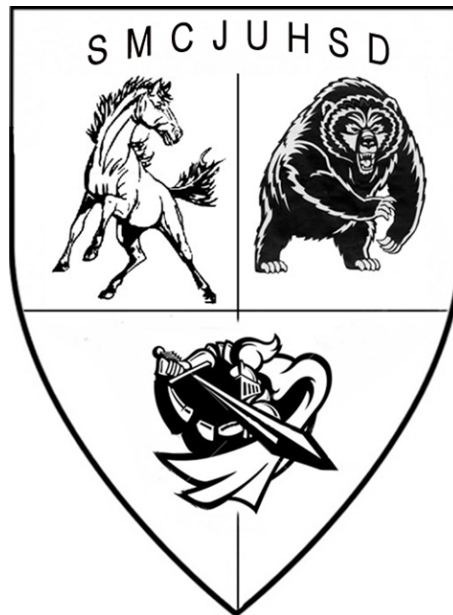




# SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT

800 Broadway Street, King City, CA 93930 831-385-0606 / FAX 831-385-0695

## PARENT – STUDENT HANDBOOK 2018-2019



Superintendent

Dr. Brian Walker

Board of Education

Paulette Bumbalough, President

David Gaboni, Clerk

Joe Santibanez

Paul Dake

Leslie Girard

This handbook belongs to:

Name: \_\_\_\_\_

**Parents and students are to review the information in this booklet, and then sign and return the necessary forms**

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## **South Monterey County Joint Union High School District Mission Statement**

The South Monterey County Joint Union High School District is a progressive academic learning community that is committed to life-long educational success.

## **South Monterey County Joint Union High School District Vision Statement**

South Monterey County Joint Union High School District inspires and empowers all students with the knowledge and skills necessary to achieve their full potential to succeed as responsible and productive citizens.

## **Non-discrimination Policy**

The Governing Board is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs which ensure that discriminatory practices are eliminated in all district activities.

## **SCHOOLS**

**Greenfield High School**  
225 S. El Camino Real, Greenfield, CA 93927  
Office (831) 674-2751 Fax (831) 674-2646  
Principal: Frank Lynch  
Assistant Principal: Jeffrey Frase

**King City High School**  
720 Broadway, King City, CA 93930  
Office (831) 385-5461 Fax (831) 385-0901  
Principal: Janet Sanchez Matos  
Assistant Principal: Michael Gray

**Portola - Butler Continuation High School**  
760 Broadway, King City, CA 93930  
Office (831) 385-4661 Fax (831) 385-0643  
Principal: Steven James, Ed.D.  
Director of Alternative Placement for Student Success

**Pinnacle Academy Charter – Independent Study**  
760 Broadway, King City, CA 93930  
Office (831) 385-4661 Fax (831) 385-0643  
Principal: Steven James, Ed.D.  
Director of Alternative Placement for Student Success

**South Monterey County Joint Union High School District Office**  
800 Broadway, King City, CA 93930  
Office (831) 385-0606 FAX (831) 385-0695  
Superintendent: Brian Walker, Ed.D.  
Executive Assistant: Shirley Laws  
Chief Business Official: Sherrie Castellanos  
Director of Educational Services: Jonathan Sison, Ed.D.  
Sr. Director of Human Resources: Claudia Arellano

# ATTENDANCE

## **Our Goal:**

Regular attendance is paramount to student success. One of the primary responsibilities of the student is to attend school with consistency and punctuality. Not only is regular attendance required by law, but we in the South Monterey County Joint Union High School District believe that consistent attendance gives students more opportunities to acquire the basic education necessary to become a mature, knowledgeable, and productive member of society. Consistent attendance has a direct, positive effect on student achievement, promotion, graduation, sense of worth and employment potential. **Parents/guardians of children subject to compulsory full-time education or to compulsory continuation education are responsible for sending their student to school full time (Ed. Codes 48200 and 48400).**

## **1. EXCUSED ABSENCES**

A student's absence shall be excused for the following reasons:

- A. Personal illness (Education Code 48205)
- B. Quarantine under the direction of a county or city health officer (Education Code 48205)
- C. Medical, dental, optometrical, or chiropractic appointment (Education Code 48205)
- D. Attendance at funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California, or three days if the service is conducted out of state (Education Code 48205)

*Immediate family shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household. (Education Code 45194, 48205)*

- E. Jury duty in the manner provided by law (Education Code 48205)
- F. The illness or medical appointment during school hours of a child to whom the student is the custodial parent (Education Code 48205)
- G. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to (Education Code 48205):
  - 1. Appearance in court
  - 2. Attendance at a funeral service
  - 3. Observation of a holiday or ceremony of his/her religion
  - 4. Attendance at religious retreats not to exceed four hours per semester
  - 5. Attendance at an employment conference
  - 6. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization.
- H. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)
- I. Participation in religious exercises or to receive moral and religious instruction in accordance with district policy (Education Code 46014)
  - 1. In such instances, the student shall attend at least the minimum school day.
  - 2. The student shall be excused for this purpose on no more than four days per school month.

## Method of Verification

When a student who has been absent returns to school, he/she shall present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having control of the minor, or the student if age 18 or over (Education Code 46012; 5 CCR 306).

- J. The following methods may be used to verify student absences:
  - 1. Written note, fax, or email from parent/guardian or parent representative
  - 2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
    - a. Name of student
    - b. Name of parent/guardian or parent representative
    - c. Name of verifying employee
    - d. Date(s) of absence
    - e. Reason for absence
- K. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.
- L. Physician's
  - 1. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
  - 2. When a student has had 14 absences in the school year for illness verified by methods listed above, any further absences for illness shall be verified by a physician.

***Note: Missed school time due to school activities such as athletic events will not be counted as absences. The principal or his designee must approve all school activities.***

The Governing Board believes that excessive student absenteeism and tardiness, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district.

## **2. UNEXCUSED ABSENCES**

All absences which do not meet the above definitions of excused absences will be considered unexcused, including those absences that were not excused within 72 hours.

Examples: Oversleeping, vacations, failure to sign out when leaving school grounds, running errands with or for parents/friends/self, or driving other persons somewhere for their medical appointments.

## **3. TARDY POLICY**

All students should be in their seats and prepared to begin work when the tardy bell rings. Students who are deemed "tardy" shall be subject to progressive disciplinary actions to resolve the student's tardiness. The progressive disciplinary actions may include: after school detention, Saturday school, mandatory after school tutoring, or in-school suspension.

## **4. MAKE-UP WORK FOR ABSENCES**

Students who request make-up work the day they return from an excused absence, school activity, or off-campus suspension may be allowed to complete any tests or assignments missed that can be reasonably made up. If necessary, the teacher may assign reasonably equivalent alternative assignments for make-up. Upon satisfactory completion of make-up, full credit shall be granted for work. (Education Code 48205, BP 6154a)

## **5. CONSEQUENCES FOR UNEXCUSED ABSENCES**

- A. Upon returning to school, a student has **three school days** to clear absences. Those absences left uncleared will remain unexcused (for grading purposes).
- B. After the fourth unexcused absence, **the instructor may lower a student's grade by 1/3 of a grade point for each unexcused absence.**
  - 1. Teachers who withhold class credit because of excessive absences shall so inform students and parents/guardians at the beginning of the school year or semester.

2. Each time an unexcused absence occurs, the student and parent/guardian shall again be notified of the district's policy regarding excessive unexcused absences.

C. Students having unexcused absences for two or more periods in one day may be assigned. After School Detention or Saturday School. Students failing to attend Saturday School may be suspended.

D. Students with habitually 3 or more unexcused absences will be referred to the Monterey County District Attorney. (Education Code 48262, 48264.5)

## **6. SATURDAY SCHOOL**

Saturday School is an opportunity to make up unexcused absences (one Saturday School for each absence). Also, if a student is considered "truant," he/she may attend Saturday School voluntarily instead of receiving a truancy citation (this is for first-time offenders only—repeated trancies will be cited). Saturday School may also be assigned to students for violation of school or classroom rules.

Students that are assigned Saturday School must report to the designated room on their assigned date no later than 7:55 AM. Saturday School is from 8:00 AM to 12:00 PM. The list of student's assigned Saturday School will be posted outside the Main Office and the cafeteria no later than Thursday morning. If a student or parent feels that there is an error in the assignment they must get it cleared by the site administrator.

A student who has been labeled as truant may be assigned Saturday School without parent permission.

**Truant:** A student missing more than 30 minutes of instruction without an excuse three times, or who is absent from school three full days without a valid excuse in a single school year, or any combination thereof.

**Note: If a student misses, is late, or is asked to leave Saturday School by the instructor in charge, he or she must make up that day of Saturday School, or he or she may be suspended or cited (as appropriate). In addition, an absence from Saturday School will result in the student being restricted from any or all co-curricular activities**

## **7. HABITUALLY TRUANT**

As required by law, habitually truant students shall be referred to a truancy mediation program operated by the county's District Attorney or Probation Officer, and/or a juvenile court.

## **8. IN-SCHOOL SUSPENSION**

In addition to school suspension students may be suspended in their class period by Education Code 48979 for the acts listed about in Education Code 48900. Students remain in school and placed in suspension during school hours (ISS) the teacher generates the duration of the suspension: For this to happen the teacher must do the following:

- Notify the principal or designee of the suspension immediately
- The teacher should send work with the student to complete while they are in school suspension
- The teacher should notify the parents/guardian of the student as soon as possible to schedule a conference with the parents
- The student should be supervised by certificated staff

# STUDENT SERVICES

## Bulletin

The daily bulletin is read at the beginning of each day. Bulletin announcements are short, concise and will appear for a maximum of three (3) days. Only announcements pertaining to school activities will be printed in the bulletin.

## Clubs and Other Student Organizations

The clubs and other student organizations will vary from campus to campus. Further information will be made available as your school year begins.

## Cafeteria/Snack Bar

The cafeteria is a clean and friendly place. In an effort to keep it this way, we ask students to put their garbage in the trash cans located around campus, and respect one another by not cutting in line. Student lunches can be purchased. Free breakfast and lunch is available to all eligible students.

## Library

Library hours are from 7:30 a.m. to 4:00 p.m. during regular school days. *Food, gum or drinks of any kind are not allowed in the Library.*

If a book is overdue, you must clear that book and any fines before you will be able to check out another book.

## Lost & Found

All lost and found items are located in the Main Office or the Security Office. Articles not claimed within 30 days will be discarded. Students should check at the Main Office immediately upon losing an article. Lost and found books will be in the Library.

## Lost Textbook Reporting Process

- Report it to your teacher
- Go to the school office to pay for it
- If you can't pay for it in full, you can make payments
- Teacher will issue you another book
- All bills must be paid in full prior to your graduation in order to receive your diploma

## Medical Services

### A) First Aid

For first aid, illness, or any other type of emergency, students should report immediately to the Administration Office, or if in the classroom, report to the teacher. Students who need to leave campus for illness **must** sign out at the Attendance Office.

### B) Administering Medication

Certain students may need to take prescribed medication during the school day. The person(s) designated by the superintendent/principal shall assist such students in taking their medication.

The following statements are required before medication can be administered:

1. A written statement from the student's physician detailing the method, amount and time schedules for the taking of the medication.
2. A written statement from the student's parent/guardian requesting the district to assist the student in taking the prescribed medication.

In addition, the parent/guardian of a student on a continuing medication regimen from a non-episodic condition shall inform the designated employee(s) of the medication being taken, the current dosage, and the name of the supervising physician. The designated employee(s), with the parent/guardian consent, may communicate with the student's physician regarding the medication and its effects. The designated personnel may also counsel school personnel regarding the possible effects of the drug on the student's physical, intellectual and social behavior, signs and symptoms of adverse side effects, omission or overdose.

## **Leaving School**

**STUDENT RELEASE REQUESTS BY PHONE WILL NOT BE ACCEPTED.**

## **Work Permits**

A student in good standing may be granted a work permit upon completion of an application and submission of a copy of their social security card. A student in good standing is a student who has, but is not limited to, a GPA demonstrating continued academic improvement, appropriate attendance and/or a clear disciplinary record. Final judgment for granting a work permit is left to the principal and/or his/her designee. Work permit applications can be picked up at the school office.



# EARNING GRADES

## 1) GRADING

Teachers will provide each student with a written copy of their grading policy and practices for each course.

The following areas of work will be considered in grade determination:

- A. Classwork: Oral and written work
- B. Examination: Daily quizzes, unit tests, final examination
- C. Homework: Projects, reports, daily assignments

## 2) ACADEMIC GRADES

A. Grades for achievement shall be reported for each grading period as follows:

<b>A</b> =	90 – 100%	Outstanding Achievement	4.0 Grade Points
<b>B</b> =	80 – 89%	Above Average Achievement	3.0 Grade Points
<b>C</b> =	70 – 79%	Average Achievement	2.0 Grade Points
<b>D</b> =	60 – 69%	Below Average Achievement	1.0 Grade Points
<b>F</b> =	0 – 59%	Little or No Achievement	0 Grade Points
<b>I</b> =		Incomplete	0 Grade Points

B. An Incomplete shall be given only when a student's work is not finished due to illness or other excused absence. **If not made up within six weeks, the Incomplete shall become an F.**

C. Because of the more rigorous nature of Advanced Placement courses, students receiving a grade of A, B, or C in that course shall receive extra grade weighting as follows:

<b>A</b> =	90 – 100%	Outstanding Achievement	5.0 Grade Points
<b>B</b> =	80 – 89%	Above average Achievement	4.0 Grade Points
<b>C</b> =	70 – 79%	Average Achievement	3.0 Grade Points

## 3) GRADES FOR PHYSICAL EDUCATION

- A. No grade of a student participating in physical education may be adversely affected due to the fact that the student, because of circumstances beyond his/her control, does not wear standardized physical education apparel (Education Code 49066).
- B. Student performance in high school physical education courses shall be based upon evaluation of the student's individual progress, attainment of goals in each instructional area, tests designed to determine skill and knowledge, and physical performance tests (5CCR 10060).
- C. High school students using interscholastic athletic participation to fulfill physical education requirements, as authorized by Education Code 51242, may be graded on this participation provided that a teacher credentialed to teach physical education supervises this participation and assigns a grade.

## 4) GRADES FOR COLLEGE COURSES

When the district has approved a student to receive district credit for coursework completed at a community college or four-year college, he/she shall receive the same letter grade as is granted by the college.

## 5) OTHER GRADING PROCEDURES

- A. An Incomplete shall be given only when a student's work is not finished due to illness or other excused absence. **If not made up within six weeks, the Incomplete shall become an F.** The teacher who issued the incomplete may set an earlier completion date. An "Incomplete" is given because the student has been doing passing work but has not completed all the work, due to absences. An incomplete is not to be given if the class work has not been of passing quality. **The responsibility for make up an "incomplete" rests with the student.**
- B. When a pupil enrolls late, the grade(s) from the former school, if any, is to be averaged with the grade(s) earned in the SMCJUHS class(es).

- C. A student who receives an "F" in a subject must assume the responsibility of making this up by repeating the course, taking correspondence work, attending summer school, or concurrent enrollment in a college.

**SENIORS WHO HAVE COMPLETED ANY CORRESPONDENCE WORK AND/OR CLASSES AT OTHER SCHOOLS MUST HAVE VALID DOCUMENTS OF COMPLETION TO THE PRINCIPAL BY 4:00P.M. ON MAY 24, 2019, TO BE ALLOWED TO PARTICIPATE IN THE GRADUATION CEREMONY.**

#### **6) WITHDRAWAL FROM CLASSES**

A student who drops a course during the first six weeks of the grading period may do so without any entry on his/her permanent record. A student who drops a course after the first six weeks of the grading period shall receive an F grade on his/her permanent record, unless otherwise decided by the principal or designee due to extenuating circumstances.

#### **7) COURSE CREDIT AND GRADUATION**

A student must successfully complete each semester of a course required for graduation before credit is granted for the course within a full year elective courses, the student will be given credit for each semester she/he successfully completes.

#### **8) HOMEWORK**

The South Monterey County Joint Union High School District believes that homework is an essential part of the learning process. As additional practice, it allows students to work on those skills that are being taught and to receive feedback on their learning process. Students should expect to do homework on a nightly basis. Failure to complete homework on a satisfactory level may lower their grade.

#### **9) WITHHOLDING GRADES**

A. Grades, official transcripts and diplomas will be withheld for any student owing money for vandalism or failure to return loaned school property, such as books. Seniors who have outstanding school debts will not be permitted to go through graduation ceremonies. Students may be billed for the following:

1. **Vandalism** - Charges are full cost of replacement or repair (including labor).
2. **Lost or stolen textbooks and/or equipment** - Student must pay the replacement cost.
3. **Damaged textbooks** - Students who return books to the teacher with more than normal wear will be charged for all or part of the replacement cost of the text, depending upon the condition of the book when issued to the student.
4. **Sports Uniforms, P.E. Lockers.**

B. If the student and parent/guardian are unable to pay for the damages or return the property, the principal or designee shall provide a program of voluntary work for the student to do. When this voluntary work is completed, the student's grades, diploma or transcripts shall be released. (Education Code 48904).

C. When a student from whom the district is withholding grades, diploma or transcripts transfers to another district, this information shall be sent to the new district with the student's records and a request that these items continue to be withheld until the new district receives notification that the debt has been cleared.

#### **10) PROGRESS REPORTS**

Progress reports are mailed home during the fifth week of each quarter. Parents may also request weekly progress reports. Please contact the Office for information. Progress report grades may also be viewed online with our Aeries student database, through the Parent Portal.

## **11) CAASPP TESTING**

The California Assessment of Student Performance and Progress (CAASPP) is administered every spring. The CAASPP includes the Common Core Standards assessments (Smarter Balanced Assessment Consortium) in English and Mathematics for 11<sup>th</sup> grade, California Alternative Assessment (CAA) for qualifying 11<sup>th</sup> grade students (replaced CMA and CAPA) and Physical Fitness Testing for 9<sup>th</sup> grade.

## **12) AWARDS**

There are many ways students in the South Monterey County Joint Union High School District may be acknowledged for their academic, sports participation, or contribution to the school and/or community. Three of the most distinguished academic awards are:

- California Scholarship Federation Life Membership: (Seal bearer) is achieved by qualifying four or more semesters in the last three years of high school, and earns the CSF Gold Seal on diplomas and transcripts.
- Biliteracy Recognition Awards: To be eligible for the Biliteracy Award students must demonstrate competency in English and in a language other than English. All students who demonstrate achievement in learning two or more languages, based on the criterion established annually will receive recognition.

# REQUIREMENTS FOR GRADUATION

## 1) **CLASSES AND UNITS**

<u>Subject</u>	<u>Units</u>		
English.....	40	=	8 Semesters
Math .....	20	=	4 Semesters
Life Science.....	10	=	2 Semesters
Physical Science .....	10	=	2 Semesters
Computer Literacy .....	10	=	2 Semesters
World History.....	10	=	2 Semesters
U.S. History .....	10	=	2 Semesters
Economics.....	5	=	1 Semester
Civics.....	5	=	1 Semester
Electives .....	90	=	18 Semesters
Visual and Performing Arts/Foreign Language/ Career Technical Education.....			
	10	=	2 Semesters
<u>Physical Education.....</u>	<u>20</u>	<u>=</u>	<u>4 Semesters</u>
<b>Total Units Required .....</b>	<b>240</b>		

**Note: Mathematics- Beginning 2016-2017 school year students must pass Algebra 1, or Math 1 and Math 2, or equivalent course(s).**

**Note: Portola-Butler Continuation High School – Beginning 2017-2018 school year students must earn 220 credits to graduate**

## 2) **COMMUNITY SERVICE HOURS**

All students **must complete a total of 20 hours of community service**. All community service hours must be completed while enrolled as a student in the South Monterey County Joint Union High School District. No community hours will be transferred from other districts except for second semester seniors who transfer in during their senior year and only under special consent by the principal or designee.

## ALTERNATIVE CREDITS TOWARD GRADUATION

In order to meet individual needs and encourage all students to complete their high school education, the governing board desires to provide flexibility in the completion of prescribed courses. The Superintendent or designee shall establish regulation under which the District may grant credits toward graduation for college courses and private instruction completed by the District's students. Credit toward graduation also may be granted, pursuant to law, for:

- Military service and training
- Correspondence instruction from an accredited institution, with prior permission (e.g. BYU, PASS program, etc.)
- Continuation school, in consultation with the school administration
- Supervised work experience
- Independent study
- Juvenile court school, in consultation with the school administration
- Home-hospital instruction

**The Superintendent or designee shall establish policies to determine whether a student has satisfactorily met course requirements through any of the above alternative means.**

Alternative modes specified by the district for completing the prescribed courses of study shall be made available to students, parents or guardians, and the public (Ed. Code 51225.3)

### College Courses

When the district has approved a student to receive district credit for coursework completed at a community college or four-year college, he/she shall receive the same letter grade as is granted by the college and the equivalent credits will be applied.

## GRADUATION AND DIPLOMA PROCEDURES

**Diplomas:** Any student who wants to receive a high school diploma must coordinate with the counseling department at your child's school *prior* to the completion of all graduation requirements

## PARTICIPATION IN GRADUATION CEREMONY

- A. All seniors must sign and adhere to a senior code of conduct at the start of the second semester.
- B. All students who have met the behavior and graduation requirements for South Monterey County Joint Union High School District will be allowed to participate in the graduation ceremony. Any student wishing to participate in the graduation ceremony must contact the Student Services office by the last day of the first semester of the school year in which they plan to graduate. Example: Students who wish to participate in the June 2019 graduation ceremony must contact the counseling office by December 10, 2018.
- C. All seniors **must** attend the second semester at the high school where they are to participate in that high schools' graduation ceremonies. Specifically, a student must be enrolled in and pass at least four (4) classes each quarter of the second semester, with the exception of Independent Study students who complete their graduation requirements prior to the end of the second semester. Special permission to participate in the ceremony may be granted by the principal in the event of relocation of residence.
- D. Any student wishing to participate in the graduation ceremony or receive a June diploma must pay all debts owed to the school by May 27, 2019.

**Note: Any student suspended within seven calendar days of graduation may not participate in the graduation ceremony.**

## VALEDICTORIAN/SALUTATORIAN CRITERIA FOR SELECTION

The Superintendent and Governing Board of the South Monterey County Joint Union High School District encourages excellence as a goal for all students and wishes to publicly recognize students for exemplary achievement in academics.

The Valedictorian and Salutatorian awards are intended to honor the academic rigor of a student's work in high school within the South Monterey County Joint Union High School District. Valedictorians shall be those qualified student(s) who earn the highest grade point average for grades 9-12. The Salutatorian shall be the student(s) who earn the second highest grade point average for grades 9-12.

A student's grade point average shall be calculated on a standard 4.0 grading scale, except for Advanced Placement courses. Advanced Placement courses will be calculated using a 5.0 scale.

### Standard 4.0 grading scale

A = 4 points  
B = 3 points  
C = 2 points  
D = 1 point  
F = 0 points

### Advanced Placement 5.0 scale

A = 5 points  
B = 4 points  
C = 3 points  
D = 2 points  
F = 0 points

The 5.0 scale is used to recognize the Advanced Placement class expectations that require substantial high levels of academic performance it is understood that this weighted grading scale applies to Advanced Placement course work only and shall not be applied in any other circumstance.

A student may earn a higher grade point average (GPA) using only the standard 4.0 scale than a student who has completed Advanced Placement courses and whose GPA includes weighted grades. Class rank will be computed at the end of the eighth (8<sup>th</sup>) semester of the senior year.

To be considered for valedictorian or salutatorian the following criteria must be met:

1. The student must have been enrolled as a full time student in the South Monterey County Joint Union High School District during their junior and senior year.
2. Be enrolled as a student in the South Monterey County Joint Union High School District for two (2) consecutive semesters immediately prior to graduation.
3. Determined based on eight semesters of work in grades 9-12.
4. No home-school grades will be used in determining the GPA for valedictorian or salutatorian.
5. Students must complete all A-G requirements to be eligible for valedictorian and/or salutatorian.

## Alternative Campuses

**A. Portola-Butler Continuation High School** is the continuation high school serving the South Monterey County Joint Union High School District.

The majority of students at Portola-Butler Continuation High School are in grades 11 and 12. These credit recovery students need more credits to graduate than can be earned in a comprehensive high school. If the students focus on their coursework, they can earn twice the credits in a semester than in the comprehensive high school.

The staff and leadership of Portola-Butler Continuation High School believe that students can achieve at high levels, and they are supported by the central administration. Based on a student's transcript, each teacher develops an Individual Learning Plan, detailing the courses required for credit recovery in order to meet the student's needs in Math, English, History/Social Science and Science. Electives are also offered to supplement the core curriculum as appropriate.

**Portola-Butler Continuation High School Vision:**

Portola-Butler Continuation High School will provide a positive learning environment in order to meet student needs with high expectations for high school graduation.

**Portola-Butler Continuation High School Mission:**

The mission of Portola-Butler Continuation High School is to provide a safe, challenging environment where students become a community of learners who develop knowledge, confidence, and independence to realize their academic and creative potential, develop respect and tolerance for others, and become involved and responsible citizens.

**B. Home and Hospital Instruction** is available for students who are temporarily disabled by accident or by physical, mental or emotional illness. These students may receive individual instruction at home or in a hospital or residential health facility within the district. Such instruction may be given from one to five hours a week (*BP 6183*).

Home or hospital instruction shall be provided only when a student is expected to be out of school for two weeks or longer.

When seeking instruction for a student at home or in a hospital location within the district, the parent/guardian shall present this request at the home school, together with a physician's written description of the disabling condition. The physician shall have determined that the student is unable to attend school and will not expose the home teacher to any contagious disease that can be transmitted by casual contact.

**C. Pinnacle Academy Charter-Independent Study**

The overriding goal of the Pinnacle Academy Charter Independent Study Program is to provide expanded choices for students and parents in the types of educational opportunities that are available within the public school system. The Pinnacle Academy Charter Independent Study Program is based on a belief that each student can succeed and deserves an education that is rigorous, relevant and well defined. At the same time, Pinnacle Academy Charter Independent Study Program recognizes that each individual is unique and, therefore, is entitled to an education that is meaningful and sensitive to his or her varied and often changing needs.

**Pinnacle Academy Charter Vision:**

An Alternative learning environment where all students can be successful in a constantly changing world.

**Pinnacle Academy Charter Mission:**

As an independent study school program, Pinnacle Academy utilizes a standards-based education that is rigorous and relevant, which provides an alternative educational setting where all of our students can be successful. We empower our students to take ownership and responsibility for their current and future learning.

# PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

**Extra curricular activities** are those programs that have all the following characteristics:

1. The program is supervised or financed by the school district.
2. Students participating in the program represent the school district.
3. Students exercise some degree of freedom in the selection, planning, or control of the program.

Extracurricular activities include, but are not necessarily limited to: basketball, baseball, cross country, football, soccer, softball, track, volleyball, and wrestling; cheerleading, drama performances, dance performances, speech and debate, and FFA judging teams.

**Co-curricular activities** are programs that may be associated with the curriculum in a regular classroom. Co-curricular activities currently include, but are not necessarily limited to, FFA (not judging teams), band, leadership, yearbook, and journalism.

## Academic Eligibility Requirements

In order to be eligible for participation in extracurricular activities, a student shall have passed a minimum of four classes and shall have earned a minimum of 2.0 or "C" grade point average during the previous grading period with no more than two "F" grades, and he/she must maintain minimum progress toward high school graduation requirements. The following is a grade point scale that can be used to calculate a student's G.P.A.: **Advanced Placement classes will not receive weighted grading**

A = 4.0      B = 3.0      C = 2.0      D = 1.0      F = 0.0

Participation is defined as performance in a scheduled activity. Students may, at the option of the coach or advisor, be allowed to practice regularly when eligibility is possible within that season. The grade point average to determine eligibility shall be based on grades of the previous grading period.

An incomplete ("I") is treated as an "F" until it is completed. If the resolution of an incomplete could lower the student's grade point average to below 2.0 or result in more than two "F", the student shall be considered ineligible until the incomplete is removed and the grade point average determined.

In the event a student has no more than two "F" but finds that he/she is academically ineligible to participate in extracurricular activities in the first grading period of the upcoming year, he/she may request that the total spring and summer school grades be used to determine eligibility for the first grading period of the upcoming school year. Those grades may be earned in summer school will be averaged with all previous work. Additionally, when students are simultaneously enrolled in college classes for which they receive credit toward high school graduation, their college grades may be included in the computation of their grade point average. It will be the *student's responsibility* to verify college grades.

Any student who does not meet district eligibility requirements may be granted a one-quarter probationary period and must also provide a verifiable plan to receive ongoing independent tutorial assistance in deficient areas during the period of probation. ***A request for probationary status will be granted only one time during the student's entire high school career.***

**Determination of eligibility will be no later than the Monday following the issuance of report cards to the parents/students.**

## Citizenship Eligibility

Any student who is suspended will be ineligible for extracurricular participation for seven (7) calendar days. The period of ineligibility will begin the afternoon of the day their consequences are assigned.



## Athletics Sports/Seasons

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Football	Basketball	Track & Field
Cross Country	Wrestling	Baseball
Volleyball	Soccer	Softball
Cheer Squad		Swimming & Golf ( <b>King City High only</b> )

Before an athlete may participate, he/she must have:

1. A completed student athlete participation packet and cleared by the Athletic Director
2. Grade check
3. Proof of payment of student bills

The inter-scholastic program of the South Monterey County Joint Union High School District includes, but is not limited to, basketball, baseball, cross-country, football, softball, soccer, track, volleyball, and wrestling.

1. *Attendance Rules* - Athletes must attend a minimum of four (4) class periods to be eligible to participate in an athletic contest that day or the Friday preceding a Saturday contest.
2. *Training Rules* - Training rules and regulations for all interscholastic athletic teams are as follows:
  - A. Use of tobacco in any form by an athlete is forbidden.
  - B. Use or possession of any type of alcohol or drugs is forbidden.
  - C. Use of Steroids by an athlete is forbidden
3. *Penalties For Breaking Training Rules* -Violations are not cumulative throughout a student's high school career.

In the presence/possession/use of alcohol or illicit drugs or steroids:

First Offense: Three to five (3-5) days out of school suspension, confiscation of alcohol/illicit drug, two (2) weeks ineligibility from ALL school activities, practice may continue when suspension from school is over.

Second Offense: Five days out of school suspension and six (6) weeks ineligibility from all school activities

Please note: In the case of illegal drugs and/or illegal substances, the police will be notified.

In the presence/use of tobacco products including but not limited to smoking:

First Offense: Suspension, confiscation, and one (1) week suspension from ALL extracurricular activities. Practice may continue when suspension is over.

Second Offense: A minimum of three days out of school suspension and two (2) week suspension from ALL extracurricular activities. Practice may continue when suspension is over.

Additional Offense(s) Five days out of school suspension and six (6) weeks ineligibility from all school activities, practice will not be allowed.

The administration and the coaching staff will jointly review any situation involving an athlete, which reflects disobedience of the athletic philosophy of the South Monterey County Joint Union High School District and is not covered by these rules.

### **Deadline for sign ups and tryouts:**

To maintain an orderly system for clearing athletes for eligibility, insurance, physicals, parental permission, students must sign up and try out for a sport by the following cut-off dates:

- For all **fall** sports, the last day to try out or sign up will be seven calendar days after school begins, or on approval of the coach.
- For all **winter** and **spring** sports, the last day to try out or sign up for any sport will be seven calendar days after the last contest of the previous season's sport. Example: The last day to try out for winter sports will be seven days after the last post-season contest for any of the fall sports, or on approval of the coach.

# STUDENT BEHAVIOR/DRESS CODE

## It is expected that all students will do the following:

1. Attend every period of every day, except for excused absences. The student should be in his/her seat, with all required materials ready to begin work, before the tardy bell rings.
2. Complete all class work and homework assignments.
3. Maintain appropriate behavior at all times while going to school, during school, attending school activities, during lunch, and while going home.
4. Respect others; respect all private and public property.
5. Do as directed by any and all district employees at any activity on or off campus

The following rules have been established to provide a safe, clean, and orderly environment for all students and staff in the South Monterey County Joint Union High School District. These rules apply inside and outside the classrooms and at all school functions. Any violation of these rules may result in a referral that is sent to the school administration.

## DISTRICT-WIDE RULES

1. Students may not display romantic affection by hugging, kissing, or inappropriate touching on campus.
2. No congregating in or around areas in such a way that it impedes traffic or interferes with the rights of others to use facilities.
3. No name calling, vulgar, obscene, or profane language.
4. No bicycle riding, skateboarding, or roller-skating is allowed on campus at any time.
5. No food, gum or drinks are allowed in class.
6. No "roughhousing," play fighting, pushing, shoving, or throwing of objects.
7. No cheating. (This includes forging signatures, changing grades, or plagiarism)
8. Cell phones, music players, and all other personal electronic devices may not be used in class. (Cell phones must have the power turned off during class time.) These items may be confiscated and held in the office. If confiscated more than once, consequences may follow. We recommend all electronic devices to be left at home. School is not responsible for lost, damage or stolen devices.
9. All students must have an appropriate pass to be out of class at any time during school hours.
10. Students are not allowed to leave the school grounds without first being signed out at the attendance office. Leaving school without permission is a violation of state law.

## PERSONAL PROPERTY

School districts and the county office are not responsible for personal property. Pupils are discouraged from bringing non-instructional items to school. Education Code § 35213.

## PARENT RESPONSIBILITY

Parents are liable for all damages caused by the willful misconduct of their minor children which results in the death or injury to other students, school personnel, school volunteer or school property. Education Code § 48904; Civil Code § 1714.1.

## SEXUAL HARASSMENT/HATE CRIMES

South Monterey County Joint Union High School District has adopted Board Policy 4119.11 that pertains to Sexual Harassment and Hate Crimes. The policy is inclusive for everyone in the school setting. It is our belief that all students and district employees should expect a school environment free of harassment of any kind. A concise summary of this policy is located in the office of the principal.

## SEARCH AND SEIZURE

School officials may search an individual student and his/her property when there is reasonable suspicion that the search will uncover evidence that a student is violating the law or rules for the district or the school. Such searches may include, but are not limited to, desks, lockers, book bags, the person of the student, and vehicles parked on school property. When necessary, staff shall use a metal detector, K-9 units or breathalyzer when searching an individual for weapons and/or controlled substances. In addition, specially trained dogs may be used in searching for illegal substances. Video surveillance may also be used as evidence.

## CONFISCATION OF PROHIBITED ITEMS

All prohibited items will be confiscated. Some confiscated items are returned to the student at the end of the day, while other confiscated items may be returned to a parent or guardian, or not at all. Items that are illegal are handed over to either the Greenfield Police Department or the King City Police Department. Confiscated items, which may be returned, should be claimed at the Attendance/Discipline Office. All unclaimed confiscated items will be discarded after twenty (20) school days. Unclaimed items confiscated during the last twenty days of school must be claimed by June 30, or they will be discarded.

**Note: Video surveillance may also be used as evidence.**

## STUDENT PARKING

- A. Students may park only in the designated student parking lot.
- B. The School/District is **not** liable for any stolen, lost, or damaged cars or property. Students and parents assume the risk of parking on campus.
- C. The parking lots are off limits except before school, and after school. Students are not allowed in the student parking lot during school hours unless they have received a pass from the Attendance Office, the Principal or his designee.
- D. Students may not park in the staff or visitor parking areas in the front of the school.
- E. The speed limit in the parking lot is 10 mph. Excessive speed, reckless driving, or exhibition of speed may result in a citation from the local Police Department.
- F. Students who violate these rules may lose their parking privilege. Cars parked in violation of these rules may be towed at the owner's expense.
- G. Vehicles are subject to search.

## DRESS CODE

In cooperation with teachers, students and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Government Board Policy and administrative regulations. These school dress codes shall be regularly reviewed. Each school shall allow the student to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day.

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus.

For the safety of all students, gang related apparel is not acceptable. The district will collaborate with Law Enforcement Agencies to update changes in gang-related apparel as necessary. Any clothing, apparel or "colors" that a student or group of students wear to identify themselves for the purpose of harassing, threatening or intimidating others will not be allowed. Additionally, clothing shall be free of writing, pictures or any other insignia which identifies any group advocating or participating in disruptive behavior.

Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.

### What articles of clothing or accessories are NOT ALLOWED?

- Clothing or accessories which signify gang affiliation such as, but not limited to:
  1. Athletic clothing including Athletic jerseys (unless it is the official clothing of your particular SMCJUHSD School).
  2. More than one red or one blue item worn at the same time.
  3. Hats (unless they are the official hat of your SMCJUHSD School).
  4. Clothing, jewelry, accessories, or drawings which signify gang affiliation, including crowns, "Nor Cal," Nor Cal Star, "South Pole," ECHO, CALI, KILLA, Bob Marley, SCARFACE, Bay Area, stars, Marilyn Monroe, any area code, or with phrases such as "In memory of...", "In loving memory of," RIP, or "Rest in peace."
  5. Clothing or accessories with references to alcohol, tobacco, violence, or anything profane or obscene.
  6. Punched out belt buckles.
  7. Items substituting the number 3 for letter B, or substituting the number 4 for letters A, N or S.
  8. Altering backpack logo with colors associated with gang affiliation or drugs.
- Wallet chains or chains of any kind.
- Any clothing that is too loose or too small, that exposes any portion of the undergarments or that are too revealing.
- See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, spaghetti straps, tank tops, skirts or shorts which are shorter than mid-thigh, or anything that would expose the bare midriff.
- Pajamas, sleepers, or blankets.
- Head coverings worn indoors, including hats, jacket and sweatshirt hoods, beanies, hairnets, etc.

**Students not following the dress code will be asked to change inappropriate clothing, or they may be sent home to change.**

***School personnel will confiscate all prohibited or inappropriate items, and consequences will follow. Typically, on the first offense, the confiscated item is returned to the student at the end of the school day at the discipline office. On subsequent offenses, confiscated items will be returned to the student's parent or guardian only. Repeated offenses may result in suspension. All unclaimed, confiscated items will be discarded after twenty (20) school days. Unclaimed items confiscated during the last twenty days of school must be claimed by June 30, or they will be discarded.***

## MAJOR RULES THAT MAY RESULT IN SUSPENSION OR EXPULSION

According to Ed. Code Section 48900, a student may be suspended or recommended for expulsion if the Superintendent or the principal determines that the student has committed one or more of the following acts while going to, during, or coming from school, at any school activity on or off campus, or during lunch:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object. Note: A padlock is a "dangerous object." No student shall have in his or her possession a padlock at any time. The only exception being upon the issuance of a new school padlock. Any student in possession of a padlock may be suspended under this section.
3. Unlawfully offered, arranged, or negotiated to sell any controlled substance 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, and then either sold, delivered. Otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as controlled substance, alcoholic beverage, or intoxicant.
4. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of a controlled substance 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.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Possessed stolen 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. However, this section does not prohibit use or possession by a pupil of his/her own prescription products.
9. Committed an obscene act or engaged in habitual profanity or vulgarity. This includes cyber-bullying and sexting that occurs through the use of the district Internet system or use of personal digital devices (PDA's) such as cell phones, digital cameras, and personal computers.
10. Possessed or offered illegally, or was prepared to buy or sell drug or substance paraphernalia as defined in the 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 section, "imitation firearm" means a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
14. Attacked or threatened a district employee.
15. Bullying (including acts of electronic bullying) Education Code (EC) 48900R

Students who have been suspended may not participate in any extracurricular activities for seven (7) calendar days from the date of the suspension. Extracurricular activities include, but are not limited to, the following: athletic events, dances, drama performances, and graduation ceremony. It is the policy of the trustees that:

- The student may be allowed to complete all assignments/tests missed during the suspension which can be reasonably provided.
- The parent or guardian has the right of access to the student's records as provided by the California Education Code Section 49069.

Whenever possible, school administration will work with students to improve behaviors and attitudes. Students may be referred to counseling, behavioral therapy, anger management, or conflict resolution in an effort to prevent suspension or expulsion.

**SOUTH MONTEREY COUNTY JOINT UNION HIGH SCHOOL DISTRICT  
HOME-SCHOOL COMPACT**

**PARENT PLEDGE:**

As a parent, I understand that by participating in my child's education, I will help my child succeed. I will be responsible for the following:

- Promoting respect for self and others and good study habits.
- Communicating high expectations for our child
- Letting our child know that as parents we expect them to honor their school commitments.
- Making sure that my child attends school every day, on time, and with homework completed.
- Creating a good positive relationship at home, praise my child's good efforts in order to foster trust and communication
- Meeting with the Director of Alternative Placement for Student Success and my child as needed to review, plan his /her course of study and set goals.
- Making sure that my child gets adequate sleep and has a healthy diet.
- Providing my child with necessary school supplies he/she needs to succeed each day
- Monitoring my child's progress in school
- Teaching my child how to respect and validate cultural and linguistic diversity

**STUDENT PLEDGE:**

**I realize that my education is important. I know I am the one responsible for my own success. Therefore, I agree to carry out the following responsibilities to the best of my ability:**

- Believe that I can learn and will learn.
- Respect my school, classmates, staff, and family.
- Attending school and arriving on time.
- Have a positive attitude about my education and myself.
- Communicate about school with my parents, teachers, and other students.
- Be in my seat, with all required materials, ready to begin working, before the tardy bell rings
- Do as directed by any and all District employees, at any activity, on or off campus

**STAFF PLEDGE:**

Our staff members understand the importance of a quality education for each student and will act responsibly as an educator and a positive role model by:

- Providing high quality and engaging curriculum driven by state standards
- Providing challenging and appropriate instruction that addresses all students needs
- Enforcing school wide rules equitably
- Involving students in creating a model of lifelong learning
- Alerting parents/guardians when the student has unsatisfactory grades

# SMCJUHS 2018-2019 School Calendar

Revised: 3/12/18

	MON	TUE	WED	THR	FRI	Week	Quarter	Semester
July	7/2	7/3	7/4	7/5	7/6	0		
	7/9	7/10	7/11	7/12	7/13	0		
	7/16	7/17	7/18	7/19	7/20	0		
	7/23	7/24	7/25	7/26	7/27	0		
	7/30	7/31	8/1	8/2	8/3	0		
August	8/6	8/7	8/8	8/9	8/10	5		
	8/13	8/14	8/15	8/16	8/17	5		
	8/20	8/21	8/22	8/23	8/24	5		
	8/27	8/28	8/29	8/30	8/31	5		
September	9/3	9/4	9/5	9/6	9/7	4		
	9/10	9/11	9/12	9/13	9/14	5		
	9/17	9/18	9/19	9/20	9/21	5		
	9/24	9/25	9/26	9/27	9/28	5		
October	10/1	10/2	10/3	10/4	10/5	5	44	
	10/8	10/9	10/10	10/11	10/12	4		
	10/15	10/16	10/17	10/18	10/19	5		
	10/22	10/23	10/24	10/25	10/26	5		
	10/29	10/30	10/31	11/1	11/2	5		
November	11/5	11/6	11/7	11/8	11/9	4		
	11/12	11/13	11/14	11/15	11/16	4		
	11/19	11/20	11/21	11/22	11/23	2		
	11/26	11/27	11/28	11/29	11/30	5		
December	12/3	12/4	12/5	12/6	12/7	5		
	12/10	12/11	12/12	12/13	12/14	5	44	88
	12/17	12/18	12/19	12/20	12/21	0		
	12/24	12/25	12/26	12/27	12/28	0		
January	1/7	1/8	1/9	1/10	1/11	5		
	1/14	1/15	1/16	1/17	1/18	5		
	1/21	1/22	1/23	1/24	1/25	4		
	1/28	1/29	1/30	1/31	2/1	5		
	February	2/4	2/5	2/6	2/7	2/8	5	
2/11		2/12	2/13	2/14	2/15	5		
2/18		2/19	2/20	2/21	2/22	4		
2/25		2/26	2/27	2/28	3/1	5		
March	3/4	3/5	3/6	3/7	3/8	5		
	3/11	3/12	3/13	3/14	3/15	5	48	
	3/18	3/19	3/20	3/21	3/22	4		
April	3/25	3/26	3/27	3/28	3/29	5		
	4/1	4/2	4/3	4/4	4/5	5		
	4/8	4/9	4/10	4/11	4/12	5		
	4/15	4/16	4/17	4/18	4/19	0		
	4/22	4/23	4/24	4/25	4/26	4		
May	4/29	4/30	5/1	5/2	5/3	5		
	5/6	5/7	5/8	5/9	5/10	5		
	5/13	5/14	5/15	5/16	5/17	4		
	5/20	5/21	5/22	5/23	5/24	5		
June	5/27	5/28	5/29	5/30	5/31	3	45	93
	6/3	6/4	6/5	6/6	6/7	0		
	6/10	6/11	6/12	6/13	6/14	0		
	6/17	6/18	6/19	6/20	6/21	0		
6/24	6/25	6/26	6/27	6/28	181	181	181	

	Legal Holidays
	Non-school Days
	Minimum Days (mid-terms / finals)
	CSEA Holidays
	CSEA Days off in lieu of

7/4	Independence Day
8/1	Orientation for New Teachers
8/2 & 8/3	Staff Development Day
8/6	First Day of School
9/3	Labor Day
10/5	End of 1st Quarter
10/8	Staff Development Day- Non School Day
11/9	Non-School Day
11/12	Veterans Day
11/22	Thanksgiving Day
11/21-11/23	Thanksgiving Break (11/22 & 11/23)
12/12-12/14	Midterms/Finals (Minimum Days)
12/14	End of 2nd Quarter
	End of 1st Semester
12/17-1/4	Winter Break
12/24	Christmas Eve
12/25	Christmas Day
12/31	New Year's Eve
1/1	New Year's Day
1/21	Dr. Martin Luther King, Jr. Day
2/18	Presidents' Day (Lincoln & Washington)
3/18	Non-School Day
3/15	End of 3rd Quarter
4/15-4/22	Spring Break
5/17	Non-School Day
5/27	Memorial Day
5/28-5/30	Finals (Minimum Days)
5/30	End of 4th Quarter
	End of 2nd Semester
	Last Day of School
	1 Additional Professional Development Day pending further negotiations

**2018 - 2019 High School Bell Schedules for Greenfield High and King City High School**

<b>Monday/Tuesday/Thursday/Friday</b>				<b>Wednesday (Collaboration Day)</b>			
<b>Report</b>	7:45 AM			<b>Report</b>	7:45 AM		
<b>1</b>	<b>8:01 AM</b>	<b>8:54 AM</b>	<b>0:54</b>	<b>1</b>	<b>8:00 AM</b>	<b>8:41 AM</b>	<b>0:41</b>
passing	8:54 AM	8:58 AM	0:04	passing	8:41 AM	8:45 AM	0:04
<b>2</b>	<b>8:58 AM</b>	<b>9:49 AM</b>	<b>0:51</b>	<b>2</b>	<b>8:45 AM</b>	<b>9:25 AM</b>	<b>0:40</b>
passing	9:49 AM	9:53 AM	0:04	passing	9:25 AM	9:29 AM	0:04
<b>3</b>	<b>9:53 AM</b>	<b>10:44 AM</b>	<b>0:51</b>	<b>3</b>	<b>9:29 AM</b>	<b>10:09 AM</b>	<b>0:40</b>
passing	10:44 AM	10:48 AM	0:04	passing	10:09 AM	10:13 AM	0:04
<b>4</b>	<b>10:48 AM</b>	<b>11:39 AM</b>	<b>0:51</b>	<b>4</b>	<b>10:13 AM</b>	<b>10:53 AM</b>	<b>0:40</b>
lunch	11:39 AM	12:14 PM	0:35	passing	10:53 AM	10:57 AM	0:04
passing	12:14 PM	12:18 PM	0:04	<b>5</b>	<b>10:57 AM</b>	<b>11:37 AM</b>	<b>0:40</b>
<b>5</b>	<b>12:18 PM</b>	<b>1:09 PM</b>	<b>0:51</b>	lunch	11:37 AM	12:12 PM	0:35
passing	1:09 PM	1:13 PM	0:04	passing	12:12 PM	12:16 PM	0:04
<b>6</b>	<b>1:13 PM</b>	<b>2:04 PM</b>	<b>0:51</b>	<b>6</b>	<b>12:16 PM</b>	<b>12:56 PM</b>	<b>0:40</b>
passing	2:04 PM	2:08 PM	0:04	passing	12:56 PM	1:00 PM	0:04
<b>7</b>	<b>2:08 PM</b>	<b>2:59 PM</b>	<b>0:51</b>	<b>7</b>	<b>1:00</b>	<b>1:40</b>	<b>0:40</b>
<b>Leave</b>		3:14 PM		<b>Collaboration</b>	1:40	3:15	
				<b>Leave</b>		3:15 PM	
		Hours				Hours	
		Minutes	384			Minutes	264
		Days	137			Days	33
		Total	52,608			Total	8,712

**Portola-Butler Bell Schedule  
(Fall 2018)**

<b>Bell Schedule (Mon, Tues, Thurs, Friday)</b>				<b>Wed. Teacher Collaboration Bell Schedule</b>			
<b>Period</b>	<b>Start Time</b>	<b>End Time</b>	<b>Min.</b>	<b>Period</b>	<b>Start Time</b>	<b>End Time</b>	<b>Min.</b>
<b>1</b>	8:45 AM	9:35 AM	<b>50</b>	<b>1</b>	8:45 AM	9:30 AM	<b>45</b>
<b>2</b>	9:36 AM	10:26 AM	<b>50</b>	<b>2</b>	9:31 AM	10:16 AM	<b>45</b>
<b>3</b>	10:27 AM	11:17 AM	<b>50</b>	<b>3</b>	10:17 AM	11:02 AM	<b>45</b>
<b>Lunch</b>	11:17 AM	11:52 AM	<b>35</b>	<b>Lunch</b>	11:02 AM	11:37 AM	<b>35</b>
<b>4</b>	11:57 AM	12:47 PM	<b>50</b>	<b>4</b>	11:39 AM	12:24 PM	<b>45</b>
<b>5</b>	12:48 PM	1:38 PM	<b>50</b>	<b>5</b>	12:25 PM	1:10 PM	<b>45</b>
<b>6</b>	1:40 PM	2:30 PM	<b>50</b>	<b>6</b>	1:11 PM	1:56 PM	<b>45</b>

# PARENT-STUDENT HANDBOOK ACKNOWLEDGEMENT FORM 2018-2019

*Please complete, detach and return to the school office.*

(PLEASE PRINT CLEARLY)

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

School: \_\_\_\_\_

- A. The South Monterey County Joint Union High School District has a Parent-Student Handbook which reflects important policies for our schools. Those are designed to guide our student through successful school experiences by governing attendance, tardiness, discipline, dress, and grading.

I have read and reviewed the Parent-Student Handbook and know the contents of the Handbook

\_\_\_\_\_  
**Parent/Guardian Signature, or Signature of the Pupil if 18 or older**

\_\_\_\_\_  
**Student Signature**

Date: \_\_\_\_\_

**B. Optional Signatures, if applicable:**

• **Request to Deny access to Directory Information**

If you do not wish directory information to be released regarding this pupil, please sign below. Note that this will prohibit the district from providing the pupil's name and other "directory" information to news media, interested schools, parent-teacher association, interested employers, and similar parties.

\_\_\_\_\_  
Date: \_\_\_\_\_  
Signature of parent/guardian or pupil of age 18 or older (or enrolled in institution of post-secondary instruction)

• **Request for Non-Participation in Comprehensive Sexual Health Education or HIV/AIDS Prevention Education**

If you do not wish for this pupil to participate in comprehensive sexual health education or HIV/AIDS prevention education, please sign below

\_\_\_\_\_  
Date: \_\_\_\_\_  
Signature of parent/guardian or pupil of age 18 or older

This form will be kept on file at the school office