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## **PUSD NON-DISCRIMINATION POLICY NON-HARASSMENT POLICY**

The Piedmont Unified School District (PUSD) believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

The PUSD is committed to creating and maintaining a community free of harassment. All students are entitled to an atmosphere at school that is free of harassment, including sexual harassment and sexual violence.

Students who are being harassed and who feel unable through their own efforts to end the harassment should bring it to the attention of a counselor, teacher, administrator, or other school adult in whom they have confidence. It is a PUSD policy that school authorities will take appropriate action, including a full investigation and application of school discipline if necessary. All reported incidents will be taken seriously.

## **NON-BULLYING POLICY**

The PUSD believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

The PUSD will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The PUSD expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff witnessing such acts must take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to

students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

## **NOTICE OF NON-DISCRIMINATION**

PUSD programs, activities, and practices shall be free from discrimination based on actual or perceived 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; based on a person's association with a person or group with one or more of these actual or perceived characteristics.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

**Sukanya Goswami**  
PHS Principal  
800 Magnolia Avenue  
Piedmont, CA 94611  
(510) 594-2630

**Irma Muñoz**  
MHS Principal  
760 Magnolia Avenue  
Piedmont, CA 94611  
(510) 594-2878

**Dr. Jennifer Hawn**  
PUSD Superintendent  
760 Magnolia Avenue  
Piedmont, CA 94611  
(510) 594-2614

**Ariel Dolowich**  
Assistant Superintendent  
of Educational Services  
760 Magnolia Avenue  
Piedmont, CA 94611  
(510) 594-2687

### ***SPEAK UP!*FORM**

Initial reports of discrimination may be submitted anonymously on the

*Speak Up!* PUSD form:  
<http://bit.ly/speakuppUSD>.

*Speak Up!* is managed by the Assistant Superintendent of Educational Services who is also the District Title IX Coordinator. Individuals who report discrimination on this form remain anonymous unless choosing otherwise. Any report involving PHS is shared with school administration so they can take appropriate action.



*Speak Up!* QR Code

For further information on the notice of non-discrimination, call the **Office of Civil Rights Hotline** at (800) 421-3481.

## SCHOOL DIRECTORY

### PIEDMONT HIGH SCHOOL

#### MAIN OFFICE & STUDENT SERVICES

Sukanya Goswami, Principal .....	594-2630
Erin Igoe, Assistant Principal .....	594-2762
Sara Volkonen, Administrative Assistant .....	594-2630
Michael Bell, Campus Supervisor .....	594-2626 x415
Latanya Lloyd, Attendance Secretary .....	594-2628
Attendance Reporting Line .....	594-2629 (VM)
Fax .....	450-0425

#### COLLEGE & CAREER CENTER

TBD, Director .....	594-2651
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#### COUNSELING OFFICE

TBD, Assistant Principal .....	594-2647
Amanda Carlson, Counselor (A-G) .....	594-2649
Chris Hartford, Counselor (H-O) .....	594-2648
Ashley English, Counselor (P-Z) .....	594-2895
Darlene Low, Registrar .....	594-2646
Fax .....	652-9983

#### LIBRARY

Kathryn Levenson, Librarian .....	594-2781
Jacob Stahl, Library Assistant .....	594-2781

### MILLENNIUM HIGH SCHOOL

Irma Muñoz, Principal .....	594-2702
Bernadette Navarro, Administrative Asst .....	594-2878
Stefanie Manalo-LeClair, Counselor .....	594-2882
Attendance Reporting .....	594-2889 (VM)
Fax .....	594-2791

#### WELLNESS CENTER

Alisa Crovetti, Clinical Supervisor .....	594-2728
Sari Sanghvi, Clinical Supervisor .....	594-2831
Victoria Salazar, Secretary .....	594-2803

#### PUSD NURSES

Carol Menz, Amy Jo Golfarb & Claudia García	
Direct Line .....	594-2751

#### PUSD SPECIAL EDUCATION

PUSD Special Education Office .....	<b>594-2892</b>
Douglas Harter, Director .....	594-2733
Gabril Waller-Weinberg, Admin Asst .....	594-2893
Jen Rinna Hildreth, School Psychologist .....	594-2754
Gloria Dubinsky, Behavior Analyst .....	594-2745
Carrie Poole, Program Specialist .....	594-2672
Fax .....	595-9097

## STANDARDIZED TESTING DATES

Due to possible changes in testing dates, you are encouraged to visit the ACT and College Board (SAT/AP) websites for updated information. Use the QR Codes below for easy access.

### SAT & SUBJECT TESTS



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

### ACT



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

### PSAT

October 14, 2023

### PRE-ACT

October 21, 2023

### SMARTER BALANCED STATE TESTING

CAASP MATH – MARCH 12-13, 2024

CAASP ELA – MARCH 26-27, 2024

CAST SCIENCE – APRIL 17 & 19, 2024

### ADVANCED PLACEMENT EXAMS

Administration of the 2024 AP exams is scheduled for May 6-17 with late testing occurring May 22-24. Please note that unforeseen circumstances could change these dates. Visit the College Board website for the updated schedule.

***Planning Tip!*** Use the space below to write down your exam schedule once it is available.

### MY AP EXAM SCHEDULE

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# PHS GRADUATION REQUIREMENTS

## CREDIT REQUIREMENTS

225 CREDITS: 1-YEAR COURSE (10 CREDITS) | 1 SEMESTER COURSE (5 CREDITS)

## SUBJECT REQUIREMENTS\*

Subject	# of Semesters	Credits	Courses
English	8	40	English 1–8
Mathematics	4	20	Including one (1) year of Integrated Math I
Science	4	20	Including 1 physical science and 1 life science course
Social Science	6	30	Including Modern World History, United States History or AP United States History, one (1) semester of Civics, and one (1) semester of Economics
Physical Education	4	20	10 credits must be completed during 9 <sup>th</sup> grade year and 10 credits must be completed between 10 <sup>th</sup> and 12 <sup>th</sup> grade years.
Breadth	4	20	(a) 10 credits of World Language and 10 credits of creative arts <b>or</b> (b) 20 credits earned from 2 different courses in creative arts (not different levels of the same course. E.g., Acting I, II).
Computer Studies	1	5	
Health Science	1	5	

\*These subject requirements are the **minimum** prescribed by our Board of Education for a high school diploma. Most students choose to exceed these minimum standards during their four (4) years at Piedmont High School.

## LIBRARY DATABASE PASSWORDS

- ♦ All subscription resources are available to PHS & MHS Students with user ID and password.
- ♦ Databases can be accessed from the PHS Library website: <http://www.piedmont.k12.ca.us/phs/library>.
- ♦ Database passwords may change during the school year. Updated password lists are available in the PHS Library and on its website.

SITE	DESCRIPTION	USERNAME	PASSWORD
College Prep Step, EBSCO <a href="http://lexpr.es/home?AuthToken=a7d3a998-5dba-45f3-a770-27dc7a38042c">http://lexpr.es/home?AuthToken=a7d3a998-5dba-45f3-a770-27dc7a38042c</a>	Use this link to create your own account. Practice tests for AP, SAT, ACT and more.	User created	User created
Destiny Discover (PHS & MHS) <a href="http://www.DestinyDiscover.com">www.DestinyDiscover.com</a>	A more "colorful, creative" way to view the library catalog.	student	phs
EBSCO Discovery Search	Overall search engine including library database content & print resources.	phsstudent	HighLanderz4evah!
Gale Student Resources in Context		piedmonths	piedmonthsrpa
The New Grove Dictionary of Music and Musicians <a href="https://www.oxfordmusiconline.com/grovemusic;jsessionid=4FDF4FC3C55DC79D6B47862FB31AE984">https://www.oxfordmusiconline.com/grovemusic;jsessionid=4FDF4FC3C55DC79D6B47862FB31AE984</a>		piedmonths	piedmonths

## PASSWORDS FOR DATABASES COURTESY OF THE STATE OF CALIFORNIA

Site	Username	Password
Encyclopedia Britannica <a href="http://school.eb.com">school.eb.com</a>	!@#piedmonths	Ktwelve
Britannica Escolar (in Spanish) <a href="http://escolar.eb.com">escolar.eb.com</a>	!@#piedmonths	Ktwelve
ProQuest	Phs-library	R3se@rch

**Noodle Tools:** Make your own account attached to their Google account, using Google sign in & password.



### Oakland Public Library

*Research Tip!* You can access many more specialized databases by searching the OPL's E-resources and online learning at <http://oaklandlibrary.org> (locate resources/databases) or with the QR code.



**Remote Access to ProQuest:** <https://www.proquest.com/#>. At the top of the page, click on *Login through your library to access more features*, then *More access options* and enter the username & password. Or access this site by scanning the QR code.

**Subscription Resources:** Available to PHS & MHS students with Google user ID and password.





# PHS & MHS SEMESTER GRADING SCHEDULES

## PHS GRADING SCHEDULE | ADD/DROP DEADLINES | ELIGIBILITY DETERMINATION DATES

DATE	SEMESTER 1 PROGRESS REPORTING PERIOD & IMPORTANT DATES
08/09/23	First Day of School (Semester 1)
08/22/23	Last Day to Add Semester 1 Classes
09/08/23	S1 Progress Report 1 Period Ends   Last Day to Drop Semester 1 Classes
09/15/23	Grades Available in Infinite Campus
10/13/23	S1 Progress Report 2 Period Ends   Extracurricular Eligibility Determination Window Opens
10/20/23	Grades Available in Infinite Campus
10/25/23	Extracurricular Eligibility Determination Date
11/09/23	S1 Progress Report 3 Period Ends
11/17/23	Grades Available in Infinite Campus
12/21/23	Semester 1 Ends   Extracurricular Eligibility Determination Window Opens

DATE	SEMESTER 2 PROGRESS REPORTING PERIOD & IMPORTANT DATES
01/08/24	First Day of Semester 2
01/12/24	Grades Available in Infinite Campus
01/17/24	Semester 1 Eligibility Determination Date
01/22/24	Last Day to Add Semester 2 Classes
02/09/24	S2 Progress Report 1 Period Ends   Last Day to Drop Semester 2 Classes
02/16/24	Grades Available in Infinite Campus
03/22/24	S2 Progress Report 2 Period Ends   Extracurricular Eligibility Determination Window Opens
03/29/24	Grades Available in Infinite Campus
04/03/24	Extracurricular Eligibility Determination Date
04/26/24	S2 Progress Report 3 Period Ends   Extracurricular Eligibility Determination Window Opens
05/03/24	Grades Available in Infinite Campus
05/31/24	Semester 2 Ends   Extracurricular Eligibility Determination Window Opens
06/03/24	Grades Available in Infinite Campus
06/05/24	Extracurricular Eligibility Determination Date (for Fall 2024)

*\* Please note: PHS no longer mails report cards or progress reports home. If you would like one sent to your home, please contact the PHS Registrar.*

## MHS GRADING SCHEDULE

DATE	MARKING PERIODS
09/22/23	Marking Period 1 Grades Close
11/03/23	Marking Period 2 Grades Close
12/21/23	Marking Period 3 & Fall Semester Grades Close
02/16/24	Marking Period 4 Grades Close
04/05/24	Marking Period 5 Grades Close
05/31/24	Marking Period 6 & Spring Semester Grades Close

*\* Please note: MHS no longer mails report cards or progress reports home. If you would like one sent to your home, please contact the MHS Main Office.*

# ASB LEADERSHIP 2023-2024

Room 30A |  @asblovesyou

Faculty Advisor .....Ms. Hayley Adams  
ASB President° .....Jack Cramer\*  
ASB Vice President° .....Charlotte Davies\*  
Secretary° .....Izzy Grimmer\*  
ASB Treasurer° .....Carmen Gaylord  
Community Outreach Co-Director°.....Gen Hiller\*  
Community Outreach Co-Director°...Vivian Burke\*  
Technology Coordinator ..... Chaz Amit-Guile  
Digital Publicity .....Eliza Hammond\*  
In-Person Publicity.....Sydney Olsen\*  
Historian .....Hailey Marshburn\*  
Millennium Representative .....Sadie Town  
Social Justice Liaison .....Phoenix Nwokedi  
Social Justice Liaison .....Valentina Prieto-Black  
Social Justice Liaison .....Dahlia Saffouri  
Senior Class President .....Jane Hempeck\*  
Senior Class Vice President .....Sara Broach\*  
Junior Class President .....Kalindi Kim  
Junior Class Vice President ..Freidje Schickedanz\*  
Sophomore Class President .....Jack Meyjes  
Sophomore Class Vice President .....Lila Rosen  
Members At-Large .....Hannah Sullivan  
Members At-Large .....Elena Kondakova  
Members At-Large .....Abigail Cothran  
Freshmen Representative .....TBD  
Freshman Representative .....TBD


° Executive Board Positions

\* Veteran Council Members


## THE PIEDMONT HIGHLANDER




Student Newspaper, Room 32  
Faculty Advisor, Ms. Beth Black  
<http://tphnews.com>

 @tphnews


 @tphnews

 The Piedmont Highlander


## THE PRIDE

Piedmont Yearbook, Room 127  
Faculty Advisor, Ms. Melanie McCauley  
 @phsprideyb

## STUDENT SERVICES

The Highlander Hub, Room 139  
Assistant Principal, Erin Igoe  
 @piedmonthigh

## ATHLETICS

Department Office, 40s (across from 41)  
Director of Athletics, Bradley Smet  
[www.piedmontathletics.com](http://www.piedmontathletics.com)  
 @piedmontathletics

### CLASS COLORS

2024 **GREEN**

2025 **ORANGE**

2026 **BLUE**

2027 **RED**

### SCHOOL COLORS

**PRIMARY: PURPLE**

**SECONDARY: WHITE**

### SPIRIT FRIDAYS

Wear class or school color  
as directed by ASB.

# STUDENT & PARENT HANDBOOK

## 2023 • PIEDMONT & MILLENNIUM HIGH SCHOOLS • 2024

### PUSD MISSION

PUSD provides all students with an excellent education and opportunities for personal growth, delivered by skilled, diverse and well-supported staff in an inclusive and inspiring school community.

### PHS & MHS MOTTOS

#### PHS MOTTO: ACHIEVE THE HONORABLE

The long-standing motto of Piedmont High School means that all students demonstrate academic and personal integrity in their work. Being honest in all situations promotes learning, supports growth in intellect as well as character, and signifies each student's responsibility to respect peers, teachers, staff, and the administration.

#### MHS MOTTO: WE RISE TOGETHER

Millennium High School's motto calls all students to embody the values of **Respect** by honoring themselves, their commitments and their environment; **Impact** by recognizing their responsibilities within the community; **Skills** by developing the academic and social abilities to achieve success; and **Engage** by courageously taking ownership of their personal growth and future.

### COUNSELING & GUIDANCE SERVICES

#### COUNSELING AND GUIDANCE

PHS maintains a counseling department with one of the lowest student/counselor ratios for a public school in the State of California. Extensive counseling services include but are not limited to personal issues, academic concerns, and college and career selection. For more information, contact your counselor to arrange a time pick up a brochure in the Counseling Department office and visit the PHS website under the counseling tab.

Students wishing to see their counselor during school hours should make an appointment in the Counseling Department, then wait for a pass to be sent to them during the school day. Students are also encouraged to contact their counselor via email to make an

appointment. A counselor is assigned to each student according to the first initial of the student's last name.

#### ADDING AND DROPPING CLASSES

Students may ADD a new class to their schedule up to the 10th day of school in each semester. Students may DROP a class by the end of the First Progress Report period (PR 1) in each semester without any mark on their transcript. A "W" will not appear on the student's transcript. Students should see their academic counselor to add or drop a class.

#### DROPPING CLASSES WITH A "W"

Students who drop a class after the First Progress Report period ends, and until the 5th school day after the end of the Second Progress Report period, will receive a "W" on their transcript. Please note that the "W" will not have an impact on the student's GPA; however, it will appear on the transcript.

#### DROPPING CLASSES WITH AN "F"

Students who drop a class after the 5-day grace period at the end of the Second Progress Report will receive an "F." Please be aware that the "F" will have an impact on the student's GPA and will appear on

#### LAST DAY TO ADD/DROP CLASSES

ADD	DROP
S1   08/22/23	S1   09/08/23
S2   01/22/24	S2   02/09/24

the transcript.

#### COLLEGE AND CAREER CENTER

The *College and Career Center* is in Room 20 and offers services to students seeking help with college applications and career guidance, as well as Naviance, college representative visits, community service hours, and more.

#### COMMUNITY SERVICE PARTICIPATION

PHS recognizes the efforts of any student who volunteers their time and energy to service organizations and projects. Examples include

volunteer work with church or temple organizations, hospitals and convalescent homes, public agencies such as the police or recreation departments, social service agencies such as the American Cancer Society or Goodwill Industries, or community projects such as Meals on Wheels or the Berkeley Emergency Food Project. A comprehensive list of volunteer service opportunities is in the College and Career Center.

## BELL SCHEDULE

The bell schedule will remain the same as last school year. Visit the PHS website and the back cover of your planner for the bell schedule, check the PHS Calendar for the daily schedule, be sure to pay attention to all announcements and communication regarding the bell schedule, and be prepared to adjust in the event of an emergency.

## ACADEMY

Academy days and times will remain the same this school year – Wednesday & Fridays from 10:15-11am. Academy on academic support days provides opportunities for students to access their teachers for additional support outside of the instructional day and to catch up on missed instruction due to absence, including essential curriculum, assignments, and assessments. Students are strongly encouraged to take advantage of academic support Academy and may be required to attend by a teacher, counselor, and/or administrator.

## SCHOOL SAFETY



Use this QR Code to view the most updated version, which includes emergency preparation, emergency procedures, surveillance cameras, and how to secure personal possession to avoid theft in lockers, backpacks, etc. The school reserves the right to make changes to school emergency and safety policies, procedures and guidelines throughout the school year. Students and parents/guardians will receive communication if/when there are any changes in this policy.

## STUDENT SERVICES

### NEWS & ANNOUNCEMENTS

Daily, special and emergency **announcements** are made over the public address system by ASB

Leadership Council or Administration, and/or by teachers in classrooms.

The student newspaper, *The Piedmont Highlander* (TPH), is published approximately once every three weeks. It is available in print and online. Print editions are available free of charge at school and with a paid subscription can be sent home by first class mail.

The **PHS Bulletin** is issued to families every week and includes calendar updates, school, athletic and activities announcements, as well as links to the PHS Parents Club and the Piedmont Portal for community news. The PHS Bulletin is also available on the PHS website under News and Announcements.

The **College and Career Center Newsletter** is published weekly and can also be found on the PHS website by selecting the College Center tab at the top of the homepage.

**PHS Student Services** is in STEAM-139. The *Highlander Hub* is a central location to communicate, celebrate and connect our Highlander community. Access important school information, policies & procedures, and campus must-knows. Stop by to hang out, hold a student meeting, and/or study.

## LOCKERS

Lockers in academic buildings are available for student use by individual request only on a first come, first served basis. Students requesting a locker for the 2023-2024 school year will have choice of location pending availability. Students who are keeping their locker from the previous school year must notify the campus supervisor or Assistant Principal of Student Services. P.E. lockers will be assigned only to those students enrolled in a P.E. or weight training classes for the 2023-2024 school year. See Campus Supervisor Mr. Bell in the Main Office to request a locker.

## THEFTS: LOCKERS AND OTHERWISE

Lockers are provided strictly for the convenience of students. While making every effort to ensure their security, the school cannot accept any responsibility for thefts from lockers or from any other location on campus. Students with P.E. lockers are advised to use

them for storing P.E. items only and academic lockers for all other belongings.

Combinations to newly assigned lockers are changed every summer. Students who share their combinations with others, as well as students who do not promptly report broken lockers, jeopardize the security of the belongings/contents stored within their lockers. Students are advised to leave valuables at home and to always store their belongings in lockers as opposed to leaving them unattended, including in locker rooms, the gym, Witter Complex, and classrooms.

### **SECURING POSSESSIONS**

Students are advised to always secure their possessions, especially their backpacks and Chromebooks. School textbooks and other school materials checked out to students are always the responsibility of students. If stolen, lost or damaged/broken beyond repair, students are required to replace these materials at their own expense. The school also cannot and does not assume any liability for stolen, lost or broken personal items. Examples of personal items include but are not limited to athletic equipment, calculators, jewelry, clothes, wallets (and their contents within), and personal tech devices such as cell phones, Air pods/headphones, traditional/smart watches, iPads/tablets, and personal laptops which are prohibited from campus anyway per schoolwide technology norms outlined in this handbook.

For lost or stolen personal possessions, students should stop by the Main Office as soon as they notice anything missing to look in the lost and found and/or submit a written incident report.

### **STUDENT ID CARDS**

All students are asked to pay a voluntary Associated Student Body (ASB) fee entitling them to a photo ID card validated for free admission to all on-site athletic events (except playoff games) and at other PHS events. Students who cannot pay for this card will receive a free student ID card not valid for free or lowered price admissions to school events. A one-time free replacement ID card (with or without ASB validation) is available in the PHS Main Office. Subsequent lost cards incur a \$20 fee.

## **PUSD STUDENT HEALTH SERVICES**



### **NURSE AND WELLNESS CENTER**

Students may access health services by way of the school nurses and the Wellness Center, located in the back of the lower 30s Building. Use this QR Code for information on PUSD school nurse services and Wellness Center services.

For more Wellness Center information and resources, visit the Campus Life section on the PHS Website and follow @piedmontwellness.

## **STUDENT CONDUCT GUIDELINES**

*MHS students should also refer to their handbook supplement for additional student conduct guidelines.*

### **ON/OFF CAMPUS CONDUCT CODES**

#### **ACCESS TO UPDATES**




Use his QR Code for expected on campus and off campus student conduct codes, including areas students are permitted to congregate and areas off limits to students throughout the school day, and the closed campus policy. Students are not permitted to leave campus during class time. Also included is information on dances, the dress code, fundraising, library fines, modes of transportation, publicity materials approval process, and visitors to campus. The school reserves the right to make changes to these codes throughout the school year. Students and parents/guardians will receive communication if/when there are any changes in this policy.


## **TECHNOLOGY NORMS & RESOURCES**

### **SCHOOL-WIDE CLASSROOM COMMUNITY NORMS**

**Tech Tip:** Set a daily reminder on your phone to check your email at the same time of day.



## Classroom Tech Norms



**Student Email Account Responsibilities**

Schoology & school email accounts **MUST** be checked at least every Academy period but more often is recommended.

**Student Chromebook Responsibilities**

- Bring to school fully charged
- Open in class only as directed by teacher
- Bring to library if in need of repair

**Prohibited Items in the Classroom**

- Cell phones & Smartwatches  
*must be shut off & in wall pocket*
- Earbuds/Headphones  
*unless teacher explicitly allows*
- Personal Laptops  
*only with Tech Coordinator/Admin approval and enrolled in designated classes with exceptions*

**We RISE Together!**    to    **Achieve the Honorable**

**For Tech Questions & Support**  
Email [@piedmont.12.ca.us](mailto:@piedmont.12.ca.us)

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Mrs. Hill for Schoology | [dhill](#)  
Chromebooks | [chromebookhelp](#)  
Infinite Campus | [IChelp](#)  
Central Tech | [help](#)

## ACCESS TO UPDATES



Use this QR Code for technology norms, technology resources, and the PUSD Responsible Use Policy each student is expected to follow. PUSD and PHS reserve the right to make changes to this policy and these norms throughout the school year. Students and parents/guardians will receive communication if/when there are any changes in this policy.

## STUDENT ATTENDANCE

### ABSENCES AND TARDIES

**MHS students** should also refer to their handbook supplement for additional attendance policies and procedures.

## ACCESS TO UPDATES



The school reserves the right to make changes to attendance policies and procedures throughout the school year. Use this QR Code to view the most updated version. Students and parents/guardians will receive communication if/when there are any changes in these policies and procedures.

## ATTENDANCE POLICIES & PROCEDURES

PHS attendance policies and procedures are outlined in this section. Students and parents/guardians are expected to familiarize themselves with the information herein, honor required protocols, deadlines, and consequences associated with violation of attendance policies and procedures, as well as partner with the school to support their child in doing the same according to EC §48200 on compulsory education. For any questions on policy and procedure, please contact the Attendance Office and we will be happy to assist you.

## ABSENCE POLICIES

Regular attendance and classroom participation are essential to the educational process. Missing class presentations, discussions, lectures, demonstrations, and laboratories can be detrimental to student achievement, to grades, and even to the progress of the class itself. Parents are encouraged to plan vacations during school holidays.

## EXCUSED ABSENCES

**Absences not cleared after 72 hours** will be recorded as Unexcused/Tuancies regardless of reason.

- *Students absent for an excused reason are permitted to make up assignments, tests, etc.*
- *Students should expect assignments and tests to be a reasonably equivalent alternate version to the ones given in class.*
- *Students who miss three (3) or more days of school in succession due to illness must present a doctor's note to the Attendance Office upon returning to school or email a PDF version.*
- *Students who are absent from school without a valid excuse three (3) full days in one school year or absent for more than a 30-minute period during the school day without a valid excuse on three (3) occasions in one school year, or any combination thereof, shall be classified as a truant.*
- *Students must sign in and out in the Attendance Office whenever coming to or leaving campus during the school day for any reason, including being late to the first period of the school day.*

## UNEXCUSED ABSENCES/TRUANCIES

- *Students absent for an unexcused reason may not receive credit for work missed, including assessments. Teachers have discretion in this area.*
- *Students absent for an unexcused reason are subject to school discipline and exclusion from participation in extracurricular activities.*

## CHRONIC ABSENTEEISM

Students who miss at least 10% of the instructional days in a 180-day academic year are considered chronically absent (*EC§60901(c)(1)*). Student attendance is monitored monthly and chronic absentee letters are emailed to parents/guardians for any student who has met the above criteria at the end of a given month. Parents/guardians should expect an intervention conference to be held if they receive a letter.

## STUDENT ABSENCES DUE TO SUSPENSION

EC §48913.5

Requires teachers to

- *Provide homework, if requested, to any student suspended from school for two (2) or more school days if the homework is what they would otherwise have been assigned.*

Does not require teachers to

- *Grade the homework or include it in the calculation of the student's overall grade.*

## TEACHER POLICIES ON STUDENT ABSENCES

Teachers are expected to inform students in writing of their grading policies. Students should pay careful attention to these policies and to the ways attendance might affect their grade in each class. In many courses, the academic goals set by PUSD and by the individual teacher cannot be met by students with large numbers of absences.

## EXTRACURRICULAR CONSEQUENCES FOR ABSENCES

Students may become ineligible for all extracurricular participation on the Progress Report 2 Extracurricular Eligibility Determination Date in either semester if they incur two (2) unexcused absences in any one class or four (4) unexcused absences in all classes combined.

## ABSENCE PROCEDURES

Regular school attendance plays a key role in student achievement and every effort should be made for students to be in class daily. EC §48205 and AR 5113

outline the types of absence that qualify as excused and unexcused, including truancy. See the *Legal Definition of Absences* using the QR Code for details.

## DAILY NOTIFICATION OF ABSENCES

Courtesy Notification of Absences via Auto-Dialer

- *As a courtesy, the school's auto-dialer phone message system notifies parents/guardians (Infinite Campus priority contacts) if a teacher reports their student absent during the school day and if the school has not yet received a message from the parent/guardian via phone, email or written note excusing the student from class.*
- *The first courtesy call occurs at 10:30 a.m. for the first few classes on a given day and the second courtesy call occurs at 5:00 p.m. for all remaining classes on a given day.*

Parents/Guardians should not rely solely on courtesy notifications to monitor their child's attendance. If monitoring is necessary, they are encouraged to check Infinite Campus, contact the Attendance Office, and/or check in with teachers.

## REPORTING AND EXCUSING AN ABSENCE

When a student is absent, a parent/guardian is required to report the absence and may do so by:

- 1) Attendance Reporting Line: (510) 594-2629 or
- 2) Email: [phsattendance@piedmont.k12.ca.us](mailto:phsattendance@piedmont.k12.ca.us)

Absences cleared via phone or email do not require a note. Please do not report an absence twice. Pre-printed absence forms are available in the Attendance Office. Only the signatures of the parent(s)/guardian(s) on the student emergency cards are permitted on absence notes and forms.

## REPORTING AN ABSENCE

Include This Essential Information:

- *First and last name of the student*
- *Name of parent*
- *Date of absence*
- *The specific classes missed.*
- *The reason for the absence.*

Parents/Guardians must excuse their child's absence within three (3) school days of the time they return. If an absence is not cleared within that time, the absence will be marked as unexcused. Students are not permitted to excuse themselves on the recorder,

with a note, or by email except for students with an 18-year-old Attendance Agreement in good standing (see below). Please note that excusing absences within three (3) school days of an absence is extremely important for maintaining proper attendance procedures for ADA reporting, and compliance with California Education Code and PUSD Board Policy. After three (3) school days, any unverified absences regardless of reason will not be excused (see below).

### LEAVING CAMPUS DURING SCHOOL DAY

PHS has a legal duty to ensure the safety of its students during the school day. As such, the school is responsible for always knowing the whereabouts of each student during the school day. When leaving campus during the school day, students and parents must always adhere to the following procedure:

- *Students who need to leave during the day must **bring a note** to the office prior to leaving campus.*
- *Students feeling ill must call a parent/guardian from the office before going home.*
- *Students that leave campus without checking out with the attendance office will receive a cut (truancy) for the classes they miss.*

### RIGHTS OF 18-YEAR-OLD STUDENTS

Students who are 18 years old are legal adults and, under certain conditions, may excuse their own absences per California EC§46012. *As required of parents/guardians, excuses must be believable and reasonable for school officials to determine them valid.*

Eligible students wishing to exercise this right must do the following:

- *Meet with the Assistant Principal of Student Services when they turn 18 and upon request.*
- *Obtain parental signature of the 18-Year-Old Attendance Agreement form allowing them to excuse themselves from school.*
- *Adhere to all attendance policies and procedures outlined in this handbook.*

The *18-Year-Old Attendance Agreement* form is kept in the Attendance Office. Eligible students should remember excused absences are limited by the State, and consequences for truanancies/unexcused absences and excessive tardies still apply despite a student's age.

### RELIGIOUS HOLIDAY ABSENCE PROCEDURES

As with all anticipated absences, parents must notify the school that their child is excused for a religious observance. Failure to take this step may result in the absence being treated as unexcused. Students who are absent due to a religious observance are expected to make up any class assignments missed within a time period that is reasonable per EC §48205. Use the QR Code to find the legal definitions of absences. Students are encouraged to notify staff in advance so that necessary accommodations can be made to minimize the effect of the absence(s).

### TARDY POLICY & PROCEDURE

A courtesy notification of tardies via auto-dialer occurs as outlined above with absences.

If a student is **15 or more minutes late** to any given class period, they must check in at the Attendance Office. If they do not, their teacher will send them back to obtain a time stamped tardy slip. It is the responsibility of students who are tardy to follow up with their teachers to ensure they were marked tardy and not absent. A tardy can only be excused if accompanied by a medical note or corroborated by the student's primary, secondary, or emergency contacts listed in Infinite Campus.

- *After five (5) tardies total in a given semester, only tardies accompanied by a medical note are considered excused.*
- *Students who are absent for more than a 30-minute period during the school day without a valid excuse on three (3) occasions in one school year shall be classified as a truant as opposed to tardy, which will result in a one-hour detention or service time.*
- *After three (3) tardies overall, a student will receive a detention or school service time warning. After five (5) tardies overall, a student will receive a 30-minute detention or service time.*
- *After ten (10) tardies overall, a student will receive a one-hour (1) detention or service time, and the parent/guardian will be contacted.*
- *After more than fifteen (15) tardies, a student will receive a 90-minute detention or service time, and an intervention conference will be held, which will include the student, parents/guardians, administrator, and counselor (if necessary).*

Detentions and service time will be held before or after school. If a student does not appear for their detention, they may be required to serve longer. During detention or service time, a student may not use technology unless approved by administration. Detentions and service time may include, but are not



limited to, peer tutoring, an assigned educational activity, service (for the teacher or in the Main Office).

All students should know the tardy policy of each of their teachers. **Tardies** result in the loss of instruction, and **unexcused tardies** may result in lack of time to complete missed class work and/or assessments, as well as potential minor disciplinary consequences imposed by the teacher.

Students who are 18 years old are not exempt from this policy and should continue to arrive to class on time.

## STUDENT DISCIPLINE

**MHS students** should also refer to their handbook supplement for additional discipline policies and procedures.

## ACCESS TO UPDATES



PHS student discipline is managed through the Office of the Assistant Principal of Student Services. For questions or guidance, contact this office, which includes campus supervision. Use this QR Code to view the most updated version of the student discipline policies and procedures. The school reserves the right to make changes to these policies and procedures throughout the school year. Students and parents/guardians will receive communication if/when there are any changes.

## STUDENT RESPONSIBILITIES

Each student is responsible honoring themselves by making every effort to live their values as much as possible. At school, whether in or outside of class, and anywhere outside of school where a student is representing PHS, such as an organization, team, club, etc. each student is responsible for engaging in behavior that demonstrates their best effort to live (achieve) their school's foundational value of honor.

When this does not happen and a student's actions are contrary to their responsibility, the PHS Administration will offer them an opportunity to engage in a restorative discipline process if the following conditions are met within a pre-designated

number of days as determined by PHS

Administration:

- *Take responsibility and be fully accountable to making amends for any harm done.*
- *Work collaboratively in an authentic way with the administration and any relevant school community member to repair any harm done to the school community and/or its members. Members of the school community include students, all school and district staff, parents, the School Board, and the larger Piedmont community.*
- *Accept the idea that our choices and actions have both positive and negative consequences and are opportunities to learn about how we impact our own lives and the lives of others.*
- *Actively and authentically engage in reflection.*
- *Understand that actions out of compliance with student discipline guidelines may initiate progressive discipline, resulting in consequences pursuant to California Education Code and/or Governing Board Policy.*

By participating authentically and wholeheartedly in the restorative discipline process, and valuing the opportunity to learn and grow, students *achieve the honorable*.

## DISCIPLINE POLICIES

In all cases of disciplinary action (restorative or progressive), the PHS Administration adheres to California Education Code and Governing Board policy. All students are given due process and treated according to its core philosophy and values outlined in this section under Philosophy.

## SCHOOL SERVICE TIME

Students may be referred to school service time, including detention or other service assignments for disruptive conduct, forging notes, cutting class, cutting in the lunch line, littering, being frequently tardy, or as determined by the administration. During detention or alternative service assignment, students are expected to do schoolwork, engage in another productive activity approved or assigned by the administration, complete an educational activity/assignment, or perform service for the school community. Technology is prohibited during this time unless approved by the administration.

## SCHEDULING SCHOOL SERVICE TIME

Detention and other school service time are held weekly. Students are required to arrange a time with

the campus supervisor or Assistant Principal of Student Services and must serve within the week of their disciplinary action. Students are not permitted to serve this time during Academy or their free periods but may be required to serve their time in a teacher's Academy or in peer tutoring for academic and/or behavioral intervention and support.

### **CONSEQUENCES FOR TARDY/ABSENCE**

Students who are late or disruptive will be excused and subject to additional consequences. Failure to attend detention or school service time results in an administrative conference and additional time assigned. Students failing to honor their responsibilities and actions/behavior as directed by the administrator or campus supervisor in charge of detention and/or school service time may incur additional consequences, such as loss of extracurricular privileges and/or in-house suspension.

### **USE OF DRUGS AND ALCOHOL**

No alcohol or illegal drugs are allowed on the school campus or at school events, whether it is "on" or "off" campus events. A student may not be under the influence of alcohol or illegal drugs at school or at school events. Possession, use, furnishing or sale of alcohol or illegal drugs or drug paraphernalia or being under the influence of drugs or alcohol at school, at school events, or off campus school events may result in suspension and/or expulsion, loss of activity eligibility, referral to brief intervention, and/or referral to the appropriate law enforcement agency. Subsequent offenses may be referred for an expulsion hearing.

### **USE OF TOBACCO AND NICOTINE**

In accordance with state law, smoking, use of chewing tobacco, use of electronic vaporizers, or use of any non-medically prescribed substance containing nicotine on any part of the campus or at any school event is illegal for all students, including 18-year-old students. Violations may result in suspension. Students found smoking, chewing tobacco or using an electronic vaporizer, even if off campus during assigned class time, may also be suspended. In addition, parents and students are reminded of the legal smoking age in California is 21.

### **SCHOOL ACTIVITIES & EVENTS**

It is the policy of PHS that all students participating in extracurricular activities, such as school dances, take a breathalyzer test before admittance. Students who show evidence of any alcohol on this test will be refused admission, released to their parent(s)/guardian(s), and/or reported to the Piedmont Police Department. Students may also be subject to school discipline.

### **OVERNIGHT FIELD TRIPS & ACTIVITY TRIPS**

These policies and procedures are designed to ensure drug and alcohol-free overnight trips, whether they are trips related to a particular class, club, sports trip, or other extracurricular trip:

- *All students' bags, suitcases, backpacks, person, etc. are subject to search.*
- *If alcohol or illegal drugs are plainly visible in a room when a chaperone enters it, all students in the room may be deemed to be in possession. A student innocent of possession may avoid problems by insisting on the student owning the drugs or alcohol that they be removed, or by reporting their presence to a chaperone immediately.*
- *Students found to be in possession of alcohol or illegal drugs or under the influence during a trip will be sent home at the parents' expense.*
- *Students in possession of illegal drugs or alcohol will also be subject to school discipline and to the school activities code upon return.*

Consequences for such possession typically include restorative discipline, loss of activity eligibility, referral to brief intervention, suspension and/or expulsion, and/or referral to the appropriate law enforcement agency.

When students are observed engaging in this behavior as a group, all students may be deemed in violation of school rules, not just those apprehended with the drugs and alcohol.

### **BULLYING AND HARASSMENT**

All students are entitled to an atmosphere at school that is free of bullying and harassment. Students who are being bullied or harassed and who feel unable through their own efforts to end the bullying or harassment should bring it to the attention of a counselor, teacher, administrator, or other school adult. It is a PUSD policy that school authorities will take appropriate action, including an investigation and application of school discipline, if necessary. All reported incidents will be taken seriously and

retaliation against complainants will not be tolerated.

Due process will be given to all students.

**Sexual harassment**, such as unwelcome sexual advances, requests for sexual favors, unwanted verbal, visual, or physical conduct of a sexual nature, represents an especially destructive form of harassment and should not be tolerated by anyone in the school community. The school's goal is to provide an atmosphere free of all the following behaviors and any other degrading and harassing behaviors not explicitly listed:

- *Name calling of a sexual nature, whistling, cat calling.*
- *Teasing about body development*
- *Poking, pinching, patting*
- *Inappropriate references to body parts*
- *Bra snapping, "panting", sexual gesturing or grabbing.*
- *Wearing of clothing, buttons, etc., with sexually offensive slogans*
- *Spreading sexual rumors or sexually descriptive graffiti*
- *Inappropriate open public displays of affection*
- *Leering or sexual gestures*
- *Pressure for sexual activity*
- *Continued expression of sexual interest after being asked to stop or the making of threats on receiving a negative response to expressed sexual interest.*
- *Insulting and degrading remarks to or about someone because of their sexual orientation.*
- *Hazing*
- *Sending or distributing sexually explicit messages, photos or videos through any means including electronic devices.*

When instances of these and other similar behaviors occur on campus, it is important for all members of the school community to help bring them to a stop. In some instances, incidents may be reported to the appropriate law enforcement agency.

## ACADEMIC INTEGRITY

MHS students should also refer to their handbook supplement for additional academic integrity guidelines.

### ACCESS TO UPDATES



Use this QR Code to view the most updated version of the Academic Integrity Policy. The school reserves the right to make changes to this policy throughout the school year. Students and parents/guardians will receive communication if/when there are any changes in this policy.

### PHILOSOPHY

**Achieve the Honorable**, the PHS motto, means that the PHS community behaves with honesty and integrity. Honesty is a value that holds each person to tell the truth and to defend the truth. Honesty supports intellectual growth and creates a fair learning environment. Integrity is firm adherence to our values with or without the presence of others.

Teachers and administrators at PHS understand that there is significant pressure to earn good grades. However, we firmly believe that academic dishonesty denies the value of education, damages the character of the individual student, and undermines the integrity of our school community.

The Academic Integrity Policy affirms that we value learning for its own sake, and that we, therefore, expect personal integrity and intellectual honesty in all academic work.

### DEFINITION OF ACADEMIC INTEGRITY

Having academic integrity means **valuing** and demonstrating positive regard for:

- *Intellectual honesty*
- *Personal truthfulness*
- *Learning for its own sake*
- *The creations and opinions of others (i.e., intellectual property)*

### EXAMPLES OF ACADEMIC INTEGRITY

Students are acting with academic integrity to the extent that they demonstrate these values, and in particular:

- *Take full credit for their own work, give full credit to others who have helped or influenced them, or whose work they have incorporated into their own.*
- *Represent their own work honestly and accurately.*
- *Collaborate with other students only as specifically directed and authorized.*
- *Report breeches of academic integrity to a teacher, counselor, or administrator*

### DEFINITION OF CHEATING

Cheating is defined as seeking to obtain (or aiding another to obtain) credit or improved scores through the engaging in unauthorized or deceptive means.

### EXAMPLES OF CHEATING

Include but are not limited to:

- *Presenting information collected, organized, or envisioned by someone else as your own (with or without the author's permission) or allowing someone else to present your work as their own.*
- *Taking shortcuts (such as unauthorized use of study aids) that allow you to bypass steps of an assignment.*
- *Using prohibited materials to "help" during an exam, such as cheat sheets, graphing calculators, or cell phones.*
- *Asking about or sharing questions and/or answers to quizzes and exams.*
- *Submitting the same work for more than one assignment without express permission from your teacher(s).*
- *Altering corrections or scores with the intent of changing your grade.*
- *Misrepresenting yourself in any way to your teachers regarding the work you have done, such as saying you have turned in an assignment when you did not, or that you have worked longer hours than you actually did to complete an assignment.*
- *Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam.*
- *Missing class in order to avoid turning in an assignment or taking a test.*
- *Doing more or less than your share of a group project without permission from your teacher.*
- *If collaboration has not been specified as permissible, the assignment must be your individual honest effort.*
- *Take responsibility for doing your fair share on a collaborative assignment.*
- *On papers, do not summarize, paraphrase or quote without proper documentation. (Refer to the PHS Style Guide for further information.)*
- *During tests and quizzes, do not share your answers with others or use someone else's answers as your own.*
- *When in doubt, clarify with the teacher what aids may be used on the test (calculator, notes, etc.).*
- *Do not talk during a test except to teacher.*

- *Do not discuss any aspect of the test until the teacher has returned it or given permission to discuss it.*

## COMMUNITY AGREEMENTS AND RESPONSIBILITIES

### STUDENTS

*Read and know the school's Academic Integrity Policy.*

*In addition to observing the PHS Academic Integrity Policy, observe all course-specific rules and consequences established by your teachers.*

- *Report to the teacher if cheating is taking place and how it is being done.*
- *Do not copy homework or let someone else copy your homework.*
- *Do not use study aids (such as SparkNotes) as an alternative to completing an assignment.*
- *Only work with others when the teacher has specifically given permission.*
- *Seek only appropriate help from parents, tutors, or other students; check with the teacher prior to receiving the help to know what help and assistance is appropriate.*

### TEACHERS

- *Be precise about expectations for students by clearly stating the Academic Integrity Policy, orally and in writing.*
- *Communicate the range of consequences for Academic Integrity violations to the students.*
- *Address the use of study aids (e.g., SparkNotes, tutors, etc.) in course work.*
- *Clearly specify when collaboration with other students is permitted on an assignment.*
- *Review student work regularly for violations of the Academic Integrity Policy.*
- *Report violations of the Academic Integrity Policy regarding your own class assignments to an administrator.*
- *Report violations of the Academic Integrity Policy regarding another teacher's class assignments to that teacher (i.e., when an English teacher observes students copying Math homework in English class, the English teacher should report that to the Math teacher).*
- *Tell students when they are allowed to discuss a test after it has been given. Parents*
- *Read and know the school's Academic Integrity Policy.*
- *Help the student understand you value academic integrity and expect the student to comply with the school's Academic Integrity Policy.*
- *Support the disciplinary consequences assigned to your student if the Academic Integrity Policy is violated.*
- *Require students to do their own work.*
- *When helping students with assignments, ensure that their work remains their own.*

### ADMINISTRATION

- *Make available to all students, teachers and parents a copy of the school's Academic Integrity Policy.*
- *Facilitate ongoing conversations and reflection about the Academic Integrity Policy.*
- *Administer fair and consistent consequences for offenses of the Academic Integrity Policy.*
- *Maintain records of Academic Integrity Policy offenses. Academic Integrity Procedures*
- *All parties concerned—students, parents, and administrators—are to understand that the teacher's professional judgment will determine whether a violation of the Academic Integrity Policy has occurred.*
- *The following procedures will be followed when it is determined that the Academic Integrity Policy has been violated:*
- *The teacher will document the violation and report it to the Assistant Principal via Infinite Campus. The violation will be part of the student's permanent disciplinary record.*
- *The Assistant Principal will review the student's disciplinary record and determine whether the violation in question is the student's first or subsequent offense.*
- *The teacher will confer with the student and will contact the student's parents. The purpose of the teacher-student conference is to review the Academic Integrity Policy, clarify why the work or behavior in question constitutes a violation of it, and help prevent future violations.*
- *According to the stated expectations of individual teachers, an appropriate consequence for the offense will be imposed.*
- *Consequences for first-time and subsequent offenses are outlined below.*

## ACADEMIC INTEGRITY VIOLATIONS

### CONSEQUENCES FOR FIRST VIOLATION

- *May include but are not limited to:*
- *Point deduction on a quiz, test, paper, project, or homework assignment, receiving a zero or being required to re-do the assignment for no credit.*
- *Detention(s).*
- *Grade lowered one (1) letter grade for the quarter or semester report card.*
- *A teacher may decline to write a letter of recommendation or report it in a letter. A teacher may also rescind a recommendation after it has been sent.*

### CONSEQUENCES FOR SUBSEQUENT VIOLATIONS

- *May include but are not limited to those listed above as well as the following:*

- *Repeat offense in same class: Conference called by administrator with student, teacher, parent, and counselor.*
- *Repeat offense, but not in the same class: Appropriate disciplinary consequence assigned by the administrator (e.g., detention and Saturday school).*
- *Grade lowered several letter grades for the quarter or semester report card including the possibility of receiving an "F".*
- *Suspension and/or exclusion from extracurricular activities.*

## ACTIVITIES CODE

### ACCESS TO UPDATES



Use this QR Code to view the most updated version of the Activities Code.

The school reserves the right to make changes to this code throughout the school year. Students and parents/guardians will receive communication if/when there are any changes in this policy.

### ACTIVITIES COVERED BY THE CODE

The principal or designee shall determine which school activities are subject to the Activities Code and shall make clear to each activity director, coach, club advisor, etc. whether the code applies to their activity. The following considerations shall guide the principal in making this determination:

All school **athletics** including cheerleading are covered by this code. All activities, which are **extracurricular** in nature are covered by this code. Activities that include only occasional lunchtime meetings are not covered by this code unless so stipulated by the principal or the advisor of the activity. If, however, a **club or activity** of this nature participates in off-campus events in which students are representing Piedmont High School, student participation in the activity is covered by this code in two ways:

- *A student ineligible to participate in extracurricular activities because of earlier violations of the code may not be eligible to participate in the club off-campus activity.*
- *A student who violates this code while participating in the off-campus activity may be declared ineligible for other extracurricular activities as provided for in this code and may be declared ineligible for continued membership in the club at the discretion of the principal or designee.*

### ATTENDANCE

The Activities Code covers attendance at all school dances. Students who are declared ineligible may not attend these events.

Attendance as an audience member at athletic and dramatic events is not, however, covered by the code. Students who are ineligible to participate in extracurricular activities are eligible to attend these events unless prohibited to do so for school

disciplinary reasons not related to the Activities Code.

## **ASB LEADERSHIP COUNCIL**

A student may not run for elective ASB office if the student is ineligible at the time of the election. ASB officers who are declared ineligible may be removed from the ASB at the discretion of the principal or designee.

## **CONDUCT**

Students participating in extracurricular activities assume responsibility for knowing and following this code and for accepting the penalties if they violate the code. Students participating in activities are expected to:

- *Behave in ways that will bring credit and honor to Piedmont High School and to themselves, their teachers, coaches, parents and fellow students.*
- *Conduct themselves appropriately both on and off campus.*
- *Abide by the school's Academic Integrity Policy.*
- *Attend all classes regularly.*
- *Play fairly and cleanly in athletic and club related academic competitions. Students will follow regulations, cooperate with officials, and display good sportsmanship in both wins and losses.*
- *Abstain from using alcohol, electronic vaporizers, tobacco related products, or illegal drugs.*

## **ELIGIBILITY**

Participation in extracurricular activities is a privilege extended to students who are progressing adequately (both academically and behaviorally) toward their high school diploma. Eligibility for extracurricular activities is determined by the student's grades, school attendance, school behavior, and by student adherence to the Code of Conduct outlined below. The principal or designee determines final determination of eligibility in any case. In addition, students receiving Athletic P.E. credit who become ineligible mid-season will not receive credit.

## **GRADES**

To be eligible for participation in extracurricular activities, a student must have met the following grade requirements during the last regular grade reporting period preceding the student's participation in the activity:

- *The student must have received a passing grade in courses representing at least 20 units.*
- *The student must have attained at least a 2.0 grade point average in all coursework attempted.*
- *The student must not have received two more than failing grades (F's).*

In the event of an "Incomplete" grade, the conditional grade submitted by the teacher will be used in determining eligibility until the Incomplete is cleared.

An equivalent course taken in summer school may help to reestablish eligibility if a 2.0 GPA is achieved when the grade for the made-up course is substituted for the grade that caused the student to have less than a 2.0 GPA in the first place. An academic grade in an equivalent correspondence course may also be used to substitute for a low grade in a regular course for purposes of determining eligibility.

If the student is ineligible due to incompletes, the student has until the deadline on the incomplete form to complete the class for a letter grade to have their GPA recalculated to determine eligibility.

Grade changes that allow a student to become eligible must be officially changed on a student's transcript by no later than the school's date of determination for a given grading period. On the date of determination, ineligible students will not be able to become eligible until the next grading period's date of determination.

## **ELIGIBILITY DETERMINATION DATES**

Eligibility is determined by Semester 1 Progress Report 2 grades, Semester 1 grades, Semester 2 Progress Report 2 grades, and Semester 2 grades. Semester 2 grades determine eligibility for the following school year's fall season. See the table below for the applicable grading periods.

Grading Period	Grading Pd. Ends	Determination Date
S1 PR 2	10/13/23	10/25/23
S1 Ends	12/21/23	01/17/24
S2 PR 2	03/22/24	04/03/24
S2 Ends	05/31/24	06/05/24

## PROHIBITED ACTIVITIES & CONSEQUENCES

### BEHAVIOR

Behavior deemed by the principal or designee as seriously discrediting the student or the school, whether this behavior is on or off campus, is prohibited. On-campus behavior, which may warrant suspension from school, and off-campus behavior, which warrants citation by the police, will be reviewed by the principal or designee in order to determine whether the student's continued participation in extracurricular activities is appropriate. In response to such behavior the principal or designee may impose a range of consequences, such as restorative discipline, a brief suspension from extracurricular activities, and/or a full suspension from extracurricular activities for current and/or future semesters.

## ATTENDANCE & ABSENCES

### DAY OF EVENT

A student participating in extracurricular activities may not have any unexcused absences on the day of an extracurricular event in order to participate in the event.

Failure to attend the majority (+51%) of a student's assigned classes prior to time for dismissal for the extracurricular event, even when the absences from these classes are excused by the parent/guardian, will make the student ineligible to participate in the event. In compelling circumstances, the principal or designee may make exceptions to this rule.

For purposes of determining eligibility for extracurricular events, 18-year-old students may not excuse themselves on the day of an event unless accompanied by documentation such as a medical appointment verification form, etc.

These provisions will apply to events such as games or non-curricular performances and not to practices or rehearsals unless the advisor of the activity is so notified in advance by the principal or designee.

### MONITORING ATTENDANCE

The administration will monitor student attendance on a spot check basis on the day of an event and may declare a particular student ineligible based on the facts discovered. In making spot checks, it is expected that particular attention may legitimately be paid by administrators to the attendance of students who have had a poor record of compliance with school attendance rules.

### VIOLATING ATTENDANCE REQUIREMENT

These provisions will be monitored by the school administration in the following way:

- *When a student is discovered to have violated these attendance requirements and still participated in the event(s) in question in the previous week, the student will be declared ineligible for the next similar event.*

In the case of a sport or competitive club, the next similar event will mean the next game or competition in the schedule. In the case of a non-curricular performance, the principal or designee will exercise discretion in assigning a consequence, which may include restorative discipline, detention, school



service, and/or declaration of ineligibility for future non-curricular performances.

### **INELIGIBILITY DUE TO ABSENCES**

Students may become ineligible for all extracurricular participation at the date of determination if two (2) unexcused absences in any one class or four (4) unexcused absences in all classes combined by within the progress report window of determination.

### **MONITORING INELIGIBILITY**

This provision will be monitored by the school administration in the following way:

- *Any student who is in danger of being declared ineligible because of this rule will be notified in person, time permitting, by the school administration when one further cut will cause this rule to be enforced. This rule will then be enforced when a further cut has taken place after such notification has occurred.*
- *In the event the school administration has not issued such a warning, eligibility will be revoked without warning after a student accumulates four (4) unexcused absences in one class at the end of the grading period, or eight (8) unexcused absences in all classes in the grading period.*

### **SPORTSMANSHIP**

Coaches and activity sponsors will respond to minor violations and will report serious violations to the principal or designee, or (if athletics) the Director of Athletics. The principal or designee may impose a consequence ranging from suspension from the activity for a brief time to suspension for the duration of the activity.

### **USE OF ALCOHOL & DRUGS**

The school does not condone any use of alcohol or illegal drugs by students. The category of illegal drugs includes steroids not prescribed by a physician, as well as any controlled substance. The school also recognizes the difficulty of monitoring student use of these substances outside of the school day or outside of school events. Therefore, the rules below address primarily the use of illegal drugs or alcohol that is broadly school-related.

### **USE OF TOBACCO AND NICOTINE**

The school strongly discourages the use of tobacco and nicotine by students. Students smoking or chewing tobacco, using electronic vaporizers, or using any products containing tobacco or nicotine on

school grounds or at any school-sponsored activity are subject to school discipline. They are also subject to whatever discipline their coach or activity director may feel is appropriate because of the nature of their activity.

### **VIOLATION AND ENFORCEMENT OF RULES**

The following specific rules will guide the school administration in dealing with use of alcohol and drugs by students involved in extracurricular activities when the principal or designee is presented with convincing evidence that a student has done any of the following, the student may be suspended from all extracurricular activities:

- *Possessed, consumed, or under the influence of alcohol or illegal drugs in any amount, or possessed, used, furnished, or sale of alcohol or illegal drugs or drug paraphernalia, at any time during school or at any school sponsored event.*
- *Possessed, consumed, or under the influence of alcohol or illegal drugs in any amount, or possessed, used, furnished, or sale of alcohol or illegal drugs or drug paraphernalia on the day of an extracurricular event prior to or during that event, even if such use did not take place during school.*
- *Possessed, consumed, or been under the influence of alcohol or illegal drugs in any amount, or possessed, used, furnished, or sold of alcohol or illegal drugs or drug paraphernalia at any time on the grounds of any school in the PUSD.*
- *Knowingly been present in a group of persons using alcohol or illegal drugs during the school day or on school or PUSD grounds at any time without immediately removing oneself from such a group upon discovery of such illegal use.*

### **SUSPENSION FROM EXTRACURRICULAR ACTIVITIES**

The following rules shall guide the suspension from extracurricular activities:

- *Athletes may be dropped for the remainder of the sports season.*
- *Performing arts students participating in an extracurricular performing arts program may be dropped through the final performance of that program. For example, Bird Calling, the musical, jazz band, and/or clubs, i.e., Mock Trial, Debate, JSA, etc.*
- *School officers may be removed from office and from the ASB leadership class.*
- *A student not currently involved in any extracurricular activities at the time of the infraction may be suspended from all extracurricular activities for six weeks from the date of the infraction or from the date of the discovery of the infraction, whichever is later. If the suspensions referred to in lines 1-4 above occur with less than six school weeks left in the remainder of*

a season/activity in which the student is involved, the student may also be suspended from any further extracurricular activities until a date six school weeks from the date of the original suspension.

- When students go on overnight events, such as athletic tournaments, conferences, and/or competitions, they are informed and are expected to remember that the entire trip from time of departure to time of return, whether by school bus or private vehicle, is considered part of the event, and any use or possession of alcohol or illegal drugs during this time will be deemed a violation occurring during school time.
- All coaches and advisors/directors of extracurricular activities are required to report to the principal or designee or (if athletics) to the Director of Athletics, any instance of alcohol or drug use (outlined herein) on the part of all students involved/participating in their activity or sport.

## EXTRACURRICULAR PROBATION

Academic probation **cannot** be granted to a student at PHS who did not earn at least a 2.0 GPA or has earned less than twenty (20) school credits within any window of determination. However, under specific circumstances, probation is granted to students who have been declared ineligible.

### PROBATION FOR INCOMING 9<sup>TH</sup> GRADERS

Incoming 9<sup>th</sup> graders with less than a 2.0 GPA or more than one citizenship “U” upon their final 8th grade report card who wish to participate in a fall sport may request a probationary eligibility period by the first determination date of their 9th grade year only.

### 9<sup>TH</sup> GRADERS APPLYING FOR PROBATION

Interested 9<sup>th</sup> graders may apply to the Assistant Principal of Student Services for this probationary status except in cases of athletic probation, which the Director of Athletics manages. If probation is granted, the student’s behavior and academic progress will be monitored by the Assistant Principal of Student Services, the student’s counselor, and (if athletic probation) the Director of Athletics until the end of the first progress report period. If the student is maintaining a GPA above a 2.0, the probationary status will be removed. If the student is not maintaining a GPA of 2.0 or above, the student will be deemed ineligible and will be removed from the team.

## REGULAR PROBATION

All students who have been declared ineligible solely for unexcused or chronic absenteeism may apply for probationary eligibility for extra-curricular activities under the circumstances outlined below. The intent in establishing this probationary system is to alter self-destructive student behavior and/or attendance problems in a positive direction while simultaneously providing for full student participation in extracurricular activities.

### APPLYING FOR REGULAR PROBATION

A student may apply for probation within a specific window of determination only if regular probation has **never** been granted at PHS, excluding 9<sup>th</sup> grade fall semester probation. Probation can only be granted **once** during high school.

The application for regular probation shall consist of a letter written by the student and addressed to the principal or designee, and if athletic probation, the Director of Athletics stating:

- *The reasons they are requesting probation.*
- *The reasons, from the student's view, for unexcused absences (cuts/truancies) or chronic absenteeism.*
- *Action steps the student will take to change behavior to avoid unsatisfactory grades in the future and maintain a GPA above a 2.0 during the period of probation and beyond.*
- *The letter must be signed by the student and by the student's parent/guardian. While the application is being considered, the student will be ineligible for participation in any games, performances, or events. The principal or designee and (if applicable) the Director of Athletics will determine at the time of the application whether the student may or may not practice with the team while the application is being considered, if that is an appropriate issue.*

The application for probation must be filed within one week of the original declaration of ineligibility (except in the summer when school is not in session), whether that ineligibility was declared on a school-wide list based on grades posted for a regular grading period or was declared in the middle of a grading period because of excessive truancies or other behavior by a particular student.

### PROBATION REQUEST APPROVAL

If granting a student’s probation request, the principal or designee and (if applicable) the Director of Athletics shall state in writing to the student, the expiration date of the probationary period, the

penalties which shall accompany the probation (such as being benched for a limited number of games or events), and the conditions under which the probation will be revoked. The administrator is expected to impose conditions pertinent to individual student problems and will require public service to the school or community throughout the sport or activity season from each student approved for probation.

#### **MONITORING REGULAR PROBATION**

The Assistant Principal of Student Services, (if applicable) the Director of Athletics, and counselors monitor those students who are granted probation for the entire sport or activity season.

#### **ACADEMIC MONITORING**

The Assistant Principal of Student Services, Director of Athletics, and counselors monitor the grades of all probationary students. Probationary students must raise their GPA to a 2.0 or above and earn at least twenty (20) credits within the relevant window of determination in order to regain their eligibility status to participate in any remaining extracurricular activities, such as athletic and/or academic competitions.

Probationary students must submit a weekly evaluation of their work signed by each teacher to the Assistant Principal of Student Services if a non-athletic probation and to the Director of Athletics if an athletic probation. After reviewing these evaluations, a determination will be made on the student's eligibility status.

If deemed eligible to participate in extracurricular activities, the Assistant Principal of Student Services or the Director of Athletics will issue permission slips to eligible students. Students must present permission slips to coaches and activities advisors/directors in advance of formal approval to participate in any extracurricular activities or events, including but not limited to a competition, trip, performance, etc. Coaches and activities advisors/directors are **never** permitted to grant probationary students' permission to participate unless valid permission slips from the Assistant Principal of Student Services or the Director of Athletics have been presented.

#### **BEHAVIORAL MONITORING**

Students' behavior between the declaration of ineligibility and the consideration of the application for probation shall be a factor in the principal or designee's and (if applicable) the Director of Athletics decision whether to grant the probation. The intent of this aspect of the rule is to alter students' behavior as soon as possible in midstream. If attendance is the primary issue, the goal is to discourage students with already poor attendance from continuing this attendance pattern for a long period of time before they apply for probation just in time for the beginning of a particular competitive season, or other extracurricular event. Probation must be granted prior to the school's dates of determination.

#### **PERMISSION FOR TEAM WORKOUTS IF INELIGIBLE**

Students who are ineligible for participation in athletic competition solely because of academic grades are sometimes allowed to practice with the team even though they cannot suit up, play in games or travel with the team for games and competitions.

Permission to do so must be sought first from the individual coach, then from the Director of Athletics who shall determine in conjunction with the principal or designee whether it is in best interest of the school and ineligible students to permit this exception.

### **SPORTSMANSHIP AT ATHLETIC EVENTS**

#### **BEHAVIOR EXPECTATIONS**

PHS has high expectations for the behavior of its student spectators, as well as its athletes, any spirit squad, and pep band. ***All students are expected to:***

- *Act honorably by participating in a manner that positively represents their school, themselves, and reflects the best interests of athletes.*
- *Respectfully take and follow directions from supervisors at the gyms or fields where contests are being played.*

#### **PROHIBITED ACTIVITIES**

The California Interscholastic Federation–North Coast Section (CIF-NCS) sets the rules for spectators and athletes at sporting events. Violating these rules at an athletic event may lead to consequences for the team.

**The following is prohibited at all athletic events:**

- *Yells and signs designed to taunt the opposition are in poor taste and are prohibited.*

- *During athletic events, the team bench and sidelines are out of bounds to student spectators.*
- *Noisemakers are not allowed at athletic events (this includes, but is not limited to drums, air-horns, etc.).*
- *Spectators and the spirit squad are not permitted to gather under baskets, gather too near the outside lines during the game, or throw objects onto the court/field.*
- *Derogatory remarks and yells or gestures directed toward the officials in any contest are not allowed.*
- *Students behaving inappropriately will be directed to leave the athletic event and venue and are subject to school discipline. Students refusing to leave the event and venue as directed will be escorted out by an authorized school official.*
- *All school rules and regulations are applicable at all school sanctioned athletic events whether on or off campus.*

### LEAGUE NOTICE AND SPORTSMANSHIP

The member schools of the athletic league aspire to high standards of sportsmanship. Coaches, players, spirit squads, pep bands, fans and school officials are responsible for safe and orderly athletic contests that promote fair play and healthy competition. In games, these expectations must be honored:

- *Athletes are alcohol and drug free.*
- *Opposing teams receive respect.*
- *The decisions made by officials are respected.*
- *Game rules are observed.*
- *Players, coaches, fans and officials exhibit composure.*
- *Contests are free of trash talk, taunts and abusive gestures.*
- *Spirit signs and cheers show only positive support for teams.*
- *Noisemakers are never used.*

### CALIFORNIA EDUCATION CODE: STUDENT DISCIPLINE

Students involved in more serious infractions or repeated minor infractions may be suspended from school for limited periods of time or expelled from the school district altogether. Students who are suspended are prohibited from attending classes and from being present on the campus or at any school-sponsored activity during the period of the suspension. They are also prohibited from being in the areas immediately adjacent to the school during the suspension or expulsion.

While not every circumstance leading to expulsion or suspension is listed below, parents and students are urged to be particularly aware that an expulsion recommendation to the Board of Education is mandated by the State of California if a student causes serious physical injury to another person, possesses or furnishes any firearm or other weapon or dangerous object, brandishes a knife, sells illegal drugs, robs or extorts money from another student or engages in several other of the listed causes for suspension. Of specific note is the fact that the possession of any knives whatsoever on any public school campus or at any school event is prohibited by state law. Even knives that are legal to purchase are illegal to possess on a public school campus. Martial arts sticks, brass knuckles, and other such objects are not only illegal, their possession, if discovered, requires an expulsion hearing. Possession of laser pointers is not allowed on campus or at school events. Students are subject to detention assignment for possession and to suspension for shining one into the face of another person.

### EXPECTATIONS OF ATHLETES

PHS expects all athletes to abide by the NCS Ejection Policy, which every student participating in sports signs at the beginning of the school year. Transferring from one school to another school may affect your athletic eligibility under North Coast Section, CIF and/or State CIF rules. It is **students' responsibility** to see their school Director of Athletics for a copy of the rules.

### PIEDMONT ATHLETIC COUNCIL (PAC)



The Piedmont Athletic Council (PAC) is a community of student athletes that embodies the core values of Piedmont Athletics and promotes character and leadership development, teamwork, school spirit, and academic excellence. Executive Council members and all athletes who participate in PAC make a commitment to embrace the Council's core values, plan and execute PAC activities according to its mission and vision, adhere to its by-laws, and represent PHS, MHS and Piedmont Athletics honorably both on and off campus. Established in the 2019-2020 school year, PAC operates jointly through the Office of Student Services and the Athletic Department. Assistant Principal of Student Services and Director of Athletics share staff leadership and advising roles. For more information on PAC, or if interested in becoming a PAC leader, visit the Assistant Principal of Student Services.

The Board of Education strongly encourages students to promptly report the presence of weapons, injurious objects, or other suspicious activity to school authorities. The identity of any student who reports such activity shall remain confidential.

## **SUSPENSION AND EXPULSION (EC §48900)**

A student may be subject to suspension or expulsion when it is determined that they:

- A. (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- A. (2) Willfully used force or violence upon the person of another except in self-defense.
- B. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless in the case of possession of any object of this type the student had obtained written permission to possess the item from a certificated school employee with the principal or designee's concurrence (*cf.5131.7 - Weapons and Dangerous Instruments*).
- C. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, an alcoholic beverage, or intoxicant of any kind (*cf.5131.6 - Alcohol and Other Drugs*).
- D. Unlawfully offered, arranged, or negotiated to sell any controlled substance (as defined in Health and Safety Code 11053-11058), an alcoholic beverage, or intoxicant of any kind and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcohol beverage, or intoxicant.
- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to cause damage to school property or private property.
- G. Stole or attempted to steal school property or private property.
- H. Possessed or used tobacco or any products containing tobacco or nicotine products including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia as defined in Health and Safety Code 11014.5.
- K. 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.
- L. Knowingly received stolen school property or private property.
- M. Possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- N. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289 or committed a sexual battery as defined in Penal Code 243.4.
- O. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- P. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Q. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- R. Engaged in an act of bully/cyber bullying as defined in Section 32261, directed towards a pupil or school personnel.
  - a. Sexual harassment (Ed Code 48900.2).

- b. Committed an act of hate violence (Ed Code 48900.3).
  - c. Harassment, threats, intimidation, creating an intimidating or hostile educational environment (Ed Code 48900.4).
  - d. Terrorist threat against school official or school property (Ed Code 48900.7).
- S. A pupil who aids and abets the infliction or attempted infliction of physical injury to another person.
- T. Possessed and/or used any electronic signaling device, including but not limited to paging and signaling equipment, without prior consent (Ed Code 48901.5). This offense must also be accompanied by a 48900 offense in order to suspend.

## **OTHER MEANS OF CORRECTION (EC §48900.5)**

The site administration may use "other means of correction," include, but are not limited to, the following:

- *A conference between school personnel, the pupil's parent or guardian, and the pupil.*
- *Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling.*
- *Study teams, guidance teams, resource panel teams, or other intervention-related teams that assess the, and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents.*
- *Referral for a comprehensive psychosocial or psycho-educational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).*
- *Enrollment in a program for teaching pro-social behavior or anger management.*
- *Participation in a restorative justice program.*
- *A positive behavior support approach with tiered interventions that occur during the school day on campus.*
- *After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups.*
- *Any of the alternatives described in Section 48900.6. The principal or designee may use discretion on the length of suspension not specified in the matrix.*

A student (in grades 4 through 12) is also subject to suspension or recommendation for expulsion when it is determined that the student:

- *(Education Code 48900.3) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233.*
- *(Education Code 48900.4) Intentionally harassed, threatened, or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment.*
- *(cf.5145.3 - Nondiscrimination/ Harassment)*
- *(Education Code 48900.7) Made terrorist threats against school officials and/or school property.*
- *(Education Code 48901.5) Possessed and/or used any electronic signaling device, including but not limited to paging and signaling equipment, without prior consent of the principal.*

A student may be suspended or expelled for any of the acts listed on the preceding page if the act is related to school activity or school attendance occurring at any district school under the jurisdiction of the superintendent or principal or within any other school district including, but not limited to, the following circumstances:

- *While on school grounds*
- *While going to or coming from school*
- *During the lunch period, whether on or off the school campus*
- *During, going to, or coming*