

Montgomery High School

“Home of the Vikings”

2022-2023 Student Handbook

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All Montgomery High School Students are IB learners. IB learners strive to be:

Inquirers: They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning, and this love of learning will be sustained throughout their lives.

Knowledgeable: They explore concepts, ideas, and issues with local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Thinkers: They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems and make reasoned, ethical decisions.

Communicators: They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

Principled: They act with integrity and honesty, with a strong sense of fairness, justice, and respect for the dignity of individuals, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

Open-minded: They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

Caring: They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

Risk-takers: They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

Balanced: they understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

Reflective: They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

Important Phone Numbers

Attendance Office	707-890-3830 ext: 50110
Business Office	707-890-3830 ext: 50176
Counseling Office	707-890-3839 ext: 50112
Fax Number	707-890-3833

Health Technician

707-890-3839 ext: 50135

Main Office

707-890-3839 ext: 50106

Registrar

707-890-3839 ext: 50138

Student Advisor

707-890-3839 ext: 50121

MHS Website w/links to teacher pages: www.MontgomeryHighSchool.com

Emergency Phone Lines to report

California Youth Crisis Line

1-800-843-5200

GENERAL INFORMATION

BUS TRANSPORTATION

Riding the school bus to and from school is a privilege, not a right. Bus drivers are in complete charge of the students on their buses and their instructions must be followed at all times.

DANCES

- A dance permission slip must be completed prior to purchasing a ticket to any dance.
- Casual dances are for Montgomery High School students ONLY.
- Montgomery students may invite one guest to the Homecoming Dance, Spring Dance, and Prom. Guests cannot be students who were expelled from any school, 21 years of age or older, nor can they be in grade 8 or lower.
- All students must present a Montgomery High School ID card in order to purchase a dance ticket AND must present a picture ID at the door in order to enter the dance-**NO EXCEPTIONS.**
- Dancing styles that involve intimate touching of the breasts, buttocks, or genitals, or that simulate sexual activity is not allowed;
when dancing back to front, all dancers must remain upright--no sexual squatting or sexual bending is allowed, i.e. no hands on knees and no hands on the dance floor with your buttocks facing or touching your dance partner. **See [SRCS Sexual Harassment](#);**
- Students dancing inappropriately (see above) will be directed to leave the dance floor immediately, their parent or guardian will be notified, and then the students will be directed to leave the facility.
- The dance permission form is the only warning that will be given. No further warnings will be given at the dance. If a student chooses to behave inappropriately, the student will not be allowed to remain at the dance.
- No refunds will be given if the student is directed to leave before the end of the dance.

- All bags and outerwear will be searched upon entry to the dance.
- Students may NOT bring food or drink into the dance, except with written medical authorization. Refreshments will be available for purchase.
- MHS staff members will be administering a breath analysis test to ticket holders upon entry in a predetermined pattern. This testing will be done to discourage alcohol and drug use. In addition to the random use of breath analysis, staff may also administer the breath analysis on reasonable suspicion of use.
- Students on the Loss of Privilege list may not attend dances and may be prohibited from participating in, or attending, other extracurricular activities or events.
- Participants may not leave the dance and return at a later time. The last time for entry to any dance is 1.5 hours beyond the dance start time.
- Students will observe the school dress code and may be sent home for violations. **See dress and grooming.**

EMERGENCY DRILLS

Emergency drills are necessary for the safety of students and staff. All students should know the specific directions for reaching a point of safety from areas of buildings in which they may find themselves. The ringing of bells and/or notifications over the school's public address system indicate drills. Students are expected to immediately follow all instructions given by school personnel.

HEALTH TECHNICIAN'S OFFICE

The Health Technician's Office is located in the Attendance Office. It is open from 7:30 AM to 3:30 PM. Students must have a pass to be allowed in the Health Office when classes are in session.

An attempt will be made to contact the parent/guardian if a student has an accident, has a temperature, is feeling ill, or needs to remain longer than 15 minutes. The parent/guardian may then request the student be released from school, picked up as soon as possible, or sent back to class.

Any student with a known medical problem or who needs to take some form of medication at school should notify the Health Technician and bring a current statement from his/her physician. The medication will be kept locked in the Health Technician's Office and used under supervision. Medications, including over-the-counter drugs, cannot be brought to school and kept in lockers, purses, or pockets. If a student becomes ill during the school day, he/she must sign out through the Health Office before going home.

IDENTIFICATION CARD

Each student and staff member will be issued an ID card. Students need their cards to receive textbooks or to check out library materials. Students should have their IDs with them at all times when on campus. Students leaving

campus for ROP classes, a shortened day schedule or other approved reasons must have an authorized pass or a validated identification card in their possession at all times. The replacement cost for lost ID cards is \$5.

INTERNET

Before a student may use an electronic network information resource in the school, the student and parent/guardian must agree to the Terms and Conditions described in the Santa Rosa City Schools Internet Agreement. When signed, the student understands that he/she will abide by the provisions and conditions of the contract. The student also agrees that a violation of the regulations may result in disciplinary action and/or revoking networking privileges.

LIBRARY

The MHS Library is open for students from 7:30 AM to 3:30 PM. Students may check out one book at a time for a three-week period by presenting their MHS ID Cards. All students are required to maintain their library accounts with no overdue or lost books in order to check out new materials.

Library resources include a circulating collection of over 20,000 books and over a thousand reference books that support research projects. In addition, MHS has access to a wide variety of electronic databases that provide additional reference and journal articles, as well as newspaper and primary print sources. All these materials are searchable using the MHS web-based catalog from any Internet connection. Students may request books from other SRCS secondary schools as well. All students are able to use computers for word processing and printing (ten cents a page).

LOCKERS

Lockers are made available for student use at the beginning of the school year. Lockers will be assigned and issued (two students per locker) by the Business Office Technician. Students may receive a locker only after being issued a lock from the school. Unauthorized locks will be removed and the contents of the locker removed. The school assumes no responsibility for the loss of any items left in a locker. It is recommended that locker contents be removed during extended school breaks. All lockers **MUST** be cleaned out at the end of each school year.

LOCKERS ARE THE PROPERTY OF THE SCHOOL AND WILL BE OPENED AND INSPECTED BY SCHOOL PERSONNEL PERIODICALLY FOR HEALTH AND SAFETY CHECKS. IF CONTRABAND IS FOUND, THE PERSON TO WHOM THE LOCKER IS ASSIGNED WILL BE HELD RESPONSIBLE.

LOST AND FOUND

Lost and found articles are located in the Business Office. Unclaimed items will be donated to a charitable organization at the end of every quarter.

STUDENT PICK-UP:

In the event that a student needs to be released from school during the regular school day, parents/guardians shall provide prior notification to the school attendance office in the form of a written note, email, or voicemail so that the school can more easily facilitate releasing the student from class. Parents/Guardians understand that releasing a student during instructional time requires logistical coordination and that a proper state ID will be requested from them upon student pick-up.

MESSAGES AND DELIVERIES

Montgomery High School values focused class time with few distractions. Therefore, distractions must be kept at an absolute minimum. Please plan ahead for appointments, after-school pick-up arrangements, and so forth. Deliveries of lunches, money, flowers/balloons, etc., will not be made during class, nor will classes be interrupted to deliver messages of a non-emergency nature. Any delivery of food or property must be made by a parent or guardian via the attendance office. Messages of an emergency nature must be requested and explained by a parent or guardian listed on the student's emergency card.

FOOD DELIVERIES

Food deliveries from 3rd party vendors are PROHIBITED (Doordash, Grubhub, Ubereats, etc.). Unauthorized food deliveries will be confiscated. This policy is meant to assure the health and wellness of our students as well as to minimize class disruption and the interruption of instruction.

OFF-LIMITS AREAS

During the school day, certain areas are off-limits to students unless under DIRECT staff supervision. Included in these areas are all parking lots, all athletic fields, and tennis courts.

PARKING

Student parking is available in the South Parking lot ONLY. Students are to park in designated areas only, parking in visitor or staff lots is prohibited. A vehicle must be registered with Montgomery High and display a parking pass before it may be parked on campus. Any car not displaying the proper pass will be ticketed on the first offense. Future offenses will result in the car being towed **AT THE OWNER'S EXPENSE**. Visitor parking is available in front of the school on Hahman Drive and in the South Parking lot.

Parking lots are off-limits to students during the school day. Failure to follow the parking policies will result in the following progressive discipline:

- 1st Offense - The student is warned and reminded of the policy.
- 2nd Offense - The student is warned and reminded of the policy. The student's parent/guardian is called and informed of the infraction and reminded of the potential consequences.
- 3rd Offense - The student is warned and reminded of the policy. The student's parent/guardian is called and informed of the infraction and reminded of the potential consequences. The student's parking privileges are revoked for one week.
- 4th Offense - The student's parking pass is revoked for the remainder of the year. The student's vehicle will be towed **AT THE OWNER'S EXPENSE** if it is on campus.

In the event that a student must visit the parking lot, they may come to the Main Office and request a campus supervisor to escort them. If a campus supervisor is unavailable, the student may not visit the parking lot alone.

PASSES

No student may be released from class by a teacher during the first or last fifteen minutes of each class. This policy will facilitate campus supervision, and accurate attendance records, and allow classes to begin

immediately without disruption. All students must have a signed campus pass or bathroom pass from a staff member to be out of class. Any student found outside a classroom without authorization will be escorted directly back to class.

PERSONAL PROPERTY

The school assumes no responsibility for any personal property brought to school or taken on school-sponsored events. It is recommended that all valuable items be left at home. Valuable items should never be left unattended. Thefts should be reported to the student advisor immediately.

POSTERS-PRINTED MATERIAL

All posters, signs, etc., that deal with student school activities must be approved by the club sponsor **and** an administrator prior to being displayed.

SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property and/or damage school or personal property or equipment will be required to pay for the damage or replacement. Other disciplinary action may also result.

ASSOCIATED STUDENT BODY CARDS

Student Body Cards are available in the Business Office during lunch. The student body card entitles the holder to discounts on one yearbook, admission to ten athletic events, admission to six performing arts events, and other discounts to dances, assemblies, etc.

TEXTBOOKS

The Bookroom (adjacent to the Library) is opened part-time (see library for schedule). To receive a textbook, a student must present his or her MHS ID card when his/her class goes to the Bookroom. It is each student's responsibility to keep all textbooks in good condition and to return them on time. If the textbook is lost or damaged, the student must pay for the cost of the book in order to clear his or her SRCS account OR be placed on the Loss of Privilege list.

Students absent during "class" check-outs can complete their check-out using a teacher pass (as directed by the appropriate content area teacher).

VALUABLE ITEMS AND MONEY

Students should not bring valuable items or large amounts of money to school. Students may turn money and valuables into the Business Office for safekeeping. The school cannot accept responsibility for the loss or theft of money or valuables.

VISITORS

All visitors must check in at the main office reception desk. Persons who are not students at Montgomery High School, nor school employees, and who do not have official business at school, are not to be present on campus during school hours, including lunch and breaks without a visitor pass. Parents or guardians who wish to visit their student's classes should let administrators, attendance and teachers know prior to going into classes. They will be issued a visitor's pass and provided with a map and the student's schedule for the day. All visitors must sign in at the

front desk in the Main Office immediately upon arrival on the school campus and should never be on campus without a visitor's pass.

WORK PERMITS

Work permit applications are available in the **Business Office**. Academic prerequisites: to obtain a work permit, a student must:

1. Have a 2.0 grade point average or better for the previous grading period.
2. Have earned the number of credits to graduate with his/her class when he/she becomes a high school senior.
3. Have passed 20 or more credits in the previous semester.

Attendance Prerequisites:

1. Students who have been sent a first truancy notice will have their current work permit revoked for nine weeks and must demonstrate regular attendance during these nine weeks to obtain a new one.
2. Students who have been sent a second truancy notice will not be issued a work permit for the remainder of the school year or their work permit will be revoked for the remainder of the school year.
3. Students who did not earn full credit the previous semester because of poor attendance will not receive a work permit.

WORK PERMIT PROCEDURES FOR STUDENTS

1. Student takes a completed Work Permit Request form to the **Business Office**. The student's grades and attendance will be checked.
2. There is a 24-hour turnaround period for work permits.

ACADEMIC INFORMATION

GRADUATION CEREMONY

Participation in the graduation ceremony is voluntary and considered a privilege. In order for a senior to participate in the graduation ceremony, he/she must have completed all requirements and be a senior in good standing.

WORK MAKEUP POLICY

Students and families are responsible for coordinating makeup work for excused absences. Students will have time equal to their absence to make up work. Makeup work for unexcused absences will be provided *at the teacher's discretion*.

ORAL GRADE WEEK

Parents/guardians of students in danger of failing a course or courses shall be notified prior to the issuance of a report card. Written notification and a call home shall be made to the parents/guardians at least four weeks prior to the end of the grading period, and thereafter as necessary.

WEEKLY PROGRESS REPORTS

Students may pick up a progress report form from the Counseling Office, take it to their teachers for a weekly grade update, and then return the form to their parents/guardians.

REPORT CARDS

Report cards are mailed approximately ten days after each grading period ends.

SCHEDULE CHANGES

Every effort will be made to place students in courses that are appropriate for their abilities and future educational or career interests. Maximum student and parent input will be allowed during the time in which course selections are made. Once these selections are finalized, we will honor them to the extent possible. No changes will be made in these selections except for the following reasons:

- A required course for graduation is failed during the current year and cannot be made up elsewhere
- The course was successfully completed during summer school
- Case by case review for exceptional circumstances

Student Schedules:

- The last date to change a class for credit is the end of the third week of the fall semester and the second week of the spring semester. The student must have the approval of the teacher and arrange to make up the work missed.
- Academic level changes in the same general subject may be made at any time with agreement by the vice-principal and both teachers involved.
- Exceptions after the third week of the semester may be made only with the approval of the vice-principal.
- A physician may order a physical education medical excuse for a student that may result in class changes.
- When a program change affects the student's preparation for college, the parent shall be so notified.
- Students are not allowed to solicit a schedule change from a teacher during class time.
All students are required to enroll in a full six-period day. Waivers may be granted to second-semester seniors.

SEMESTER GRADES

Semester grade reports are final grades that are assigned twice a year. These grades are recorded on the student's official transcript and permanent record.

CREDIT POLICY

All students enrolled in a regular high school earn units of credit in each class, each semester, with a passing grade and course participation.

ATTENDANCE POLICIES

Research shows that consistent attendance is a key factor for student success. Students, parents, and staff members all share the responsibility of ensuring regular school attendance. Regular school attendance is vital to successful academic growth. The interaction of students with each other in the classroom and participation in class are irreplaceable components of the learning process.

All absences are considered unexcused until it is properly reported by the student's parent/guardian of the reason for the absence. **When a reason for an absence is properly reported within ten (10) school days, an absence may be excused.**

TARDY POLICY

A student is considered present and on time when they are seated and ready to participate upon the commencement of class. Tardies may be excused by a parent/guardian for valid reasons by calling the Attendance Office. Otherwise, the student is considered tardy.

- 3 unexcused tardies to any class per quarter = 1/2 hour of assigned detention
 - Failure to serve a detention will result in additional detention and progressive discipline.
- Habitually truant students, students with 5 or more tardies in any 1 class per quarter, may be referred to a Student Support Team (SST) to form a punctuality agreement.
- After an SST, students that continue to be habitually truant may be referred to a Student Attendance Review Team (SART) meeting for intervention.
- Failure to improve truancy after a SART meeting may lead to legal intervention.

APPOINTMENTS

To take a student from school during the day, the parent/guardian must send a note, call, or email the Attendance Office stating the time the student should be released. The student needs to sign out at the attendance office before leaving and sign in upon return to school. A cut is issued if a student leaves campus without signing out at the Attendance Office.

TRUANCY-DEFINITION

The California Legislature defined a truant in very precise language. In summary, it states that a student missing more than 30 minutes of instruction without an excuse three times during the school year must be classified as a truant and reported to the proper school authority.

EXCUSING A STUDENT'S ABSENCE

All student absences must be cleared by parents/guardians within 10 school days of the absences. Absences can be excused through a written note, a phone call, or an email to the Attendance Office. The following information must be included: the student's first and last name, ID number, date(s) absent, and the reason(s) for the absence(s). Written notes may be brought to the Attendance Office at any time during the school day when classes are not in session.

No student may be excused from class by a parent and still remain on campus.

UNEXCUSED ABSENCE MAKE-UP WORK

Students can request make-up work for unexcused absences from their individual teachers. Teachers, at their discretion, may or may not grant these requests. The following is a sample list of unexcused absences:

- Vacation;
- Family need (other than personal illness or bereavement);
- Truant to class;

It is the student's responsibility following any absence, to speak with each of their teachers to request any work they may have missed and/or make-up work.

Participation in extracurricular activities including dances, sports, music, etc is dependent on being a positive, productive, and professional Viking. This includes addressing consequences prior to the event. Students may lose their Work Permits due to attendance issues.

RESPONSIBILITIES AND EXPECTATIONS FOR STUDENT BEHAVIOR

The Montgomery High School staff is committed to providing an orderly and caring environment in which students feel comfortable, share responsibility for maintaining a positive school climate and take pride in their school and their achievements. Our aim is to be a school community that is respectful, responsible, safe, and kind. Montgomery High School promotes nonviolent conflict resolution techniques and provides students opportunities to voice their concerns about school policies and practices. School officials recognize the need to take appropriate action whenever the safety and order of the campus are threatened. In accordance with Education Code 35291.5, the school discipline plan includes sanctions that are imposed when a student violates school rules. Sanctions may include:

- Loss of Privilege (LOP) of participating in extracurricular activities.
Students on LOP are ineligible for any extracurricular activity, including field trips, athletic participation, and dances.
- Notice of Concern. The notices, signed by an administrator, student, and parent or guardian, include expected behavior and steps that will be taken by the school if the behavior doesn't improve.
- After School detentions
- Student Success Team meetings with parents/guardians, counselors, teachers, and student
- Class or school suspension with restorative approaches re-entry.
- Implementation of Restorative approaches
- Referral to an Administrative Review and Placement Panel
- Referral for expulsion from the Santa Rosa City School District

BASIC CONDUCT

All students are expected to act in a respectful, responsible, tactful and courteous manner.

Students shall respect the authority of campus supervisors, teachers, staff personnel, and administrators, who, in turn, will treat them appropriately. Students will attend all classes and required school activities unless legitimately excused. Students are required to go to class when the first bell rings. Students will provide their names to any staff member upon request. Students are expected to follow school policy, rules and regulations and will be held

accountable for any inappropriate behavior. Various school infractions, such as tardiness, leaving campus without permission, classroom referrals, and other minor offenses may result in a variety of consequences. These may include detention, class suspension/school suspension, and/or referral to our restorative specialist. Students with excessive disciplinary infractions may be referred to an Administrative Review and Placement Committee for placement at another school, or in serious cases, they may be referred to an expulsion hearing.

CELL PHONES/DEVICES

A cell phone policy is essential to ensure students and teachers can enjoy and engage in the instructional benefits associated with and without using cell phones. This policy will ensure that cell phones don't become a distraction from learning. Montgomery's cell phone policy will help students learn and reduce distractions. When students use their cell phones appropriately during instruction, they can be powerful technological tools for researching, engaging with a lesson, providing feedback to peers, participating in classroom surveys, and more. These cell phone expectations will also prevent students from pulling out their phones during inappropriate times, which can distract them from learning.

The 9 rules for student cell phone use at Montgomery High School:

1. Cell phones may be used on school grounds before, during brunch and lunch, and after school.
2. Cell phone use is prohibited in classrooms, restrooms, and school offices unless explicitly allowed by staff.
3. During the instructional day, cell phones must remain out of sight and in silent mode.
4. Unless explicitly allowed by a staff member, headphones and other listening devices may only be used before, during brunch, lunch, and after school.
5. Students must place cell phones in lockers, backpacks, or another location away from students and their desks during tests and assessments.
6. If students need to place an emergency phone call during the day, they should request to go to the main office to use an office phone.
7. Students may be subject to disciplinary action if their use of their cell phones disrupts the school's educational environment. Examples of this include, but are not limited to: cheating, bullying, harassment, unlawful recording or photographing, and violating other school rules.
8. The school and its staff are not responsible for any damage to or theft of a student's cell phone. Students must adequately secure and take care of their phones.
9. Students and their parents/guardians must read the cell phone policy and return a signed copy to the office at the beginning of the school year. Signing the policy acknowledges

acceptance. Students will not be permitted to have their phones at school until the signed policy is returned.

If students violate the school's cell phone policy, the following may occur:

- **First offense:** The student's cell phone will be confiscated by a staff member and held in Student Services until the end of the school day. Before being allowed to pick up their phone at the end of the day, students must discuss and review the cell phone policy with the Student Advisor.
- **Second offense:** The student's cell phone will be confiscated and held in Student Services until the end of the school day. The student's parents will be contacted and informed of the refusal to follow the school's cell phone policy. The student's cell phone will be held in Student Services until the student's parents can come to pick it up
- **Third offense:** The student's cell phone will be confiscated and held in Student Services until the student's parents can come to pick it up. The student will receive detention and be prohibited from bringing their cell phone back on school grounds for up to two weeks.

The administration reserves the right to adjust these consequences on a case-by-case basis if needed. For example, extreme behaviors that break the law or engage in bullying or harassment of other students may result in suspension.

ACADEMIC INTEGRITY

Plagiarism or any other type of cheating will NOT be tolerated. Offenses of this nature will result in failing grades, and/or suspension.

CLASS SUSPENSION

California State Education Code allows a teacher to suspend a student from class for acts such as defiance or disruption to the classroom environment on the day of the infraction and the day following. Students who are sent out of class by a teacher must immediately report to the Attendance Office. In order for a class suspension to be in effect, the teacher must call the parents and fill out a Discipline Record in AERIES. Also, the student needs to be provided with adequate classroom work to not fall behind. Students cannot be held accountable for work that is not provided during the suspension.

CONDUCT AT SCHOOL ACTIVITIES

Students are expected to exhibit proper behavior at all school-sponsored activities. This includes no heckling or inappropriate signs, posters, gestures, language, no littering, and no loitering in the immediate area before or after an event.

CONFISCATION POLICY

Any confiscated item, including but not limited to clothing, cell phones, pagers, skateboards, and inline skates, will be kept according to the following policy:

1. First offense: The item will be confiscated and locked in Student Services with the Student Advisor; the parent/guardian will be notified. The student may pick the item up after school.
2. Second offense: The item will be confiscated, locked in the Attendance Office, and returned to the parent/guardian only.
3. Third offense: The student may be suspended from school for defiance and other means of correction will be explored. The confiscated item will be returned to the parent/guardian only.

Suspension may result if a student becomes defiant when asked to hand in an item not allowed on campus or if the student has repeated violations.

DRESS AND GROOMING

A student dress code should accomplish several goals:

- Maintain a safe learning environment in classes where protective or supporting clothing is needed, such as lab classes (eye or body protection), dance (bare feet, flexible clothing), or PE (PE clothing/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 with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

The primary responsibility for a student's attire resides with the student and parents or guardians. Montgomery High School is responsible for seeing that student attire does not interfere with the health or safety of any student and does not contribute to a hostile or intimidating atmosphere for any student.

Students shall be given the most choice in how they dress for school. Any restrictions necessarily support the school's overall educational goals and are explained in the dress code below.

1. Basic Principle: Certain body parts must be covered for all students

Clothes must be worn so that genitals, buttocks, and nipples are covered with opaque (cannot be seen through) material, and cleavage should not have coverage requirements. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

2. Students Must Wear:*

- Shirt/Top that provides coverage as discussed in this dress code.
- Bottom: pants/sweatpants/shorts/skirt/dress/leggings
- Shoes; activity-specific shoes requirements are permitted (for example, for sports)
- High-school courses that include attire as part of the curriculum (for professionalism, public speaking, and job readiness) may consist of assignment-specific dress but should not focus on covering girls' bodies or promoting culturally-specific attire.

3. Students May Wear:

- Hats, including religious headwear
- Hoodie sweatshirts (the overhead is allowed)
- Fitted pants, including leggings, yoga pants, and “skinny jeans.”
- Midriff baring shirts
- Pajamas
- Ripped jeans, as long as underwear is not exposed.
- Tank tops, including spaghetti straps, halter tops, and “tube” (strapless) tops
- Athletic attire
- Clothing with commercial or athletic logos, provided they do not violate Section 3 above.

4. Students Cannot Wear:

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the same use. This includes name bands and drug and alcohol-associated logos such as, but not limited to, *Backwoods*, *Cookies*, *etc.* If we google it and it comes back associated with drugs or alcohol, you will not be allowed to wear it.
- Hate speech, profanity, pornography.
- Images or language that create a hostile or intimidating environment based on any protected class.
- Visible underwear. Visible waistbands or straps on undergarments worn under other clothing **is not a violation.**
- Bathing suits.

- Helmets or headgear obscures the face (except as a religious observance) or in the instance of mandated health and safety rules around wearing masks.

Dress Code Related to Gangs

For purposes of this policy, a gang is defined as two or more people who form an allegiance for a common purpose and engage, individually or collectively, in acts that may be threatening or criminal, which may include such behaviors as intimidation, threats, and violence. The wearing of clothing; marking on one's skin (tattooing); writing on books, papers, backpacks, and school property; and words or gestures not related to the curriculum which may be associated with these gangs are not allowed and included, but not limited to: Red or blue bandannas; red or blue shoelaces; red or blue belts; belt buckles with 13, 14; initials, three or four dots, or hand signs indicating 13 or 14 or known gang signs; three items or articles of clothing of any one color is also prohibited. Every effort will be made to address gang-related issues from an educational and counseling perspective and communicate to parents about any concerns. Except in severe situations which involve aggression, serious threats, or disruption of school activities, the suspension will be the consequence of last resort.

PHYSICAL EDUCATION DRESS POLICY

In order to participate in PE, a student is required to bring comfortable clothing that is safe and suitable for participation in physical activity. Clothing should be breathable and comfortable. It should allow for a full range of motion while covering the majority of your body to allow for full participation. Footwear must be suitable for general physical activity, lace-up, and structured tennis shoes will work well.

FIFTEEN-MINUTE RULE

Students are **not** allowed to leave class **during the first and last 15-minutes of class** unless there is a medical/health concern. There should be **NO exceptions** to this policy—students must take care of personal business **BEFORE** class begins. Students may face disciplinary consequences if found out of class during this time frame. Students out of class at any other time must have a pass and a purpose.

FIGHTING POLICY

Montgomery High School has zero tolerance for fighting. The consequence for being involved in a fight, defined as an exchange of physical blows (e.g. hitting, slapping, pushing, shoving, punching, kicking, etc.) or threatening to cause physical injury, will be a maximum five-day suspension from school and a possible recommendation to appear before an Administrative Review and Placement Committee or an Expulsion Hearing Panel. Students who instigate a fight but are not actively involved (e.g. spreading or carrying rumors, encouraging others to fight, arranging for a fight to occur, etc.) may also be suspended from school for up to five days. This includes students exhibiting pre-fight behavior. Any student who is being threatened or intimidated should report the incident immediately to any staff member and not take matters into his/her own hands.

GAMBLING

Gambling is illegal. Possessing gambling devices or being in an area where gambling is taking place will result in disciplinary actions.

GRAFFITI

State and local law forbids graffiti, vandalism, and littering. Anyone who graffiti, vandalizes, or litters is liable under law to pay for damages and is subject to suspension/expulsion.

HAZING

No student shall conspire in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily physical harm or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person. Persons violating this policy shall be subject to district discipline, misdemeanor penalties, and forfeiture of entitlements.

LOSS OF PRIVILEGE

Students may lose the privilege of participating in extracurricular activities, including clubs, dances, athletics, etc., for the following reasons:

- A 25-day period of ineligibility for violation of E.C. 48900
- Outstanding fines or obligations
- Truancy/cutting classes or tardiness (students must maintain a 90% or above positive attendance rate to be considered a “student in good standing”)

PORNOGRAPHY

Pornographic materials have no place in our school, on school grounds, or at any school-sponsored activity. Police may be notified in certain cases and disciplinary actions leading to suspension and expulsion may be taken.

QUESTIONING AND APPREHENSION BY POLICE OFFICER

School officials have a responsibility for students on campus. School officials are also required to immediately notify parents whenever the police remove a student from campus, except in the case of suspected child abuse (EC 48906). School officials also need to obtain basic information about why an officer or detective is contacting a student, in the event parents ask. They may not interfere with a criminal investigation. When a principal or other school official releases a minor to a peace officer for the purposes of removing the minor from the school grounds, the school officials shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the pupil to the officer, and regarding the place to which the minor is being taken, except when a minor is/has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code or pursuant to Section 305 of the Welfare and Institutions Code. In those cases, the school official shall provide the peace officer with the address and telephone number of the minor’s parents or guardians.

SEARCH AND SEIZURE

School officials may conduct searches of students, without a warrant, based on a reasonable suspicion that the student or students are, or have been, in violation of a school rule or regulation or criminal law. (Ed Code 49050) School officials may also periodically conduct “health and safety” inspections of all lockers in order to dispose of old food and other discarded items. School officials may seize any weapons, drugs or paraphernalia discovered in the

search. Property that is a threat to the safety and security of students and/or staff may be seized. Items used to disrupt or interfere with the educational process may be removed from a student's possession and returned to parents or given to law enforcement officials. The student may be cited if in possession of drugs, knives or alcohol.

USE OF DRUG-DETECTION DOGS

In an effort to keep the school free of drugs, the district may use specially trained non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy. The dogs may sniff the air around lockers, desks, or vehicles on district property or at district-sponsored events as long as they are not allowed to sniff within close proximity of any students.

SEXUAL HARASSMENT

It is the policy of the Governing Board of the Santa Rosa City School District to provide an educational environment free of sexual harassment. Any student who believes an employee, agent, or student of the District has sexually harassed him/her should promptly report the facts of the incident(s) to an adult staff member with whom they feel comfortable. That person shall then report the incident to the school administration. All investigations of allegations of sexual harassment shall be handled promptly in a serious, sensitive, and confidential manner. Students who are found to be in violation of the **District Sexual Harassment Policy** will be subject to discipline up to and including expulsion.

SKATEBOARDS/INLINE SKATES

Skateboards and inline skates are not to be used on campus. The use of skateboards on campus is a cause of concern in that unsupervised use presents an unwarranted risk of harm not only to those who use skateboards but also to other people and to school property. Appropriate disciplinary actions may take place to cause compliance with this rule. Actions may include confiscation of the skateboard or inline skates.

SUSPENSION AND EXPULSION

Suspension means the exclusion of a pupil from regular classroom instruction for adjustment purposes. A pupil may be suspended for any of the reasons enumerated below, upon a first offense, if the Principal or his/her designee determines that the pupil's presence causes a danger to persons or property or is a threat to disrupting the instructional process. **Students who are suspended off-campus must remain away from any school grounds and any school activities** and be under the direct supervision of a parent/guardian for the duration of the suspension.

Expulsion means the removal from all Santa Rosa City Schools for up to one calendar year. The school principal must refer a student for expulsion OR explain in writing to the Board of Education the reasons why expulsion is not appropriate for the following offenses:

- Causing serious physical injury to another person, unless the student was acting in self-defense.
- Possession of a knife, explosive, or other dangerous objects.
- Possession of a controlled substance, with the exception of a first offense for the sale of less than 1 ounce of marijuana.
- Robbery
- Extortion

- Assault or battery against a school employee.

If a student is in possession of a firearm or explosive, brandishes a knife at another person, sells a controlled substance, commits or attempts to commit a sexual assault or commits a sexual battery, the school principal must suspend that student and refer him or her for expulsion and the Board of Education must expel.

GROUNDS FOR SUSPENSION OR EXPULSION

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (q) inclusive: Ed Code 48900

- Caused, attempted to cause, or threatened to cause physical injury; or willfully used force upon the person of another, except in self-defense.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous objects unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the principal's designee.
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, listed in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.
- Unlawfully offered or arranged or negotiated to sell any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property
- Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm so substantially similar in physical properties as to lead a reasonable person to conclude that the replica is a firearm.
- Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. Engaged in, or attempted to engage in, hazing as defined in Section 32050.

q. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person, may suffer suspension, but not expulsion, pursuant to the provisions of this section.

Except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to section (a)Ed Code.

r. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

t. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision

(a).u. As used in this section, "school property" includes, but is not limited to, electronic files and databases.

v. A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.

w. It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

48900.2 Committed sexual harassment as defined in Section 212.5, providing that the conduct is considered by a reasonable person of the same gender as the victim to be sufficiently severe or persuasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. Ed Code 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in subdivision (e) of Education Code Section 33032.5.Ed Code 48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment. Ed Code 48900.7 Made terroristic threats against school officials or school property or both.

No pupil shall be suspended or expelled for any of the acts enumerated unless such act is related to school activity or school attendance. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance which occur at any time, including but not limited to any of the following:

- 1. While on school grounds.**
- 2. While going to or coming from school.**
- 3. During the lunch period, whether on or off the campus.**
- 4. During, or while going to or coming from, a school-sponsored activity.**

In addition, students may be suspended for breaking any other school rule, or for a good and sufficient reason not specifically listed above, which in the judgment of a school administrator requires suspension.

TWENTY-FIVE-DAY LOSS OF PRIVILEGE

In addition to school suspension, citation by the police when necessary and a possible recommendation for expulsion, a student who violates Education Code 48900 may also be subject to 25 consecutive school days of ineligibility from participation in school sports and school activities. This applies to the last 25 days of school and may impact participation in the graduation ceremony and related end-of-the-year events.

THEFT

While the campus is well supervised, school officials cannot be everywhere at all times. The school is not responsible for the security of personal property.

- Backpacks and personal belongings should not be left unattended. Bikes should be secured at all times. Students are responsible for providing their own locks for bicycles.
- Acts of theft should be reported immediately to a school administrator or campus supervisor. Students are encouraged to file police reports if items of value have been stolen or vandalized.
- Students caught stealing school or personal property will be subject to the appropriate disciplinary consequences and restitution.

THROWING OBJECTS

Throwing objects or water on the school campus may cause injury and/or disruption of the school day. Students who throw objects **may be suspended**.

VANDALISM

Vandalism includes negligent, willful, or unlawful damaging or taking of any District-owned real or personal property, including the writing of graffiti. The parents/guardians having custody of a minor who commits an act of vandalism against the school or District will be held financially liable.

ELECTRONIC DEVICES

The use of electronic devices is prohibited during class time, except with teacher permission. Failure to give a school official an inappropriate item upon request may result in it being confiscated under the school **CONFISCATION POLICY** referenced above.

AMPLIFIED MUSIC IS PROHIBITED AT ALL TIMES ON CAMPUS.

ELECTRONIC CIGARETTES/E-GICS/VAPORIZING DEVICES

Tobacco products and related devices are prohibited at school.

Students found using or in possession of any devices related to the use of nicotine or “vaping” may be subject to disciplinary action including detention or suspension. Products related to tobacco or controlled substances are prohibited by California Education Code.