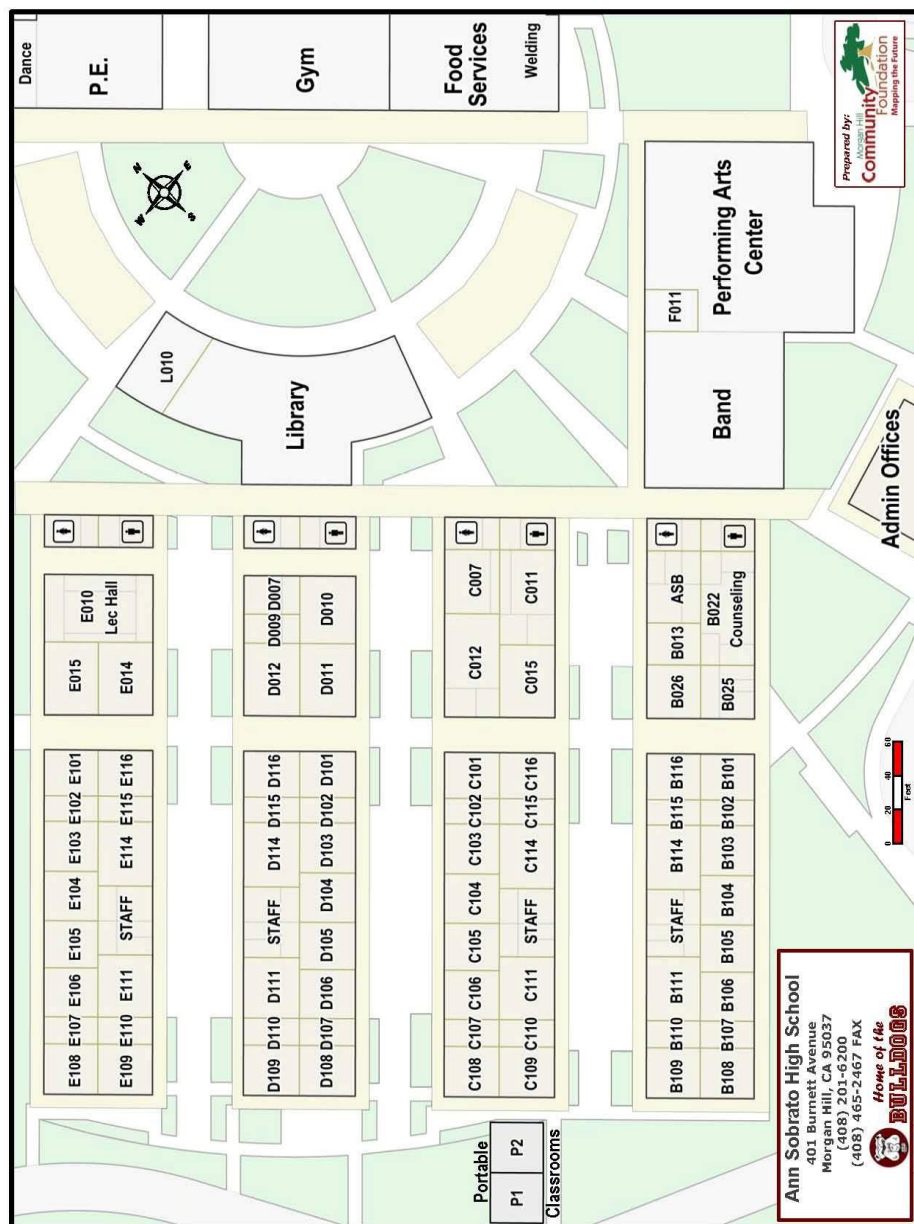


**ANN SOBRATO HIGH SCHOOL**  
401 Burnett Avenue  
Morgan Hill, CA 95037  
Tel: (408) 201-6200  
Fax: (408) 201-6241

# **Student Handbook**

## **2020-2021**





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# ANN SOBRATO HIGH SCHOOL

## MISSION STATEMENT

The mission of the Morgan Hill Unified School Districts' high schools is to provide all students with a safe learning environment, learning opportunities, and academic support so that each student achieves at high levels, graduates from high school, and is prepared for challenging post-secondary options.

## Guiding Principles:

To achieve our mission, we believe that the following principles should guide the work of our high schools

## Standards, Expectations and Assessments

We believe there should be a challenging curriculum for all students that reflects:

- Clear expectations
- High academic standards that clearly states what a student is to know and be able to do
- Meaningful assessments that are tied to course standards

## Personalization

We believe students learn best when they:

- Are known well
- Are trusted, respected and understood
- Are connected to their teachers, counselors, staff, administrators, parents, and other students
- Have adults who can serve as advocates and/or mentors
- Have a variety of electives to meet their needs

## Learning

We believe students learn best when:

- Students take responsibility for their learning
- Students are actively engaged in their learning
- Accommodations are made for students' learning styles
- A variety of instructional strategies and supports are used to address the individual and special group needs
- Students are provided information about their academic progress
- Teachers not only present content but also serve as coaches and facilitators during the learning process

## Culture and Environment

We believe that students learn best in an environment which:

- Is emotionally and physically safe
- Is mutually respectful
- Is prejudice-free
- Promotes a sense of belonging
- Has well maintained and up to date facilities, equipment, and instructional materials

## Life Long Learning

We believe that students must develop the skills, knowledge and enthusiasm to:

- Be life long learners
- Fulfill their civic responsibility in a democratic society
- Expand their post-secondary career and educational opportunities

## **Professional Development and Collaboration**

We believe that all staff members:

- Must be well qualified and, in the case of teachers and administrators, credentialed
- Must be life long learners
- Must have opportunities and resources to continue to develop their skills and knowledge of instructional practices, assessments and content
- Must have time to meet, plan, reflect, and collaborate with other staff members

## **Continuous Improvement**

We believe that school staff members must:

- Annually review student achievement data to identify successes and gaps in student achievement
- Share the data, successes and achievement gaps with the community
- Plan instructional and systemic changes around the annual data analysis
- Have clear criteria for evaluating the impact of instructional and systemic changes on student achievement

## **ANN SOBRATO CONTACT NUMBERS**

For contact numbers and email address for all staff members, go to our website at

[sobrato.mhusd.org](http://sobrato.mhusd.org)

### **Main Number**

Receptionist	201-6200
Fax	201-6241

### **Administration**

Principal's Office	201-6201
Assistant Principal's Office	201-6202

### **Counseling Department**

Counseling Office	201-6203
Registrar's Office	201-6228
Student Data Specialist	201-6227
Health Clerk	201-6233

### **Attendance**

Attendance Clerk	201-6204
Attendance Clerk	201-6221
Bilingual Community Liaison	ext. 41509

### **Associated Student Body**

ASB Office	201-6205
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### **Athletics**

Athletic Director	201-6240
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### **Library**

	201-6230
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## IMPORTANT INFORMATION FOR PARENTS

### Messages for Students

We are unable to deliver messages to students. In case of emergency, you should direct your request the Assistant Principal's Office for assistance. Please be prepared to state the nature of your emergency.

### Aeries Portals

Aeries Portals is a Website **that connects parents to teachers** with any device. The main aim of this program is to increase communication between parents and teachers to help **ensure student success**. Parents and students can easily access critical information 24 hours a day, including real-time attendance, grades, and other information. Through Aeries Portals parents can request automated emailed weekly progress reports to stay informed on student progress. Aeries Portals also helps parents and students **stay up-to-date** with school events and assignments with the portal calendar.

### Google Classroom

Many teachers at Sobrato use Google Classroom to share information and post assignments. As a guardian, you can get email summaries about your student's activity in Classroom. Email summaries do not include grades. For grades, view the Aeries portal.

In email summaries, you can review:

- Missing work—Work not turned in when the summary was sent.
- Upcoming work—Work that's due today and tomorrow (for daily emails) or that's due in the upcoming week (for weekly emails).
- Class activities—Announcements, assignments, and questions recently posted by teachers.

If there's no activity to report or if a teacher turns off email notifications, you might not get an email summary.

Get email summaries:

To get email summaries of your student's work, you must accept an email invitation from a teacher or administrator. You have 120 days to accept an invitation before it expires. You can unsubscribe from summaries or remove yourself as a guardian at any time.

- The teacher or administrator emails you an invitation to join your student's class.
- In your email program, open your email invitation.
- Click Accept.  
If you're not the guardian, click I'm Not The Guardian.
- Click Accept to confirm.

When you accept an invitation, you and your student get an email confirmation.

If you have not received an invitation, please search your spam inbox for "Google Classroom" to see if there are invitations waiting for your response. If not, please contact the individual teacher to request one.

**Ann Sobrato High School  
Bell Schedules  
2020-2021**

**MONDAY**

Period	Starting Time	Ending Time
0	7:00	8:05
1	8:10	9:06
2	9:13	10:13
Brunch	10:13	10:28
3	10:35	11:31
4	11:38	12:34
Lunch	12:34	1:04
5	1:11	2:07
6	2:14	3:10

**TUESDAY**

Period	Starting Time	Ending Time
0	7:00	8:05
1	8:10	9:50
Brunch	9:50	10:05
Advisory	10:12	10:37
3	10:44	12:24
Tutorial	12:24	12:53
Lunch	12:53	1:23
5	1:30	3:10

**WEDNESDAY (late start)**

Period	Starting Time	Ending Time
2	8:50	10:36
Brunch	10:36	10:51
4	10:58	12:43
Lunch	12:43	1:18
6	1:25	3:10

**THURSDAY**

Period	Starting Time	Ending Time
0	7:00	8:05
1	8:10	9:58
Brunch	9:58	10:13
3	10:20	12:05
Tutorial	12:05	12:48
Lunch	12:48	1:18
5	1:25	3:10

**FRIDAY**

Period	Starting Time	Ending Time
0	7:00	8:05
2	8:10	9:58
Brunch	9:58	10:13
4	10:20	12:05
Tutorial	12:05	12:48
Lunch	12:48	1:18
6	1:25	3:10

\*Due to COVID-19, our bell schedule may be modified. Please see our school website (<https://sobrato.mhusd.org/>) for the current schedule.

# ANN SOBRATO HIGH SCHOOL

## STUDENT HANDBOOK

This handbook was put together for use by our students and it is required that students have received and reviewed a copy (either an electronic copy or a hard copy) and have signed the agreement form. The general policies and procedures observed by the students, teachers, staff and administration of Ann Sobrato High School are contained herein. The information contained in this handbook will help each student be successful at Sobrato.

### ACADEMICS

*The Governing Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty. (MHUSD BP 5131.9)* Disciplinary consequences will result whenever it is determined that a student has cheated, lied, plagiarized, or committed any act of academic dishonesty. Consequences may include, but are not limited to, receiving a failing mark on the assignment in question.

#### **Grading & Report Cards**

Report cards and interim progress reports are posted online via Aeries Parent Portal one week after the date shown below. ALL grades are reported at the end of the quarter and semester. Only semester report cards are mailed home.

#### **Progress Reports & Semester Grade Dates – 2020-2021**

First Quarter Interim Progress Report-----	09/11/20
First Quarter Grades-----	10/09/20
First Semester Interim Progress Report-----	11/06/20
First Semester Grades-----	12/17/20

Third Quarter Interim Progress Report-----	02/05/21
Third Quarter Grades-----	03/12/21
Second Semester Interim Progress Report-----	04/30/21
Second Semester Grades-----	06/04/21

#### **Schedule Adjustments**

**It is Sobrato's policy that student class changes are made for these reasons:**

1. The student is misplaced based upon departmental criteria for the class into which he/she is enrolled.
2. The student is missing a class in his/her schedule.
3. The student requires more advanced course work because of course results.
4. A student needs a class to complete the requirements for graduation.



## Academics (continued)

**Advanced Placement (AP)** courses are based on college curricula and require college level work. Students taking an Advanced Placement course are expected to take the Advanced Placement Exam in May. If the cost of the exam is a financial hardship, please see one of the assistant principals for assistance. Because of the extra work involved in Advanced Placement classes, students who achieve a “C” or better will receive an additional grade point towards the grade point average. The Advanced Placement course will be noted on the student’s transcript.

### Failed Classes

Failed classes (grade of “F”) earn no units. Required classes for high school graduation that are failed must be repeated until they are passed. An equivalent course may satisfy this requirement.

### W/F – Withdrawal Fail

After the second week of a semester, any student who believes he/she cannot remain in a class may (**with parent permission**) be removed from that class and be given a W/F (Withdrawal/Fail). The “F” grade will become a permanent grade on the transcript, will affect GPA calculation and will affect eligibility for the entire semester in which it was earned.

**Courses that are repeated** earn units only once, unless otherwise noted in the course description. Example: A student receives a “D” in Integrated Math 1 and then repeats the course the next year earning a “B”. The “D” grade will remain on the permanent record but will earn no units. The “B” grade will be placed on the permanent record and will be used to calculate the GPA. Students receiving a grade below a “C” are required to repeat the course if it is to be used for college eligibility. However, it is of **no value** to repeat a course where the grade is a “C” or better, as colleges recognize only the original grade given.

### Concurrent Enrollment at Gavilan Community College or other Community College

Some students take the opportunity to concurrently enroll at Gavilan College (or other community college) while still attending Sobrato. Concurrent enrollment is a way to earn both high school credit and college credit for the same class. This coursework will not be reflected on the high school transcript. Students should send transcripts directly to universities. The Counseling Center has more information regarding this program. **All concurrent classes must be pre-approved by the counseling department and the principal.**

### Transcripts

Transcripts may be requested from the Sobrato registrar, in the Administration Building. Outside the registrar’s door you can find the Transcript Request form that should be filled out and returned. It is the policy of this school district to issue three copies of the complete high school transcript free of charge to present and former students. Subsequent to the three free copies, there is a **\$3.00** fee for **each copy**, which **must be paid prior** to the processing of the requested copy(ies). A \$5.00 fee will be charged for each copy for all previous graduates.

No transcript can be issued on demand. You must leave a request with the registrar and pick up the copy(ies) the next day. If you must have it on the same day, there is a **\$3.00 fee for same day service**.

Students may also request transcripts through [Naviance](#) for colleges, NCAA and scholarships.

**High School Code:** 053906  
**CDS Code:** 43-69583-0102368

## Graduation Requirements

Subject Area	Graduation Requirements Units
English	40
Social Studies	30 (World History, US History, Econ, and Civics)
Math	30 (Integrated Math 1, 2 and 3 required)
Science	30 (10 Biology, 10 Chemistry, 10 Physics)
Physical Education	20 (PE 9 Required)
World Language*	20
Visual & Performing Art	10
CTE (Career Tech Education)	10
Additional Credits of Students' Choice	40
<b>Total Credits</b>	<b>220</b>

\* 10 credits that meet or exceed year 2 level of a world language (not English). See UC admission requirements for alternative options. Credits earned above and beyond the required credits in the subject area will be applied to the Additional Credits of Students' Choice area.

Students must complete all year-long courses.

### Student Classification

Student classification is based upon the number of units completed, not the number of years attended. Below is the criteria for classification:

- Grade 9: 0 to 39 credits
- Grade 10: 40 to 99 credits
- Grade 11: 100 to 159 credits
- Grade 12: 160 to completion

## Graduation Alternatives

### General Education Diploma (GED)

The General Education Diploma (GED) is offered through the **Morgan Hill Community Adult School**. Contact their office at (408) 201-6520.

### Admission Criteria to a California Community College

Minimum requirement is any **one** of the following:

1. High School Diploma
2. 18 years of age
3. California High School Equivalency Diploma

### UNIVERSITY OF CALIFORNIA/CALIFORNIA STATE UNIVERSITY College Entrance Requirements

COURSE	UC/CSU
US History/Social Studies	2 years
English	4 years
Foreign Language	2 years in same language
Math	3 years thru Integrated Math 3
Visual and Performing Arts	1 year
Laboratory Science	2 years
College Preparatory Elective	1 year

### College Information

Check the following Websites listed below for College Requirements.

University of California ----- <http://www.ucop.edu/pathways/>  
California State Universities ----- <http://www.csumentor.edu/>  
Community College ----- <http://www.cccco.edu/>

## **TESTING DATES 2020-2021**

**\*All testing dates are subject to change due to COVID19.**

### **PSAT**

Wednesday, October 14, 2020

The PSAT will be administered on campus on Wednesday, October 14, 2020. All 10<sup>th</sup> graders will take the PSAT at no charge. All 9<sup>th</sup> graders and 11<sup>th</sup> graders are encouraged to register (fee required) for this PSAT; contact the Counseling Office for more info.

### **ACT**

[www.act.org](http://www.act.org)

September 12, 2020

October 24, 2020

December 12, 2020

February 6, 2021

April 17, 2021

June 12, 2021

### **SAT and SAT Subject Test**

[www.collegeboard.com](http://www.collegeboard.com)

September 23, 2020

October 14, 2020

March 3, 2021

March 24, 2021

April 13, 2021

April 27, 2021

### **California Assessment Student Performance and Progress (CAASPP)**

April 2021 – exact dates TBD, please check back

### **AP Exams**

Testing window May 3 -14, 2021

(Registration information will be available in August through all AP classes.) All students will register through Total Registration ( <https://www.totalregistration.net/> ) AND College Board ( <https://www.collegeboard.org/> ).

**High School Code:**

**053906**

**CDS Code:**

**43-69583-0102368**

## ATHLETICS

### How is a student eligible for Sports?

\*The following Athletics info is subject to change due to COVID-19.

To be eligible for sports at Ann Sobrato High School:

1. Student athletes must maintain a 2.0 G.P.A, based on most recent quarter or semester (not progress report periods) report card.
2. Student athletes must have completed 4 classes prior to and be enrolled in at least 4 classes in Morgan Hill USD while playing a sport.
3. Student athletes must be eligible in their last grading period of 8<sup>th</sup> grade if they want to play as a fall freshman (**they must have passed 4 courses and have a 2.0 GPA**). Freshman who do not meet the 2.0 minimum GPA requirement may be granted a one-time probationary exemption from the GPA requirement. See MHUSD Board Policy 6145.
4. If student athletes have taken summer classes to make up grades, they must be of like type. If your summer course(s) are taken through Cyber High, they must be completed by the scheduled end of the in person summer scheduled classes. Check with your counselor to verify class substitutions.
5. You must be meeting minimum standards toward graduation. At the beginning of each semester, you must have the following minimum units completed towards graduation.

Grade	Beginning Semester #	Total # of Credits Minimum
10	3	50
	4	75
11	5	100
	6	130
12	7	160
	8	190

6. Student athletes must have a physical examination after July 1<sup>st</sup> and before the season for each year of eligibility.
7. Student athletes must have medical insurance coverage on file with Ann Sobrato High School.
8. Student athletes must have started 9<sup>th</sup> grade in Morgan Hill Unified School District at Ann Sobrato High School or, if not, then they must fill out paper work to make them eligible. Please contact the Athletic Director (408-201-6240) immediately to start this process.
9. A student has only 4 years of sport eligibility from the first day they enter the 9<sup>th</sup> grade.
10. All students must meet CIF eligibility found on CIF Central Coast website: [http://cifccs.org/governance/pdf\\_bylaws\\_and\\_policies/2020-21/20\\_Article\\_VII\\_Eligibility.pdf](http://cifccs.org/governance/pdf_bylaws_and_policies/2020-21/20_Article_VII_Eligibility.pdf)

**Ineligible athletes may not attend any practices, team meetings, or any other team function. All athletes participating in sports must have their parents attend an orientation meeting. Dates are to be announced at the beginning of each season. As with all extracurricular activities, a student will lose the privilege of participating in a sport (practice, meeting, contest or any other team activity) for at least 6 weeks for any of the following offenses...**

- any drugs, tobacco, alcohol or other illicit substances
- acts involving any physical violence
- and/or any behavior resulting in a suspension from school for 3 or more days.

- **less than 90% attendance rate (both excused and unexcused absences contribute to a student's attendance rate)**

**Attendance at athletic events** is a privilege that may be revoked at any time. This revocation may be for the remainder of the season. Any behavior that is inappropriate; inclusive of but not limited to gestures, noises, comments, signs or apparel, that draws attention away from the players and/or contest or conveys negative messages about opponents, athletes, other spectators or officials is not permitted.

### **NCAA ELIGIBILITY**

All college athletic programs are regulated by the National Collegiate Athletic Association (NCAA) that has established rules on eligibility, recruiting and financial aid. The NCAA has these membership divisions – Division I, Division II and Division III. Institutions are members of one or another division according to the size and scope of their athletic programs and whether they provide athletic scholarships.

If you are planning to enroll in a college as a freshman and you wish to participate in Division I or Division II athletics you must be certified by the NCAA Initial-Eligibility Clearinghouse. The Clearinghouse ensures consistent application of NCAA initial-eligibility requirements for all prospective student athletes at member institutions.

<https://web3.ncaa.org/ecwr3/>

It is the student athlete's responsibility to make sure the Clearinghouse has the documents it needs to certify the student. These documents are the completed and signed Student Release Form and fee, official transcript, and ACT or SAT scores. Pick up the NCAA Student Release Form and information from the Sobrato Registrar, located in the Administration building. If you want to participate in Division I or II sports, it is recommended that students start the certification process after their final junior year grades are posted on the transcript. Sobrato athletes should check with a counselor, in their freshman year, to ensure they are taking a core curriculum that meets NCAA requirements; also, register to take the ACT or SAT as a junior. The Student Release Form should be submitted early in their junior year.

## **ANN SOBRATO HIGH SCHOOL CIF SPORTS**

### **Fall Sports**

Football  
Girls' Volleyball  
Boys' Water Polo  
Girls' Water Polo  
Boys' Cross Country  
Girls' Cross Country  
Girls' Field Hockey  
Girls' Golf  
Girls' Tennis

### **Winter Sports**

Boys' Basketball  
Girls' Basketball  
Boys' Soccer  
Girls' Soccer  
Coed Wrestling

### **Spring Sports**

Coed Badminton  
Baseball  
Softball  
Boys' Track & Field  
Girls' Track & Field  
Boys' Volleyball  
Boys' Golf  
Boys' Swimming  
Girls' Swimming  
Coed Diving  
Boys' Tennis  
Boys' Volleyball

**Sports availability may change based upon minimum participation requirement, funding availability, and Board approval.**

For information on Sobrato sports, please check the Athletics website [www.sobratoathletics.com](http://www.sobratoathletics.com)

## **GENERAL INFORMATION**

\*Policies under General Info are subject to change due to COVID-19.

### **Closed Campus**

Ann Sobrato High School is a closed campus. **STUDENTS ARE NOT ALLOWED TO LEAVE CAMPUS FOR LUNCH/BRUNCH/TUTORIAL, or after arriving on campus on late start days.** The parking lot, front of the school, tennis courts, sports fields, and any other unsupervised areas are off limits during school hours. **The only time students may be in the parking lot is when arriving to and leaving campus.**

### **Access to Students**

Anyone not currently enrolled at or employed by Sobrato will not have direct access to students during the school day. All access to students must be arranged and approved through the Administration Office. Parents dropping off any item, including lunches, must do so in the front office.

### **Deliveries for Students**

No deliveries of non-school related items will be accepted. In the spirit of maintaining campus safety and security, food and beverage delivery services may not be used during the school day. Drivers will be turned away from our campus. We are not responsible for charges incurred for failing to adhere to this policy.

### **Messages for Students**

We are unable to deliver messages to students. In case of emergency, you should direct your request to the Administration Office (201-6204). Please be prepared to state the nature of your emergency.

### **Procedures for Leaving Campus**

Students who have doctor, dentist, or other off-campus appointments must have a parent call or write a note to the Attendance Office prior to 8:00 am on the day the student must be released early from school. Except for extreme emergencies, **class time will not be interrupted to call a student to the office to leave school.** Parents/guardians must be prepared to show a picture ID to verify information on the student's emergency card when picking up a student to leave campus during the school day. **Students must check out through the Attendance Office when leaving campus. Failure to do so may lead to disciplinary action.** Students will be given an off-campus pass when they leave. Students that park in the student parking lot must ask a campus monitor or Administrator to open the gate.

### **Visitors**

Students are not allowed to have visitors, pets or children on campus. All visitors to campus must check in with the receptionist in the administration building upon arrival. Salespeople are not allowed to solicit business on campus.

### **Volunteers**

Volunteerism is appreciated and encouraged. All volunteers must have prior approval from an administrator and must sign in at the front office and receive a visitor's badge every time they arrive on campus to volunteer. Volunteers on campus and at school events are required to have fingerprints and tuberculosis test results on file at the Morgan Hill Unified School District office. This includes volunteers helping in classrooms, at afterschool tutoring, driving on field trips, helping with lunchtime club activities, etc.

### **Attendance**

Daily attendance is important to success in school. **Students are expected to have an attendance rate of 90% or higher to remain in good standing.** All absences, excused or not, contribute to a student's attendance rate. Please see Ann Sobrato High School's Attendance Policy on Page 24.

Remember...in any one class:

- At 6 unexcused absences, student loses all extracurricular privileges for the current semester.
- At 8 unexcused absences, students may lose credit for the class
- 3 unexcused tardies are equivalent to 1 unexcused absence
- If a student's attendance rate is less than 90%, they will not be eligible for any extracurricular activities. See page 24 for the complete attendance policy.

Parents/guardians are responsible for monitoring their student's attendance. Parents can log on to their Aeries portal or call the office between 7:30am and 3:30pm to monitor their student's attendance. Please call (408) 201-6204, or (408) 201-6221. Parents/guardians are also encouraged to leave messages for individual teachers regarding potential attendance errors or other issues of concern. Please call (408) 201-6200, dial 1, then the extension number. Teachers should respond within 2 business days.

### On Time Policy

Students are on time if they are sitting at their assigned seats and prepared for class when the bell rings. In Physical Education, students are on time if they are inside the locker room when the bell rings.

#### Consequences for not being on time:

**1-5 Tardies in any one class:** Each teacher will explain their participation point system to the students so that students are aware of the impact the loss of participation points will have upon their final grade. **Three tardies equal one unexcused absence.** If a student misses more than 30 minutes of class, the absence will count as unexcused and truancy processes will apply.

**6 or more Tardies in any one class:** Students may lose participation points, and in addition, students may be referred to the administration. Students with excessive tardies are subject to disciplinary action.

As a consequence for **each additional tardy**, students may be assigned further consequences aligned with restorative justice practices.

Failure to be on time for a physical education class will constitute a non-dress day.

**For more information, please see full attendance policy on page 24.**

### Agenda Hall Pass

Students are **not** permitted out of class during instructional time unless they have a **hall pass signed by a school employee** stating the time and date of the release.

### Photo ID Cards

Each student **must carry** his/her Ann Sobrato High School photo ID card at all times while on campus during the school day and also at school functions and events. **This card must be shown upon demand to any teacher, campus monitor or supervising adult.** Their photo ID will also be needed for purchasing items from ASB, borrowing books from the library, using the Internet, and participating in school ASB activities.

### Cell Phones and other Electronic Devices

Any personal electronics (cell phones, iPods, gaming devices, and other similar items) brought to school are done so at student's own risk. The school takes no responsibility for stolen or lost items. Students are allowed to have cell phones and other electronic devices at school; however, they may be used only at brunch, lunch, passing periods, before and after school outside of buildings. **In the classroom, electronic devices may only be audible or visible by explicit permission of the classroom teacher. They are never to be stored in the P.E. locker rooms.**

- **First offense:** Device may be turned in to the assistant principals' office. Students may come to the AP office to pick up their device at the end of the day.
- **Second and third offense:** Device may be confiscated and sent to the assistant principals' office. The student's parent must pick up the device in the assistant principals' office.
- **Further offenses:** The student is considered in defiance of valid school authority and will be subject to more severe disciplinary consequences. Students may be required to surrender their cell phone to the school administration during the school day.
- **In the case of an emergency, students may request to use the front office phone.**

### Chromebook Policy

MHUSD is pleased to provide a Chromebook to every student for his/her exclusive use at school and at home. Unauthorized or misuse of Chromebooks during class will result in an electronic device violation (see electronic device policy above). Students will be financially responsible for lost or damaged Chromebooks. Fines will be assessed for damage to outside of Chromebook, including stickers or writing.



**Lost/left Chromebooks** will be logged into student's discipline record.

- **First offense** the Chromebook may be confiscated and receive a warning from an assistant principal.
- **Second offense** may result in phone call to parent/guardian with explanation of incident and notification that they may want to consider purchasing Chromebook insurance.
- **Third Offense** will require a meeting with an administrator.

### **Facility Care & Maintenance**

Ann Sobrato High School takes pride in its facilities. We expect students to contribute to a clean and safe environment, and they may be asked by a staff member to assist with cleaning or disinfecting areas they have used. In order to preserve a clean, attractive campus, the following rules must be observed.

- ♦ Students are not to post flyers around campus unless approved by Administration.
- ♦ No duct or clear tape may be used (it pulls the paint off!). Blue tape ONLY.
- ♦ Students are to respect classroom rules and assist in maintaining a tidy appearance.
- ♦ Students must dispose of their garbage in the garbage cans deposited throughout campus.
- ♦ Students must clean up after themselves after eating lunch or brunch. Littering will lead to disciplinary consequences. Students are encouraged to recycle.
- ♦ Students are not to deface or vandalize any school property in any way. This includes decorations of lockers for any celebration. Actions may result in a citation by the Morgan Hill Police Department.

Students refusing to follow these rules will be considered in defiance of authority and will be subject to disciplinary action and will be responsible for the cost of repair.

### **Health Services**

Students who become ill will be referred to the Health Office where a staff member will contact a parent or guardian. All students entering the Health Office must have a pass from the previous or current class. The school is only equipped for minor cuts and bruises. Students may not carry prescription or over the counter medication unless there is a form signed by their doctor in the health office. 911 will be called for emergencies at the discretion of the administration or if unable to contact any persons listed on the student's emergency form. All other decisions will be made by the parent or guardian contacted.

### **Immunizations**

All students new to Santa Clara County schools must show evidence of immunization. Required immunizations are poliomyelitis; DPT/TD (diphtheria, pertussis, and tetanus) or tetanus and diphtheria, the Tdap booster, Hepatitis B, measles and proof of a negative Mantoux/PPD Tuberculosis test or clear chest x-ray (Health Code Title 17, Chapter 4, Section 6000).

### **Food Service – Subsidized Lunches**

The Sobrato cafeteria offers hot food, sandwiches, snacks, and milk each school day during brunch and lunch. The federal program for reduced price or free lunches is available. Applications are available by going online to <https://family.titank12.com/>, and **families must apply each year**. Students who qualify for free or reduced, may also be eligible for other subsidies including AP Exam fees.

### **Library**

The library is open during school hours. Students must have an Ann Sobrato High School photo ID to use the library. A signed agenda is required when class is in session. No food or drinks are allowed. Library books are checked out for 2 weeks, with renewals as needed. After a 5-day grace period, a fine of 10 cents per day will be charged for overdue books (up to a maximum of the book price). Lost books must be paid for in full. Computers are to be used for schoolwork only. Printing and copier fees are 10 cents per page for black and white, 25 cents for color. Use of the computers implies that you agree to the Acceptable Use Policy. Any use which violates the Acceptable Use Policy will lead to loss of computer use privilege.

### **Lockers**

Students are assigned a locker and must not share lockers. Students who violate this policy and are found to be sharing a locker may lose their locker privilege. Students are responsible for

maintaining the locker in good working order free of graffiti and decorations, including stickers. Students should report any malfunction to the school office immediately.

### **Lost & Found**

Lost and found items are stored in the ASB Office. Please turn in or retrieve items there. Any unclaimed items stored after 30 days will be donated.

### **Textbooks and Chromebooks**

Textbooks and Chromebooks are issued free of charge to students; however, lost, damaged or stolen books or Chromebooks must be paid for. The school is not responsible for books, materials or personal items placed in a student's locker or car.

### **Student Parking**

**Parking is a privilege – not a right at Sobrato, and is by permit only. Students may park a car, at their own risk, under the following conditions:**

- ♦ Student possesses a valid California driver's license and can show insurance coverage for the vehicle
- ♦ Student must have all school fines cleared
- ♦ Student agrees to park in the student parking lot only
- ♦ Student will not access parking lot during the regular school day, nor violate the closed campus policy.
- ♦ Student will not engage in reckless driving on school property
- ♦ Student will arrive to school on time
- ♦ Any incident involving drugs/alcohol may result in the loss of parking privilege
- ♦ Students must be in good standing

Student Parking Permits may be obtained through the ASB Office for a fee of \$40.00 with an ASB card or \$60.00 without and must be visibly displayed in the vehicle. Senior spots are \$60 with an ASB card or \$80.00 without. ***Permits are not transferable. Permit cost is not prorated for mid-year purchases.*** A replacement fee is charged for lost or stolen permits. Student's permits may be withdrawn or suspended for failing to comply with the conditions cited at the discretion of the administration. Students who violate the parking rules or who park without a permit, may be cited by the MHPD. A car may be towed away at student's expense.

***The only time students may be in the parking lot is when arriving and leaving campus. Sobrato is not responsible for theft or damage to vehicles. Students park at their own risk.***

### **Work Permits**

All students under the age of 18 must have work permits in order to be employed. **To get a work permit:** pick up a blank application from the Counseling Office. Have your parent/guardian sign, and return the application to the Counseling Office. You may also email Edie Atkins at [atkinse@mhUSD.org](mailto:atkinse@mhUSD.org) to request and process applications. Actual work permits may be picked up the following day. **A work permit may be denied/revoked at any time if the student's school work, attendance or behavior becomes unsatisfactory. You must maintain a minimum 2.0 GPA to have a work permit.**

### **MHUSD Transportation**

Fee-based\* school bus transportation to Sobrato is available through our district Transportation Department. **To enroll in this program, please visit [www.mhUSD.org](http://www.mhUSD.org) or call the MHUSD Transportation office with specific questions (408-201-6320).**

\*(Free transportation is available for students who qualify.)

Applications for transportation can be found per the following Transportation link, <https://www.mhUSD.org/departments/business-services/transportation>.

### **Valley Transit Authority (VTA)**

VTA also provides service to and from Ann Sobrato High School. Accurate schedules and fees can be found on the VTA website <http://www.vta.org> or call (408) 321-2300.

## **STUDENT CONDUCT**

The rules you are about to read in the code of conduct supplement are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.

### **STUDENT DRESS CODE**

#### **Dress Code Philosophy**

Morgan Hill Unified School District, High School student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

#### **Our values are:**

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

#### **Our student dress code is designed to accomplish several goals:**

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

#### **Dress Code**

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

**1. Basic Principle:** Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

**2. Students Cannot Wear:**

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

**3. Students Must Wear\*, while following the basic principle of Section 1 above:**

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, leggings, a dress or shorts), AND
- Shoes.

*\*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).*

**4. Students May Wear, as long as these items do not violate Section 1 above:**

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

**5. Dress Code Enforcement**

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

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 2 above. Students in violation of Section 1 and/or 2 will be provided three (3) options to be dressed more to code during the school day:
  - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
  - Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
  - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.

- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. “Shaming” includes, but is not limited to:
  - kneeling or bending over to check attire fit;
  - measuring straps or skirt length;
  - asking students to account for their attire in the classroom or in hallways in front of others;
  - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
  - accusing students of “distracting” other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, rallies, and dances. Students who feel they have been subject to discriminatory enforcement of the dress code should contact an assistant principal.

Inspired in part by Oregon NOW Model Dress Code.

### PE Dress Policy:

All students are required to dress out in clothes specifically for Physical Education (no “street clothes”). All PE clothes must follow the current Sobrato High School dress code policy found in school handbook. In addition to that, the PE uniform required for class is as follows:

- Sobrato PE t-shirt OR plain gray t-shirt or appropriate tank top
- Sobrato PE athletic shorts OR plain black athletic shorts (7 inch seam)
- Athletic shoes with proper arch support and shock absorption (no Vans or Toms-type shoes)

In cold weather, students may wear over their uniform\*:

- Sobrato P.E. sweatshirt OR plain gray sweatshirt
- Sobrato P.E. sweatpants OR plain black sweatpants or black yoga pants

\*Students choosing to wear sweatshirts must also wear their PE shirt underneath. Students choosing to wear sweatpants are encouraged to wear their PE shorts underneath. Should the student become overheated during class, they will be able to remove the sweatshirt or sweatpants in an effort to cool down quickly to minimize the chance of a heat related illness.

### Bicycles/Skateboards

Students are not permitted to ride their bicycles or skateboards on campus. **Ann Sobrato High School is not responsible for lost, damaged, or stolen bicycles or skateboards.** Bicycles may be locked up in the bike rack, which is located next to the Administration building. Skateboards are not allowed to be carried around during the school day.

### Rallies

Rallies will be held in the gym throughout the year. All students must follow general school rules at the rallies. Students are expected to:

1. Show respect and courtesy to the presenters/speakers/performers.
2. Sit in assigned areas.
3. Remain seated until the end of the rally.
4. Never bring food, drink and/or backpacks or other bags to the rallies.

### Dance Policies

All school rules apply at all dances. In addition to the general school rules, the following applies to all students participating in school dances.

1. School dances are limited to Ann Sobrato High School students **in good standing** and their guests. To be in good standing and be eligible for dances and other extra-curricular privileges, a student must have a **90% attendance rate** (both excused and unexcused absences apply to student attendance rates). See attendance policy for complete details.
2. Each Ann Sobrato High School student must present a valid Ann Sobrato High School photo ID upon entrance.

3. A guest must have photo ID and a **guest pass** from the ASB office to enter. Guest must be at least high school age, under age 21 and have prior approval by administration in order to attend.
4. Backpacks will not be allowed into the gym.
5. No student will be allowed in 60 minutes or more after the start of the dance.
6. Students leaving early for any reason will not be allowed to re-enter the dance.
7. Students who engage in inappropriate behavior during the event, including inappropriate dancing, will be asked to leave the premises immediately. This includes grinding and back-to-front dancing.
8. Any student who is involved in any of the following types of incidents while at school or at any school function will lose the privilege of participating in any and all extracurricular activities for a period of at least 6 weeks, inclusive of the first day of suspension:
  - any drugs, nicotine, alcohol or other illicit substances – students may be subject to drug or alcohol testing
  - acts involving any physical violence
  - and/ or any behavior resulting in a suspension from school for 3 or more days.
9. All fees must be paid before purchasing tickets to any dance and prior to participation in any extracurricular event, including graduation.
10. All dance tickets are pre-sale only. No tickets are sold at the door.

### **Extra Curricular Events Policy**

Any student who is involved in any of the following types of incidents while at school or at any school function will lose the privilege of participating in any and all extracurricular activities for a period of at least 6 weeks, inclusive of the first day of suspension. This includes all senior activities and participation in the graduation ceremony:

- drugs, nicotine, alcohol or other illicit substances – students may be subject to drug or alcohol testing
- acts involving any physical violence
- and/or behavior resulting in a suspension from school for 3 or more days.

### **Field Trips/School-Sponsored or School-Related Off-Campus Activities**

In order to participate in field trips or other school related activities that require missing classes, students must maintain a 2.0 GPA, have less than 6 unexcused absences in any class, have 90% attendance, and have no suspensions during the semester in which the trip occurs. Teachers will submit students' names for approval at least 10 days before a trip or activity in order to clear students for participation.

### **Searches**

Any student, student locker, backpack, purse, electronic device and its contents, and/or vehicle parked on campus is subject to search at any time (**given reasonable suspicion of an effect on school environment/safety**) by the Ann Sobrato High School administration. This may include breathalyzer testing.

### **Tobacco/Vape Devices**

Tobacco products and/or vape devices are not allowed on the Ann Sobrato High School campus nor at any school function. Offenders will be referred to an assistant principal. Offenders may face parental conferences, and citation by Morgan Hill Police Department and suspensions.

### **Campus Disruptions**

Disruptive behavior on this campus is not allowed. Examples include, but are not limited to, food fights, spraying or throwing water/beverages, whistling or shouting, inappropriate hand gestures, swearing, movement or gathering of large groups of students, general horseplay, and repeated defiance within a classroom. These behaviors are subject to disciplinary measures up to and including suspension, arrest, and/or expulsion.

## **ATTENDANCE POLICY**

Because class attendance and participation is so important to student success, Ann Sobrato High School has established the following policy to encourage students to attend all their classes. We ask that you work with us as a team to support this policy and student attendance.

### **Important Points**

- ♦ **3 unexcused tardies are equivalent to 1 unexcused absence.**
- ♦ Any time a student is absent from one or more class periods in a day, an automated system will call home that day to inform the parent/guardian. It is important that the school has the correct primary number on file.
- ♦ Parent/Guardians may see real-time attendance information for their student on the Aeries Portal at any time.
- ♦ **Legitimate excuses for missing class are illness, doctor or dentist appointment, funeral, religious observance, and court appearance.**
- ♦ **At 6 unexcused absences** in a class during the semester of occurrence, the student loses the opportunity to participate in all extracurricular activities (athletics, band, band performances, dances, any senior activities, etc.), and may lose his or her work permit.
- ♦ **At 8 unexcused absences** in a class in the same semester, the student may receive an "F" and be ineligible for credit for the semester, however the student will not be dropped from the class. Under certain circumstances, a parent may request that the student be dropped from the class, in which case the student will receive a W/F (Withdrawal/Fail) for the semester.
- ♦ If a student needs to be absent from a class or leave school during the day, **he or she must sign out through the Attendance Office.** *Please see the Procedures for Leaving Campus policy detailed on Page 15 of this handbook.*
- ♦ **To be in good standing and be eligible for extra-curricular privileges, a student must have a 90% attendance rate.**
- ♦ **If a student has accumulated 14 absences in the school year in any one class period due to any reason, including illness, any further absences for illness must be verified by a physician. When deemed necessary by administration, a physician's note may be required for ANY illness related absence.**

### **Excusing Absences**

- ♦ To call the Attendance Office, please dial **(408) 201-6204, -6221** at any time, day or night. Attendance clerks are available from 7:30am to 3:30pm or an answering machine will record your message at **any time of the day or night.**
- ♦ To excuse an absence, the parent/guardian must notify the Attendance Office in one of these ways: telephone call, in person, or a signed note.
- ♦ **Parents/guardians have 3 school days after the date of an absence to excuse the absence.** If an absence is not excused within 3 days, it will remain in the record as an unexcused absence. **Under no circumstances are absences cleared at the end of the grading period or before school events such as dances, etc.**

### **Releasing Students From Class**

- ♦ Students who have doctor, dentist, or other off-campus appointments must have a parent call or write a note to the Attendance Office prior to 8:00 am on the day the student must be released early from school.
- ♦ Except for extreme emergencies, class time will not be interrupted to call a student to the office to leave school. Parents/guardians must be prepared to show a picture ID to verify information on the student's emergency card when picking up a student to leave campus during the school day. **Students must check out through the Attendance Office when leaving campus. Failure to do so may lead to disciplinary action.** Students will be given an off-campus pass when they leave. Students that park in the student parking lot must ask a campus monitor or Administrator to open the gate.

## Making Up Work

Attending classes every day is crucial to student success in a comprehensive high school program. The most challenging aspect of a student being absent from school is making up the missed coursework. Below are guidelines to keep students from falling behind:

### 1-4 Days' Absences

- ♦ **Email** – The student and/or their family may email the teachers directly for an absence of 1-4 days. Most teachers respond quickly to this form of communication. Teachers' email addresses can be found on the school website. The student should always make arrangements with the teacher to make-up any missed quizzes, tests, projects, presentations, or lab work that was missed. The student has as many days as they were absent (for excused absences) to make up missed work.

### 5 -10 Days' Absences

- ♦ **Short-term independent study contract** – When a student knows in advance that they will be out for 5 or more consecutive days, a short-term independent study contract can be requested through the attendance office. This is a formal agreement which includes all work that the student will miss. The teachers assign work for the number of days that the student will be absent, and the work is due the day the student returns. This contract must be requested **prior to** the absences occurring. **The family should request this as soon as they know that the student will be out for 5-10 days. If the conditions of the independent study contract are not met, part or all of the attendance contract will be cancelled, which will result in unexcused absences and will negatively impact their attendance rate.**

11+ Days' Absences – See a counselor or administrator immediately for an educational alternative. Students will not receive credit for assignments or tests missed because of an unexcused absence. For excused absences, students will be allowed to make up class assignments and evaluations. It is the student's responsibility to make arrangements with the teacher for making up this work. The minimum time a teacher should allow a student to complete this work is the number of consecutive days that the student was excused absent.

### Truancy Process

- ♦ At 3 unexcused absences - Parents will be notified of student's truancy by mail. Parents may also track truancy on Aeries in the student's Attendance section. Truancy is documented in the student's discipline record.
- ♦ At 6 unexcused absences – Parents will receive a second letter in the mail regarding their student's truancy. A meeting will be scheduled with the student's administrator, the parent/guardian and the student. Truancy is logged into student discipline.
- ♦ At 8 unexcused absences – Parent will receive a chronic absence letter in the mail regarding their student's truancy.
- ♦ At 9 unexcused absences - The next notification of truancy is sent home.
- ♦ At 10 unexcused absences – A home visit will be conducted if it has not occurred at a prior step in the truancy process.
- ♦ At 14 days unexcused absences - the student will be referred to a School Attendance Review Board (SARB).

### Appeals for Students Losing Credit for Excessive Absences

When a student loses course credit due to this Attendance Policy, and it is believed that there were extenuating circumstances that should be considered, a written appeal may be filed with the principal within 7 days of receiving the report card. The appeal will be reviewed by up to at least 3 school officials and the parent and student will be notified of the decision within 14 days.

**Parent/Guardians are responsible for monitoring their student's attendance. Parents can log into their Aeries Portal or call the office between 7:30am and 3:30pm to monitor their student's attendance.**



## DISCIPLINARY PROCEDURES

The following Code of Conduct is to assist parents, staff and students to ensure a positive and safe learning environment at Ann Sobrato High School. The understanding of these school rules and regulations will ensure due process for everyone. The school has the right to determine the appropriate level of discipline based on the particular facts of each incident of misconduct. The school may choose any or all of the listed disciplines depending on the particular facts. Where the misconduct fits within more than one of these categories, the school can choose any or all of the listed disciplines within any or all of the categories. Students committing minor offenses may be referred to alternative support such as Peer Court, Community Solutions, restorative justice or other.

The rules you are about to read below in the Disciplinary Procedures are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.

## DISCIPLINARY PROCEDURES

### **Alcohol Possession/Use**

- Administrator/Parent/Student conference
- 1 to 5 day suspension
- Referral to law enforcement
- Expulsion recommendation\*

### **Alcohol Sale/Distribution**

- Administrator/Parent/Student conference
- 5 day suspension
- Expulsion recommendation\*

### **Altering of School Document**

- Administrator/Parent/Student conference
- 1-5 day suspension
- Expulsion recommendation\*

### **Arson**

- Administrator/Parent/Student conference
- Restitution: Referral to law enforcement
- 5 day suspension
- Expulsion recommendation\*

### **Assault/Battery on Another Student**

- Administrator/Parent/Student conference
- 5 day suspension
- Referral to law enforcement
- Expulsion recommendation\*

### **Battery with Weapon**

- Administrator/Parent/Student conference
- Referral to law enforcement
- 5 day suspension
- Expulsion recommendation\*

### **Breaking Closed Campus Policy**

- Administrator/Parent/Student conference
- Referral to law enforcement
- 1-5 day suspension

### **Bullying/Harassment/Hazing**

- Administrator/Parent/Student conference
- Referral to law enforcement
- 1-5 day suspension
- Expulsion recommendation\*

### **Cheating**

- Administrator/Parent/Student conference
- Zero credit on assignment

### **Computer Misuse/Vandalism**

- Administrator/Parent/Student conference
- Restitution: Restriction from computer use
- 1-5 day suspension
- Expulsion recommendation\*

### **Controlled Substances**

#### **(Distribution/Possession/Usage)**

- Administrator/Parent/Student conference
- Referral to law enforcement
- 5 day suspension
- Expulsion recommendation\*

### **Controlled Substances (Sale)**

- Administrator/Parent/Student conference
- Referral to Law enforcement
- 5 day suspension
- Expulsion recommendation\*

### **Disruptive Conduct**

#### **(Classroom or School Activities, Field Trips)**

- Administrator/Parent/Student conference
- 1-5 day suspension
- 1-year restriction from field trips
- Referral to law enforcement
- Expulsion recommendation\*

### **Drug Paraphernalia**

#### **(Distribution/Possession/Sale)**

- Administrator/Parent/Student conference
- Referral to law enforcement
- 1-5 day suspension
- Expulsion recommendation\*

### **Electronic Device (Possession)**

- Parent must pick-up

### **Explosive Device**

#### **(Distribution/ Possession/Sale)**

- Administrator/Parent/Student conference
- Referral to law enforcement
- 1-5 day suspension
- Expulsion recommendation\*

### **Explosive Devices (Use)**

- Administrator/Parent/Student conference
- Referral to law enforcement
- 5 day suspension
- Expulsion recommendation\*

### **Extortion**

- Administrator/Parent/Student conference
- Restitution; Referral to law enforcement
- 5 day suspension
- Expulsion recommendation\*

### **False Fire Alarm**

- Administrator/Parent/Student conference
- 5 day suspension
- Referral to law enforcement
- Expulsion recommendation\*

### **Forged Administrator's or Teacher's Signature**

- Administrator/Parent/Student conference
- 1-5 day suspension
- Expulsion recommendation\*

### **Forged Note**

- Administrator/Parent/Student conference
- 1-5 day suspension
- Expulsion recommendation\*

### **Gambling**

- Administrator/Parent/Student conference
- Referral to law enforcement
- 1-5 day suspension
- Expulsion recommendation\*

### **Gang-Related Activity**

- Administrator/Parent/Student conference
- Referral to law enforcement
- 1-5 day suspension
- Expulsion recommendation\*

### **Hate Crimes/Speech**

- Administrator/Parent/Student conference
- Referral to law enforcement
- 1-5 day suspension
- Expulsion recommendation\*

**Inappropriate Attire**

- Clothing item is changed or removed
- Parent contact
- Detention
- Repeated offense – 1-5 day suspension

**Insubordination**

- Administrator/Parent/Student conference
- Detention
- 1-5 day suspension

**Mutual Student Fighting**

- Administrator/Parent/Student conference
- Referral to law enforcement
- 1-5 day suspension
- Expulsion recommendation\*

**Obscene Acts/Gestures**

- Administrator/Parent/Student conference
- 1-5 day suspension
- Referral to law enforcement
- Expulsion recommendation\*

**Parking Violation**

- Citation or tow
- Referral to law enforcement

**Profane or Abusive Language**

- Administrator/Parent/Student conference
- Referral to law enforcement
- 1-5 day suspension

**Robbery**

- Administrator/Parent/Student conference
- Restitution
- Referral to law enforcement
- 1-5 day suspension
- Expulsion recommendation\*

**Sexual/Battery Assault**

- Administrator/Parent/Student conference
- Referral to law enforcement
- 5 day suspension
- Expulsion recommendation\*

**Sexual Harassment/Verbal**

- Administrator/Parent/Student conference
- Referral to law enforcement
- 1-5 day suspension
- Expulsion recommendation\*

**Theft of School/Staff/Student Property**

- Administrator/Parent/Student conference
- Restitution
- Referral to law enforcement
- 1-5 day suspension
- Expulsion recommendation\*

**Threatening Harm to Another Student**

- Administrator/Parent/Student conference
- Referral to law enforcement
- 1-5 day suspension
- Expulsion recommendation\*

**Threatening Harm to Staff**

- Administrator/Parent/Student conference
- Referral to law enforcement – CW30
- 1-5 day suspension
- Expulsion recommendation\*

**Tobacco Possession or Use**

- Administrator/Parent/Student conference
- 1-5 day suspension
- Referral to Law Enforcement
- Expulsion recommendation\*

**Trespassing**

- Administrator/Parent/Student conference
- Referral to Law enforcement
- 1-5 day suspension
- Expulsion recommendation\*

**Vandalism**

- Administrator/Parent/Student conference
- Restitution; Referral to law enforcement
- 1-5 day suspension
- Expulsion recommendation\*

**Verbal Abuse of Staff**

- Administrator/Parent/Student conference
- 1-5 day suspension
- Referral to law enforcement
- Expulsion recommendation\*

**Weapons Possession, including imitation firearms**

- Administrator/Parent/Student conference
- Referral to law enforcement
- 5 day suspension
- Expulsion recommendation\*

**\*Expulsion recommendation with school board approval. While expulsion is pending, suspension may be extended until school board decision.**

**Any student who is involved in any of the following types of incidents while at school or at any school function will lose the privilege of participation in any and all extracurricular activities for a period of at least 6 weeks, inclusive of the first day of suspension. This includes all senior activities and participation in the graduation ceremony:**

- any drugs, nicotine, alcohol or other illicit substances
- acts involving any physical violence
- and/or any behavior resulting in suspension from school for 3 or more days.

## **MHUSD Civil and Human Rights**

"The Morgan Hill Unified School District shall take reasonable steps to provide a school environment without unlawful harassment, including sexual harassment, and shall maintain an environment in which all students and adults model this behavior and are treated with dignity and respect. Therefore, no student or adult shall be subjected to sexual overtures or conduct, either verbal, visual, physical or perceived, which are intimidating, hostile, offensive, or unwelcome. Such conduct is unacceptable and will not be tolerated. Sexual and other unlawful harassment violates state and federal law, and District policy.

Physical or verbal harassment, physical abuse, profanity, slurs, and any other actions or words, actual or perceived, are not permitted. Harassment based on sexual orientation, gender identity, race, national origin, ethnicity, religion, age, physical or mental disability, or any other basis protected by federal, state, or local law, ordinance or regulation to the extent protected by law is prohibited. Violators of this rule will be subject to disciplinary action, which may range from parent conference, counseling, suspension, expulsion, and referral to the appropriate law enforcement agency."

## **Anti-Harassment Policy**

Everyone at Ann Sobrato High School has a right to feel respected and safe. Consequently, we want students to know about our policy to prevent sexual harassment, and harassment based on gender identity, race, national origin, ethnicity, religion, sexual orientation, or disability.

A harasser may be a student or an adult. Harassment may include the following when related to sexual orientation, gender identity, race, national origin, ethnicity, religion, or disability:

- ◆ Name calling, teasing, derogatory comments, slurs
- ◆ Remarks or rumors about an individual's sexual activities, sexual jokes, catcalls or whistles
- ◆ Leering, winking, sexual gestures, pinching, patting, intentional rubbing against another individual's body
- ◆ Graffiti, offensive or graphic posters or book covers
- ◆ Derogatory notes or cartoons
- ◆ Unwelcome touching of a person or clothing, grabbing, fondling
- ◆ Violent acts or threats

If any words or actions make a student feel uncomfortable or fearful, you need to tell a teacher, counselor, assistant principal, the principal or the District's Compliance Officer at (408-201-6030).

If a student believes that they or someone else has been the victim of harassment, they should report the alleged acts to a teacher, counselor, principal or the District's Compliance Officer. The report may be verbal or written.

## **Sexual Orientation/Gender Identity Harassment**

"The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in district complaint processes."

If a student believes that they or someone else has been the victim of harassment based upon real or alleged sexual orientation or gender identity, they should report the alleged acts to a Compliance Coordinator. The Compliance Coordinators for Ann Sobrato High School are the Principal and Assistant Principals.

A student may also make a complaint to any teacher, counselor, or other staff member. The report may be verbal or written.

A student's right to privacy will be respected consistent with the District's legal obligations and the need to investigate harassment allegations and take remedial and corrective action.

Ann Sobrato High School takes seriously all reports of sexual harassment, and harassment based upon sexual orientation, gender identity, race, national origin, ethnicity, religion, or disability and will take all appropriate action to investigate such claims, to eliminate the harassment, and to discipline any persons found to have engaged in such conduct.

The District will also take action if anyone tries to intimidate a student or take action to harm them because they made such a report.

This is a summary of this District's policy against sexual harassment, and harassment based on gender, race, national origin, ethnicity, religion, sexual orientation, or disability. A complete copy of the policy is available at the School office upon request.

### **Bullying**

Bullying is intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another who has less power. Bullying happens in several different forms, including:

- **Physical** bullying involves harmful actions against another person's body. Physical bullying also involves the interference with another person's property.
- **Verbal** bullying involves speaking to a person or about a person in an unkind or hurtful way.
- **Emotional** bullying involves behaviors that upset, exclude, or embarrass a person.
- **Sexual** bullying singles out a person because of gender and demonstrates unwarranted or unwelcome sexual behavior.
- **Racial** bullying involves rejection or isolation of a person because of ethnicity.
- **Cyber** bullying is a form of indirect or social bullying that uses technological communications to humiliate, harass, embarrass, tease, intimidate, threaten, or slander another person. Cyber bullying is the act of being cruel to others by possessing or sending or posting harmful material or compromising photographs online or via any electronic device.

### **Hazing**

Hazing violates the MHUSD School Code of Conduct. This may be directed toward an act which ridicules, humiliates or embarrasses.

#### **Examples include, but are not limited to:**

- Identifying students by demeaning names
- Intentional isolation
- Scaring students with what may happen at initiation
- Requiring students to wear ridiculous costumes or perform ridiculous activities
- Stunt or skit nights/events with demeaning and/or crude skits and/or poems
- Requiring students to perform personal service to students such as carrying books, running errands, performing maid duties, etc.
- Forced alcohol consumption
- Forced ingestion of vile substances
- Gang initiation
- Assault including paddling, beating
- Birthday bashing

**The commission of any of the above acts will garner disciplinary consequences which may include suspension and/or an arrest by MHPD.**

## **MHUSD Special Education**

The Individuals with Disabilities Education Act (IDEA) is a federal law that mandates a "free and appropriate public education" to children with disabilities. Morgan Hill Unified School District follows the education code for special education to be in compliance with the IDEA. Students become eligible for special education services through a formalized process of evaluation. Anyone who suspects that a student is disabled may request an evaluation in writing. Requests will receive a response from the school site within 15 days. Usually a Student Study Team is asked to determine whether an assessment is necessary. If recommended, assessments will take place within 60 days of the initial request. If an assessment is not recommended, the Study Team will explain their reasoning in writing. Once a student has been assessed, an Individualized Education Plan (IEP) meeting is held to determine a student's eligibility for services.

## **MHUSD Non-discrimination**

"The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics."

"Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities."

"Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal."

"The Coordinator for Nondiscrimination will handle complaints regarding discrimination, harassment, intimidation, or bullying, and will answer inquiries regarding the district's nondiscrimination policies: call Human Resources at (408) 201-6015".

## **MHUSD Notice of Compliance**

The California Department of Education sets policies and procedures that district's must follow to ensure compliance with state and federal regulations. We are required to provide notice of the information below to all parents and students in grades kindergarten through twelve regarding pregnant, lactating and parenting students.

The LEA provides reasonable accommodations to a lactating pupil on a school campus to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding. A school shall be required to provide the reasonable accommodations specified only if there is at least one lactating pupil on the school campus.

(a) Reasonable accommodations under this section include, but are not limited to, all of the following:

- (1) Access to a private and secure room, other than a restroom, to express breast milk or breast-feed an infant child.
- (2) Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk.
- (3) Access to a power source for a breast pump or any other equipment used to express breast milk.
- (4) Access to a place to store expressed breast milk safely.

(b) The district provides a lactating pupil on a school campus with a reasonable amount of time to accommodate her need to express breast milk or breast-feed an infant child.

(c) The district ensures that a pupil does not incur an academic penalty as a result of her use, during the school day, of the reasonable accommodations specified in this section, and pupils are provided the opportunity to make up any work missed due to such use.

**EC § 222(a), (b), (e)**

## COMMUNITY RESOURCE Student Assistance

Listed below are Community Services and Hotline Numbers to assist you with any personal problems.

### **TEEN ISSUES:**

24-7 Teen Line -----	1-888-247-7717
Teenage Health Resource (Confidential) -----	1-888-711-8336
California Youth Crisis Line -----	1-800-843-5200
Rape Crisis Hotline-----	408-779-2113
Suicide Prevention -----	408-683-2482
Gay Youth Hotline -----	1-800-246-7743
Planned Parenthood -----	408-847-1739

### **AIDS/HEALTH:**

AIDS Hotline -----	1-800-342-AIDS
AIDS Testing -----	408-885-7000
24 Hour Hotline-----	1-800-FOR-AIDS
South Valley Pregnancy Center (24 hour) -----	408-778-1175

### **ABUSE (Child, Domestic Violence):**

Children's Shelter-----	408-558-5400
Child Protective Services -----	408-683-0601
Contact (Teens & Adults) -----	408-279-8228
Crisis Counseling -----	408-683-4118
Child Abuse Reporting (24 hour) -----	408-299-2071
Community Solutions Domestic Violence Line-----	408-683-4118

### **ALCOHOL/DRUGS/TOBACCO:**

AL-ANON (Alcohol Support Group)-----	408-379-1051
Alcoholics Anonymous -----	408-295-0920
24 Hour Drug and Alcohol Referral Network -----	1-888-304-9797
FLASH (Families Learning About Substances & Health) -----	408-842-7138
Child, Adolescent & Family Services -----	408-299-2304
No BUTTS (Tobacco)-----	1-800-766-2888
Resource Alliance NCADD (Help Line) -----	408-292-9945

### **CRISIS/HELP:**

Bill Wilson Center-----	408-850-6125
Center for Living with Dying-----	408-980-9801
East Field Ming Quong Family Services-----	408-379-3790
Gay and Lesbian Hotline-----	408-293-4525
Community Solutions -----	408-779-2113
24 Hour Crisis Hotline -----	408-294-0579
Suicide & Crisis Hotline -----	408-279-3312



In our own words: Students talk about...

## The Sobrato Way

### Sobrato Way--Culture

***Ann Sobrato High School is a campus full of opportunities to grow, both as students and individuals. Its staff encourages students to learn not only about the curriculum, but also about their own identity. Ann Sobrato is an uplifting and safe environment that accepts its students' and staff's diverse perspectives.***

### Sobrato Way-- Community

The Sobrato Way is created by the attitude and actions of the student body and staff. They show respect by listening to one another and working together in the face of differences. Ann Sobrato includes welcoming students and staff who create a constructive environment that promotes life-long learning.

### Sobrato Way -- Climate

***Ann Sobrato students are united, spirited, and respectful; our confidence, maturity, and thoughtfulness set us apart. The staff works tirelessly to help students of all backgrounds feel supported, yet challenged, in their current education as well as their future pursuits. We have a strong sense of community and leadership.***