offer 20 different athletic programs. Each program competes as a member of the West Alameda County Conference. Below are each of our programs, listed by season:



FALL SPORTS	WINTER SPORTS	SPRING SPORTS
Cross Country (Co-ed)	Boys' Basketball	Badminton (Co-ed)
Cheer (tryouts previous spring)	Boys' Soccer	Boys' Baseball
Football	Boys' Wrestling	Boys' Golf
Girls' Golf	Cheer (continued)	Boys' Tennis
Girls' Tennis	Girls' Basketball	Boys' Volleyball
Girls' Volleyball	Girls' Soccer	Girls' Softball
	Girls' Wrestling	Swimming (Co-ed)
		Track and Field (Co-ed)

## **ATHLETIC ELIGIBILITY**

San Lorenzo Unified School District policy requires that all students participating in any extra-curricular athletics must have earned a 2.0 grade point average in the previous marking period, as well as maintain that 2.0 grade point average throughout their season of sport. All incoming freshmen are granted eligibility in their first quarter upon entering high school. Athletic eligibility also requires submission of an annual physical exam for the current school year and completion of the online athletic packet (<http://ahs.slzUSD.org/athleticpacket>). All Athletic information is available on the athletics website: <http://ahs.slzUSD.org/athletics>.

## **EXTRACURRICULAR ELIGIBILITY**

San Lorenzo Unified School District policy requires that all students participating in any extra-curricular Activities must have earned a 2.0 grade point average in the previous marking period, as well as maintain that 2.0 grade point average throughout their activity.

## **STUDENT SEXUAL HARASSMENT POLICY**

It is the policy of San Lorenzo Unified School District to prohibit any form of sexual harassment of students whether verbal, physical or visual. Sexual harassment may include but is not limited to unwelcome sexual advances, requests for sexual favors, repeated derogatory sexist remarks, and other verbal visual, or physical contact of a sexual nature directed toward a student by another student or by a District employee. The District has adopted administrative procedures for filing sexual harassment complaints. A copy of these procedures may be obtained at the Principal's office and at the Office of the Superintendent.

## **UNLAWFUL HARASSMENT AND DISCRIMINATION**

It is unlawful to harass or discriminate on the basis of gender, ethnicity, race, national origin, or sexual orientation. The District has adopted administrative complaint procedures for filing discrimination or harassment complaints. If you feel that you have been harassed on one of these bases by a teacher, administrator, staff member or another student, you may contact any teacher, counselor, or administrator for assistance in beginning these procedures.

## **PROFANITY**

Foul, vulgar, and profane language is offensive to other students and staff and is grounds for suspension.

## **INTERNET POLICY**

The San Lorenzo Unified School District does not have control of the information on the Internet, nor does it provide any barriers to account holders accessing the full range of information available other than those constraints imposed by finite resources such as Cyber Patrol. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. While this district's intent is to make Internet access available to further its educational goals and objectives, account holders will have the ability to access other materials as well.

San Lorenzo Unified School District believes that the benefits to educators and students from access to the Internet in the form of information resources and opportunities for collaboration far exceed any disadvantages of access. But ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow. Parent(s) and guardian(s) are required to sign the Internet Policy statement before registering in the fall and when entering a new student.

## **AUDIO VISUAL POLICY**

Under the direction of the Superintendent, the selection of audiovisual materials for schools of the district is delegated to the professionally trained personnel employed by the district. Staff has the responsibility of assuring that audiovisual materials are used at appropriate grades or instructional level.

The Board encourages parents to take an active role in their children's education and recognizes that they have a right to participate in that education. The Board also recognizes that diversity of beliefs and individual concerns among members of the community and acknowledges that parents have a right to be notified of the use of audiovisual materials according to the guidelines specified in the rules and regulations.

**Parents who wish prior notification MUST return the audiovisual permission slip (from the registration packet).**

## **HUMAN RELATIONS**

### **MISSION STATEMENT:**

To ensure lifelong learning, San Lorenzo Unified School District, Staff, Families and Community, will collaborate to advance authentic knowledge, skills and attributes that will ensure our students are creative and critical thinkers, ready to fully participate in our changing community and world.

### **VISION:**

As a result of their education, all students will become compassionate, collaborative and creative problem-solvers, who are resilient, well-informed, civically-engaged advocates for equity and social justice.

## **STUDENT DROP OFF AND PICK UP**

Students are reminded to exercise caution when being dropped off or picked up. For safety reasons, there is no student drop-off or pick-up in the Swimming Pool faculty lot or the Grant Street faculty lot, nor are these lots a drive-through. Families are asked not to park and wait for their children at the businesses nearby the school.

## **STUDENT PARKING**

All motor vehicles must have a parking permit to park on campus. Vehicles are to be parked in the designated student parking lots. Vehicles parked in unauthorized areas are subject to ticketing by local authorities. Continued violation will result in a police citation and/or being towed at the owner's expense. Students must obtain a parking permit from the Finance Office before using the student lot. There will be a replacement fee for lost or broken parking tags.

## **NON-MOTORIZED TRANSPORTATION**

Bikes, skateboards and scooters should be locked and secured in the bicycle or skateboard racks. Bicycles, scooters and skateboards are not permitted in corridors, patio area, blacktop, walkways, gymnasium, etc. Riding skateboards on campus can result in disciplinary consequences. If a skateboard or scooter is your only means of transportation, locks are available for you to check out in the AP Office to use the skateboard rack right outside the Main Breezeway or it may be stored in your locker.

## **OPEN CAMPUS**

The Arroyo High School campus is closed to all 9th and 10th graders. Eleventh and 12th graders are permitted to leave campus ONLY at lunchtime, unless they must travel to and from an R.O.P. class or have obtained a valid permit to leave issued by the Attendance Office. Students who leave without an off grounds pass will receive a CUT.

## **OFF LIMITS**

The following areas are off limits to Arroyo Students during the day:

- San Lorenzo Little League Fields
- Church yard parking lot and lawns, the veterinarian office, lube shop and the car wash on Lorenzo Avenue
- Any elementary school or high school
- Student Parking lots during school time. 11th & 12th graders may go there only at lunch.

## **VISITORS ON CAMPUS**

State law prohibits visitors from being on school campuses without administrative approval. All authorized visitors must check into the Main Office to be issued a visitor's pass. We do not allow student visitors or younger siblings on the Arroyo campus during school hours. All visitors must have an appointment to be on campus.

## **ELECTRONIC SIGNALING DEVICES**

### **CELL PHONES AND ELECTRONIC DEVICES**

Cell phone use is allowed during nutrition break and lunch. Cell phones may be used with teacher/staff permission as a learning tool or to contact family in case of emergency.

Students will receive a warning about cell phone use and are required to hand over cell phones to teachers/staff when cell phone use rules are violated. Student will get their phone back at the end of the school day, unless parent pick up is requested/required.

### **EARPHONES/EARBUDS**

Earphones/earbuds may be used during nutrition break and lunch. They may NOT be used during passing period. Students should not have earphones/earbuds visible during times when their use is prohibited. Teachers may give permission to use earphones/earbuds for educational purposes.

### **WIRELESS SPEAKERS**

Student may NOT bring wireless speakers to school or school related events. Wireless speakers are prohibited and will be confiscated.

## **ID CARDS**

Students must carry their ID cards with them at all times. ID cards are the property of Arroyo High School and must be surrendered upon departure. Each student will be issued one ID card at the beginning of the school year. Replacements are available for \$5 in the finance office.

## **DANCE AND EVNET POLICIES AND PROCEDURES**

- Attendance at a dance or event is a privilege, not a right. Students must attend school on the day of the dance or event and meet the attendance criteria stated under general attendance policies. If students/families have a valid reason for missing school on the day of a dance, they must contact the Assistant Principal for approval and provide proper documentation.
- All dance tickets are sold in the Finance Office. Ticket will be sold until Noon on last day. Students must have a current Arroyo ID card and a dance clearance form completed showing that there are NO OUTSTANDING OBLIGATIONS before he/she can purchase a ticket. There are NO REFUNDS on dance tickets!
- Students and their guests MUST present their current ID cards at the door to enter the dance.
- Arroyo High School allows guests at the Winter Ball, Homecoming, and Prom. Guests **CANNOT** be in a grade lower

than 9th grade or over the age of **20**. All other dances will be for Arroyo students only. .

- Guest Bid Requests must be obtained in the Finance Office. Guest Bid Requests must be completed and submitted to the Assistant Principal's office for approval. An approved guest bid must be issued before you can purchase tickets.
- Guest passes to Arroyo dances or to dances at other schools are a privilege. AP's will review attendance, grades, debts, and discipline history prior to approving guest passes.
- All school rules are in effect at any dance (or other school activity), including dress code.
- No bottles, cans, glow items, or backpacks will be allowed.
- Students who leave a dance early must exit the school grounds immediately and may not return to the dance after leaving.
- Students who are under the influence of alcohol or a controlled substance, or who create an undue disturbance at a school dance, will receive disciplinary penalties, which may include loss of all dance privileges for the remainder for the school year, including the Junior Prom and Senior Ball.
- There is a zero tolerance policy for dirty dancing. Students are asked to dance facing one another and to not dance in any way that would be construed as sexual in nature. Once a student is warned they will be asked to leave the event. No refunds.
- Students must be picked up and leave campus or event site within 15 minutes of the dance's conclusion. Failure to be picked up within that time frame can lead to loss of the next dance privilege.

## **DRESS CODE REGULATIONS**

Dress that draws undue attention to or detracts from the educational process is unacceptable. Appropriate student dress is necessary in order to maintain order, provide a safe and positive learning environment, and promote discipline at all campus events, including extracurricular activities. The following is a partial list of rules and regulations concerning dress:

- Clothes, apparel or attire must be sufficient to conceal undergarment. Pants that are worn below the waist, which expose private parts or undergarments are unacceptable. A student with thong underwear showing above her beltline or bra straps wider than shirt straps is in violation of dress code.
- Skirts and shorts, which are shorter than mid-thigh are unacceptable. (Approximately three inches above the knee is acceptable.)
- Shoes must be worn at all times. Flip-flop shoes are unacceptable.
- Hats may not be worn in buildings.
- Watch caps, stocking caps, wave caps, hair nets, bandanas of any color are prohibited.
- Wearing or possession of clothing, jewelry, accessories or any manner of grooming that denotes membership or identification with a gang is strictly prohibited.
- Wearing clothes that advertise illegal substances or those demean other's sex, race, religion is unacceptable.

Dress Code Enforcement includes the following:

- Warning and opportunity to change the offensive clothing
- Detention/Work Detail (alternative to suspension)
- Suspension

It is understood that depending upon the cooperation and attitude of the student, a school official may have to deviate from the above and resort to stronger disciplinary measures at the outset.

## **STUDENT SUSPENSIONS:**

### **Suspendable & Expellable Education Code Violations**

**Grounds for Suspension:** *In SLZUSD it is expected that the behavior and conduct of all students be exhibited with the highest level of quality, respect, responsibility, and integrity. However, a student may be subject to suspension or expulsion when it is determined that he/she:*

1. Caused, attempted to cause, or threatened to cause physical injury to another person; or willfully used force or violence upon the person of another, except in self-defense. (Education Code 48900(a))
2. 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 student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (Education Code 48900(b)) "Firearm" means any device designed to be used as a weapon from which a projectile is expelled through a barrel by the force of any explo-

- sion or other form of combustion. Examples of “dangerous object” include but are not limited to: air soft guns, paintball guns, B.B. guns, pellet guns, air rifles, brass knuckles, fist packs, nunchaku, sling shots, throwing stars, darts and any object likely to cause injury to person or property that has no reasonable use at school. M-80’s and Cherry Bombs are explosives.
3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-48900 (c)
  4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance or material and represented same as controlled substance, alcohol beverage, or intoxicant. (Education Code 48900(d)).
  5. Committed or attempted to commit robbery or extortion.
  6. Caused or attempted to cause damage to school property or private property.
  7. Stole or attempted to steal school property or private property.
  8. Possessed or used tobacco, or any products containing tobacco or nicotine products including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products.
  9. Committed an obscene act or engaged in habitual profanity or vulgarity.
  10. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia defined in Section 11014.5 of the Health and Safety Code.
  11. 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.
  12. Knowingly received stolen school property or private property.
  13. Possessed an imitation firearm. As used in this subsection, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
  14. Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
  15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
  16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug SOMA.
  17. Engaged in, or attempted to engage in, hazing as defined in Education Code 48900(q).
  18. Making terrorist threats against school officials or school property, or both. (48900.7.) “terrorist threats” include: a. Any statement, written, oral, or e-mail b. By person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of \$1,000.00, c. With the specific intent that the statement be taken as a threat, even if there is no intent of actually carrying it out. d. Causes that person reasonably to be in sustained fear for his/her own safety or his/her immediate family’s safety, or the protection of the property of the school district, the threatened person or his/her immediate family.
  19. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)
  20. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)
  21. Intentionally engaged in harassment, threats, or intimidation directed against personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or students by creating an intimidating or hostile educational environment. (48900.4.)
  22. Sending obscene, profane, lewd, vulgar or threatening messages via email, instant messages, Web pages and Web logs. Cyberbullying that is reasonably likely to create a material disruption of the school’s operation, or engage in personal attacks, threats, including prejudicial or discriminatory attacks, harassing another person, or knowingly or recklessly posting false or defamatory information about a person, whether on school grounds or off campus.

**ALL ITEMS IN THIS HANDBOOK AND/OR STUDENT PLANNER ARE  
SUBJECT TO CHANGE WITHOUT NOTICE.**

# RESTORATIVE PRACTICES OVERVIEW

## WHAT ARE RESTORATIVE PRACTICES?

At the core, restorative practices are about building and restoring relationships. They involve the building of positive relationships and establishing a supportive environment that is fair, consistent, and democratic. There are interventions when harm has happened, as well as practices that help to prevent harm and conflict by creating a sense of belonging, safety, and social responsibility within the school community. These approaches provide students with opportunities to develop self-discipline and positive behaviors in a caring, supportive environment. A restorative approach sees conflict and behavior as an opportunity for students to learn about the consequences of their actions, to develop empathy with others, and to experience making amends in such a way that strengthens community bonds that have been damaged.

Restorative Practices help strengthen the communication between adults on campus and are used in the classroom with students to help create a caring and supportive environment with a focus on relationship building. They are also used to re-enter students into school after suspension, expulsion or incarceration.

On a Restorative Practices continuum, informal practices include affective statements and questions that communicate peoples' feelings, and allow for reflection on how one's behavior has affected others. Impromptu restorative dialogues and circles are more structured, while formal conferences require more preparation and include more representation from the community such as family members.

## EXAMPLES OF RESTORATIVE PRACTICES:

**Affective Statements and Questions-** Statements and questions that appropriately communicate peoples' feelings, make requests, and allow for reflection on how behavior has affects others.

**Classroom Circles-** A group discussion format, which is a mainstay of Restorative Practices, can be used in a variety of ways including but not limited to:

- Building community
- Making agreements
- Solving problems
- Exploring class material

**Restorative Dialogue-** A structured conversation used to resolve conflict or appreciate others and asks some version of the following questions:

- What happened? What were you thinking at the time?
- How do you feel about what happened? How have you and others been affected?
- What needs are still with you? What else do you want to express?
- What would you like to happen next? How do we make things right as possible?

**Restorative Discipline and Interventions-** May be used in lieu of, or in addition to, traditional means of discipline such as suspension. They may include:

- Restorative conferences
- Behavior support plans
- Peer mediation
- Restitution
- Community service
- Referrals to counseling, mentoring, or after-school programs

Learn more about Restorative Practices by contacting the Teacher on Special Assignment for Restorative Practices at [adunham@slzused.org](mailto:adunham@slzused.org) or visit <http://www.slzused.org/introRP>