



Grossmont Union High School District

Santana High School

LIBRARY COLLECTION MANAGEMENT GUIDELINES



9915 Magnolia Avenue
Santee, CA 92071



(619) 956-0200

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PRINCIPAL’S WELCOME



Grossmont Union High School District

VISION STATEMENT

The Grossmont Union High School District is dedicated to providing a safe and collaborative learning environment which supports academic achievement and social development for all students. The Grossmont District operates on the premise that success for every student is dependent upon all groups in the organization including teachers, administrators, parents, staff, students and the community working together to support all students in their development as lifelong learners, thinkers and successful contributors to the community.



Santana High School

VISION STATEMENT

Through academic rigor and critical thinking, the mission of Santana High School is to create a community of college and career-ready learners who contribute positively in a diverse global society.

AT SANTANA STUDENTS WILL:

- Demonstrate college and career readiness
- Receive rigorous academic curriculum and instruction
- Embrace diversity and school involvement
- Embody principles of character and be productive members of a global society
- Exemplify creativity and innovation

ADMINISTRATION & OFFICE STAFF

ADMINISTRATIVE STAFF		PHONE
Brian Wilbur, Principal		619-965-0211
Jeanie Pugh, AP		619-965-0221
Kurt Trower, AP		619-956-0219
Jordan Moore Sirkis, AP		619-956-0220

COUNSELING		PHONE
Lori Compton	A-Ci	619-956-0248
Laura Brown	Co-Hi	619-956-0238
Connor Madden	Ho-Ms	619-956-0246
	Mt-Si	619-956-0255
Jason Cook	Sk-Z/Dfab	619-956-0317
Chris Bilbrey	IEP	619-956-0245

SUPPORT STAFF		PHONE
Principal Secretary		619-965-0212
AP Secretary		619-956-0224
AP Secretary		619-965-0225
Attendance		619-956-0231
Finance		619-956-0273
Nurse		619-956-0271
Resource Officer		619-956-0274

GUIDANCE SUPPORT		PHONE
Samantha Spenny	A-L	619-956-0242
Victoria Simanek	M-Z	619-956-0243

SCHOOL CALENDAR (2025-26)

Grossmont Union High School District Calendar for 2025-2026 School Year

(August Start, Week of Thanksgiving Off; 2-week Winter Break; 2-week Spring Break)

Adopted: November 15, 2022

July	4	Fri	Independence Day (Holiday - All Districts Closed)			
	28	Mon	Administrators on Duty			
August 2025	6, 7, 8	Wed/Thurs/Fri	Staff Development Days			
	11	Mon	School Begins for Regular High Schools			
September	1	Mon	Labor Day (Holiday All District Units Closed)			
	19	Fri	First Student Progress Report (6th Week) (Reports to Students, Friday, September 26)			
October	24	Fri	Second Student Progress Report (12th Week) (Reports to Students Friday, October 31)			
November	10	Mon	No School for Faculty & Students (Administrators and Classified Personnel on Duty)			
	11	Tues	Veterans Day Observance (Holiday - All District Units Closed)			
	17-21	Mon-Fri	American Education Week (Week Prior to Thanksgiving)			
	24-28	Mon-Fri	Thanksgiving - Student Recess for Regular High School (No School for Faculty & Students)			
	24, 25, 26	Mon-Wed	Administrators and Classified Personnel on Duty			
	27 & 28	Thurs/Fri	Thanksgiving Recess (Holiday - All District Units Closed)			
December	16, 17, 18	Tues-Thurs	Final Exams for Students			
	18	Thurs	Last Day of Student Attendance/First Semester Ends			
	19	Fri	Faculty Workday (Reports to Students Friday January 9)			
	22 - Jan 2	Two Weeks	Winter Recess for Regular High School (No School for Faculty & Students)			
	24, 25	Wed-Thurs	Classified Employee Holiday (All District Units Closed)			
	26*	Fri	Holiday in Lieu of Admissions Day			
	29, 30	Mon/Tues	Administrators and Classified Personnel on Duty			
	31	Wed	Classified Employee Holiday (All District Units Closed)			
January - 2026	1	Thurs	Classified Employee Holidays (All District Units Closed)			
	2	Fri	Administrators and Classified Personnel on Duty			
	5	Mon	School Resumes, Second Semester Begins for Regular High School Students			
	19	Mon	Martin Luther King Jr. Day Holiday (All District Units Closed)			
February	2-8	Mon-Fri	National School Counseling Week (1st full week in February)			
	9	Mon	Lincoln Day Observance - Holiday (All District Units Closed)			
	13	Fri	First Student Progress Report (6th week) Reports to Students, Friday, February 20)			
	16	Mon	Washington Day Observance - Holiday (All District Units Closed)			
March	23 - April 3	Two Weeks	Spring Recess for Regular High Schools (No School for Faculty and Students)			
April	3	Fri	Classified Employee Holiday (All District Units Closed)			
	17	Fri	Second Student Progress Report (2nd Semester, 13th Week (Reports to Students April 24)			
May	13	Wed	Day of the Teacher (2nd Wednesday In May)			
	18-22	Mon-Fri	Classified Employee Week (3rd Full Week in May)			
	25	Mon	Memorial Day (Holiday - All District Units Closed)			
	26	Tues	Day of the Administrator (4th Monday in May)			
June	1, 2, 3	Mon-Wed	Final Exams For Students			
	3	Wed	Last Day of Student Attendance, Regular Year			
	3 & 4	Wed-Thurs	Graduation in Regular High Schools			
	4	Thurs	Faculty Work Day			
	19	Fri	Juneteenth (Holiday - All District Units Closed)			
	Teaching Days	Staff Development	Faculty Workdays	# of Days All Units Closed for Students	# of District Holidays for Classified Personnel	
Summer 2025				1	1	
First Semester	86	3	1	17	9	
Second Semester	94		1	14	6	
TOTALS	180			32	16	

Allows for 180 Total Teaching Days. Allows for one faculty workday at the end of each semester. Allows for three (3) staff development days prior to start of school. Allows for 5-day Thanksgiving Recess, 10-day Winter Break and a 10-day Spring Break. Last day of regular school will be Wednesday June 3, 2026

NOTE: First semester has 18 weeks and second semester has 20 weeks. Reporting periods are every six (6) weeks for first semester, for second semester the first reporting period is six (6) weeks; the second and last reporting periods are seven (7) weeks.

Board Approved - November 15, 2022

BELL SCHEDULE



SANTANA Bell Schedules

REGULAR BELL SCHEDULE

Monday through Friday

Period	Times		Minutes
1	8:30 AM	9:20 AM	50
2	9:25 AM	10:15 AM	50
Break	10:15 AM	10:22 AM	7
3	10:27 AM	11:17 AM	50
4	11:22 AM	12:12 PM	50
Lunch	12:12 PM	12:42 PM	30
5	12:47 PM	1:37 PM	50
6	1:42 PM	2:32 PM	50
7	2:37 PM	3:27 PM	50

MINIMUM DAY BELL SCHEDULE

Period	Times		Minutes
1	8:30 AM	9:08 AM	38
2	9:13 AM	9:51 AM	38
3	9:56 AM	10:34 AM	38
4	10:39 AM	11:17 AM	38
Break	11:17 AM	11:24 AM	7
5	11:29 AM	12:07 PM	38
6	12:12 PM	12:50 PM	38
7	12:55 PM	1:33 PM	38

SINGLE ASSEMBLY BELL SCHEDULE

Period	Times		Minutes
1	8:30 am	9:14 am	44
2	9:19 am	10:03 am	44
3	10:08 am	10:52 am	44
Assembly	10:57 am	11:41 am	44
4	11:46 am	12:30 pm	44
Lunch	12:30 pm	1:00 pm	30
5	1:05 pm	1:49 pm	44
6	1:54 pm	2:38 pm	44
7	2:43 pm	3:27 pm	44

FINALS PERIODS 1, 4, & 7

Period	Times		Minutes
1	8:30 AM	10:28 AM	118
Break	10:28 AM	10:35 AM	7
Passing	10:35 AM	10:40 AM	5
4	10:40 AM	12:38 PM	118
Lunch	12:38 PM	1:08 PM	30
Passing	1:08 PM	1:13 PM	5
7	1:13 PM	3:11 PM	118

FINALS PERIODS 2 & 5 AND 3 & 6

Period	Times		Minutes
2 or 3	8:30 AM	10:28 AM	118
Break	10:28 AM	10:35 AM	7
Passing	10:35 AM	10:40 AM	5
5 or 6	10:40 AM	12:38 PM	118

NOTE: SCHEDULE IS FOR TWO DAYS

PARENT INVOLVEMENT

We know that students do best in school when parents and families are involved in their education. Be a partner in your child's educational experience by volunteering for school events and specific projects, and help us close the widening gap in funding for schools by contributing to the annual fund, or participating in easy, hassle-free fundraisers.

Santana High School

Parents Rights Handbook

[Parent Rights](#)

GRADUATION REQUIREMENTS & COURSE INFORMATION

Credit

A student receives 5 credits for a semester course except for Office Assistant, which is 2.5 credits. Credits may be earned in high school classes, ROP (16 or older), Adult School or Community College (11th or 12th grade). Advanced courses taken at the middle school DO NOT earn high school credit but help the student to advance to higher level courses while in high school. In order to receive credit the student must receive a D grade or higher.

Credit/No Credit Policy

A student may, with prior administrative approval, enroll in elective courses on a credit/no credit basis. An elective course is a course that the student is not taking in order to meet a specific graduation course requirement. A maximum of 20 units of coursework may be applied to the 220 unit graduation requirement. The credit/no credit option may only be exercised if the student is concurrently enrolled in at least five other five credit courses for which a letter grade will be issued. Students have the first three weeks of each semester to request credit/no credit for an elective class with assistant principal approval. Consult with a counselor or academic advisor for more information.

Repeating Courses

Courses may NOT be repeated for credit. A student may wish to repeat a class in order to improve a grade or gain a better foundation of skills. In that case, both courses will appear on the student's transcript. The higher grade will be used in the calculation of the GPA.

Required Classes

English	40 Credits
Mathematics (Must Pass Int2)	30 Credits
Physical Education	20 Credits
Life Science	10 Credits
Physical Science	10 Credits
Geography/Technology	10 Credits
World History	10 Credits
U.S. History	10 Credits
American Government	5 Credits
Economics	5 Credits
Fine Arts/Foreign language	10 Credits
Elective Credits	60 Credits

Additional Requirements for Graduation:

A completed Post Secondary Plan and meet technology foundations requirements (9th grade).

Valedictorian and Salutatorian Information(AR 5121(b))

1. A Valedictorian Selection Committee will select valedictorian(s) from approximately the top one percent of the senior class, based on the accumulated transcript at the eighth semester, second progress report. The individual(s) with the highest-ranking grade point average(GPA) shall be included as a valedictorian. Computation of overall GPAs will include grades 9-12.

2. It is not the intent of this regulation to exclude students from consideration for valedictorian for completing supplemental or elective coursework. The deliberations may include additional students beyond the top one percent.

3. In choosing the valedictorian(s), it is recommended that the Valedictorian Selection Committee consider the following criteria:

a. Academic achievement and curiosity, not school service

b. Behavior that reflects the highest ethical standards

c. Breadth and depth of program, to include number of courses completed and the number of advanced placement (AP) and honors courses completed

4. It is suggested that the Valedictorian Selection Committee be chaired by the principal. It shall be composed of, but not limited to, representatives selected from the following departments and approved by the principal:

a. English

b. Social Studies

c. Mathematics

d. Science

e. Foreign Language

f. Guidance/Counseling

g. Other interested departments

5. There may or may not be a salutatorian designated by the Committee.

6. The 5-point weighted "A" ("A" = 5; "B" = 4; "C" = 3; "D" = 2; "F" = 0) will be instituted at the Advanced Placement, International Baccalaureate, and Honors level. This shall include courses contained in the district Master Course Title List which are designated as AP, International Baccalaureate (IB), and those courses designated Honors. Beginning Fall 2022, coursework completed at colleges shall also be calculated as weighted for courses which earn three college credits or higher and that are transferable to UC, CSU, or other California community colleges.

Honor Graduates

All students achieving a GPA of 3.5 or above, based on the accumulated transcript at the seventh semester, or eighth semester second progress report and who have met all the requirements for earning a high school diploma shall be recognized as Honor Graduates. For Class of 2017 and beyond: All students achieving a GPA of 3.5 or above, based on the accumulated transcript at the seventh semester, or the eighth semester second progress report, who have met all the requirements for earning a high school diploma and completed all UC "a-g" coursework, shall be recognized as Honor Graduates. Honor graduate status is noted by a gold cord to be worn at graduation.

ATTENDANCE INFORMATION

Santana High School and the Grossmont Union High School District recognize the relationship between positive student attendance and academic success. Absence, truancy, and tardiness to school/class result in a loss of opportunity to learn and to maximize time on task; we therefore expect students to attend regularly and be on time.

Parents will be notified in writing once a student has accumulated three (3) all day unexcused absences/ trancies in a class. If a student misses one or more periods in a school day, the student's home will be notified via Infinite Campus Messenger that evening.

To excuse an absence the parent/guardian must:

- Call **(619) 956-0231 (24 hours a day)** or send a note with your student the following day.
 - Please include student ID #, student first & last name, date(s), & reason for the absence.
- Only the parent or guardian of record may contact the attendance office to excuse absences.
- All absences must be excused within **(3) three school days** from the day(s) missed.
- All absences not excused will be considered truant.
- For general questions related to attendance, please call (619)956-0231.
- CA Education Code (EC 48205) defines what absences are considered excused.

Assignments and tests may be made up for excused absences. Student should make arrangements with their teachers and completed the work within a reasonable period of time.

Unexcused Absences* include:

- Truancy

- Leaving school without first receiving permission from the Attendance Office or the Nurse
- Any absence which is not verified by a parent/guardian
- Any absence that is not listed as an excused absence per CA Education Code 48205 will be marked unexcused. This includes vacation, personal travel, over sleeping, car problems/transportation, or if no reason is provided. Reasons such as “family emergency” or “personal” cannot be excused due to the broad nature of the reason. Please be more specific in these instances.

*Students may not be permitted to make up coursework for unexcused absences.

To make-up an unexcused absence (Saturday School):

If a student attends Saturday School, they can make up ONE calendar day of unexcused absences. Saturday School runs on selected dates throughout the semester from 8:00 AM to 12:00 PM. Please check the school website for Saturday School dates.

Leaving School Early

- Students need to bring a signed note (including name, date, time they are leaving and reason for leaving) to the attendance office before school.
- If a student needs to leave school due to an urgent situation, the parent/guardian needs to come into the Attendance office to release the student.
- If a student leaves campus without a pass, they will be considered truant.

Late to School/Class:

Excused

- Please have your student go to the attendance office upon arrival at school.
- If your student is late due to a doctor, dental or court appointment a note is required from that facility.
- If your student is late due to illness or illness in the family, a note from the parent or guardian will be accepted

Unexcused

- If your student is late to school due to car problems, traffic, oversleeping, etc., please have them report directly to class.
- Calls to the attendance office for lates will not be accepted.

Tardy Policy

- Late students constitute a disruption to the learning environment. Students who are late to class, regardless of the excuse, may be subject to discipline including, but not limited to: teacher-assigned detention, phone call home, referral to Assistant Principal, detention, ISA, or Saturday School.

Chronic Absence and Truancy

Chronic Absentee: Means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays.

Truant: Means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (Education Code 48260)

Habitual Truant: means a student who has been reported as a truant three or more times within the same school year, provided the district has made a conscientious effort to hold at least one conference with the student and their parent/guardian. (Education Code 48262, 48264.5)

ATHLETIC INFORMATION

Santana High School students are reminded that they must follow regulations established by the Grossmont Union High School District in order to participate in athletics and certain extra-curricular activities. Athletes should also remember that all athletic clearance forms and fines must be cleared before they will be eligible for the next season of sport.

Athletic/Cheerleader Clearance

All athletes and cheerleaders must be cleared for each season's sport before they can participate in any tryout, practice, or competition. The following must be done:

1. Physical examination (good for one calendar year)
2. Insurance purchase or proof of personal coverage
3. Clear all fines
4. Complete the online Athletic Clearance

Athletic clearance is now completed online through the Santana High School's website. Once the clearance is completed and the parent signature page is signed and brought in with the physical, the athlete/cheerleader will turn them into the Athletic Secretary in the Vice Principal's Office, who will issue a coaches card which represents clearance for that athlete/cheerleader for that sport/activity. Clearance cards are then given to the coach by the athlete before the start of the season.

Athletic Programs

Fall Sports

	Coach
Cross Country	Teague Stenninger
Football	Tim Estes
Girls Tennis	John Lelevier
Girls Volleyball	Tim Cook
Boys Water Polo	Rod Bowen
Girls Flag Football	Taylor Estes
Girls Golf	Lauren Turpin

Winter Sports

Boys Basketball	Mark Burton
Girls Basketball	Mark Leflar
Boys Soccer	Jason Heth
Girls Soccer	Jason Heth
Wrestling	Jimmy Houston
Girls Water Polo	Jordan Duron

Spring Sports

Baseball	Aiden Rasmusson
Boys Golf	Tim Barry
Gymnastics	Samantha Spenney
Softball	TDB
Swimming & Diving	Jeni McDaniel
Boys Tennis	John Lelevier
Track & Field	Taylor Estes
Boys Volleyball	TBD

Insurance

All students participating on athletic teams must carry adequate insurance coverage, as required by the Education Code, Section 32220 et seq.

Students on Transfers, Interdistrict Transfers, and Custodial Agreements

Students in the Grossmont Union High School District are residentially eligible to participate in extracurricular athletics from the date of their enrollment until graduation unless:

- a. Otherwise determined by the respective site administration, or
- b. They are not in compliance with the rules and regulations as stated in the Grossmont Conference Constitution, or
- c. They are not in compliance with the rules and regulations as stated in the Extracurricular Eligibility Book (Yellow Book), or
- d. A student transfers to a second school without a change of residence on the part of the student's original custodial parent(s), legal guardian(s), or original caregiver(s). Said student shall be residentially ineligible to participate in sports at the varsity level for 90 school days (summer school and/or off-track are excluded) from the first date of attendance at the second school in which the student has competed in any level of interscholastic competition during the 12 calendar months preceding the date of such transfer. [Ref: C.I.F. Green Book]

ATHLETIC ELIGIBILITY

Club Activities

Participation in club activities and extracurricular activities are required to comply with all CIF eligibility guidelines and procedures. [Ref. C.I.F. Green Book]

Grade Point Average Requirement

Students must maintain a 2.0 grade point average (C average) for all courses in which they enrolled during the preceding six weeks and for which a letter grade was assigned. This grade point average computation will include 5.0 unit courses in which the student was enrolled beyond the required five 5-unit course enrollment. Only official progress reports or report cards, not progress check sheets, are used to determine eligibility. There are no "weighted" grades used for eligibility.

Course Enrollment

Course enrollment must be five (minimum four 5-unit and one 2.5-unit) courses within the regular school day throughout each grading period. Such enrollment will constitute satisfactory progress toward meeting the requirements for graduation.

Conduct Situations

Upon receipt of unsatisfactory conduct grades ("U") in more than one course, the student will be declared ineligible for the next six-week school-wide grading period unless appealed to and subsequently placed on probation by the Administrator of Athletics following a student/parent contact.

Summer School

Summer school credits will count towards addressing scholastic and conduct deficiencies incurred in the preceding semester grading period. Grades received in a summer course of equal or superior level to that of a previous course shall replace the previous grade for purposes of determining academic eligibility. New courses will not replace previous coursework and any grade received will be averaged with all course grades from the previous semester. Scholastic and conduct marks received in summer school courses shall not unfavorably impact eligibility. [Ref: C.I.F. Green Book]

Eligibility Appeal Process

1. Appeals for exemption from the loss of eligibility due to intradistrict transfers may be submitted to a district committee for review. The Conference President will receive all appeals from the comprehensive schools and will convene the committee as deemed necessary. This process assumes prior compliance with existing San Diego Section, CIF eligibility standards. [Ref. C.I.F. Green Book]

2. For ninth-grade students, local school appeals for a probationary grading period applies to grade point average and conduct, excluding course enrollment (must maintain five 5-unit courses). For 10th, 11th, and 12th grade students, the right of appeal for a probationary grading period **applies to conduct marks only**.

3. If conduct is the only criterion of the five aspects of eligibility for which the student has been declared ineligible, and she/he is eligible for probation, she/he may be placed on probation by the school's Administrator of Athletics for the subsequent six-week grading period.

4. Only one probationary period per student per year may be allowed.

5. No student may be granted a period of probation or exempted in any way from the minimal CIF standard of passing in four classes.

Examples:

a. A student receiving a "U" in conduct for a single course in any one grading period (six weeks) will still be eligible.

b. A student receiving a "U" in conduct for more than one course in any one grading period (six weeks) will have the potential for one probationary eligibility period as determined by the Extra-curricular Eligibility Book (Yellow Book).

c. A student receiving a "U" in conduct for more than three courses in any one grading period (six weeks) is ineligible and not entitled to probationary consideration.

ASB INFORMATION

Associated Student Body (ASB) Card

Each student enrolled at Santana High School is considered a member of the Associated Student Body (ASB). The purchase of an ASB sticker on the Student Identification Card (ASB Card) makes the student a participating member of ASB which funds many of the extracurricular events provided for our students. Being a participating member of ASB allows students free access to all home athletic events and a reduced price on all away contests, after-game dances, and other school activities. Students participating in school activities are strongly encouraged to purchase an ASB card. Students may purchase an ASB card from the Finance Office. The ASB card is nonrefundable.

Finance Office

The Finance Office is open before school, at lunch, and after school until 4:00 p.m. every day. Please call our Finance Technician at (619) 956-0237 if you have any questions. The following services are offered through the Finance Office:

- Purchase ASB cards, yearbooks, PE clothes, spirit wear, etc.
- Athletic clearance and information about athletics
- Pay fines
- Change for large bills (no bills over \$20)
- Dance tickets (see dance regulations below for more information)
- Parking stickers (these are free, but are required for all student cars/must attend Start Smart before a parking sticker can be issued)
- Pick up ID cards (ID cards are free and are required for all students/replacement ID cards are \$5.00 each)
- Dance pictures
- Turn in fundraising money
- Information regarding purchasing tickets for school sports (purchased online)

TECHNOLOGY INFORMATION

Chromebooks

Every student receives a GUHSD Chromebook and GUHSD managed G Suite for Education (Google) account. These tools are an important part of your school's curriculum and you will use them almost every day. Upon graduation a student may purchase their chromebook for approximately \$20. During the online registration process, families complete the Responsible Use Policy (RUP) confirming they understand the expectations of using a chromebook. [Please click here to view the RUP.](#)

Chromebook Insurance

GUHSD offers an option Chromebook Protection Plan to families. The plan may be purchased yearly or in a multi-year offering at a discount. Claim submissions are handled at each school. Parents/guardians that do not opt-in to the warranty

program are responsible for fines equal to the current replacement cost for the materials and/or parts. [Please click here for protection plan information.](#)

Infinite Campus - Student Management System

Infinite Campus is the student information system used to track student attendance, grades, registration and other student information. Parents and students should make sure they are able to access their Infinite Campus information through the Infinite Campus portal. Grades and student schedules are posted via Infinite Campus. [Please click here for information on accessing the portal and navigating Infinite Campus.](#)

GUHSD Student Email

Every student has an email account associated with their student number. Your email address is your "studentnumber@guhsd.net". (Ex. 123456@guhsd.net). All communication with staff, teachers and administrators should be through your student email account.

Schoology

Schoology is a learning management system teachers use to post assignments, resources, calendars and other important information for their courses. Students will often submit assignments via Schoology for grading purposes. [Please click here for more information on Schoology.](#)

Tutor Me- Online Tutorial System

Students have access to an online tutorial system, Tutor Me. Students have access to free 24/7 tutoring during class or outside of school hours. There is unlimited access to tutoring sessions and all academic subjects are available. Students can access tutoring via chat, zoom and submission of assignments for feedback. Students may also access tutoring in a variety of languages- English, Spanish, Mandarin, French and Arabic (limited).

Talking Points

Talking Points is a free messaging tool teachers and parents can use to communicate with each other. This tool offers translation as well, so messages will be displayed in your preferred language. Teachers obtain parent phone numbers from Infinite Campus, so parents do not need to do anything to start receiving text messages. Parents can communicate via text message or through the app. [Please click here for more information on Talking Points.](#)

COUNSELING OFFICE

The Counseling Office at Santana High School consists of six counselors and two guidance information specialists. This department provides services to help students in a variety of areas including all areas of academic and personal/social development:

- Defining educational goals
- Choosing classes to meet those goals
- Assisting with career information and choices
- Planning for post-high school education and training
- Exploring scholarships and grants
- Understanding graduation requirements and college entrance requirements
- Explaining specially funded programs
- Assisting with academic or personal problems

If you have any questions, you may contact the Guidance Office at (619) 956-0200

If there are questions, or concerns, about a student's success in a course, we encourage parents to reach out to the teacher for a conference. If the teacher is unresponsive and/or further mediation is needed your counselor, or Administrator, will be happy to help facilitate next steps.

Students may make an appointment with a counselor by seeing the counseling secretary in the Counseling Office before or after school, at break, or during lunch. In addition, Counselors and Academic Advisors are available for students to drop in before school, during break and lunch, and after school. No new classes will be added after the third week of the semester.

For more specific information on our Counseling Services please visit the Counseling page on the school website.

Student Withdrawal Procedure

1. Students requesting to withdraw from school must meet with their School Counselor and provide written documentation of the request. The documentation provided to the counselor shall include the date of requested withdrawal and what school the student will be attending.
2. Upon receiving all required information and approval from the School Office and/or School Administration, the Counseling Secretary will give the student a copy of their current schedule which must be signed by all teachers as well as the finance clerk, book clerk, librarian, P.E. attendant (if enrolled in P.E.), and attendance clerk. Please return the completed checkout form to the counseling secretary.
3. All books, Chromebooks, equipment, and materials must be returned and/or all replacement costs and fines paid in full before transcripts will be released. If you are staying within the district you may keep your chromebook. Any student transferring outside the district should return or purchase their chromebook.

Nurse's Office/Medical Emergencies

The school nurse will assess students who become ill or are injured during school hours. If a condition is serious, the nurse will notify parents for transportation home or to their physician or may call 911 for transport to a hospital. The school nurse will not dispense medication unless authorized by a doctor. The required medical authorization form must be completed and on file with the nurse. All over the counter and prescribed medications should be checked in with the nurse immediately upon arrival on campus. Students are not to self-dispense any medication while on campus or at a school function.

The Emergency Information Card completed by parents is a vital part of our school records. If the school is unable to reach parent/guardian, the designated emergency contact or doctor will be notified. Please keep parent/guardian and emergency contact information updated at all times through the nurse's office. If you have any questions, you may contact the School Nurse at (619) 956-0271.

Physical Education Department

Uniform Information

- Students may purchase a school PE uniform from the finance department (CASH ONLY) or may purchase online at sultans.guhsd.net under "Student store." It is not mandatory to purchase from the school. Shirts - \$10 Shorts - \$10
- Students must wear their PE uniform everyday. A non-school uniform must consist of a shirt (purple, gold, black, grey, or white), shorts (purple, black, or grey), and closed toe athletic shoes (this does not include: UGGs, boots, or Crocs...even in sports mode).
- Tennis shoes are required every day. No slip-on shoes, slides, Crocs, sandals, or boots.
- Sweats/sweatshirts are encouraged for cold days. Sweats are to be worn over the uniform, not in replacement of the uniform.
- Wearing the uniform over street clothes is not allowed. This will be considered a nonsuit.
- You may not modify your PE uniform in any way (tears, cuts, or holes).
- If there are any barriers affecting your ability to properly dress out, please see your teacher and ONE set will be given to you.
- No Loaners will be given out.
- Not being properly dressed for class activities will result in loss of points for that day.
- 8 nonsuits within a given grading period will automatically result in a "U" in conduct

Locker Room Expectations

- No drinks allowed in the locker room. No sodas, milk, juice, etc. allowed.
- No food allowed in the locker room.
- No cell phones, external speakers or other electronic devices are allowed.
- No gum or candy allowed.
- Lockers must be locked – Staff not responsible for lost or stolen articles in the locker room.
- No running or horseplay inside the locker room.

Medical Excuses for P.E.

Students must always dress for physical education classes. A medical note will excuse the student from participating in regular class activity; however, it does not excuse them from suiting up and they will also be required to make-up points

lost due to medical nonsuit. Students unable to participate in swim class must suit up in regulation uniform, and report to the pool. Medical notes are good up to a maximum of five days only. Notes should include:

- Date
- Reason
- Number of Days Excused
- Parent Phone Number
- Parent/Doctor Signature

BEHAVIOR CODE AND EXPECTATIONS

Rules and Procedures on School Discipline (Education Codes 48900, 48915)

In an attempt to continue to foster a positive school climate, Santana High School is committed to responding to student misbehavior and misconduct through a progressive discipline model. We strive to problem solve and teach our students the necessary skills to make healthy and safe choices. Santana High School may approach initial misconduct through the use of a variety of interventions before moving towards more serious consequences such as detention, suspension or even removal from campus.

School rules and policies are based on Education Code and District Policy, with the goal of creating a safe and positive learning environment for all students.

A pupil may be suspended or referred to the Governing Board for expulsion for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following

- While on school grounds,
- While going to or coming from school,
- During the lunch period whether on or off the campus and,
- During, or while coming to or going from, a school-sponsored activity.

Santana High School Behavior Code

A behavior code is provided to each student because the students, parents, and staff expect and deserve a safe, secure, and orderly campus. These procedures comply with Grossmont Union High School District Policies, as well as state and federal law, and are based on timely and consistent consequences for conduct which is in violation of these policies.

The purpose of our behavior code is to ensure a safe and orderly education climate conducive to learning for all students and to promote, within each individual, good citizenship, which is necessary to function effectively in society.

The Grossmont Union High School District and Santana High School strives to build responsibility, respect for others, respect for the school, and respect for self. Students are expected to demonstrate responsible behavior, which does not interfere with the safety, well-being, or educational opportunities of themselves or others.

The Grossmont Union High School District and Santana High School works to teach students responsibility, self discipline, and respect by defining student expectations and requiring acceptable standards of behavior. With this in mind, a set of clear expectations of acceptable behavior and consequences for violations has been established. **EVERY STUDENT HAS THE RIGHT TO AN APPROPRIATE AND ORDERLY LEARNING ENVIRONMENT.**

Consequences include, but are not limited to:

- Conference with student and parent.
- Teacher Assigned Detention
- Discipline referral and after school detention or Loss of Privilege
- Additional after school detention, or possibly a full day of In School Alternative (ISA)
- Suspension from class
- Third referral may result in removal from class/activity with loss of credit
- Referral for alternative placement
- Suspension / Expulsion

Students are required to serve assigned detentions.

If a student misses a detention, additional consequences may be assigned, ranging from additional detentions, being placed on the Loss of Privilege list, or being assigned Saturday School.

Suspension/Expulsion

Suspension or expulsion will be imposed only when other means of correction fail to bring about proper conduct. However, any pupil, including students with disabilities may be suspended, and possibly expelled, for any of the reasons enumerated in California Education Code Sections 48900 and 48915 and pursuant to the expulsion procedures identified in Education Code sections 48918 and 48918.5. The Governing Board is required to make an additional finding that either of the following conditions exists:

- (a) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct; and/or
- (b) Due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

Suspensions remove a student from campus from one to five days, after which time the student may return. The number of days of suspension (one to five days) is at the discretion of the administrator and may factor in things, including but not limited to, severity of the behavior, other means of correction, and progressive discipline. Students who have been suspended may not be on any Grossmont District campus or attend any school sponsored activity.

Expulsion, by contrast, is a formal process that entails suspension and a hearing at the District Office to determine if a student will be dismissed from their current educational setting and referred to the Governing Board for expulsion. Students with disabilities have additional due process protections. Students who have been expelled by the Governing Board may not be on any Grossmont District campus (other than their assigned school) or attend any school sponsored activity until the Governing Board acts to lift the expulsion.

The following list of offenses may result in suspension, referral to Student Support Services for alternative placement (involuntary transfer), or expulsion from the Grossmont Union High School District. All cases recommended for alternative placement or expulsion will be investigated and determined on specific articulable facts.

MANDATORY Recommendation for Expulsion [California Education Code Section 48915 (c)]:

The Principal must recommend expulsion for the following:

- 1. Possessing, selling, or otherwise furnishing a firearm.
- 2. Brandishing a knife at another person.
- 3. Selling a controlled substance.
- 4. Committing or attempting to commit sexual assault.
- 5. Possession of explosives (as defined in US Code, Section 921, Title 18)

QUASI-MANDATORY Recommendation for Expulsion: [California Education Code Section 48915 (a)]

The Principal shall recommend expulsion for the following:

- 1. Causing serious physical injury
- 2. Possession of any knife, explosive, or dangerous object of no reasonable use to a student.
- 3. Possession of any controlled substance
- 4. Robbery or extortion
- 5. Assault or battery on a school employee

DISCRETIONARY Recommendation for Expulsion [California Education Code Section 48900]:

The Principal may recommend expulsion for the following if:

- (a) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct; or
- (b) Due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

48900:

- a (1) Attempted or caused physical injury to another person
- a (2) Willfully used force or violence upon another person
- b. Possession of weapons, explosives or dangerous objects
- c. Possession or use of controlled substance, alcohol or intoxicant

- d. Offered, arranged, or negotiated to sell a substance represented to be a controlled substance
- e. Committed robbery or extortion
- f. Caused or attempted to cause damage to school property or private property (Vandalism)
- g. Stole or attempted to steal school or private property
- h. Possession or use of tobacco/nicotine products
- i. Excessive use of profanity or repeated vulgarity or obscenity
- j. Possession of drug paraphernalia
- l. Possession of stolen school or private property
- m. Possession of an imitation firearm
- n. Commit or attempted to commit sexual assault or sexual battery
- o. Harass, threaten or intimidate a student witness
- p. Selling Soma
- q. Hazing
- r. Bullying, including cyberbullying
- t. Aiding or abetting the infliction or attempted infliction of physical injury

48900.2 Sexual harassment

48900.3 Hate violence

48900.4 Intentional harassment, threats, or intimidation

48900.7 Intentional terrorist harassment, threats or intimidation against school staff or property

Medical Marijuana on Campus

While possession of prescription medical marijuana is legal in California, school districts are subject to federal law which makes it unlawful while under the jurisdiction of the school. The school district will continue to comply with federal law and state education code on this issue and students in possession of or under the influence of marijuana, even those carrying a medical marijuana card, will be subject to current disciplinary procedures and/or interventions. Also, the medical marijuana legislation itself prohibits smoking or being under the influence of marijuana on the school campus. *Students who unlawfully sell a controlled substance shall be recommended for expulsion (Mandatory) [EC § 48915 (c)(3)].

Search and Seizure

The law provides school officials with wide latitude to search students, their possessions, and automobiles, in the ongoing effort to maintain a safe and secure campus. When a school official has a “reasonable suspicion” that a student may be in possession of contraband or dangerous objects, the student will be asked to empty all pockets and provide the official access to other personal items (backpacks, purse, cars etc.) which may contain contraband or dangerous objects. Reasonable suspicion may also warrant school officials’ use of a metal detector to identify concealed weapons or a Breathalyzer to determine if a student is under the influence of alcohol. It is hoped all students will be cooperative, as the school official will make every attempt to be unobtrusive and respectful of privacy. Students should be aware that any contraband or dangerous objects found in their possession will be assumed to belong to them. Finally, if a student should discover contraband or dangerous objects on campus, he or she should go directly to an assistant principal or other staff member and turn it over without delay (EC § 48905). Students who leave campus without permission are subject to search upon returning to campus.

Canine Detection

To provide another resource in helping to ensure safe schools, the Grossmont Union High School District has contracted with a licensed canine detection company to bring specially trained dogs on to the high school campuses to conduct periodic weapons searches. The canines are capable of finding guns, ammunition, homemade devices and fireworks, alcohol, contraband, drugs and over the counter medication. The purpose of this effort is to serve as a deterrent to students who might bring weapons and/or contraband to school. All students are made aware of this program prior to its implementation. The dogs will make random visits to all campuses during the school year. They will check lockers, gym areas, hallways, classrooms, parking lots, and school grounds. If a classroom is searched, students will be asked to leave the room during the brief time the canine team checks the personal belongings left behind--backpacks, purses, etc. Under no conditions, will the dogs be allowed to sniff the person of a student, employee, visitor, or anyone else while on district property or at any district event. If you require further information, please contact the principal.

DEFINITION OF BEHAVIOR TERMS

1. Other means of correction

Santana High School may document the other means of correction used and place that documentation in the student's record. Other means of correction may include but is not limited to:

- a conference between school personnel, the student's parent or guardian and the student;
- referrals to the school counselor, psychologist, social worker, or other school support service personnel for case management and counseling;
- student study teams, guidance teams or other intervention-related teams that can develop a support plan
- referral for psycho-social or psycho-educational assessment;
- after-school programs that address specific behavioral issues or expose students to positive activities and behaviors;
- detention and/or Saturday school
- referral to an intervention program designed to educate students and provide resources to address behavior. See below for more information regarding intervention programs
- participation in a restorative practice program (ie - reflection)
- a positive behavior support approach with tiered interventions, such as small group counseling, that occur during the school day on campus.

A pupil may be suspended for any of the reasons enumerated in section 48900 upon a first offense if the principal or their designee determines that the pupil violated subdivision (a)-(e) of section 48900 or that the pupil's presence causes a danger to persons. It should be noted that students who have received a suspension during their high school careers may need to report this on the common application for college.

2. In-School Alternative (ISA)

ISA is an alternative to out of school suspension. Students will be completely separated from the remainder of the student body for an entire day and may not participate in any extracurricular activities, including after school. Behavior expectations during ISA include, students will do assigned work without talking, sleeping, or leaving desks. Lunch and breaks will be supervised, and taken when other students are in class. Failure to comply with ISA rules may result in suspension. Students are responsible for turning in makeup work upon returning from ISA.

3. Intervention Programs

Intervention Programs are an alternative to out of school suspension. An intervention is a combination of program elements or strategies designed to produce behavior changes or improve decision making among individuals. Interventions may include educational programs, new or stronger policies, improvements in the environment, or a health promotion campaign.

Specific intervention programs are offered through the district. Students may be assigned an intervention program for multiple days depending on the nature of the act and the intervention program they are assigned to. District intervention programs are held at an off campus location (Chaparral HS). Successful completion of the assigned intervention program will replace the suspension in the student's attendance record, but will remain in the student's discipline record. When students are suspended or assigned to an intervention, they are not permitted to be on campus or attend/participate in any school sporting events or activities during this time. This includes practices for sporting events and other extracurricular activities. Intervention programs include:

- Teaching Respect Using Empath (TRUE) - focuses on helping students understand the impact of their actions on others, active listening and positive decision making through videos, class discussion and reflections.
- Conflict Awareness & Response Education (CARE) - focuses on helping students understand better ways to respond to conflict, strategies of de-escalation, and approaches to problem solving through discussion and reflection.
- Supporting Youth Navigating Challenges (SYNC) - focuses on helping students understand the dangers and risks associated with substance use, focusing on how to manage stress, peer pressure, and making healthier choices.
- Choosing Healthy Actions for Sobriety Everyday (CHASE) - this intervention program is for students who have a second drug or alcohol offense (except for sale of a controlled substance which is mandatory expulsion). It is a voluntary program that the student and parent choose in lieu of a referral for alternative placement or expulsion. Students are referred to the program by a site administrator. Dismissal from the program due to missed counseling appointments or positive drug tests may result in an immediate referral for alternative placement.

4. Saturday School

This program is an attendance alternative and is held on Saturdays typically from 8:00 a.m. to 12:00 p.m. Students must bring either schoolwork or appropriate reading material. Students who fail to bring work or abide by appropriate behavior

will be sent home. Students will not be allowed to sleep, eat, drink, watch movies, listen to music, use cell phones, or socialize in class. Students must attend for the full 4 hours to get credit for attendance.

5. Detention

A teacher or administrator may assign detention. Teacher assigned detention may be held in a teacher's classroom at lunch or before/after school, to be determined by the teacher. Detention assigned by the Assistant Principal may be held during lunch, before or after school depending on when the student is scheduled with regular classes. Students must bring something to read or schoolwork to do. Talking, sleeping, passes, cell phone use, and all other distractions are not allowed. Students who are tardy will not be allowed to enter.

6. Loss of Privilege (LOP)

The purpose of LOP is to find a means of encouragement to change behavior. While this is a disciplinary tool, the focus behind loss of privilege is to encourage change through the temporary removal of **non-instructional activities**. Students may be placed on the LOP list due to attendance, tardies, or progressive discipline issues. Examples of LOP include, but are not limited to the following, attending sporting events, homecoming activities, school dances, class specific activities, parking permits, work permits, pep rallies/assemblies and any other activity based on administrative discretion.

Progressive Discipline Investigative Practice

The administration investigates every report of student misbehavior or action as it comes to our attention. We view all interactions from a teaching and learning perspective, not from a "good" or "bad" perspective. Poor decision making happens and our goal is to educate, hold accountable and allow the student(s) to learn and grow from the choice in a positive and productive way. The process includes but is not limited to:

- (a) **Review** of a written statement from any and all parties.
- (b) **Thorough investigation** and thoughtful evaluation of information. This typically involves personal interviews, a request for pictures, videos or documents confirming the allegation of wrongdoing, and time.
- (c) **Involvement** of other parties: Our School Resource Officer (SRO) is brought in as warranted on many occasions, as are our School Counselors, other Administrators and / or outside agency personnel as appropriate.
- (d) **Communication** is made with a parent or guardian via phone as needed. This may occur at any point in the investigation. There is no prior permission needed under Education Code to question or search a student upon reasonable suspicion. This is often upsetting to parents and we do not take this public trust lightly nor capriciously. Our responsibility is to each student individually but not at the expense of our school community collectively.
- (e) **Consequences** are determined via California Education Code, District and Board policies, and this student handbook, along with individual student records. We use the term "Progressive" intentionally and want student(s) to know and understand how their choice of behavior has impacted themselves, their education, their peers and their community while providing due process.
- (f) **Appeals**: Parents or Guardians will be discussing situations with the Assistant Principal(s) handling their student's case. If they disagree with the consequence, an appeal with the Principal may be requested by scheduling an appointment with the Principal's secretary. It is rarely possible to see the Principal in person on the same day. The student is expected to follow through with the determined consequences while awaiting appeal unless circumstances allow for a "hold" per the Assistant Principal.

Violation of Ed Code 48900 Sections (a) - (q) and 48900.2-48900.7

All cases recommended for alternative placement (involuntary transfer) or expulsion will be investigated and determined on findings of fact.

Behavior 48900 (a)(1) and (a)(2): **PHYSICAL INJURY TO ANOTHER PERSON**
 48915 (a)(1): **CAUSING SERIOUS PHYSICAL INJURY**

Students are expected to seek non-violent and constructive solutions to conflict.

(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person (Mutual Combat) [EC § 48900 (a)(1)]. Mutual Combat means two or more students are both actively involved or engaged in a fight. An incident may begin as a battery but end as a mutual combat. For example, if an aggressor hits another student, and the victim strikes back and becomes engaged in a fight with the aggressor, this becomes mutual combat.

(a)(2) Willfully used force or violence upon another person [EC § 48900 (a)(2)]. If an aggressor strikes another student and the victim does not fight back, this is a battery. If two students are actively engaged in a fight, but one stops fighting or is no longer able to fight back, and the second student continues to assault him or her, this incident has turned into a battery.

Interventions:

Students involved in a first fight will be referred to the CARE (Conflict Awareness and Response Education) Program at Chaparral High School in lieu of suspension. If they complete the program satisfactorily, their absence will be coded as an intervention and the student may make up work missed.

Students involved in verbal confrontation may be referred to on site:

- a. Peer Mediation
- b. Anger Management/Conflict Resolution Counseling

Disciplinary Consequences:

Students involved in fighting for the first offense within a four-year period while enrolled at a Grossmont District school: Suspension from 2-5 days. Students may be referred to the CARE (Conflict Awareness and Response Education) Program on a first fight in lieu of suspension. Consequence for a second offense while enrolled at a Grossmont District school: the student may be referred for alternative placement (involuntary transfer) or recommended for expulsion. Students who commit an assault, battery, or cause severe injury are subject to arrest and/or referral to the Governing Board for expulsion. Law enforcement will be contacted (EC § 48902 (a)).

<u>Behavior</u>	48900 (b):	DANGEROUS OBJECTS
	48915 (a)(2):	POSSESSION OF ANY DANGEROUS OBJECT OR WEAPON
	48915 (c)(2):	BRANDISHING A KNIFE
	48915 (c)(5):	POSSESSION OF EXPLOSIVES

Students are expected to maintain a safe environment in the school free from weapons and/or dangerous objects.

Students may not possess, sell or otherwise furnish any knife, explosive, or other dangerous object unless, in the case of possession of any such object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, with concurrence by the Principal or the designee of the Principal.

Students may not possess any dangerous object that constitutes a potential threat to the safety and security of the school. Students are hereby informed not to bring any of the following items to campus or any school-related activity (including but not limited to): gun, rifle, pistol, revolver, and semi-automatic weapon. Firearms represent a danger to the safety and security of the school and must be recommended for a mandatory expulsion [EC § 48915 (c)]. Students may not possess the following items: BB gun, cap gun, dart gun, pellet gun, spot marker gun, stun gun, model gun, toy gun, squirt gun, replica gun, "zip gun," model rifle, taser, model semi-automatic weapon, toy semi-automatic weapon, knife, locking blade, switchblade knife, butterfly knife, pocket knife, Swiss Army knife, pen knife, key chain knife, kitchen knife, box-knife, Exacto knife, dirk, dagger, ice pick, razor, razor blades, bombs, pipe bomb, time bomb, containers of inflammable fluids, clubs, billy club, blackjack, slingshot, nunchaku, sandclub, sandbag, metal knuckles, any metal plate with radiating points with one or more sharp edges, and spiked jewelry & apparel, chains (including wallet chains), pepper spray or mace, anything that expels a projectile by force of air or explosion, fireworks or any incendiary devices, pressurized cartridges, and replica weapons, and the using or flashing of laser pointers.

Disciplinary Consequences:

Suspension and possible referral for alternative placement or recommendation to the Governing Board for expulsion on the first offense. There will be mandatory contact with law enforcement.

<u>Behavior</u>	48900 (c) & (d):	CONTROLLED SUBSTANCES
	48915 (a)(3):	POSSESSION OF A CONTROLLED SUBSTANCE
	48915 (c)(3):	SELLING A CONTROLLED SUBSTANCE

Students are expected to be drug and alcohol free.

Students may not possess, use, sell*, be under the influence of, or furnish any amount of controlled substance, alcohol, or intoxicant of any kind. These include, but are not limited to all alcoholic beverages, narcotics, marijuana, methamphetamines, inhalants, and hallucinogens. All prescription and over-the-counter medication must remain in the possession of the school nurse. In addition, students may not offer, arrange or negotiate to sell any controlled substance, alcoholic beverage or intoxicant and then furnish a substitute item intended to represent the controlled substance, alcoholic beverage, or intoxicant.

MEDICAL MARIJUANA ON CAMPUS: While possession of prescription medical marijuana is legal in California, school districts are subject to federal law which makes it unlawful while under the jurisdiction of the school. The school district will continue to comply with federal law and state education code on this issue and students in possession of or under the influence of marijuana, even those carrying a medical marijuana card, will be subject to current disciplinary procedures and/or interventions. Also, the medical marijuana legislation itself prohibits smoking or being under the influence of marijuana on the school campus. *Students who unlawfully sell a controlled substance shall be recommended for expulsion (Mandatory) [EC § 48915 (c)(3)].

*Students who unlawfully sell a controlled substance must be recommended for expulsion (Mandatory) [EC § 48915 (c)(3)].

Interventions:

Students will be referred to SYNC (Supporting Youth Navigating Challenges) a two-day intervention program at Chaparral in lieu of suspension for first time involvement with alcohol, marijuana, or controlled substances (excluding selling of a controlled substance). If they complete the program satisfactorily, their absence will be coded as an intervention and the student may make up work missed.

a. Students who do not complete the program satisfactorily may be transferred to an alternative education program.

Disciplinary Consequences:

Alcohol/Controlled Substances/Marijuana: Students found in possession of alcohol, marijuana, or any controlled substance or who use alcohol/marijuana or any controlled substance while under the school's jurisdiction will be suspended. If this is the student's first incident with alcohol, marijuana, and/or any controlled substance while enrolled at a Grossmont District school, the student may serve a two-day suspension at the SYNC (Supporting Youth Navigating Challenges) program, a two (2) day intervention, at an alternative school before returning to the school of residence. If a student has a second involvement with a controlled substance (alcohol, drugs, prescription medicines, intoxicants, etc.) they may be offered the CHASE (Choosing Healthy Actions for Sobriety Everyday) Program. This program requires both counseling sessions and a random drug test once a week for 12 weeks. It is a voluntary program and a parent may opt for alternative placement or recommendation for expulsion instead of enrolling their student in the CHASE Program, or if the Principal feels the infraction is egregious enough, the student will be referred for alternative placement or recommended to the Governing Board for expulsion. Law enforcement will be contacted.

Behavior 48900 (d): FALSE REPRESENTATION

Students may not provide other persons with an item intended to represent any alcoholic beverage, intoxicant, or controlled substance.

Interventions:

Students will be suspended from school and will be referred to the SYNC (Supporting Youth Navigating Challenges) program, a two-day intervention. If they complete the program satisfactorily, their absence will be coded as an intervention and the student may make up work missed.

Disciplinary Consequences:

The consequences for false representation of controlled substances will range from suspension to referral to the Governing Board for expulsion. In addition, law enforcement may be contacted. Note: Students who sell alcohol/marijuana or any controlled substance to another person will be suspended for five days and must be recommended to the Governing Board for expulsion.

**Behavior 48900 (e): ROBBERY
 48915 (a)(4): ROBBERY OR EXTORTION**

Students are expected to respect the property of others.

Students may not commit or attempt to commit robbery or extortion. This includes the theft of any property not belonging to the student or any attempts made to force or create fear in others while attempting to steal or while stealing another's property.

Interventions:

Schools will determine appropriate interventions (e.g. counseling, community service, campus projects, etc.)

Disciplinary Consequences:

The consequences for robbery or extortion will range from suspension to referral to the Governing Board for expulsion. The student and/or parent will be responsible for returning the stolen property or for full payment. In addition, law enforcement may be contacted.

Behavior 48900 (f): DAMAGE TO SCHOOL OR PRIVATE PROPERTY

Students are expected to respect the property of others.

Interventions:

Schools will determine appropriate interventions (e.g. counseling, community service, campus projects, etc.)

Disciplinary Consequences:

The consequences for attempting to cause or causing damage to school or private property will range from suspension to referral to the Governing Board for expulsion. The student and/or parent will be responsible for payment for the damage. In addition, law enforcement may be contacted.

Behavior 48900 (g): THEFT

Students are expected to respect the property of others.

Interventions:

Schools will determine appropriate interventions (e.g. counseling, community service, campus projects, etc.)

Disciplinary Consequences:

The consequences for theft will range from suspension to referral to the Governing Board for expulsion. The student and/or parent will be responsible for returning the stolen property or for full payment of the property. In addition, law enforcement may be contacted.

Behavior 48900 (h): TOBACCO

Students are expected to live healthy lifestyles.

Students may not possess or use tobacco, or any products containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, betel, and e-cigarettes, hookah pens or nicotine vape devices.

Interventions:

Student may participate in an appropriate program or counseling to deter use of tobacco and/or tobacco related products through an afternoon intervention.

Disciplinary consequences:

Will range from ISA to referral for alternative placement.

Behavior 48900 (i): OBSCENITY, PROFANITY & VULGARITY

Students are expected . . .

- ***To treat all members of the school community with respect.***
- ***To practice responsible and appropriate behavior.***

Students may not engage in obscene acts or engage in habitual profanity or vulgarity, which includes: writing, speaking, or gesturing.

Interventions:

Student may participate in an appropriate intervention program or counseling to deter obscenity, profanity and/or vulgarity.

Disciplinary consequences:

Will range from detention to referral to the Governing Board for expulsion.

Behavior 48900 (j): DRUG PARAPHERNALIA

Students are expected . . .

- ***To live healthy lifestyles and to be drug and alcohol free.***

Students may not possess, offer, arrange, or negotiate to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code. Examples of paraphernalia include, but are not limited to, pipes, bongs, roach clips, rolling papers, vape/wax pens and any other devices used in conjunction with illicit or controlled substances.

Interventions:

Students who are found with drug paraphernalia on a first offense will be referred to SYNC (Supporting Youth Navigating Challenges), a two-day intervention program at Chaparral in lieu of suspension. If they complete the program satisfactorily, their absence will be coded as an intervention and the student may make up work missed.

Students who are found with drug paraphernalia on a second offense may be offered the CHASE (Choosing Healthy Actions for Sobriety Everyday) Program. This program requires both counseling sessions and a random drug test once a week for 12 weeks. It is a voluntary program and a parent may opt for alternative placement or recommendation for expulsion instead of enrolling their student in the CHASE Program, or if the Principal feels the infraction is egregious enough, the student will be referred for alternative placement or recommended to the Governing Board for expulsion.

Disciplinary Consequences:

Students who possess, offer, arrange or negotiate to sell drug paraphernalia will receive consequences ranging from suspension through referral to the Governing Board for expulsion. In addition, law enforcement may be contacted.

Behavior 48900 (l): RECEIVING STOLEN PROPERTY

Students are expected to respect the property of others.

Interventions:

Students may participate in group counseling that addresses character education and responsible decision making. Students may also be referred to the TRUE (Teaching Respect Using Empathy) Program at Chaparral High School in lieu of suspension. If they complete the program satisfactorily, their absence will be coded as an intervention and the student may make up work missed.

Disciplinary Consequences:

Students who knowingly receive stolen property may receive consequences ranging from suspension to referral to the Governing Board for expulsion. In addition, law enforcement may be contacted.

**Behavior 48900 (m): POSSESSION OF AN IMITATION FIREARM
(Reference Penal Code 12556)**

Students are expected . . .

- ***To maintain a safe environment in the school.***
- ***To be weapon free.***

As used in this section, “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. This includes pellet guns, BB guns, air-soft guns, and or other “toy” guns that may be mistaken for a real firearm.

Interventions:

Students may participate in group counseling that addresses character education and responsible decision making. Students may also be referred to the TRUE (Teaching Respect Using Empathy) Program at Chaparral High School in lieu of suspension. If they complete the program satisfactorily, their absence will be coded as an intervention and the student may make up work missed.

Disciplinary Consequences:

Will range from suspension to possible referral to the Governing Board for expulsion on the first offense. Law enforcement will be contacted.

Behavior 48900 (n): COMMIT OR ATTEMPT TO COMMIT A SEXUAL ASSAULT OR SEXUAL BATTERY
48915 (c)(4): COMMITTING OR ATTEMPTING TO COMMIT SEXUAL ASSAULT

Students are expected to treat all members of the school community with respect.

As used in this section, sexual assault includes any sexual acts performed against the victim's will by means of force, violence, threats, or duress, or fear of immediate and unlawful bodily injury on the victim.

As used in this section, sexual battery means intentionally touching the breasts, buttocks, or groin area of another person without his/her consent.

Disciplinary Consequences:

Suspension and referral to the Governing Board for expulsion. In addition, law enforcement will be contacted.

Behavior 48900 (o): HARASS, THREATEN OR INTIMIDATE A STUDENT WITNESS

Students are expected to treat all members of the school community with respect.

Interventions:

Students may participate in group counseling that addresses conflict resolution and responsible decision making. Students may also be referred to the TRUE (Teaching Respect Using Empathy) or CARE (Conflict Resolution and Response Education) Programs at Chaparral High School in lieu of suspension. If they complete the program satisfactorily, their absence will be coded as an intervention and the student may make up work missed.

Disciplinary Consequences:

Students who knowingly harass, threaten or intimidate a student who is a complaining witness or who is a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that student for being a witness, or both, will face suspension and possible referral to the Governing Board for expulsion on the first offense. In addition, law enforcement may be contacted.

Behavior 48900 (p): SELLING SOMA

Students are expected to be drug and alcohol free while at school and school sponsored activities.

Students may not use, possess, or be under the influence of SOMA.

Interventions:

Students will be referred to SYNC (Supporting Youth Navigating Challenges) a two-day intervention program at Chaparral in lieu of suspension for first time involvement with SOMA. If they complete the program satisfactorily, their absence will be coded as an intervention and the student may make up work missed..

Disciplinary Consequences:

If the student has a previous incident on their records involving SOMA, marijuana, alcohol, or other controlled substance/intoxicant, as outlined in 48900 (c) and (p), they may be offered the CHASE (Choosing Healthy Actions for Sobriety Everyday) Program. This program requires both counseling sessions and a random drug test once a week for 12 weeks. It is a voluntary program and a parent may opt for alternative placement or recommendation for expulsion instead of enrolling their student in the CHASE Program, or if the Principal feels the infraction is egregious enough, the student will be referred for alternative placement or recommended to the Governing Board for expulsion. Law enforcement will be contacted.

Behavior 48900 (q): HAZING
(Reference Penal Code 245.6)

Students are expected...

- ***To treat all members of the school community with respect***
- ***To practice responsible and honest behavior***

Intervention:

Students may participate in an intervention program dealing with appropriateness of behavior toward others and responsible decision making.

Disciplinary Consequences:

Will range from a disciplinary referral and detention through to a recommendation to the Governing Board for expulsion. In addition, law enforcement may be contacted.

Behavior 48900 (r): BULLYING

Students are expected to treat all members of the school community with respect

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property or causing a reasonable pupil to experience a substantially detrimental effect on the student's physical or mental health. An "electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social media network, internet website, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager.

Interventions:

Depending on the severity of the act, students involved in a first offense of bullying may be referred to the TRUE (Teaching Respect Using Empathy) program at Chaparral High School in lieu of suspension. If they complete the program satisfactorily, their absence will be coded as an intervention and the student may make up work missed.

Disciplinary Consequences:

Will range from a disciplinary referral and parent/student conference through a recommendation to the Governing Board for expulsion. In addition, law enforcement may be contacted.

Behavior 48900 (t): AIDING & ABETTING IN THE COMMISSION OF PHYSICAL INJURY

Students are expected to seek non-violent and constructive solutions to conflict.

(t) Aiding and abetting in the commission of physical injury

Interventions:

Students involved in aiding and abetting in the commission of physical injury will be referred to the CARE (Conflict Awareness and Response Education) Program at Chaparral High School in lieu of suspension. If they complete the program satisfactorily, their absence will be coded as an intervention and the student may make up work missed.

Disciplinary Consequences:

Students involved in aiding and abetting in the commission of physical injury for the first offense within a four-year period while enrolled at a Grossmont District school: Suspension from 2-5 days. Students may be referred to the CARE (Conflict Awareness and Response Education) Program on a first offense in lieu of suspension. Consequence for a second offense while enrolled at a Grossmont District school: the student may be referred for alternative placement (involuntary transfer). Law enforcement may be contacted.

Behavior 48900.2: SEXUAL HARASSMENT

Students are expected to treat all members of the school community with respect.

Students may not engage in conduct constituting sexual harassment such as, but not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, including harassment for sexual orientation, severe enough to have a negative impact upon another student's academic performance or to create an intimidating, hostile, or offensive educational environment. Any student wishing to make a complaint of sexual harassment should immediately report it to an assistant principal. (For additional information, or the complete District policy governing sexual harassment, (BP 5145.7) contact: Student Support Services, Title IX Coordinator, Grossmont Union High School District Office).

Interventions:

Students may participate in group counseling that addresses character education and responsible decision making. Students may also be referred to the TRUE (Teaching Respect Using Empathy) Program at Chaparral High School in

lieu of suspension. If they complete the program satisfactorily, their absence will be coded as an intervention and the student may make up work missed.

Disciplinary Consequences:

The consequences for sexual harassment will range from a student/parent conference through referral to the Governing Board for expulsion. In addition, law enforcement will be contacted.

Behavior 48900.3: HATE VIOLENCE

Students are expected to treat all members of the school community with respect.

Students may not cause, attempt to cause, threaten to cause, or participate in an act of hate violence as defined in Education Code Section 33032.5 (Such acts include injuring or intimidating another person either verbally or physically; interfering with the exercise of a person's civil rights; and or damaging a person's property because of the person's race, color, religion, ancestry, national origin, disability, gender, or sexual orientation.) This includes racial/ethnic/religious slurs.

Interventions:

Students who engage in hate violence may be referred to the CARE (Conflict Awareness and Response Education) Program at Chaparral High School in lieu of suspension. If they complete the program satisfactorily, their absence will be coded as an intervention and the student may make up work missed.

Students may also participate in group counseling that addresses conflict resolution, anger management and responsible decision making.

Disciplinary Consequences:

The consequences for hate violence will range from suspension through referral to the Governing Board for expulsion. In addition, law enforcement will be contacted.

Behavior 48900.4: HARASSMENT, THREATS, INTIMIDATION

Students are expected to treat all members of the school community with respect.

Students may not intentionally engage in bullying behavior including: harassment, threats, or intimidation directed against any other student(s) that is severe enough to disrupt class work, create disorder, and invade the rights of the other student(s) by creating an intimidating or hostile educational environment. This includes verbal, non-verbal and physical acts.

Interventions:

Students who engage in harassment, threats or intimidation may be referred to the CARE (Conflict Awareness and Response Education) Program at Chaparral High School in lieu of suspension. If they complete the program satisfactorily, their absence will be coded as an intervention and the student may make up work missed.

Students may also participate in group counseling that addresses conflict resolution, anger management and responsible decision making.

Disciplinary Consequences:

The consequences for harassing, threatening or intimidating behavior will range from suspension through referral to the Governing Board for expulsion. In addition, law enforcement will be contacted.

**Behavior 48900.7: TERRORISTIC THREATS AGAINST SCHOOL STAFF
AND/OR SCHOOL PROPERTY
48915 (a)(5): ASSAULT OR BATTERY ON A SCHOOL EMPLOYEE**

Students are expected to treat all members of the school community with respect.

Students may not make terrorist threats against school officials and or property as defined in AB 307, Chapter 405 (such acts include any written or oral statement) by a 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 \$1000 with the specific intent that the statement is taken as a threat, **even if there is no intent of actually carrying it out.**

Interventions:

Students may be referred to the CARE (Conflict Awareness and Response Education) Program at Chaparral High School in lieu of suspension. If they complete the program satisfactorily, their absence will be coded as an intervention and the student may make up work missed.

Students may also participate in group counseling that addresses conflict resolution, anger management and responsible decision making.

Disciplinary Consequences:

The consequences for terrorist threats will range from suspension through referral to the Governing Board for expulsion. In addition, law enforcement will be contacted.

OTHER BEHAVIOR EXPECTATIONS

Santana High School has developed a behavior code that is in compliance with Grossmont Union High School District Policy, as well as state and federal law. The Behavior Code provides for consistent and appropriate consequences for behavior. Staff, students and parents developed this behavior code.

Students are expected to demonstrate responsible behavior which does not interfere with the safety, well being, or educational opportunities for themselves or others. We strive to teach students responsibility, self-discipline, and respect through defining student expectations and requiring acceptable standards of behavior. With this in mind, a set of school-wide norms has been developed as well as clear expectations of acceptable behavior and consequences for violations. We recognize that a safe and orderly learning environment can only occur with cooperation from all members of the school community to include staff, students and parents.

Seniors: Violations of the California Education Code and/or the Santana High School Behavior Code could result in the loss of senior privileges, up to and including, but not be limited to prom, senior activities, and the graduation ceremony.

STAFF MEMBERS ARE EXPECTED:

- To clearly communicate learning goals, daily assignments and classroom expectations.
- To communicate high expectations and motivate students to learn by providing lessons which are rigorous and engaging.
- To enforce rules equitably and involve students in creating a safe and supportive learning environment in class.
- To communicate regularly with parents about student progress by utilizing Infinite Campus's grading features and other means of communication.
- To respect the school, staff, students, and families and demonstrate and model good character.

STUDENTS ARE EXPECTED:

- To attend school daily and be on time to class.
- To complete assigned work to the best of one's ability, turn assignments in on time and be a contributing member of each class.
- To have a positive, respectful attitude towards myself, others, school and learning.
- To be drug, alcohol and weapon free.
- To follow all school rules and respect the authority and direction of school staff.
- To seek non-violent and constructive solutions to conflict.

PARENTS ARE EXPECTED:

- To ensure their student attends school daily, on time, prepared, and ready to learn.
- To monitor student's academic progress and attendance regularly and communicate with the school as needed.
- To support the school's rules and expectations and model good character.
- To treat all members of the school community with respect.

Consequences for violations of the school's behavior code may include, but are not limited to:

Warning, parent/admin conference, detention, loss of privilege, class suspension, Saturday School, suspension, referral for alternative placement, and/or recommendation to the Governing Board for expulsion.

ACADEMIC HONESTY

Academic honesty is essential to quality education. Acts of academic dishonesty will not be tolerated within the Grossmont Union High School District. Examples include but are not limited to:

- Cheating on tests.
- Fabrication (any intentional falsification or invention of date, citation, or other authority in an academic exercise).
- Unauthorized collaboration.
- Plagiarism (stealing and passing off as one's own words or ideas of another, including AI programs).
- Theft or alteration of materials.

Consequences:

Any student found to be copying the work of others, allowing their work to be copied, giving answers to others, turning in work of others, or otherwise cheating on school assignments will receive a zero on the work with no make-up permitted. This offense may also carry further consequences depending on the nature of the cheating.

If there is a second offense of academic dishonesty, the student may be added to the LOP list and assigned Saturday School. Three instances of cheating in the same class may result in removal from the class with a W/F (withdrawal/failing). Habitual cheating may result in consequences ranging from suspension through referral to an alternative educational setting.

ATTENDANCE

Class attendance is important and crucial to academic success. State law requires that students be at school unless excused by the parent or appropriate school personnel. Truancy occurs when a student is absent from any portion of a class without a valid excuse.

Consequences:

Truant students will receive no credit for the time missed and will not be allowed to make up missed assignments. They also risk being added to the LOP list. Excessive all-day or period trancies may result in a Saturday School assignment. Habitually truant students will be referred to the Asst. Principal for follow up.

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, Governing Board policy and administrative regulations. These school dress codes shall be regularly reviewed.

The following guidelines shall apply to all regular school activities:

1. Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia which is vulgar, lewd, obscene, profane, directs hate toward a group, or sexually suggestive or which promotes the use of alcohol, drugs, tobacco, or other illegal activity
2. Appropriate shoes must be worn at all times
3. Clothes shall be sufficient to conceal undergarments See-through tops and bare abdomens are prohibited

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control. (Education Code 49066)

Students shall be allowed to wear sun-protective clothing, including but not limited to school-authorized hats, for outdoor use during the school day. (Education Code 35183.5)

The Dress Code is a dynamic document. Changes may be made at any time during the school year. Discretion may be used to determine appropriate attire for the classroom by the administration. Students and parents will be notified of any changes through the school bulletin and parent newsletter or other messaging services.

Gang-Related Apparel

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. (Education Code 32282)

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. As necessary, the school shall collaborate with law enforcement to update definitions of gang-related apparel.

Education Code Sections 35183 and 35183.5 authorizes school districts to adopt dress codes.

BICYCLES, SKATEBOARDS, SCOOTERS

Bicycles, skateboards, and roller skates may not be ridden on campus at any time. Serious injuries have occurred on campus in past years as a result of violations of this rule. Helmets must be worn while riding bikes to and from school. These items are considered a means of transportation. If used for recreational purposes, they will be confiscated. School is not responsible for theft or damage.

BUS TRANSPORTATION

Students who use the bus are expected to be prompt and demonstrate good manners. This includes, but is not limited to, staying near the bus stop area, keeping off private property, not disturbing plants/shrubs, and keeping the noise to a minimum. Once on the bus, riders must: follow the directions of the driver, remain seated, refrain from throwing any object in or out of the bus and exhibit good manners toward other passengers. Students who violate these expectations may lose bus privileges for the remainder of the school year.

CLASSROOM BEHAVIOR

Students are expected to follow all classroom rules and instructions of staff at all times. Defiance, disrespect, and disruption of the educational process will not be tolerated. All students are expected to be responsible and accountable for their own behavior, regardless of the behavior of others.

Consequences:

Students who defy class rules will be subject to a range of disciplinary actions, from being sent to a reflection room to being suspended from the class. **Students who receive multiple interventions from the same teacher will receive a referral to the assistant principal's office.**

CLEAN CAMPUS

Students are expected to participate in maintaining a clean campus. A clean campus reflects pride in our school. All students are responsible for placing their trash in the proper receptacles, including items to be recycled.

CLOSED CAMPUS/OFF-CAMPUS PASSES

All schools in the Grossmont Union High School District are closed campuses. Only persons having school business to conduct may be on campus and must immediately check in at the Front Office upon arrival. Visitor's will be checked in via the Raptor visitor management system.

Students who must leave campus before the end of their school day must obtain an "off campus pass" from the Attendance Office before leaving campus. To obtain an "off campus pass" the student should bring a parent signed note to the Attendance Office on the morning of their appointment. Students that leave campus without permission and return to campus are subject to search.

Persons on campus without permission or not on school business will be instructed to leave immediately. Repeat offenses may result in arrest for trespassing.

DANCE REGULATIONS

Dances are provided as an extracurricular activity for Santana High School students. We want to provide an atmosphere where students can have a good time, and parents can feel secure in the type of environment and supervision provided. Thus, attendance is a privilege rather than an automatic right, and the following rules are set forth for all school dances, whether on campus or off campus:

- All students must have a student ID card or another approved form of ID in their possession to enter the dance.
- Students must clear all fines in order to attend a dance.
- No refunds will be given on dance ticket purchases. All sales are final.
- To ensure everyone's safety, all students are subject to search, which may include use of a metal detector wand. (AR 5145.12)
- Any student who comes to the dance, tries to enter, or is in the immediate area of the dance venue, and is under the influence of alcohol or drugs, will be denied entrance to the dance and disciplined under CA Ed. Code 48900, which may include suspension or recommendation for expulsion. Breakage of school or personal property, fighting or intimidation, and/or possession of a weapon or dangerous object will result in disciplinary action.
- Students may not leave the dance and return.
- No loitering will be allowed.
- All non-Santana students must have a guest pass to attend formal dances, which may only be obtained from the Assistant Principal's Office **prior to the event.**
- Students should be picked up within 15 minutes of the end of the dance.
- Students shall not participate in 'freaking' or sexually explicit dancing.

Consequences for violation of dance rules range from a request to leave the dance to recommendation for expulsion. **A refund will not be given**

Students who are on the Loss of Privilege list for behavior and/or attendance will not be allowed to attend dances including Prom.

ELECTRONIC DEVICES

To protect personal property and avoid disruptions to the learning environment, students should not bring personal electronic devices to school. Students should bring their school-issued Chromebook (fully charged) to school every day. Students will not use their cell phones or other personal electronic devices during class time, nor should they have them out, so as to avoid distractions to themselves and others. Students may not use personal electronic devices during exams or assessments in order to maintain academic integrity. **The only acceptable time for students to use a personal electronic device during class is when the teacher has granted permission or allowed them to do so as part of the class instruction.** Students are expected to comply with the teacher's classroom policy for use of cell phones and electronic devices. **The school will not investigate or be responsible for the loss, damage, or theft of any of these devices, including cell phones.**

Teachers may choose when consequences move to the next level according to their class policy, as outlined in their syllabus or class norms. If the student doesn't respond to several classroom interventions, including parent/guardian contact, he/she/they may be referred to the VP's office for further disciplinary action, up to and including an admin/parent/teacher meeting with a possible behavior contract put in place.

EXCESSIVE DISPLAYS OF AFFECTION

Students are expected to treat all members of the school community with respect and to practice responsible and honest behavior. Excessive displays of affection are inappropriate on school grounds or at school sponsored activities. Excessive displays of affection refers to kissing, touching, and other physical demonstrations considered to be inappropriate when conducted in public.

GAMBLING

Students are expected to practice responsible and honest behavior. Any form of gambling is prohibited. Playing cards and dice are not allowed on campus without teacher or administrative authorization.

GANGS & GRAFFITI

A gang is any group of two or more people who form an allegiance for a common purpose, identify with or claim territory in the community, and engage, individually or collectively, in violence and/or other criminal activity. This includes any act of threatening or intimidating behavior or vandalism.

Students are not to identify themselves as a member of a gang, including by wearing colored bandanas or shoelaces etc. All "tagging" is considered an act of vandalism and may be considered gang related. Students may not be in possession of notebooks, binders, books with covers or any other items which display graffiti. In addition, students may not possess any type of permanent marking pen (other than highlighters) or other items typically used to write graffiti unless under the direct supervision of a staff member. Students who "mad dog" or stare at other students or who flash gang signs will be considered to be exhibiting intimidating behavior.

INTERNET ETHICS

The District does not have control of the information on the Internet, although it attempts to provide prudent and available barriers. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people. While the Grossmont Union High School District's intent is to make Internet access available to further educational goals and objectives, account holders may have the ability to access other material as well.

All students accessing the Internet agree to the following:

- My use of the Grossmont Union High School District's Network must be consistent with the Grossmont Union High School District's primary goals.
- I will not use the Grossmont Union High School District's Network for illegal purposes of any kind.
- I will not use the Grossmont Union High School District's Network to transmit threatening, obscene or harassing materials.
- I will not use the Grossmont Union High School District's Network to interfere or disrupt network users, services or equipment.

For more information, on the District's Responsible Use Policy - click [here](#)

PUT-DOWNS, DISPARAGING REMARKS, RACIAL SLURS

Appreciation of and respect for individual, ethnic, and religious diversity are essential to democracy and a peaceful community. Learning occurs best when students feel comfortable, safe, and valued. Our school promotes an atmosphere in which all students and staff are courteous and accepting of one another. Offensive, crude, lewd and unacceptable words or actions will not be tolerated. Racial and ethnic slurs or any form of demeaning behavior is unacceptable. Some language or action may be considered intimidating and result in the most severe consequences. A referral will be written which describes the word, phrase or gesture used and will be shared with the parent/guardian to enlist their assistance in affecting a change in the student's attitude and behavior.

RECKLESS DRIVING

All students are expected to maintain a safe environment at school. Students who drive and/or park on the [INSERT SCHOOL] High School Campus are expected to do so in a careful, responsible manner. All vehicles parked in the student parking area must have a student parking sticker displayed in the front windshield. **Students must complete the START SMART program to obtain a sticker.** Student vehicles may only be parked in marked parking spaces in the student parking lot. Reckless driving involves any maneuver that campus officials deem unsafe at any time (including after school and on weekends). Campus speed limit is 10 mph. Parked vehicles are subject to possible search while on campus. Careless use of a vehicle on or about the campus may result in loss of parking and driving privileges on campus and may also carry additional consequences. Law enforcement may be contacted.

SCHOOL BOUNDARIES/OUT OF BOUNDS

Designated areas of campus are closed to students during assemblies, breaks, lunch and pep rallies. Out-of-bounds areas include, but are not limited to, parking lots, athletic fields, private property and areas surrounding the campus. Specifically, during break and lunch students must remain in the designated lunch area. All other areas are considered out-of-bounds. **The firelane and parking lots are out-of-bounds at all times. Students may not go to a vehicle in the parking lot without express permission from an administrator.** Students are expected to bring all class materials with them from their vehicles.

SPORTSMANSHIP

CIF and Grossmont Conference guidelines support the highest levels of sportsmanship surrounding any athletic activity. Athletes are expected to win and lose with dignity. Spectators are not allowed to harass, jeer or ridicule opposing athletes and fans. Students may not dress or act in such a way as to imitate or disparage players, coaches, or officials. Unsportsmanlike conduct by a spectator will result in removal from the event and possible loss of attendance privileges at other events.

TARDINESS

Students are expected to be inside their classroom ready to begin instruction when the bell rings. Disruptions caused by tardiness distract teachers and students and waste valuable instructional time. If students are NOT in the class ready to begin when the bell rings, the teacher will enforce the consequences set by class policy. Teachers will provide a course expectation sheet to each student at the beginning of the course. It is the responsibility of the student to know the classroom expectations for each class.

Consequences:

Students who accumulate excessive attendance points are at risk of being added to the LOP list. Additional consequences may include, but are not limited to, the following: Teacher Assigned Detentions, loss of classroom participation points, loss of points in determining student conduct on progress report and/or final reports or other similar consequences determined by the teacher.

UNSUPERVISED ACTIVITIES / GAMES

Unsupervised activities and games are not permitted because of potential injury or disruption of the campus. Students who wish to participate in any activity or game on campus must find a faculty or staff person to supervise the activity. These include, but are not limited to, individual or team sports and throwing balls or Frisbees. Students are not to engage in chasing, tagging, slapping, or other rowdy, distracting or potentially dangerous activities. **Students not assigned to class must be off campus or in an approved program.** Throwing food or objects at any time will not be permitted.

Students may not remain on campus past 3:45 p.m. unless they are under the direct supervision of a staff member. Direct supervision means that a staff member can see them at all times. No student may wander the campus unattended.

BULLYING AND HARASSMENT PREVENTION INFORMATION-EC 234.6

The Grossmont Union High School District is committed to making the educational environment for students free from bullying and harassment. Board Policy 5131.2 prohibits bullying as defined in the Education Code to mean "any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, as defined, including, but not limited to, sexual harassment, hate violence, or harassment, threats, or intimidation, that has the effect or can reasonably be predicted to have the effect of placing a reasonable pupil as defined, in fear of harm to that pupil's or those pupil's person or property, causing a reasonable pupil to experience a substantial detrimental effect on his or her physical or mental health, causing a reasonable pupil to experience substantial interference with his or her academic performance, or causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities or privileges provided by the school." The District prohibits conduct that has the purpose or effect of having a negative impact upon the individual's work or academic performance, or creating an intimidating, hostile, or offensive environment. Students should report any bullying/harassment to their school principal, vice principal, counselor, or teacher. Students who violate this policy shall be disciplined appropriately, including suspension and possible expulsion. Complaints must be initiated no later than six (6) months from the date when the alleged discrimination occurred or when the individual first obtained knowledge of the facts of the alleged discrimination. Investigation of alleged discrimination complaints shall be conducted in a manner that protect confidentiality of individuals and the facts. The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. The initiation of a complaint of bullying/harassment will not reflect negatively on the student who initiates the complaint, nor will it affect the student's academic standing, rights or privileges. Sometimes complaints can be settled at the school and sometimes at the District office. If the complaint is not settled after mediation and/or investigation by the school, you have the right to discuss your concerns with the Superintendent or designee. If it is not resolved there, you may go to the Governing Board, and/or law enforcement agencies including the U.S. Office of Civil Rights, which may also investigate complaints of harassment. The U.S. Office of Civil Rights may be contacted directly to file complaints. This notice is prepared and disseminated in compliance with Board Policies regarding student rights and required notification. It is designed for students and paraphrases the details of actual Board Policies and Administrative Regulations.

SEXUAL HARASSMENT

The Grossmont Union High School District is committed to making the educational environment for students free from sexual harassment. Board Policy 5145.7 prohibits sexual harassment as defined in the Education Code to mean unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting. The District prohibits conduct that has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment. The District further prohibits sexual harassment that conditions a student's academic status, progress, benefits, services, honors, program or activities based on submission to such conduct. Students should report any sexual harassment to their school principal, vice principal, counselor, or teacher. Students who violate this policy shall be disciplined appropriately, including suspension or possible expulsion. Employees who violate this policy shall be disciplined, pursuant to Board Policy 4119.11. Complaints must be initiated no later than six (6) months from the date when the alleged discrimination occurred or when the individual first obtained knowledge of the facts of the alleged discrimination. Investigation of alleged discrimination complaints shall be conducted in a manner that protects confidentiality of individuals and the facts. The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. The initiation of a complaint of sexual harassment will not reflect negatively on the student who initiates the complaint nor will it affect the student's academic standing, rights or privileges. Most harassment

complaints can be settled at the school and sometimes at the District office. If the complaint is not settled after mediation and/or investigation, you have the right to discuss your concerns with the Superintendent or designee. If it is not resolved there, you may go to the Governing Board, Child Protective Services, and/or law enforcement agencies including the U.S. Office for Civil Rights, which may also investigate complaints of sexual harassment. The U.S. Office for Civil Rights may be contacted directly to file complaints. This notice is prepared and disseminated in compliance with Board Policies regarding students' rights and required notifications. It is designed for students and paraphrases the details of actual Board Policies and Administrative Regulations referenced above.

CALIFORNIA HEALTHY YOUTH ACT - EC 51934, 51938

Students enrolled in DISTRICT programs or activities may receive instruction in personal health and public safety, which may include accident prevention, first aid, fire prevention, conservation of resources, and health education including comprehensive sexual health education and HIV prevention.

DISTRICT plans to provide comprehensive sexual health education and/or HIV prevention education during the 2023-2024 school year. The instruction shall include, among other things, information about sexual harassment, sexual abuse, and human trafficking. Information on human trafficking shall include both of the following:

- Information on the prevalence, nature, and strategies to reduce the risk of human trafficking, techniques to set healthy boundaries, and how to safely seek assistance; and
- Information on how social media and mobile device applications are used for human trafficking.

Students will be taught by district personnel and possible Board approved outside agency. If the district decides to arrange for an outside consultant to provide comprehensive sexual health education and/or HIV prevention education, the district will provide notice to parents no fewer than 14 days before the instruction is delivered by mail or another form of communication.

The instruction shall include information regarding sexual harassment, sexual abuse, and human trafficking. The notice shall advise the parent or guardian as follows:

- (1) Written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education are available for inspection.
- (2) Whether the comprehensive sexual health education or HIV prevention education will be taught by school district personnel or by outside consultants, and may hold an assembly to deliver comprehensive sexual health education or HIV prevention education by guest speakers, but if it elects to provide comprehensive sexual health education or HIV prevention education in either of these manners, the notice shall include the date of the instruction, the name of the organization or affiliation of each guest speaker, and information stating the right of the parent or guardian to request a copy of . If arrangements for this instruction by consultants are made after the beginning of the school year, notice shall be made by mail or another commonly used method of notification, no fewer than 14 days before the instruction is delivered.
- (3) The parent has the right to request a copy of the California Healthy Youth Act Education Code section 51930, et. seq.
- (4) The parent or guardian has the right to excuse their child from comprehensive sexual health education and HIV prevention education, and that in order to excuse their child, they must state their request in writing to the school district.

A pupil's parent or guardian has the right to request from the district a copy of the California Healthy Youth Act, Education Code section 51930, *et. seq.* A pupil's parent or guardian also has the right to inspect and review the written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education.

A pupil's parent or guardian may submit a written request to excuse the pupil from participation in any class involving comprehensive sexual education or HIV prevention education by submitting their request in writing to the principal.

Our district may administer for pupils in grades 7 to 12 inclusive, anonymous, voluntary, and confidential research and evaluation tools to measure pupils' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the pupil's attitudes concerning or practices relating to sex. A parent or guardian may excuse their child from the test, questionnaire, or survey by opting out of their student's participation in the tests,

questionnaires, or surveys. An opt-out form is provided within these notifications. Parents or guardians have a right to review the test, questionnaire, or survey if they wish.

The excused pupil shall not be subject to disciplinary action, academic penalty, or other sanction if the pupil's parent or guardian declines to permit the pupil to receive comprehensive sexual health education or HIV prevention education or to participate in anonymous, voluntary, and confidential tests, questionnaires, or surveys on pupil health behaviors and risks.

While comprehensive sexual health education, HIV prevention education, or anonymous, voluntary, and confidential test, questionnaire, or survey on pupil health behaviors and risks is being administered, an alternative educational activity shall be made available to pupils whose parents or guardians have requested that they not receive the instruction or participate in the test, questionnaire, or survey.

ADDITIONAL SCHOOL AND GENERAL INFORMATION

Classroom Observation Procedures for Parents/Guardians

As guided by Administrative Regulation 1250, the following procedures must be followed at Santana High School in order to accommodate parents/guardians visitations.

1. Parents or guardians may observe instructional and other school activities that involve their child subject to reasonable restrictions as determined by the Governing Board and/or site administrator or designee. Restrictions imposed by the Governing Board and/or site administrators include, but are not limited to, those necessary to ensure the safety of the pupils and school personnel, to prevent undue interference with instruction, or to prevent harassment of students or school personnel.
2. In order to observe an instructional or other school activity, a parent or guardian must submit a written request to the site administrator with a 24-hour notice. The site administrator or designee shall schedule the observation within a reasonable time frame and in accordance with the Governing Board and/or site administrator's reasonable restrictions. Generally, reasonable restrictions include, but are not limited to the following:
 - a. Parent/guardians must report to the school office before visiting a classroom. Upon the request of the teacher, the site administrator or designee shall accompany the parent/guardian during the classroom visitation.
 - b. Parents/guardians must provide proof of identification at the time of scheduled observation.
 - c. Parents/guardians who initiate verbal requests for an observation to their child's teacher or other school personnel will be directed to submit a written request pursuant to these procedures.
 - d. Observations generally should not occur for more than one hour and more than three times per semester, unless agreed upon by all parties.
 - e. Parents/guardians who are otherwise restricted by law from entering their child's campus may be prohibited from observing their child's placement.
 - f. Parent/guardians must strictly observe and not participate or interfere in the instructional process.
 - g. Parents/guardians whose presence interferes with or disrupts the school campus may not observe their child's placement pending a determination by the site administrator.
3. The Grossmont Union High School District reserves the right, at its discretion, to either grant or deny a request for an observation consistent with applicable law, policies and regulations.

Deliveries to Students

Students are not allowed to directly receive packages (lunch, homework, athletic equipment, etc.) from parents/guardians or guests at any time during the school day. This includes deliveries from third party vendors, food, flowers, gifts, etc., and parents in the parking lot. If you are a parent/guardian and need to get an item to your child, please check in at the front office.

Field Trips

Field trips offer an excellent opportunity for students to extend learning beyond the classroom. To be eligible to attend field trips, students must be in good standing in their classes and have the approval of their teachers. This process also

involves parental consent and required paperwork must be completed in a timely manner. All school rules will be enforced during field trips and/or school sponsored activities.

Student ID Cards

All Santana High School students will be issued a student ID card. This card must be carried by the student while attending school and at all school activities. The ID card has an individual bar code on it and serves as your student's library card, text book card, and ASB card (if purchased). Students will be using the ID card regularly throughout the school year. One student ID card is provided without charge. A replacement fee of \$5.00 per card, payable at the Finance Office, will be assessed for lost or stolen ID cards.

Tobacco-Free District

Student use and possession of tobacco and nicotine products has always been prohibited in the Grossmont Union High School District. In compliance with the District's Tobacco Use Prevention Education Plan and Proposition 99, Tobacco use (including, but not limited to, cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, betel and e-cigarettes, vape devices or hookah pens) is prohibited at all times, in all areas of school/district property and in district vehicles. This applies to all students, employees and visiting adults.

Valuables/Personal Property

Large sums of money or items of value should **NOT** be brought to school.

It is recognized that on occasion, students may bring personal property on campus (e.g. musical instruments, cell phones, or other electronic devices, etc...). It is the responsibility of each student to care for his/her/their personal property. The school will not be responsible for, nor investigate the loss or theft of personal property brought to school.

Santana High School and the Grossmont Union High School District are not responsible for personal items that are lost, stolen, or damaged.

Visitors

The school policy is to welcome visitors who have legitimate business at the school. All visitors must check in at the front office with the Receptionist and receive a visitor's pass before coming onto campus. All visitors are required to present government-issued identification to be run through the GUHSD Raptor visitor management system. Parents are always welcome to visit a classroom. Please make arrangements 24-hours in advance as a courtesy (and according to District policy and state law) to the teacher via the Assistant Principal's office. During lunchtime, absolutely no visitors are allowed on campus. Any visitor who comes onto campus without checking in at the front office will be stopped and questioned and may be referred to our School Resource Officer.

Work Permits

Students under the age of 18 and older than 14 years must possess a valid work permit (B1-4) by the school district where the student resides and attends school in order to be employed to work. The student's employer is responsible for requiring a work permit issued before a student is placed on the work schedule.

Work permits are issued for the calendar school year and summer vacation. Permits expire 5 days after the beginning of the next school year. Students may pick up the "Statement of Intent to Employ Minor and Request for Work Permit Application (B1-1)" from the Asst. Principal's office. The student will return the completed application to the A.P.'s office for verification of: proof of age, attendance and academic effort in school work.

GUHSD requires students to maintain a 2.0 overall GPA and attend school regularly and on time. All day trancies, period trancies, and/or tardies may result in denial of the work permit. The issuing authority may issue or deny the work permit based on their findings of student records. (EC 49110, 49111, 49113, 49114, and 49130) The work permit application can be downloaded from the GUHSD website www.guhsd.net under work permit.

DISTRICT INFORMATION & SERVICES

Food & Nutrition Services - [click here for District Website](#)

The cafeteria is open before school, and during the break and lunch periods. There are also snack bar satellites open during break and lunch. Free and reduced price meals are available for students who qualify. Please check our District website for information.

Since August 2020, all students have been provided lunch and snacks free of charge, for further questions please contact the Administration Office.

Our school food facilities offer products with peanuts, tree nuts, soy, milk, eggs and wheat. For our students with food allergies, we offer a variety of foods which are intended to be free of these ingredients. While we take steps to minimize the risk of cross contamination, we cannot guarantee that any of our products are safe for consumers with peanut, tree nut, soy, milk, egg or wheat allergies. Consumers with severe allergies should consume food items with caution.

Parent/Guardian Information

Grossmont Union High School keeps important information available to parents/guardians on the District website at www.guhsd.net. This includes information on Food & Nutrition services, Transportation, Registration, and District Policies. Most answers to your questions can be found by exploring this webpage. We encourage you to review the parent/guardian/student rights and annual district notification booklet also located on our website and linked [here](#) for more information.

Uniform Complaint Procedures (CCR, Title 5, Sections 4600-4671)

The Grossmont Union High School District has adopted procedures to address all complaints which allege that the District has violated federal or state laws or regulations governing educational programs, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act, the Americans with Disabilities Act of 1990, the Carl D. Perkins Vocational and Applied Technology Education Act and other state and federal laws. The Grossmont Union High School District does not discriminate on the basis of race, color, national origin, gender, disability, age, marital status or religion in any of its policies, practices or procedures. Coverage applies to admission and access to, as well as treatment and employment in, any District program or activity. The lack of English language skills will not be a barrier to admission to participation in any District program. Please visit www.guhsd.net and click on Parents for more information.