

## Important Dates

### August

- 1-5 New Teacher Academy
- 5 First Day for New Teachers
- 8-10 Teacher Work Days
- 11 First Semester Begins

### September

- 5 Labor Day

### October

- TBD Early Release – SBC Fair Day

### November

- 11 Veterans' Day Holiday
- 21-25 Thanksgiving Break
- 24-25 Thanksgiving Holiday

### December

- 16 End 1st Semester (85 days)
- 19 – January 3 Winter Recess

### January

- 4 Teacher Work Day
- 5 Second Semester Begins
- 16 Martin Luther King Jr Day

### February

- 20-24 School Recess
- 20, 24 Presidents Day Holidays

### March

- 31 – April 10 Spring Recess

### April

- 7 Half-Day Holiday

### May

- 26 School Recess
- 29 Memorial Day

### June

- 5-7 Finals
- 7 End 2nd Semester (95 days)
- 8-9 Teacher Work Days
- 9 Graduation
- 19 Juneteenth Holiday
- 20 First Day of Summer School

### July

- 4 Independence Day Holiday
- 27 Last Day of Summer School

# San Benito High School District

## Annual Notification of your Rights and Responsibilities

= & =

# Hollister High School Student Handbook



1220 Monterey Street  
Hollister, CA 95023  
(831) 637-5831 | [www.sbhs.sbhsd.org](http://www.sbhs.sbhsd.org)

**Shawn Tennenbaum, Ed.D.**  
**Superintendent**

Please review the material in the **Annual Notification to Parents, Guardians, and Students of your Rights and Responsibilities** (ANTP) booklet found on the district website at [www.sbhs.sbhsd.org](http://www.sbhs.sbhsd.org).

The parent/student signature pages need to be signed at the start of each school year.

2022 - 2023

August 2022

Dear Parents and Guardians:

I am honored to be afforded the opportunity to welcome you and your student to the 2022-2023 school year! The Board of Trustees desires the best for your student and strives to provide every opportunity for the success of all students year in and year out. Our Mission, "To educate all students to their highest potential so they will have the greatest range of personal options upon graduation" continues to guide us as we make student-centered decisions to improve the school experience.

We welcome you and your student and wish you a successful 2022-2023 school year. You will find that our educational leaders are driven by the desire that your student is provided an excellent education, in a safe and welcoming facility, by a highly qualified faculty and staff. As we approach the 2022-2023 school year, our resolve remains strong and our commitment to you and your student even greater. We continue to update and revise our Strategic Plan, which is focused on Academics, Instruction, and Support through extensive stakeholder feedback and invite you to participate in this process throughout the 2022-2023 school year. This along with our expanding Career Technical Education pathways, Dual Enrollment opportunities, and Advanced Placement courses allow us to live up to the challenge of our Mission Statement.

In an effort to provide our students and community with modernized facilities, we continue our classroom modernization and construction efforts. As you may be aware, in the 2021-2022 school year, the district opened the new Baler Wellness Center along with additional classroom modernization projects, which provide a safe, innovative, and welcoming space for our students and staff. The District is also in the process of completing a state of the art Maintenance, Operations, and Transportation Building and Bus/Transportation Yard on the western edge of campus. This new area will house our new EV buses and all vehicles, which when completed will decongest the heart of campus and provide a safer environment for our school community. In addition, we are in the process of completing seven new state of the art portable classrooms and a new Photography classroom. Our efforts will continue throughout the 2022-2023 school year to complete the new MOT Building, Bus/Transportation yard, as well as the installation of rooftop solar PV panels on the CTE Building and a ground mount solar farm next to the future MOT Building. The District is excited to continue our modernization efforts, as we strive to provide a more sustainable 21st century school campus for years to come. Thank you for your continued support of the District as we continue to modernize our facilities.

A key component of the success of all students is the partnership developed between the support system at home and the support system on campus. We encourage you to take advantage of every opportunity to help your student thrive and grow during these exciting High School years. We hope that if you need help finding a way to participate in this process that you will reach out to our Principal, his Administration, the Superintendent and the Board of Trustees. We are here to serve your student, you, the family, and our community as a whole.

The Board of Trustees takes to heart the vision that Hollister High School District is a vital component of our community and we wish to help our students grow into mature, productive and successful citizens. Thank you for allowing us to join you in this important next step in the future of your student.

On behalf of the Board of Trustees and the San Benito High School District, we look forward to continued success, growth, and prosperity in the 2022-2023 school year. It is an exciting time to be a Baler . . .

Sincerely, John Corrigan, President

Board of Trustees: Patty Nehme, Clerk  
Steve DeLay, Trustee  
Juan Robledo, Trustee  
Miguel Sahagun, Trustee

Shawn Tennenbaum, Ed.D., Superintendent  
Adrian Ramirez, Principal

## TABLE OF CONTENTS

HOME-SCHOOL CONNECTION	4
MISSION STATEMENT	5
BALER STRONG – CORE VALUES	5
ENROLLMENT AND ATTENDANCE	6
Attendance Policy	7
Check Out Policy for Partial Day Absence	8
Senior Absences	9
Closed Campus	11
INSTRUCTION AND CURRICULUM	13
Academic Standards and Assessments	13
Academic Integrity Policy	15
Instructional Support Services	16
High School Credits and Graduation	16
University of California/California State University Admissions	17
SCHOOL RECORDS AND STUDENT ACHIEVEMENT	18
Accessing Student Information On-Line	19
Release of Directory Information	20
STUDENT SERVICES	20
Student Meal Program	20
Student Use of School Computers and the Internet	20
Extra-Curricular Activities – Eligibility	23
Student Parking Regulations	25
School Bus Information	25
Advanced Placement Courses	26
HEALTH SERVICES	28
Immunizations	28
Physical Examinations	28
Medication	28
Wellness Center	29
STUDENT BEHAVIOR	32
Safe Place to Learn	32
Digital Communication Devices	33
Dress Standards	33
Student Personal Property	34
DISCIPLINE	35
Parent Responsibility	35
PROTECTIONS, COMPLAINTS AND PROCEDURES	41
Non-Discrimination / Harassment	41
DISTRICT FACILITIES	46
Pesticide Use	46
Board of Trustees Meetings	46

*As the parent of a student you have many rights and responsibilities. We urge you to read it. We must get the signed form returned or your child may not be able to attend classes.*

*Teachers build your child's education one day at a time, so every day is essential. Promotion or even graduation can be put in jeopardy if too many days are missed. Work with the teacher when a child must miss school. Get homework assignments and review work. There is only one chance to get a great education.*

---

© 2022 Schoolyard Communications™, all rights reserved

♻️ 40% recycled paper

## HOME-SCHOOL CONNECTION

Parents, students, and schools work together to ensure the success of all students. When everyone – parents, students, and school staff – takes responsibility for and ownership of quality education, all students can reach their highest potential. The Home/School Connection fosters communication among all stakeholders: the community, school, parents, and students.

### San Benito High School District and Staff will be responsible for:

1. Providing a safe, orderly, learning environment;
2. Providing quality curricula which meets state guidelines and appropriately challenges all students;
3. Providing instruction which involves all students in the learning process.
4. Establishing and maintaining learning performance goals and assisting students in reaching these goals;
5. Providing tutorials so that students can master materials to maintain passing grades;
6. Continuing ongoing planning, review, and improvement of school activities and programs which reinforce student learning, character, leadership development, and athletic ability;
7. Informing parents and students of school rules and classroom expectations;
8. Providing regular progress reports regarding student achievement to parents;

9. Working with parents as a partner in assisting students in achieving high academic progress, setting appropriate goals, and promoting student citizenship and responsibility;
10. Providing two-way communication between home and school by making home contacts, attending scheduled conferences, and providing regular reports on student progress, allowing parents with opportunities to observe in the classroom and providing parents with access to staff.

### Students will be responsible for:

1. Mastering the knowledge and skills needed to successfully meet graduation requirements and career goals;
2. Completing all class assignments to the best of their ability;
3. Attending school/teacher tutorials to prepare for an upcoming test or to make up for any failed grade on a major test or project;
4. Completing homework daily;
5. Reading at least 20 minutes, four times a week, outside the classroom;
6. Showing respect to all adults and peers, respect for property;
7. Following all class and school rules;
8. Coming to class on time, every day;
9. Asking for help from an adult at school when needed;

*The references at the end of the sections in this booklet include the following codes:*

*BP. . . District Board Policy*

*AR . . Administrative Regulation*

*EC . . Education Code*

*HSC . Health and Safety Code*

*PC . . Penal Code*

*WIC . Welfare and Institutions Code*

*CCR . California Code of Regulations*

*CC . . Civil Code*

*FC . . Family Code*

*GC . . Government Code*

*VC . . Vehicle Code*

*BPC . Business and Professions Code*

*FAC. . . .Food and Agriculture Code*

*USC . . .United States Code*

*CFR . . .Code of Federal Regulations*

*ESEA . . .Elementary and Secondary Education Act*

*PPRA. . .Pupil Privacy Rights Amendment*

*FERPA. . .Family Educational Rights and Privacy Act*

*PPACA . .Patient Protection and Affordable Care Act*

*Title VI . . Title VI (or VII, or IX) of the Civil Rights Act of 1964*

*IDEA. . .Individuals with Disabilities Education Act*

*§ 504. . .Section 504 of the Rehabilitation Act of 1973*

*EOA . . .Equal Opportunities Act*

*CIF . . . .California Interscholastic Federation*

10. Giving parents accurate reports, on a weekly basis, about progress in school.

**Parents, as partners in the educational process, are responsible for:**

1. Ensuring that son/daughter studies/reads for at least one hour, five days a week;
2. Checking homework to ensure completion of assignments;
3. Requiring son/daughter to attend school unless ill; and to avoid needless checkouts;
4. Reinforcing school rules and expectations for appropriate behavior at home;
5. Helping show how education relates to a future career;
6. Stressing the value and excitement of learning.
7. Praising son/daughter for what he/she is doing right;
8. Working with son/daughter to set realistic goals for areas of improvement;
9. Contacting school staff as needed regarding any and all concerns;
10. Participating in two-way communication between home & school by making teacher/school contacts, attending scheduled conferences, and taking advantage of opportunities to participate in class and other volunteer activities;

**The community is urged to be responsible for:**

1. Advocating high academic, social, and behavioral standards for students;
2. Encouraging student academic achievement and regular school attendance;
3. Providing a safe, healthy, and nurturing community environment;
4. Maintaining a supportive community infrastructure;
5. Providing adequate fiscal support;
6. Lobbying local and state governmental entities for fiscal and legislative support of our local schools;
7. Presenting exemplary adult role models for our youth

## MISSION STATEMENT

The Mission of Hollister High School is to educate all students to their highest potential so they will have the greatest range of personal options upon graduation.

**As the educational center of our community, Hollister High School:**

- provides a safe, orderly, and supportive environment which offers challenging and equitable opportunities for all students; and
- fosters academic achievement of all students while developing vocational, and interpersonal skills required for success in a rapidly changing and technological world; and
- instills a strong work ethic and respect for the community effort while preparing students for active and productive roles in society as adults; and
- promotes individual dignity, integrity, and respect for diversity.

## BALER STRONG – CORE VALUES

Scholarship

Opportunity

Teamwork

Nurture

Reflection

Growth

### ■ Parent Involvement

The Board of Trustees recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. The Superintendent or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

Parents/Guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness

of the district's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation. [BP 6020]

## ENROLLMENT AND ATTENDANCE

For students 6 to 18 years old, daily school attendance is compulsory.

### ■ General Absences

Children cannot learn if they are not in school. Daily school attendance improves student achievement. Children learn early about being on time and not missing school; teach your child that school attendance is an important family value.

Other attendance reports, such as truancy, rely on excused and unexcused absences. There are legal consequences if your child misses too much school. You must send a note and/or phone the school within 72 hours to clear any excusable absences. Parents/Guardians have the right to be notified on a timely basis if their child is absent from school without permission. Unexcused absences are recorded as a truancy.

A. Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

1. Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to the illness or medical appointment during school hours of a child of whom

the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.

7. For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.
  8. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
  9. For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
  10. For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
  11. For the purpose of participating in a cultural ceremony or event.
  12. Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
- B. A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be

reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

- C. For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- D. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- E. For purposes of this section, the following definitions apply:
  - 1. “Cultural” means relating to the habits, practices, beliefs, and traditions of a certain group of people.
  - 2. “Immediate family” means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil. [EC 48205, 48260]

Districts may allow students, with parental or guardian consent, to be excused to participate in moral or religious exercises or instruction. [EC 46014]

School authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil’s parent or guardian. [EC 46010.1]

## ■ Attendance Policy

If a pupil is absent his or her parent/guardian must, in person, in writing, or by phone, contact the school with a reason for the absence. All absences not confirmed by the parent will be considered truant. The school will send an automatic communication home for each block in which the student is marked absent.

To ensure that all students are in attendance each day, Hollister High School will implement the following procedure when a student has excessive absences or tardies:

- Warning to students via conference with him/her and phone call to parent/guardian via phone-dialer or personal contact.
- After 3 full-day or 9 blocks unexcused absences, A truancy letter will be sent to parent/guardian.

- After 6 full-day or 12 blocks unexcused absences, the student will be placed on an Attendance Agreement. The student will be behaviorally ineligible\* for three (3) weeks. Home visits by the School Resource Officer or school personnel may also take place. A second truancy letter will be mailed home.
- After 9 full-day or 27 blocks unexcused absences the parent/guardian and student will be notified via letter to attend a meeting with an Assistant Principal and/or Student Support Manager to discuss possible solution to improve student’s attendance.
- Any further violations will result in immediate referral of parent and student to the School Attendance Review Board and potentially the District Attorney for mediation and possible fines for either or both the parent/guardian and/or student. District Attorney-generated attendance contracts may remain in effect until the student graduates. [EC 48263]
- After six excused full-day absences for illness during the school year, students must submit a doctor’s note to cover any future illnesses. A home visit may be conducted to verify the illness. [EC 46011]

## Tardy Policy

San Benito High School staff expects students to be punctual and in their classrooms prior to the final bell ringing for each class, including zero period. When a student is tardy, the school will contact the parent/guardian by automatic phone dialer.

Tardy sweeps are unannounced and may occur at any time to encourage students’ prompt arrival to class. If a student is tardy during a tardy sweep, consequences can include hours of after school detention or Saturday School.

## Behavioral Ineligibility

Students on behavior ineligibility may not participate in, practice, or attend any school-related activities or athletics. Students may participate in community events as a spectator only.

## Absences

When a student is absent one or more periods during the day, the school will contact the parent/

guardian by automatic phone-dialer or personal contact. Emergency contacts are phoned **only if** a parent/guardian cannot be reached when a student is absent. Students over 18 years of age may submit a verification but only with prior parent/guardian and Administration approval by using the 18-year-old consent form available in the Student Services office. Note: The 18-year-old consent form will be revoked or restricted if abused by the student.

Due to school and District Attorney's truancy intervention, parents **must** call the school the day of the absence or within two (2) days to clear absences. Students who have the absence cleared after the two-day grace period are required to serve their assigned detention hours. Clearing the absences is the responsibility of the student and parent/guardian. Only parents/guardians can verify the reasons for a student's absence(s).

### Procedures For Parents/Guardians To Clear Absences

- Send a written note with the student to the Student Services office when the student returns to school.
- Or call 637-5831, extension 105 (español)
- Or email [attendance@sbhs.sbhsd.org](mailto:attendance@sbhs.sbhsd.org)

#### Provide the following information when clearing an absence:

- Student's full name
- Student's ID number
- Caller's name and relationship to student
- Date(s) of absence(s)
- Reason for the absence(s)
- Number where caller can be contacted if leaving a message on the phone system or to verify note

### ■ Assignment Credit for Excused Absences

A pupil whose absence is excused according to the above conditions shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of a class from which a pupil is absent shall determine

tests and assignments reasonably equivalent to the tests and assignment that a pupil missed during the absence. Responsibility for requesting missed work lies with the student. [BP 5130 – 5134]

If a student is absent three or more school days for an excused reason, homework can be requested through the counselor. For absences fewer than three days, students need to contact a classmate or the individual teachers for assignments (it may take 24 hours or longer to get homework from the teacher).

When a student has unexcused absences or has been suspended from class(es), **it is at the teacher's discretion** whether or not the student is allowed to complete any missed assignments and/or tests during the absence. Students and parents/guardians should contact individual teachers.

### ■ Check Out Policy for Partial Day Absence

Hollister High School staff encourages and values learning time; thus, checkouts should be limited to dental or doctor appointments or family emergencies. We strongly encourage families to respect instructional learning time by waiting until the conclusion of a class period (see bell schedule at [Haybaler.org](http://Haybaler.org)) to request your student be excused. **Parents or guardians must call (831) 637-5831 ext. 105** and inform the Attendance Office of the absence with as much notice as possible. For the safety of your student, we are not able to verify or respond to cell phone instructions between parents and the student.

If a student falls ill at school, the office will call parents/guardians and make arrangements for the student to leave campus. An Assistant Principal, in accordance with Ed. Code 46010.1, may release students with confirmed confidential medical appointments. Parents cannot be notified in these cases.

### Checkout Procedure

After communication from the parent, Attendance Clerks notify staff members of the designated date and time when a student will leave class. **Students must check out with a Campus Supervisor as they depart campus at the designated time.** They do not need to go to the main office. Any misrepresentation by the student will result in an

Attendance Contract and a possible meeting with administration.

**Parent responsibility:** Communicate directly with the School Clerks and provide the following information:

- Please provide the following information when checking out a student:**
- Student’s full name**
  - Student’s ID number**
  - Time the student needs to check out**
  - A phone number where parent or guardian can be contacted if leaving a message on the phone system**

**Student responsibility:** Check out with a Campus Supervisor and be prepared to show their school identification. Any misrepresentation by the student will result in disciplinary action.

A student who attempts to clear an absence either through a forged note or an impersonation will have the absence declared “unexcused” (a truancy) and will receive disciplinary action.

**Emergency Closing / Dismissal & Student Pick Up Location**

Hollister High School may be closed or dismissed early in the event of earthquake, fire, flood, impassable roads, epidemic/pandemic, or other similar emergency. In the event of such an emergency, students may be picked up in the parking lot near Baler Alley, the Football Parking Lot, The Science & Robotics Parking Lot, and/or the Tennis Court Parking Lot.

**■ Senior Absences**

Seniors who accumulate more than 45 period absences (excused or unexcused) from the start of the first day of school year may lose the privilege of attending the Prom, the Grad Trip, and Graduation ceremony. Students who are absent due to serious illness must present a physician’s note to avoid losing these privileges.

**■ Attendance Options**

The Board of Trustees annually reviews attendance options including how students may attend a district school outside their attendance area

(intra-district transfer). This district has non-arbitrary rules explaining how students may apply, be accepted or denied intra-district transfer. Many districts, by agreement, also allow the transfer of students from or to other districts (inter-district transfer). Victims of bullying or violence are given preference in intra- and inter-district transfers. In some cases, the district must provide transportation. Students attending “persistently dangerous” schools can transfer and enroll in a safe school. Students convicted of a violent felony or convicted of a misdemeanor firearms offense may be transferred to another school in the district. Districts cannot prevent children of active military from changing districts, as long as the district chosen agrees to accept them. Upon enrollment or transfer, principals are urged to check missing children information. Further information about residency, attendance options, special program options, etc. will be provided by the California Department of Education. [BP 5116.2 March 2019; EC 46600, 48204, 48204.7, 48206.3, 48300, 48301, 48306, 48853.5, 48980, 49068, 51101; 20 USC 7912]

**I. Interdistrict Attendance:**

The Board of Trustees recognizes that parents/ guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district.

**Interdistrict Attendance Agreements and Permits**

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts.

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed upon by both districts for reapplication and/ or revocation of the student’s permit.

Upon receiving a permit for transfer into the district that has been approved by the student’s district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the

terms and conditions of the interdistrict attendance agreement.

### **Transportation**

Upon parent/guardian request, the district shall provide transportation assistance to a student receiving an interdistrict transfer who is eligible for free and reduced-price meals and is the child of an active duty military parent/guardian or a victim of bullying, as defined in Education Code 46600.

The district shall not provide transportation beyond any school attendance area.

In addition, upon request of a student's parent/guardian, the Superintendent or designee may authorize transportation for any interdistrict transfer student to and from designated bus stops within the attendance area of the school that the student attends if space is available. [BP 5117 June 2020; EC 8151, 41020, 46600-46610, 48204, 48300-48317, 48900, 48915, 48915.1, 48918, 48980, 48985, 52317; CA Constitution Article 1, Section 31]

### **2. Attendance Where Caregiver Resides:**

If your child lives in the home of a caregiving adult, as defined by law, or a foster home your child may attend the school district in which that residence is located. Execution of an affidavit under penalty of perjury pursuant to the Family Code by the caregiving adult is required to determine that your child lives in the caregiver's home. [EC 48204(a), 48980; FC 6550-6552]

### **3. Attendance in District in Which Parent or Guardian is Employed:**

The district may, but is not required to accept a transfer student whose parent/guardian resides outside the boundaries of the school district but is employed and lives with the student at the place of the parent's/guardian's employment within the boundaries of the school district for a minimum of three days during the school week; or a student whose parent/guardian physically works within the boundaries of the school district for a minimum of 10 hours during the school week. [EC 48204(a)(7), 48980]

### **4. Special Enrollment Allowances for Some Categories of Students:**

There are enrollment provisions for some students living in the District including foster, homeless, migratory, or military children: 1) they stay enrolled at their school of origin outside the District, 2) their Individual Education Plan (IEP) indicates attendance elsewhere, or 3) the parent or guardian, with knowledge of all options, declares in writing otherwise. In some cases, they also have rights to expedited enrollment in school, to attend classes and programs (pending proof of immunization), to after-school programs, and fee waivers. The school district and each school site have complete documentation of the rights of homeless, foster, migratory, military, and other special categories of students. [EC 48204, 48204.7, 48645.3, 48850-48859, 48853.5, 51225.1, 56055; 5 CCR 4622; WIC 361, 726; 42 USC 11301, 11431-11435, 11432]

### **Student Immigrant and Religious Rights**

All school age children must be admitted to California Public Schools and be offered all programs accessible to other students. School districts cannot ask about a student's immigrant or religious status. The state Attorney General has information about "know your rights": <https://oag.ca.gov/immigrant/resources>. Immigrant students are still considered residents of their current school district even if parents are deported or are being held in custody. [EC 200, 220, 234.1, 234.7]

### **■ Minimum Days/Pupil Free Staff Development Days**

If your child will be affected by minimum days or staff development days, we will give you at least one month's notice. The dates that were known at press time are printed in the calendar in this booklet. [EC 48980]

### **■ Safe School Zone**

This zone extends 1,500 feet around Hollister High School during regular school hours and within sixty (60) minutes before-or-after the school day and sixty (60) minutes before-or-after any school-sponsored activity at the school site. [EC 32211; PC 626(c)(2)]

## ■ Closed Campus

The San Benito School Board has established a closed campus policy at all sites. Students may not leave campus at any time during the school day. This is for the security of the campus and to protect your student's health, safety, and welfare. Please cooperate by not requesting permission for your student to leave campus during the school day. [EC 44808.5]

Students who leave campus and return may be subject to a search of all personal belongings.

## ■ Protocol for Visitors to School Campus

Hollister High School values a safe and healthy learning environment; therefore, the District has designated HHS as a closed campus during school hours. Students are not permitted to leave campus during the school day without parent/guardian and school permissions. Students who leave school without authorization shall be classified truant and subject to disciplinary action. [BP 5112.5 June 2013; EC 35160, 35160.1, 44808.5]

Hollister High school encourages and appreciates the involvement and assistance of parents and community members in our school community. All visitors, including parents, must check in at the main administration building. **Non-students or students from other schools MAY NOT VISIT the campus or attend school with HHS students.** Exceptions will be cleared by an Assistant Principal. In order to maintain the least amount of disruption during the academic school day, the following policy is in place for parents and other visitors:

### Helpful tips for visitors:

- Visitors must have a valid photo identification
- Visitors are asked to check in with our school receptionist and obtain a visitor's badge
- Visitors are not permitted in classrooms without direct approval of an administrator
- Parents/Guardians may be asked to wait in designated office area to meet teachers/counselors for a conference
- Former students may not visit teachers during the school day unless prior permission has been obtained

## ■ Trespassing

Entering the school campus without authorization from a school official is strictly prohibited. Violators will be reported to the Hollister Police Department or School Resource Officer. [EC 32211; PC 653(b), 602]

## ■ Individualized Instruction

You must notify the school if your child has a temporary disability and cannot attend regular classrooms. If your temporarily disabled child is located outside your school district, notify both the district where your child resides and where the child is located. Within five (5) days of notice, the district(s) will determine if the student qualifies, and within five (5) days of the determination commence instruction in the home or in a hospital or other residential health facility. The district(s) will notify you if your child qualifies, when instruction will begin and for how long it will continue. Each hour of instruction at home or in a facility will count as a full day but cannot exceed 5 days per week nor the number of days in the school year. [EC 48206.3, 48207, 48207.5, 48208, 48980]

## Short Term Independent Study

The Short-Term Independent Study is an educational alternative for students who are required to miss no less than three (3) and no more than fourteen (14) school days due to travel or temporary relocation.

To enroll:

1. The student contacts the Short-Term Independent Study Program Office at (831) 637-5831 ext. 168 at least seven school days prior to their departure to allow for work to be collected.
2. A parent, the student, and the Short-Term Independent Study Coordinator sign a contract.
3. The coordinator requests homework from each teacher. Students with a device and stable internet access will complete assignments via Google Classroom. Students without a device and access will receive a paper packet.
4. The students will scan packets and submit through Google Classroom to their teachers and email to the Alternative Education Office. Students without scanning capabilities will report to the Alternative Education Office to

use the internal scanner. Students turning in work via Google Classroom will email copies of completed work to the Alternative Education Office. Students with paper packets will turn in completed work to the Alternative Education Office.

Students not completing Short-Term Independent Study assignments will not be allowed to participate in this program for one year. [EC 48206.3, 48980]

### **Virtual Academy – Long Term Independent Study**

San Benito High School District’s Virtual Academy offers a means of individualizing the education plan for students whose needs may be best met through study outside the regular classroom setting. Students will receive either one-on-one or small group instruction from a certificated teacher in a fully virtual setting via online curriculum. Each student, along with the instructor, will develop an individual plan which lists the courses to complete each semester and a timeline for addressing that plan. For more information, parents/guardians may call their student’s counselor. [EC 51745-51749.3]

### **Pregnant or Parenting Students**

Pregnant or parenting students who are 18 years old or who have permission from their parent/guardian may have excused leave for up to 8 weeks or more without having to complete schoolwork or other requirements, or being subject to penalties. They may return to the same school and courses, and be provided time to make up work. They may choose to attend an alternative program with access to comparable courses, programs and activities. They may have a fifth year to complete high school graduation requirements unless administration determines they are capable of completing graduation requirements in four years. Complaints about these rights can be made using the Uniform Complaint Procedure. [EC 221.5, 221.51, 46015, 48200, 48980]

### **■ Unexcused Absences (truancy)**

When a student misses school without an excuse they are considered truant, and the school will notify the parent/guardian. The state defines three levels of truancy, each carrying more severe penalties for both

the student and the parents or guardians. A student is classified as;

**Truant:** after missing three days of school or three 30-minute periods without a valid excuse

**Habitual Truant:** if they are truant three or more times in a school year and an effort is made to meet with parents

**Chronic Truant:** if they miss 10 percent or more of the school days in a school year.

Early intervention and cooperation between the school and the family is the best way to support student learning. A student who is truant can be referred to our School Social Worker before being directed to a student attendance review board (SARB), a community service program, the county probation department, or to the district attorney. Through these programs the student can be given guidance toward improving attendance. The goal is to intervene before a student enters the juvenile justice system or drops out of school. Parents are urged to use community services identified by the school or District, a SARB, the District Attorney, or Probation department. Students and parents face penalties as defined in Education Code, Welfare and Institutions Code, and Penal Code.

**Student Penalties:** First truancy may result in a one-day weekend class; Second truancy may be a written warning from a peace officer; Third truancy may result in assignment to an after-school or weekend program, involvement of a SARB, a probation officer, or District Attorney; Fourth truancy may result in a chance to improve attendance, but may also result in the student being placed within the jurisdiction of the juvenile court. Other penalties may include required community service, payment of a fine, attending a truancy mediation program, and loss of driving privileges.

**Parent Penalties:** First conviction – up to \$100 fine; Second conviction – up to \$250 fine; Third conviction – up to \$500 fine. Parents of chronically truant elementary students face a fine up to \$2,000; imprisonment up to one year; or both. They may also be scheduled to meet regularly with district staff and/or referred to community resources. Parents may also have to attend classes at the student’s school for a day and/or personally deliver their child to school every day. [EC 48260, 48260.5, 48261, 48262, 48263,

48263.5, 48263.6, 48264.5, 48291, 48293, 48320; PC 270.1, 830.1; WIC 256, 258, 601, 601.3; VC 13202.7; ne]

## ■ Notice of Alternative Programs

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to: (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy. (b) Recognize that the best learning takes place when the student learns because of his desire to learn. (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects. (d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process. (e) Maximize the opportunity for the students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the Board of Trustees of the district to establish alternative school programs in each district. [EC 58501]

## INSTRUCTION AND CURRICULUM

### ■ Academic Standards and Assessments

Each district in California decides how they will teach and what resources they will use. More information can be found at [www.cde.ca.gov/re/cc/](http://www.cde.ca.gov/re/cc/). California uses a computer-based student testing system tied to the standards for English

language arts, mathematics, and science called the California Assessment of Student Performance and Progress (CAASPP). The tests include the Smarter Balanced Assessment Consortium Assessments, California Science Tests (CAST), California Alternate Assessments (CAA), and Standards-based Tests in Spanish (STS) for Reading/Language Arts. Parents can exempt their child(ren) from CAASPP testing by submitting a letter in writing annually. More information about the CAASPP can be found at [www.cde.ca.gov/ta/tg/ca/](http://www.cde.ca.gov/ta/tg/ca/). [EC 60119, 60604, 60615, 60640; 5 CCR 852]

English Language Learners are evaluated with the English Language Proficiency Assessments for California (ELPAC) and to identify and measure their progress in English Language proficiency. Students in grades 5, 7, and 9 also participate in Physical Fitness Testing (PFT). [EC 52060, 52066, 60800]

### ■ Local Control Funding and Accountability

The Local Control Funding Formula (LCFF) provides money to school districts with a uniform base grant for every student, adjusted by grade level. Plus they receive adjustments for the number of students living in poverty, English learners, and foster youth. Then there are further adjustments for concentration of these groups if they are above 55% of the district's enrollment. More information about the LCFF is available at [www.cde.ca.gov/fg/aa/lc/](http://www.cde.ca.gov/fg/aa/lc/).

The Local Control Accountability Plan (LCAP) is a critical part of the LCFF. Each school district is required to engage parents, students, educators, employees, and the community to establish their plan. The LCAP must focus on eight areas identified as State priorities:

1. Basic Services
2. Implementation of State Standards
3. Parental Involvement
4. Pupil Achievement
5. Pupil Engagement
6. School Climate
7. Course Access
8. Other Pupil Outcomes

The plan must describe the overall vision for students, annual goals including language acquisition, and specific action to achieve these goals. The plan will demonstrate how the district's budget will help achieve the goals, and annually assess how well the

strategies improved outcomes. Anyone can comment about proposals or expenditures to the school board; at parent, student, community engagement meetings; at staff LCAP meetings; or to the district LCAP Advisory Committee. Complaints regarding LCAP may be filed anonymously or using the District Uniform Complaint Procedures. [EC 305, 47606.5, 47607.3, 52060-52076, 5 CCR 4600, 4622]

### **Homeless, Migratory, Foster, Military, and Juvenile Court Youth**

Homeless, migratory, foster, military family, juvenile court youth, or youth participating in a newcomer program have special rights related to graduation and partial high school credits. They have the right to an adult to help make educational decisions. Foster and homeless youth also have special rights associated with college funding, and certain considerations in school discipline. The District Uniform Complaint Procedure may be used to file a complaint. [EC 48645.3, 48645.5, 51225.1-51225.3, 56055; 5 CCR 4622; WIC 361, 726]

### **Language Acquisition Programs**

Language acquisition programs are designed to ensure that English learners acquire English as rapidly and effectively as possible. They provide instruction based on the state-adopted academic content standards, including English language development (ELD) standards.

The District offers a Structured English Immersion program in which nearly all instruction is in English with curriculum and presentation designed for students who are English learners. [EC 305(a)(2), 306(c)(3)]

Parents/Guardians may provide input regarding language acquisition programs during the development of the Local Control Accountability Plan. Parents/Guardians may submit written or verbal requests for the establishment of a language acquisition program in addition to the program available. Schools in which the parents/guardians of 30 pupils or more per school or 20 pupils or more in any grade request a language acquisition program are required to offer such a program to the extent possible. Please contact the District office or your school principal for more information. [EC 306(c), 310; 5 CCR 11310]

Parents/Guardians have a right to opt their child(ren) out of the school district’s language acquisition program or opt out of particular English learner service(s) within a language acquisition program. [20 USC 6312(e)(3)(A)(viii)]

### **■ School Counselors**

School counselors are trained educators possessing a valid teacher credential with a specialization in pupil personnel services. Counselors help students in grades 9-12 make decisions about their courses, extra-curricular activities, and preparation for college and/or careers. They guide students through all the steps including information about financial aid, academic requirements, and careers. Counseling related to academic and nonacademic courses, classes, electives, school-related activities, team sports, athletic competitions, and school facilities will be available to all students without regard to their gender or gender identity, the gender listed in their records, or any protected group as listed under “Complaints Regarding Discrimination, Harassment, Intimidation, Bullying, Exceptional Needs Students, Categorical Programs, Federally Funded Programs” on page 43. Most counselors are available by appointment and will meet with students and their families. The District Uniform Complaint Procedure may be used to file a complaint. [EC 221.5, 221.8, 48980, 49600, 48900, 51229; GC 11135; Title VI, Title IX; § 504; CIF 300D]

### **■ District Course Offerings**

Annually the District prepares curriculum, course titles, aims, and descriptions in a course catalog. The catalog is available at each school site and may be reproduced at cost. Parents/Guardians have the right to review all course material. [EC 49091.14, 51101; PPRA]

### **■ Curriculum and Personal Beliefs**

Whenever any part of the instruction in comprehensive sexual health, sexual abuse, or human trafficking prevention education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction if you request an excuse in writing. No student shall be penalized, sanctioned, or disciplined for such an excuse, and

shall have an alternative education activity available. [EC 51240, 51938, 51950]

## **Family Life, Human Development, and Sexual Health Education**

Your child will be taking classes in compliance with the California Healthy Youth Act. These will include comprehensive sexual health education, HIV education, and research findings regarding pupil health behaviors and risks. Students in grades 9-12 will gain a deeper understanding of HIV transmission, prevention, and treatment. They will also be taught about the prevalence of human trafficking and the methods traffickers employ, including social media and mobile devices. You will be notified before such instruction. Any written and audio-visual educational materials planned for use are available for inspection prior to the start of classes. You may have copies of non-copyrighted material that will be presented by a consultant or guest speaker. You have a right to request, in writing, that your child not participate in any or all activities. You may withdraw this request at any time. School districts must ensure that all participating pupils receive sexual health instruction from personnel adequately trained in appropriate courses. In this District, staff teaches these classes. During this class, students in grades 9-12 may be asked to anonymously, voluntarily, and confidentially fill out evaluation and research tools such as surveys, tests, or questionnaires measuring student attitudes toward health, sex, and risk behaviors. Copies of Education Code Sections 51933, 51934, and 51938 can be requested from the District or can be obtained online at <https://leginfo.legislature.ca.gov>. [EC 51933-51939]

## **Tests/Surveys on Personal Beliefs**

You and/or your child(ren) over 18 will be notified before administration of any confidential test, questionnaire, or survey containing questions about your child's, or his/her parents' or guardians' personal beliefs or practices in politics, mental health, anti-social, illegal, self-incriminating, or demeaning behavior, critical appraisals of others close to the family, about legally confidential relationships such as ministers or doctors, income (unless to determine eligibility in a program or for receiving assistance), sex, family life, morality, or religion. Parents may opt out of their child

participating in such surveys or supplying information to be used for marketing without penalty by submitting a letter in writing. Parents have the right to review any survey or educational materials related to the survey on any of the above items. The District has developed policies relating to the surveys and personal information. If you believe your rights have been violated, you may file a complaint with the Family Policy Compliance Office at U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5920. [EC 51513, 60614, 51938; 60615; PPRA; 34 CFR 98; ESEA]

## **Dissection of Animals**

If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with the student to develop and agree upon an alternative education project for the purpose of providing your child an alternate avenue for obtaining the information required by the class. The school will need a signed note from you indicating your child's objection. [EC 32255]

## **■ Academic Integrity Policy**

Plagiarism and other forms of cheating include 1) cheating on a quiz or major exam by accessing cheat notes, copying off a classmate's paper, text messaging, or other forms of cheating; 2) allowing a fellow student to copy work on a quiz, major test, homework or writing assignment including a research or other major paper; 3) copying someone else's work and claiming it as one's own on any assignment, such as a research paper or any other essay.

Also included under this policy is using deceitful practices to improve a grade, for example, a) falsifying data on a research paper or for a presentation, b) resubmitting old work for new credit, c) turning in the same assignment to multiple teachers, d) reporting on books not read, e) act of inventing or altering information. Examples may include giving false information for absences, falsifying research, modifying previously graded work, etc.

The penalty for committing plagiarism and/or engaging in other forms of cheating will result in the teacher contacting the parent/guardian and, at the teacher's discretion, may result in a zero for the

work/test with the possibility of not being allowed to redo the work. Teachers and administrators are expected to deal with violations on an equitable and case-by-case basis, to analyze the level of offense that has been committed, and to use discretion when assigning consequences. [BP 5131.9 April 2021]

### ■ Instructional Support Services

Student Support Services provided for all San Benito High School District students include: course registration and scheduling, academic guidance, personal counseling, conflict mediation and resolution, attendance and behavior support and intervention, referrals to appropriate community resources, parent/guardian support related to school issues.

### ■ High School Credits and Graduation

Education code sets minimum course requirements to graduate from high school and earn a diploma. School districts may set additional requirements. The District has established guidelines for transferring credits and meeting graduation requirements. [EC 51225.1-51225.3]

### Exceptions

Homeless, migratory, foster, military family, juvenile court youth, or youth participating in a newcomer program have special rights related to graduation and partial high school credits. They have the right to an adult to help make educational decisions. These students can be registered in their district of choice, but must provide proof of residency within 10 days. Foster and homeless youth also have special rights associated with college funding, and certain considerations in school discipline. The District Uniform Complaint Procedure may be used to file a complaint. [EC 48645.5, 51225.1-51225.3, 56055; 5 CCR 4622; WIC 361, 726]

### California High School Proficiency Exam

Students who are 16 years or older and have completed grade 10, or those meeting other requirements, may take the California High School Proficiency Exam (CHSPE). If they pass, they will earn a State Certificate of Proficiency, which is equal to a high school diploma. Many students use the exam to start jobs or start college earlier than their expected

graduation date. There may be a fee for taking the exam. [EC 48412; 5 CCR 11523]

### Cal Grant Application / Opt-Out

Cal Grant Awards are money provided by the State of California to assist in college expenses (tuition, room and board, books and other supplies). Each student in grade 12 are considered Cal Grant applicants unless they or their parent/guardian opt out. Unless the parent/guardian or the 18-year-old student opt out in writing by the last Monday in September, certified Grade Point Average (GPA) data will be transmitted to the CA Student Aid Commission no later than October 1, 2022. To receive the Grant, students must apply. For more information go to [www.csac.ca.gov](http://www.csac.ca.gov). [EC 69432.9]

### ■ Preparation for Admission to College

Details for planning college admission are available through the school course catalogue and the Student Support Services, and at the University of California website: [www.ucop.edu/doorways/guide](http://www.ucop.edu/doorways/guide) and [www.ucop.edu/doorways/list](http://www.ucop.edu/doorways/list). Additional information is available on [www.californiacolleges.edu](http://www.californiacolleges.edu). This site provides information about the specific admission requirements in effect at CSU (California State University) and UC (University of California). Parents and students may gain college information for student athletes and assistance in the college preparation process by accessing individualized service through their counselor at [www.sbhs.sbhsd.org/academics/counseling](http://www.sbhs.sbhsd.org/academics/counseling).

### ■ Taking Early Final Exams

For Fall Semester only, students can request to take early finals no sooner than five (5) school days preceding their final exams. The student must submit this request electronically 5 days before they leave through a link given to them by their counselor. Students requesting to leave before this timeline, must apply for (STIS) Short Term Independent Study 7 days before they leave through Ext 168. Upon return from STIS, students must take their final(s) within 5 days.

**No early finals available for Spring Semester.**

## ■ University of California/California State University Admissions

Admission to the California State Universities requires a minimum 15-unit pattern of courses for admission as a first-time freshman. Each unit is equal to a year of study in a subject area. A GPA of 2.0 (C) or higher is required for regular admission. Admittance is based on an eligibility index that combines multiple items. Transfer students are accepted.

Admission to the University of California requires completion of the 15 year-long high school course list. These courses are also known as the “a-g” subjects. At least seven of the 15 yearlong courses must be taken in the student’s last two years of high school. A GPA of 3.0 (B) or higher is required for California residents. [EC 48980, 51229]

Links to University of California/California State University requirements: [admission.universityofcalifornia.edu/admission-requirements/](http://admission.universityofcalifornia.edu/admission-requirements/); [www.calstate.edu/apply](http://www.calstate.edu/apply); [www.calstate.edu/apply/freshman/](http://www.calstate.edu/apply/freshman/)

### Career Technical Education

Career Technical education courses are offered through the general education program. Pathways include:

- Agriculture & Natural Resources
- Arts, Media & Entertainment
- Building & Construction Trade
- Business & Finance
- Engineering & Architecture
- Health Science & Medical Technology
- Hospitality & Tourism
- Manufacturing & Product Development
- Transportation

The Career Technical Education courses listed in the course catalog under those programs are open to all students; however, advanced courses have prerequisites, or require the instructor’s permission.

### Definition of Career Technical Education

A program of study that involves a multi-year sequence of courses that integrates core academic knowledge with technical and occupational

knowledge to provide students with a pathway to postsecondary education and careers. More information is available about Career Technical Education at California Department of Education, [www.cde.ca.gov/ci/ct/](http://www.cde.ca.gov/ci/ct/). [EC 35186, 48412, 48430, 49701, 51225.3, 51225.5, 51228, 51240-51246, 51410-51412, 51420-51427; 5 CCR 1600-1651]

### High School Graduation Requirements compared to UC/CSU Requirements

University Pathway	EC	CSU	UC	SBHSD
	History/Social Science (a)	3	2	2
English Language Arts (b)	3	4	4	4.0
Mathematics (c) *	2	3 <sup>+1</sup>	3 <sup>+1</sup>	3.0
Science (d) **	2	2 †	2 †	3.0
Foreign Language (e)	1	2	2 <sup>+1</sup>	2.0 Δ
Visual/Performing Arts (f)		1	1	1.0
Physical Education	2			2.0
Elective (g)		1	1	4.0

CTE Pathway	EC	CSU	UC	SBHSD
	History/Social Science (a)	3	2	2
English Language Arts (b)	3	4	4	4.0
Mathematics (c) *	2	3 <sup>+1</sup>	3 <sup>+1</sup>	3.0
Science (d) **	2	2 †	2 †	3.0
Foreign Language (e)	1	2	2 <sup>+1</sup>	3.0
Visual/Performing Arts (f)		1	1	
Career Tech Education ‡				
Physical Education	2			2.0
Elective (g)		1	1	4.0

\* Students on the University Pathway must complete Algebra 1, Geometry, and Algebra 2. Students on the CTE Pathway must complete Algebra 1, Geometry, and one more math class.

\*\* Must include a physical and biological science

<sup>+1</sup> One additional year is recommended in Mathematics for both CSU and UC, and in Foreign Language for UC.

† Specifics of courses vary from CSU to UC.

Δ Two courses in the same Language.

‡ The San Benito High School District has adopted a policy that allows Career Technical Education courses to be counted toward graduation. Which “(a)-(g)” requirement applies varies by course.

San Benito High School District offers the

following Career Technology Education courses that qualify toward the UC/CSU “(a)-(g)” requirements:

- Ag Mechanics, Intermediate & Advanced . . .(g)
- Biology and Sustainable Agriculture . . . . . (d)
- Animal Science. . . . . (d)
- Veterinary Science. . . . . (d)
- Floriculture. . . . . (f)
- Advanced Floral Design. . . . . (f)
- Environmental Horticulture Science . . . . . (d)
- Plant Production Management . . . . .(g)
- Agriculture and Soil Chemistry. . . . . (d)
- Interdisciplinary Science for Sustainable  
Agriculture Honors . . . . . (d)
- Introduction to Business. . . . .(g)
- Business Management, Intermediate &  
Advanced. . . . .(g)
- Principles of Engineering . . . . .(g)
- Engineering 2. . . . .(g)
- Introduction to Medical Careers . . . . . (d)
- Sports Medicine. . . . .(g)
- Advanced Sports Medicine. . . . .(g)
- Culinary Arts 1 & 2 . . . . .(g)
- Wood Sculpture and Design . . . . . (f)
- Art Metal Design . . . . . (f)
- Introduction to Multimedia . . . . . (f)
- Intermediate Multimedia Production . . . . . (f)
- Advanced Film and Video Production . . . . . (f)

[BP/AR 6146.1 January 2021; EC 35186, 48412, 48430, 49701, 51225.3, 51225.5, 51228, 51240-51246, 51410-51412, 51420-51427, 60850-60859; 5 CCR 1600-1651]

## SCHOOL RECORDS AND STUDENT ACHIEVEMENT

### ■ Pupil Records

Parents, guardians, foster parents, certain caregivers, and students over 18 have the right to review, inspect, and get copies of school records within five business days of a written or oral request or before any meeting regarding an individualized

education plan (IEP) or a hearing. Those records are confidential, and privacy will be maintained. Student records are provided to schools where student transfers or wants to enroll. In some instances, information about your child may be released to District staff, foster agencies, short-term residential treatment programs, after school programs, summer camps, lawyers, law enforcement, state researchers, and nonprofit researchers. Sharing of pupil records must conform to federal laws and in some cases must be approved by the State Committee for Protection of Human Subjects. The records include transcripts, discipline letters, commendations, attendance, health, and testing information. The records are maintained at the counseling office by the registrar. There is someone to help interpret the material. When more than one child is named in the records, parents may only see material related to their child. If requested, the district will provide a list of types and locations where materials are held. There is a log of who has viewed the records that is kept at the same location as the records. District policy or administrative regulation 5202 sets forth the criteria by which school officials and employees can look and change or delete the files and why. Files may be reviewed to identify students eligible for public school choice or supplemental educational services. You may have copies made for 15¢. The District uses a contractor for tracking and/or copying student records. With the proper documentation, the records can be changed to reflect a legal change of name and/or gender of a student or a former. You also have the right to file a written request with the superintendent challenging the records if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer’s expertise, a comment not based on personal observation with time and date noted, misleading information, or a violation of privacy rights. You can file a complaint about how your request was handled with the district or with United States Department of Education. You will get to meet with the superintendent or designee within 30 days. If your challenge is sustained, the changes will be made. If not, you can appeal to the school board, which has final authority. If you still have a different view, your view can be included in the student’s record. [EC 8484.1, 49062.5, 49063, 49060, 49062.5, 49068, 49069, 49069.3, 49070-49079.7, 51101, 56043,

## Students of Military Families

For a smoother transition, the District has established guidelines for transferring credits and meeting graduation requirements of students from military families. Also, students can be registered in their district of choice, but must provide proof of residency within 10 days. [EC 51225.1, 51225.2]

## Student Transcripts

Official Transcripts for all past students are available through our school website and the [Parchment.com](http://Parchment.com) Program for retrieving records. Allow two (2) scheduled working days for processing. Current students may request unofficial transcripts directly from their counselor throughout the school year, or official In Progress transcripts at no charge through the school website, Google request form. Graduates and no longer active students are required to go online through [Parchment.com](http://Parchment.com).

## Senior Eligibility for Graduation Ceremony

Seniors **may not be eligible to participate in the graduation ceremonies** if any of the following situations occur during their senior year:

Seniors who accumulate more than **45 block absences** (including zero period), excused or unexcused, from the start of the first day of the school year may lose the privilege of attending the Prom, the Grad Trip, and/or Graduation ceremony. Students who are absent due to serious illness must present a physician's note to avoid losing these privileges.

Please contact Student Support Services with any questions regarding grades.

## Student Data from Social Media Websites

School Districts may adopt a plan to gather student information from social media websites. The Board of Trustees has not adopted such a plan but may consider it in the future. The information would pertain only to student or school safety and must be destroyed within one year of the student leaving the District or turning 18. [EC 49073.6]

## ■ **Accessing Student Information On-Line**

Parents/Guardians are encouraged to access their student's attendance, grades, test scores, and other school-related information online. In order to protect privacy, Parents/Guardians register by providing the school with their email address. For more information, please check the Aeries information page on our school website at: [www.sbhs.sbhsd.org/academics/aeries](http://www.sbhs.sbhsd.org/academics/aeries).

Parents/Guardians are welcome to use the computers in the school library, please contact the Library at ext. 181 for hours. For technical assistance, please call 831-637-5831, ext. 112, M-F, 8 a.m. to 3 p.m.

## ■ **Failing Grades**

The Board of Trustees prescribes regulations requiring the evaluation of each pupil's achievement for each marking period and requires a conference with, or written report to the parent/guardian of each pupil whenever it becomes evident that the pupil is in danger of failing a course. The refusal of a parent/guardian to attend the conference or respond to the written report shall not preclude failing the pupil at the end of the grading period.

## ■ **Communication and Regulations Regarding Pupil Achievement**

The Board of Education believes good communication between parents and teachers is important in the educational process. All appropriate forms of communication should be used. The progress report should reflect student progress in classwork and proficiency levels and indicate educational growth in relation to the student's ability, citizenship and effort. [EC 49067]

Staff members are required to return parent/guardian initiated contacts within two working days. [BP 5206, 6220]

## ■ **Teacher Qualifications**

A provision of federal Title I requires all districts to notify parents of children in Title I schools that they have the right to request and receive timely information on the professional qualifications of classroom teachers and paraprofessionals including state qualifications, licensing for the grade level

or subject taught, any waivers for qualifications, emergency provisions, college major, graduate degrees and subject, and if paraprofessionals or aides are in the classroom and what their qualifications are. [ESEA; 20 USC 6311; 34 CFR 200.61]

### ■ **Release of Directory Information**

The law allows schools to release “directory information” to certain persons or organizations including military recruiters. Directory information includes student’s name, address, telephone number, email address, date of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school attended. You may have the district withhold any of this information by submitting a request in writing by the first Friday in September. Written notification received after the date specified will be honored, but the student’s information may have been released in the interim. In the case of students with exceptional needs or who are homeless, no material can be released without parent or guardian consent. [EC 49061(c), 49070, 49073(c), 56515; FERPA; ESEA]

### ■ **School Safety Plan**

Every year, each school shall review and update its plan by March 1. Each school shall make its plan public and shall share the plan with numerous community leaders, school site personnel, and parent groups. Plans should, among other things, provide guidance for the response to and/or the prevention of bullying, child abuse, disasters, and criminal activity. Key elements are to be described in the School Accountability Report Card. Planned responses to criminal incidents need not be disclosed. The Uniform Complaint Procedure can be used regarding School Safety Plan compliance. [EC 32281, 32282.1, 32286, 32288, 32289, 51101]

Security cameras are in operation on the campus to help maintain safety. Students will be assured that: the cameras do not record areas where there is an expectation of privacy (such as locker rooms, restrooms, etc.); the cameras do

not record conversations; they are operated in a random scanning manner by computer and do not target individual students; and that the school administrators will view the video recordings only when there is an incident or safety concern. This security camera system is a supplementary tool to assist the school in maintaining a safe campus and cannot be considered as a guarantee of safety or protection from violence or property crimes.

## **STUDENT SERVICES**

### ■ **Student Meal Program**

The District’s Food Service Department serves breakfast and lunch daily, and seeks to ensure no child is denied meals. The meal program is self-sufficient so that other student services are not impacted when meals are not paid for. Parents/Guardians may pay for meals in advance online at <https://family.titank12.com> or by contacting Jim Lewis or any of the cafeteria staff. When paying in person, cash or check only please. The District will contact you if your account is ten (10) days behind. The District may be able to create a repayment plan or to explain the Free and Reduced meal plan; participation in the plan is confidential. [EC 49510-49520, 49558; 42 USC 1761(a)]

### ■ **Student Use of School Computers and the Internet**

Hollister High School grants Internet access to students to support school-related projects. The Internet provides vast informational resources for students to use in their academic pursuits. The Internet, however, may be used unsuitably to access or send inappropriate information\*. HHS has installed filtering software to reduce the possibility of unsuitable access but there is no absolute way to prevent access to information which is clearly inappropriate. In an effort to preclude students using the Internet unsuitably, the following guidelines are employed to assist the filtering software:

- As part of the orientation on use of the Internet, teachers stress the expectation that students

---

\* Inappropriate information is material that is abusive, obscene, profane, threatening, racially offensive, or illegal. This includes, but is not limited to, sending messages or posting information on the web that negatively targets other members of the school community.

will not use the Internet to access or send inappropriate information\*.

- Staff members observing students using the Internet to obtain or provide inappropriate information\* will promptly refer students for appropriate discipline consequences.
- Users should not expect that files stored on District servers will always be private.

Students receive detention or may be suspended with loss of computer privileges for any of the following offenses:

- Misuse of school computers resulting in damage or destruction to hardware, software, records, or files
- Misuse of the Internet, network, or e-mail
- Using the Internet to obtain or provide inappropriate information\*

Any cost involved in replacement or repair of computers is the responsibility of the student and/or their parent(s)/guardian(s).

### **Chromebook 1:1 Deployment**

Hollister High School will distribute and assign Chromebooks to each student. The Chromebook is essential to the learning process and will be used as a means to access class data via learning management systems (i.e. Google Classroom), submit assignments, check grades, and more. For the purposes of ensuring academic integrity, all students are required to use their school issued Chromebook for any electronic-based assignments (including any tests, quizzes, and exams). All Chromebooks must be signed in via the student's school issued Google account and will be content filtered as per CIPA compliance. The Chromebooks will be considered educational equipment, in the same manner as a textbook, and will be compliant with similar loss and misuse protocols.

### **School Supported Email Addresses**

Hollister High School will distribute and assign an email address to each student. The student issued school email address is essential to the learning process and will be used as a means to access class data via learning management systems. All email addresses are school property and subject to the same guidelines above in regards to internet use. The

student's school issued email address will be content filtered as per CIPA compliance. The email address will be considered educational equipment, in the same manner as a textbook, and will be compliant with similar misuse protocols.

### **Student Use of Technology Policy**

The Board of Trustees intends that technological resources provided by the district be used in a safe and responsible manner in support of the instructional program and for the advancement of student learning. All students using these resources shall receive instruction in their proper and appropriate use.

Teachers, administrators, and/or library media specialists are expected to review the technological resources and online sites that will be used in the classroom or assigned to students in order to ensure that they are appropriate for the intended purpose and the age of the students.

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district technology, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities in accordance with this Board policy and the district's Acceptable Use Agreement.

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Before a student is authorized to use district technology, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement. In that agreement, the parent/guardian shall agree not to hold the district or any district staff responsible for the failure of any technology protection measures or user mistakes or negligence and shall agree to indemnify and hold harmless the district and district staff for any damages or costs incurred.

The district reserves the right to monitor student use of technology within the jurisdiction of the district without advance notice or consent. Students shall be informed that their use of district technology, including, but not limited to, computer files, email, text messages, instant messaging, and other electronic communications, is not private and may be accessed by the district for the purpose of ensuring proper use. Students have no reasonable expectation of privacy in use of the district technology. Students' personally owned devices shall not be searched except in cases where there is a reasonable suspicion, based on specific and objective facts, that the search will uncover evidence of a violation of law, district policy, or school rules.

The Superintendent or designee may gather and maintain information pertaining directly to school safety or student safety from the social media activity of any district student in accordance with Education Code 49073.6 and BP/AR 5125 - Student Records.

Whenever a student is found to have violated Board policy or the district's Acceptable Use Agreement, the principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the district's equipment and other technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

The Superintendent or designee, with input from students and appropriate staff, shall regularly review and update procedures to enhance the safety and security of students using district technology and to help ensure that the district adapts to changing technologies and circumstances.

### Internet Safety

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that protects against access to visual depictions that are obscene, child pornography, or harmful to minors and that the operation of such measures is enforced.

To reinforce these measures, the Superintendent or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure

that students do not engage in unauthorized or unlawful online activities.

Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political, or scientific value for minors. (Penal Code 313)

The district's Acceptable Use Agreement shall establish expectations for appropriate student conduct when using the Internet or other forms of electronic communication, including, but not limited to, prohibitions against:

1. Accessing, posting, submitting, publishing, or displaying harmful or inappropriate matter that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs
2. Intentionally uploading, downloading, or creating computer viruses and/or maliciously attempting to harm or destroy district equipment or materials or manipulate the data of any other user, including so-called "hacking"
3. Distributing personal identification information, including the name, address, telephone number, Social Security number, or other personally identifiable information, of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, the dangers of posting one's own personal identification information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying. [BP 6163.4 June 2018; EC 49073.6, 51006, 51007, 60044; PC 313, 502, 632, 653.2; 15 USC 6501-6506; 20 USC

## ■ **Extra-Curricular Activities – Eligibility**

San Benito High School District prides itself on offering students a wide range of opportunities for participation in extracurricular activities. It is also the position of the Board of Trustees that participation in such activities is a privilege which may be enjoyed only through the demonstration of adequate student performance. Eligibility will be determined at the end of each six week grading period.

**To be eligible to participate** in the Hollister High School extra and co curricular program (e.g., athletics, spirit squads, ASB, field trips, FFA activities, school-wide drama/music productions, college visitations, class offices) a student must abide by the policies for academics, behavior and attendance stated below.

### Academic Eligibility

A student must:

- A. currently be taking a **full schedule**
- B. have earned a total **grade point average of 2.0 or higher** with no more than one F-grade, in the previous grading period

If a student did **not** earn a GPA of 2.0 or above, then he or she may qualify for **probationary eligibility** for one consecutive grading period by:

- a. currently taking a full schedule
- b. having earned a total grade point average at least 1.60 with no more than one F-grade, in the previous grading period
- c. being behaviorally eligible (including Habits of Learning Eligibility)

**Once a student becomes ineligible, or is on probationary eligibility during a current grading period, he/she must earn a 2.0 grade point average with no more than one F-grade, to gain eligibility for the following grade period.**

A student who attends and completes summer school classes may utilize grades in designated academic courses to replace the failed spring

semester course(s) to determine academic eligibility for the following first grading period.

### Habits of Learning Eligibility

The District believes that Habits of Learning are critically important in the overall development of students. Habits of Learning marks will not influence an academic grade but shall be used as an indicator for behavioral eligibility. Habits of Learning will be reported separately on the 6-week progress reports and semester report cards.

**Productive Days & Non-Productive Days:** Teachers will mark students daily within the Student Information System (SIS) on whether they have had a productive or non-productive day, including a comment for non-productive marks. A productive day means a student has followed the habits of learning outlined through the school-wide rubric.

**Grading Period Reporting:** Students will be given an O for Outstanding, S for Satisfactory, or an N for Needs Improvement after a 6-week progress period with a final habits of learning grade marked at semester. If a student receives an “N” marking, a comment will be provided on progress towards learning.

Any student who receives an N for Habits of Learning during a marking period will receive a comment on the progress report which will provide students and families with information on how to improve.

Students who receive 3 or more N markings in a 6-week progress period will be considered behaviorally ineligible. When students are ineligible, they may not participate in any activity considered co-curricular until such time as eligibility is established. (AR 6145)

If a student receives 3 N markings, then he or she may qualify for probationary eligibility for one consecutive grading period by:

- a. currently taking a full schedule
- b. having received less than (3) N markings, in the previous grading period
- c. being behaviorally eligible

## Habits of Learning Rubric

Productive Day Behaviors: <i>The student will demonstrate . . .</i>	Productive days may look like . . .
<b>Respect</b>	<ul style="list-style-type: none"> <li>• Actively following instructions of adults</li> <li>• Communicating with language appropriate for school</li> <li>• Accepting and following all school-wide rules                             <ul style="list-style-type: none"> <li>◦ school-wide dress-code</li> <li>◦ school-wide cell phone policy</li> <li>◦ appropriate use of school devices, equipment, and supplies</li> </ul> </li> <li>• Maintaining academic honesty and integrity</li> </ul>
<b>Timeliness</b>	<ul style="list-style-type: none"> <li>• Arriving to class on time</li> <li>• Submitting assignments on time</li> <li>• Engaging in re-learning and reassessment at the first available opportunity</li> </ul>
<b>Preparedness</b>	<ul style="list-style-type: none"> <li>• Actively participating in class and completing classwork</li> <li>• Arriving to class each day with all required materials</li> <li>• Demonstrating a willingness to learn each day</li> </ul>

As part of the Habits of Learning Grade Reporting, the following chart will determine how tardies and unexcused absences will contribute to a student's grade mark.

	Outstanding	Satisfactory	Needs Improvement
Unexcused Absences; Tardies; Non-Productive Days	0-1	2-4	5+

### Eligibility (Behavioral)

Students who are ineligible due to behavior may not participate in, practice, or attend any school-related activities. School administration has the discretion to exclude a behaviorally ineligible student as a spectator from any school-related event. Any combination of three suspensions/on-campus intervention actions deems a student behaviorally ineligible for six weeks. A single incident of a three day suspension also meets this requirement. Students will also be placed on a Behavior Intervention Plan.

### Senior Eligibility for Graduation Ceremony

Seniors may not be eligible to participate in the graduation ceremonies if any of the following situations occur during their senior year:

- Seniors who accumulate more than 45 block absences, excused or unexcused, from the start of the first day of school year may lose the privilege of attending the Prom, the Grad Trip, and/or Graduation ceremony. Students who are absent due to serious illness must present a physician's note to avoid losing these privileges.
- Not meeting all credit requirements for a HHS diploma
- Behaviorally ineligible students

### Attendance and Timeliness

Students are expected to be in attendance and on time to school. Please see the "Attendance Policy" on [page 7](#) and the "Tardy Policy" on [page 7](#) for specifics on attendance, absences, and tardies.

### Work Permits

It is the discretion of the school district to determine whether a minor, who is still subject to the state's compulsory education laws, to issue a work permit. Requests for Work Permit Applications can be obtained through our school website ([Haybaler.org](http://Haybaler.org)), inside the "Resources and Programs" tab. Work permit requests and existing work permits may be denied for poor attendance, grades, discipline records, or outstanding fees.

## ■ Student Parking Regulations

As each new school year opens, we would like to remind both parents and students of the importance of understanding school rules regarding parking and traffic which will be actively enforced around the school campus! [AR 3513.2]

### Designated Student Parking Lots:

Student parking lots are designated for both staff and students and are located on the outer perimeter of the school campus only.

- Stadium Parking Lot (San Benito Street)
- CTE / River Parkway Parking Lot (off River Parkway) student parking spots to be designated toward the south end. First 8 rows are designated staff only.
- X-WING / River Parkway Parking Lot (Off River Parkway)
- Baler Alley Parking Lot (Monterey Street or West Street)

### STUDENTS DRIVING or riding a BICYCLE to school:

1. All students must park their vehicles (or bicycles) in designated school parking lots/areas. We encourage a good neighbor relationship with our surrounding neighbors. Parking on the residential streets surrounding our school is prohibited.
2. Students **may not** park in Staff Only parking lots or staff designated spots on campus between the hours of 7:00 a.m. and 3:30 p.m.
3. **All vehicles must have an appropriate HHS parking placard and must be clearly displayed and visible above the dashboard.**

### Parking Placards:

Placards are **FREE** via the HHS Web Store at [sbhsd.myschoolcentral.com](http://sbhsd.myschoolcentral.com). Fill out the Parking Placard Application and hit submit at the bottom. You will be added to the list and emailed when your parking permit placard is ready for pickup in the main office.

### Designated DROP-OFF and PICK-UP locations:

- Stadium Parking Lot (San Benito Street) — ENTER from San Benito Street at the center entrance and

EXIT at the south end of the parking lot. ONE WAY TRAFFIC ONLY

- Tennis Courts Parking Lot (Nash Road/West Street) — ENTER From Nash Rd into the Designated Drop off lane for Drop off only
- Science & Robotics Parking Lot / 'W' Building (Nash Rd/River Parkway) — Enter from River Parkway to drop off curbside in front of the main gates. Exit onto Nash Rd. ONE WAY TRAFFIC ONLY
- Baler Alley Parking Lot (Monterey Street or West Street) — ENTER from the Monterey Street side and EXIT with a right turn only onto West Street.

Please use available curb parking spaces that surround the high school. As a reminder, **DOUBLE PARKING and parking in the red is against the law!** It also causes major traffic problems and creates blind spots in which pedestrians and vehicles are unseen. Stopping your vehicle in the middle of traffic and letting your child run across the street creates extremely UNSAFE conditions for all.

The Mattson Gym Parking Lot does not have drop-off or pick up lanes. This parking lot is designated as staff parking only during school hours. It is not designated as a drop-off, nor pick-up location.

### Skateboards / Roller Blades / Bicycles / Roller Shoes and other alternative forms of transportation:

Skateboards, roller blades, roller shoes, bicycles or other alternative forms of transportation are prohibited from use on campus at all times.

## ■ School Accountability Report Card

The School Accountability Report Card is available on request, and is available annually by February 1st on the Internet at [www.sbhs.sbhsd.org/content/uploads/sarc](http://www.sbhs.sbhsd.org/content/uploads/sarc). It contains information about the district and school regarding the quality of programs and its progress toward achieving stated goals. A copy will be provided upon request. [EC 33126, 32286, 35256, 35258, 51101]

## ■ School Bus Information

All interested families must submit a bus application which includes a specific emergency information sheet to be retained by the

Transportation Department, as well. Application forms may be obtained in the Student Services Office in the Main Administration Building and/or on the high school website at [Haybaler.org](http://Haybaler.org).

1. Please scan or email completed bus applications to [cwatson@sbhsd.k12.ca.us](mailto:cwatson@sbhsd.k12.ca.us) or [kbettencourt@sbhsd.k12.ca.us](mailto:kbettencourt@sbhsd.k12.ca.us). Students must have an **approved** bus application and emergency information on file with the Transportation Department prior to riding.
2. Bus routes are posted on the high school website one week prior to the opening of school. All bus times are approximate and all riders should be at their stop five minutes early.
3. Students will be allowed to ride only to/ from their designated stop. **All bus loading/unloading on campus will take place at the River Parkway Parking Lot which is located between the Science and Robotic Building (otherwise identified as “X Wing”) and the Multi-Purpose Field. This loading zone is applicable to both regular bus routes and zero period routes.**
4. Riding the bus to and from school is a privilege. All school discipline rules and consequences apply to bus-related conduct – and students are required to follow the instructions of the bus driver, at all times. For serious violations, even on the first occurrence, students may be immediately and/or permanently denied transportation.

For questions regarding bus schedules, etc., please contact the Transportation Department extension 411 or extension 320 or via email, per above.

### ■ **Lost and Found**

All lost articles should be reported and turned in to the “Student Services” Office. Items need to be claimed as soon as possible. Unclaimed items will be donated to charity at the end of each semester. If anything is lost or found during P.E., it should be reported to the P.E. Department.

### ■ **Services to Students with Disabilities**

If you have reason to believe your child (ages 0 through 21 years) has a disability requiring special services or accommodations, contact the school. Your

child will be evaluated to determine whether he/she is eligible for free special or modified instruction or services.

The District wants to locate, identify and assess all children with disabilities whether homeless, wards of the state, enrolled in public or private schools. The District has policies guiding procedures for identification and referral. Students identified with special needs will receive a Free Appropriate Public Education in the least restrictive environment. [EC 48853, 56020 et seq., 56040, 56301; 5 CCR 4622; 20 USC 1412, (10)(A)(ii), 1412(a)(6)(A); 34 CFR 300.121]

### ■ **Advanced Placement Courses**

College level courses within the high school program are called Advanced Placement Courses. The Advanced Placement (AP) Program is based on the premise that college-level material can be taught successfully to able and well-prepared high school students. Teachers are trained to teach these college-level courses and specific materials are provided to support the college level of instruction. In May of the spring semester of the course, students take a national test prepared by the College Board. If a student earns a 3 or better on a 5-point scale, the student may be given college credit for this course. This is especially helpful for families in reducing the length of time and number of courses a student must complete for a Bachelor of Arts or Science Degree.

### Advanced Placement Examination Fees

State funding is available to qualified low-income students to assist in paying all or part of Advanced Placement exams. [EC 48980, 52240]

### ■ **Fees and Charges**

Fees and charges (including purchase of yearbooks, etc.) may be paid with Mastercard or Visa through the Student Payment Center. The district shall charge only those fees specifically authorized by law. The following fees and charges are permissible if approved by the Board of Trustees:

1. Insurance for athletic team members, with an exemption for financial hardship.
2. Insurance for medical or hospital service for students participating in field trips and excursions
3. Student fingerprinting program.

4. School camp programs operated pursuant to Education Code 8760-8773 provided that the fee is not mandatory.
5. Personal property of the district fabricated by students, as long as the cost of the property does not exceed the cost of the materials provided by the district.
6. Home-to-school transportation and transportation between school and regional occupational centers, programs or classes, as long as the fee does not exceed the statewide average non-subsidized cost per student and so long as exemptions are made for indigent and disabled students.
7. Transportation to and from summer employment programs for youth.
8. Physical education uniforms. It is permissible for a district to require students to purchase their own gym clothes of a district-specified design and color, so long as the design and color are of a type sold for general wear outside of the school. Once the gym uniforms become specialized (e.g., logos, school name), they then become “school supplies” and the district must provide the items free of charge. Education Code 49066 provides that a student’s grade may not be adversely affected due to the fact that he/she does not wear standardized P.E. apparel due to circumstances beyond his/her control, such as lack of funds.
9. Rental or lease of personal property needed for district purposes, such as caps and gowns used by seniors in graduation ceremonies.
10. Fees for community service classes.
11. Eye safety devices, at a price not to exceed the district’s actual costs.
12. Actual costs of duplication for copies of public records.
13. Actual costs of duplication for reproduction of the prospectus of school curriculum.
14. Food sold at school subject to free and reduced price meal program eligibility and other restrictions specified in law.
15. Fines or reimbursements for lost or damaged district property or damage to library property.

16. Tuition for out-of-state and out-of-country residents.
17. Adult education books, materials, and classes as specified in law.
18. Child care and development services.

[EC 8263, 17551, 32033, 32221, 32390, 35331, 35335, 38084, 38119, 39807.5, 39837, 48050, 48052, 48904, 52612, 52613, 60410, 19910-19911, 49091.14, 51815; GC 6253; 5 CCR 350; 8 USC 1184]

### **Pupil Fees**

While there are limited exceptions, families and students should not have to pay fees for most items related to public education. There are four types of fees identified in Education Code:

**Pupil Fees:** No fees or deposits can be required or collected for items including, but not limited to, materials, supplies, equipment, uniforms (i.e. band, cheerleading, basketball), lockers, locks, books, class apparatus, musical instruments.

**Educational Activity Fees:** No fees can be required or collected for student participation in an event or activity, either curricular or extracurricular, that is an essential part of a student’s education or for transportation to those events. There can be no fees required for registering or participating in regular or extra classes.

**Voluntary Donations:** While voluntary donations may be suggested for activities, no student may be denied participation based on the family’s ability to make a donation.

**Exceptions – When fees may be required:** By law, there are exceptions to the prohibition against charging of fees or deposits. These exceptions include, but are not limited to, transportation to non-essential activities, non-essential events where attendance is optional (such as a school dance), food served to students, damage to district provided materials such as textbooks, cost of community service classes, and fingerprinting. Money may also be collected for material used for projects that a student will be taking home, such as, material used in a Career Technical Education class. The Uniform Complaint Procedure can be used regarding pupil fee compliance. A complaint may be filed with the school principal, and may be filed anonymously.

[EC 17551, 17552, 19911, 32030-32033, 32220-32224, 32390, 35330, 35331, 35335, 38084, 38118, 38120, 39807.5, 48052, 48053, 48904, 49010-49013, 49063, 49065, 49066, 51815, 52373, 52612, 52615, 52920-52922, 60070; 5 CCR 4610, 4630]

## HEALTH SERVICES

### ■ Immunizations

Documented proof that immunizations are up-to-date is required before attending school; districts may not allow “conditional” admittance into schools. Students may not participate in a classroom setting unless they have been fully immunized against diphtheria, hepatitis b, haemophilus influenza type b, measles, mumps, pertussis (whooping cough), poliomyelitis, rubella, and tetanus. Students must be immunized for varicella (chickenpox) or provide proof from a doctor stating they have had the disease.

All new students, advancing students, or students transferring into grades 9-12 must be fully immunized, and will not be admitted without the required booster against pertussis (Tdap). The required immunizations are available through a usual source of medical care, County Health Department, or may be administered by a health care practitioner acting under the direction of a physician. Immunizations may be given at school. There may be funds for those who cannot access services. Homeless, foster, migratory, and military youth can be enrolled without proof of immunization. [HSC 120325, 120335, 120338, 120375, 120400, 120405, 120410, 120415, 120480; EC 48216, 48852.7, 48853.5, 49403; 17 CCR 6000-6075; 42 USC 11432(C) (i); ne]

### Exemptions

These requirements do not apply if a form from licensed physician cites why they should not. The physician submits the standardized electronic form directly to the California Immunization Registry (CAIR) and to the school for exemption; this is the only form the school will accept. The form will include physician information, the child’s name and their school, the parent’s/guardian’s name, and the specific basis for and duration of the exemption.

If an outbreak of a communicable disease

occurs, a non-immunized student will be excluded from school for their own safety until such a time as directed by health officials or district administration.

Forms submitted prior to January 1, 2020 and exemptions based on beliefs opposed to immunization submitted prior to January 1, 2016 are valid until the pupil enrolls in the next grade span (grades 9-12). Parents or guardians may refuse to allow the sharing of personal information related to their child’s immunization records by notifying the County Health Department listed in this section. [HSC 120325, 120335, 120338, 120370, 120372, 120372.05; EC 48216; ne]

### ■ Physical Examinations

An authorized person may screen your child’s vision, hearing, or for scoliosis (curvature of the spine). These tests may be administered annually. If you want your child to be exempt from physical examinations at school, file a written statement annually with the school refusing such an exam. However, when there is a good reason to believe that your child is suffering from a recognized contagious or infectious disease, he/she may be sent home and shall not be permitted to return to school until the contagious or infectious disease does not exist. [EC 44878, 49451, 49452, 49452.5; PPRA]

### Vision and Hearing Screening

Hearing screening will be conducted when your child is enrolled or first enters a District school. If a student is receiving a tri-annual IEP (Individualized Education Plan), he/she will receive basic hearing & vision screening. These tests may be administered unless you annually give the school a certificate from a physician or optometrist verifying prior testing, or submit a letter denying consent. [EC 44878, 49451, 49452, 49452.5, 49455; ne]

### ■ Medication

Children may receive or self-administer medication, which is prescribed by a physician, received in its original container, and can get help from school personnel during the school day if:

1. The district designee has received a written statement from the physician detailing the medication name, method, amount, and time

schedules by which the medication is to be taken; and

2. Parent, guardian, or caregiver annually submits a written statement asking the school district to assist their child in taking the medication or allow the student to self-administer certain medications. This includes allowing a school staff member to volunteer to identify the need for and administer glucagon or epinephrine to a student. The letter gives permission to a district representative to communicate with the health care provider, pharmacist and acknowledge understanding of how the medication will be administered. Each school determines if it will have staff trained in the use and storage of auto-injectable epinephrine. The District will have a supply of auto-injectable epinephrine at each school site. [EC 49414, 49414.3, 49414.5, 49423, 49480]

Children may carry and self-administer a blood glucose level test, diabetes care, inhaled asthma medication, and auto-injectable epinephrine if the rules above are met and if a physician confirms in writing that the student is able to self-administer. [EC 49414, 49414.5, 49423, 49423.1, 49480]

If your child is on a continuing medication regimen for a non-episodic (specific) condition, you are required to notify the district designee of the medication being taken, the current dosage, and the name of the supervising physician. [EC 49480; ne]

## ■ Sun Protection

Students when outdoors can wear sun protective clothing, including, but not limited to school-approved white sun protective hats. Students may also apply sunscreen during the day without a doctor's note or prescription. [EC 35183.5, 35291; ne]

## ■ Medical, Hospital, and Accident Insurance for Students

The district DOES NOT provide medical or hospital insurance on individual students, but it DOES provide basic accident insurance for students who may be injured in a school-sponsored activity. The insurance provides coverage for your child while on school grounds or in school buildings during the time your child is required to be there because of attendance

during a regular school day of the district; or while being transported by the district to and from school or other place of instruction; or while at any other place as an incident to school-sponsored activities. The school district assumes no liability for accidents to pupils at school. [EC 32221.5, 49472; ne]

**Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. [EC 49471]**

## Enrollment in a Health Care Plan

All children and their families must be enrolled in a health care plan. There are several options for getting a health plan; through an insurance agent, or low cost provider such as Medi-Cal and Covered California at (800) 300-1506 or online at [www.coveredca.com](http://www.coveredca.com). [PPACA]

## School-Sponsored Athletics

If a student participates in school-sponsored athletics other than physical education or athletic event during the school day, parents/guardians and the student athlete are required to annually; (1) complete a concussion awareness form, (2) complete a sudden cardiac arrest awareness form, and (3) sign a document acknowledging receipt of an Opioid Factsheet received either in print or electronic format. [EC 33479, 49475, 49476]

High school athletes must sign a pledge they are not using steroids illegally or they will not be allowed to participate. Parents must sign a form notifying them of the restriction. [EC 49033, 60041; HSC 11032]

## ■ Wellness Center

The Baler Wellness Center (BWC) provides school-based counseling services and is open every day during the school year for walk-in appointments. The BWC is staffed with an Intervention Counselor and a School Social Worker and is located in room 190.

Additionally, the BWC has partnered with

community-based organizations to provide additional services to students on an appointment basis. Partners include Community Solutions, San Benito County Behavioral Health, and Youth Alliance. In order to provide timely support to students, San Benito High School District will release the following information to those organizations as needed at the discretion of the BWC:

- o Student Name
- o Family Contact information

Please note that additional services recommended by outside providers is not the financial responsibility of San Benito High School District.

### **Access to Mental Health Services**

School-based mental health services help address barriers to learning and provide appropriate student and family support in a safe and supportive environment. Reaching out for mental health services is simple; contact the Director of Student Services, (831) 637-5831 ext. 139 your school counselor, nurse, principal, or the district office. In the community a good place to start may be to dial 211 for referrals in your area or call San Benito Co. Behavioral Health Services at (831) 636-4020. If you are in crisis contact this number or dial 911 immediately. [EC 49428]

### **Suicide Prevention**

Suicide is a leading cause of death among youth, and school personnel is often in a position to recognize warning signs. The District makes an effort to reduce suicidal behavior and its impact and has developed strategies to intervene. These may include staff development, student instruction in coping skills, informing parents/guardians, methods for promoting a positive school climate, crisis intervention, and counseling (including for bereavement). Information about district programs and services and links to community and statewide resources are available on the District's website at [www.sbhs.sbhsd.org](http://www.sbhs.sbhsd.org). The Suicide Prevention Hotline can be reached at (800) 273-8255 or <https://suicidepreventionlifeline.org>. [EC 215, 234.5, 234.6, 49060-49079, 49602, 49604; GC 810-996.6; PC 11164-11174.3; WIC 5698, 5850-5883; BP 5141.52 June 2020]

### **Schools Free of Tobacco, Alcohol, and Drugs**

The Board has adopted Tobacco-Free, Drug-Free, and Alcohol-Free campus policies to promote student health and well-being. The District strives for a school environment free of these substances and has prevention and intervention programs. There may be programs through the District or in the community to support students' cessation from use of tobacco, alcohol, or drugs. For more information please contact the school/district nurse or a school administrator. [EC 51202-51203, 51260-51269; HSC 104420, 11999-11999.3; PC 13864]

### **■ Diabetes Information**

Diabetes is a health condition that affects how the body turns food into energy. Most food is broken down into glucose (sugar). When sugar increases in your bloodstream, your pancreas releases insulin. Insulin acts like a key to let the sugar into your body's cells to use as energy. When there isn't enough insulin or when cells stop responding to insulin, too much sugar stays in your bloodstream. Over time, this can cause serious health problems such as heart disease, vision loss, and kidney disease. There is no cure for any type of diabetes.

For both types, managing weight, eating healthy food, being active, and getting enough rest can really help. Taking medicine as prescribed, getting diabetes self-management education and support, and keeping health care appointments can also reduce the negative impacts of diabetes.

### **Type-2 Diabetes:**

Type-2 diabetes is when your body can't use the insulin it makes as well as it should. It is the most common form of diabetes in adults, and is becoming more common in children, especially overweight teens. It is estimated that one in three children born in the US after the year 2000 will develop type-2 diabetes.

Type-2 diabetes can be prevented or delayed through lifestyle changes and medical intervention, and it is treatable. Eating healthy foods in the correct amounts and exercising regularly (at least 60 minutes every day) can help children achieve or maintain a normal weight and normal blood glucose levels.

The first step is to visit a doctor who can

determine if your child is overweight. A doctor can prescribe medication if appropriate and can order tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (may lead to full onset type-2 diabetes).

### **Type-1 Diabetes:**

Type-1 diabetes is when your body simply doesn't make enough insulin. Type-1 diabetes is not preventable, but it is manageable. It is an autoimmune disease that may be caused by genetic, environmental, or other factors. It is usually first diagnosed in children or young adults, but it can occur at any age.

### **Risk Factors:**

It is recommended that students displaying or possibly experiencing the risk factors and warning signs below see a doctor to be screened for type-1 and/or type-2 diabetes:

**Being overweight:** The single greatest risk factor for is excess weight. In the US, almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.

**Family history of diabetes:** Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.

**Inactivity:** Being inactive further reduces the body's ability to respond to insulin.

**Specific racial/ethnic groups:** Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type-2 diabetes.

**Age/Puberty:** Type-1 diabetes usually occurs in the early years, and before reaching puberty. Type-2 diabetes is more likely to develop during or near puberty, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

### **Warning Signs and Symptoms:**

There are usually warning signs when a child might have diabetes. Not everyone with diabetes develops these symptoms, and not everyone who has these symptoms necessarily has diabetes. Type-2

symptoms generally develop slowly over time. Type-1 symptoms show up quickly – in a matter of weeks or even days, and are much more severe.

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and frequent urination
- Feeling very tired
- Blurred vision
- Slow healing of sores or cuts
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular/No menstrual periods, and/or excess facial and body hair growth in girl
- High blood pressure or abnormal blood fats levels
- For type-1; Nausea, vomiting, and/or stomach pain

Parents/Guardians of children displaying warning signs should immediately consult with the student's primary care provider to determine if screening for diabetes is appropriate. Following a diabetes's diagnosis, parents/guardians should work with the primary care provider to develop a lifestyle and medical treatment plan, which may include consultation with and examination by a specialty care provider, including, but not limited to, a properly qualified endocrinologist.

### **Diabetes Screening Tests:**

Your doctor may have your child take one or more of the following blood tests to confirm the diagnosis:

**Glycated hemoglobin (A1C) test:** A blood test measures the average blood sugar level over two to three months

**Random (non-fasting) blood sugar test:** A blood sample is taken at a random time; this test must be confirmed with a fasting blood glucose test.

**Fasting blood sugar test:** A blood sample is taken after an overnight fast; a high level on two separate tests indicates diabetes.

**Oral glucose tolerance test:** A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid.

If the primary care provider thinks your child has type-1 diabetes, blood may also be tested for autoantibodies (substances that indicate the body is attacking itself) that are often present in type-1 diabetes but not in type-2. The child's urine might be tested for ketones (produced when the body burns fat for energy), which may also indicate type-1 diabetes instead of type-2 diabetes.

More information can be found on these websites: California Department of Public Health, [www.cdph.ca.gov](http://www.cdph.ca.gov); Centers for Disease Control and Prevention, [www.cdc.gov/diabetes/](http://www.cdc.gov/diabetes/); American Diabetes Association, <https://diabetes.org>.

The information provided in this booklet is intended to raise awareness about this disease. Contact your child's primary care provider, school nurse, or school administrator if you have questions. [EC 49452.6, 49452.7; HSC 104250]

### ■ Meningitis

Meningococcal disease or Meningitis can be a life threatening infection that can be treated, but cannot always be cured. Routine vaccinations are recommended for 11-12 years olds, students entering high school and students living in college dorms. For more information please visit the California Department of Public Health website or go to [www.cdph.ca.gov/HealthInfo/discond/Pages/MeningococcalDisease.aspx](http://www.cdph.ca.gov/HealthInfo/discond/Pages/MeningococcalDisease.aspx). [HSC 120395-120399]

### ■ Fluoride Treatments

Children are eligible for fluoride treatments through a program organized by the county health officer. Parents will get a record that the treatment was applied. The county health officer will determine how to pay for the program. Parents or a student 18 years old or more have the right to refuse this program using the form provided by the school district. This program is not meant to replace regular professional dental care. [HSC 104855]

## STUDENT BEHAVIOR

All pupils have the right to participate fully in the educational process, free from discrimination, harassment, violence, intimidation, and bullying. Schools have an obligation to combat racism, sexism, and other forms of bias, and a responsibility to

provide equal educational opportunity and ensure safe school sites.

### ■ School Rules

You have a right to review school and district rules regarding student discipline. If you wish to do so, please contact the school office. [EC 35291, 48980, 51101]

### ■ Safe Place to Learn

It is State and District policy to improve student safety, connections between students and supportive adults, and connections between schools and communities. These policies prohibit discrimination, harassment, intimidation, and bullying at all school sites or at any school sponsored activity. School site staff trained in anti-bias shall be made known to students. When safe to do so, District employees must intervene immediately when they see discrimination, harassment, intimidation or bullying. Certificated staff in grades 9-12 get information about helping LGBTQ students. Information about district programs and services and links to community and statewide resources related to: suicide prevention; sex discrimination including Title IX information; hate violence; sexual harassment including the District's Policy (also included in this booklet); harassment, intimidation, and bullying; and cyber-bullying including social-media bullying are available on the District's website at [www.sbhs.sbhsd.org](http://www.sbhs.sbhsd.org) and online at [www.cde.ca.gov](http://www.cde.ca.gov), [www.wested.org/project/california-healthy-kids-survey-chks/](http://www.wested.org/project/california-healthy-kids-survey-chks/).

The District Uniform Complaint Procedure may be used to file a complaint. Contact the District Complaint Officer(s) listed on page 44 for assistance. [EC 200, 215, 220, 221.6, 221.61, 221.8, 230, 231.5, 233, 234, 234.1, 234.4, 234.5, 234.6, 51101, 66250, 66260.6, 66270; CP 422.55, 422.6; 5 CCR 4900; BP 5131.2 June 2020]

### 24-Hour Crime Tip Line

HHS relies upon the assistance of our entire school community in providing information related to crimes. This assistance has proved to be invaluable in our effort to keep our campus and community safe. To enhance this effort, we have an anonymous 24-hour Crime Tip Line. Do not hesitate to call the above number at any time.

All information will be kept confidential.

**(831) 637-5831 Ext. 403**

## ■ Digital Communication Devices

Districts may regulate the possession or use of any cellphone, smartphone, smartwatch, tablet, headset or earbuds, pager, or electronic signaling device while pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. Students cannot be stopped from using such a device when: there is an emergency; there is a perceived threat of danger; when a teacher or administrator has said it is acceptable; or if it is part of an individualized education program (IEP). Possession or use is allowed if essential to student's health as determined by a licensed physician or surgeon. [EC 48901.5, 48901.7; ne]

HHS is not responsible for lost, stolen, or damaged personal electronic devices (including confiscated items) brought to school. Students should leave these items at home. HHS appreciates parent support of academics; therefore, please do not call or text your student during class time. In case of emergency, please contact the Health Office, at extension 126, to obtain assistance with urgent issues.

- Use of an electronic listening or recording device in the classroom without the prior consent of the teacher and the principal or designee is prohibited. [EC 51511]
- To minimize interruptions to the educational process, **CELL PHONE USE IS ONLY PERMITTED BEFORE OR AFTER SCHOOL AND DURING BREAKS, BRUNCH OR LUNCH.** Cell phones or other electronic devices used for electronic communication will be **CONFISCATED IF USED DURING INSTRUCTIONAL TIME.** Parent/Guardian may pick up the device in the Student Services Office at the end of the school day. The District does not take responsibility for confiscated items.
- Possession or use of laser pointers on school grounds is prohibited. Any person who aims or points a laser pointer at another person in a threatening manner with specific intent to cause a reasonable person fear of bodily harm is guilty

of a misdemeanor and will be referred to law enforcement. [PC 417.25]

- Portable speakers are prohibited from being used on campus and will be confiscated if in-use.

## ■ Dress Standards

Hollister High School promotes a campus environment where students' appearance and behavior support a positive learning environment. Students are requested to dress and groom themselves as individuals with a sense of responsibility and self-respect. The school staff recognizes legal rights to freedom of expression while maintaining student appearance that does not disrupt the educational process and a safe learning atmosphere.

Clothing that is offensive, threatening, provocative, vulgar, displays tobacco, alcohol, or drug advertising, or displays profanity, racial slurs, or images of gang-related symbols is disruptive to the educational process and may not be worn.

### Students Must Wear:

A **shirt** (with opaque fabric [non-see through] in the front, back, and on the sides, under the arms), **AND pants or jeans** or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), **AND shoes.**

### Students May Wear:

- Hats, beanies, and headwear (may be worn outdoors ONLY. Headwear will not be allowed indoors unless it is of religious or cultural purpose).
- Religious and cultural headwear
- Hoodie sweatshirts (wearing the hood over the head is allowed outdoors only. The face must be visible).
- Clothing with respectful images of flags
- Clothing that is appropriate for the educational activity and does not endanger students' health, safety, or welfare. Educational examples include Family & Consumer Science, Industrial Technology, and P.E.

### Students Cannot Wear:

Gang-related apparel or grooming (bandanas,

belts, jewelry, hats, clothing that by its color, arrangement, trademark, or symbol denotes membership in a gang or gang expression). Prohibited apparel includes, but is not limited to:

- Items with 187 or any type of weapon displayed
- Items with any reference to North, South, West, or East Side
- Items that contain any numerical or symbolic representation of gang representation
- Items with reference to a specific area code; therefore, 831 or 408 clothing is prohibited.
- Specific solid red, blue, or black rosaries, only as depicted in our dress code handout
- Bandanas of any color displayed on the person or property of a student are prohibited
- Belts dangling below the shirt/blouse hem. Students wearing belts need to be tucked into loops at all times
- Hats and attire with personalized language and/or logos and/or that deviate from the traditional sports teams' colors are not allowed.
- Violent language or images.
- Brands, images, or language depicting drugs or alcohol or any illegal item or activity.
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
- Any clothing that reveals visible undergarments
- Swimsuits except as required in class, athletic practice, or sanction swim-related activities.
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears except as a religious observance or COVID PPE
- All shorts or skirts must cover the entire buttocks at all times
- Strapless tube tops, halter tops and off-the-shoulder tops without an attached strap
- Underwear worn as outerwear, exposed underwear of any kind, including bralette tops and sportsbras.
- Obscene, vulgar, or other inappropriate words or

graphics on clothing, buttons, backpacks, and/or binders

- Pants worn in a sagging manner (below the hips).
- Pants dragging at the feet are a safety hazard and are not suitable at school.
- Chains longer than three inches on wallets or belts
- Accessories not limited to; spiked clothing or accessories, handcuffs or other items that can be used as weapons or restraints
- Pajamas, including slippers
- Garments that reveal excessive amounts of bare skin

Students dressed inappropriately will be asked to modify their attire to fit the HHS Dress Code, to put on a special HHS T-shirt, or request a change of clothing from home. Repeat offenders will be subject to disciplinary consequences. Violations include parent notification, a warning and may receive detention hours may be assigned.

See the "Habits of Learning Eligibility" [on page 23](#) for further details on how a student's teacher can also address dress code violations in class.

### ■ Student Personal Property

The school will not be responsible for damage/loss of cash or valuable items students bring to school, including items they may wish to use at school such as musical instruments, and personal electronic devices.

### ■ Personal Deliveries to Students at School Not Allowed

All deliveries for students must be dropped off in the Student Services office located in the main office only. Parents are allowed to deliver food items for their students only. We do not allow outside services to deliver any items to students including, but not limited to Uber Eats, Door Dash, Grub Hub, etc. Forgotten textbooks, homework, uniforms, etc., may be left with the receptionist for students to pick up. No balloons, gifts, or money will be delivered to students during the school day.

### ■ Unreturned or Damaged Textbooks or Equipment

Each student will be issued textbooks, equipment,

and/or uniforms so he/she may participate in the assigned learning activities or sports. At the end of the semester or activity, all school property must be returned to the school. Students must return the numbered textbooks or equipment issued. Turning in the unassigned numbered items does not clear the student's responsibility to return the items he/she was issued. Any unreturned or damaged items will result in a student bill.

Students transferring to/from alternative school sites must pay all outstanding bills. To re-enter HHS, a student must have all book bills and fees paid.

## ■ Student Bills

Any student with an unpaid bill will not be able to participate in the following activities until all bills are paid or the items are returned:

1. All extra- and co-curricular activities, i.e., sports, band, drama, trips, etc.
2. Grad Trip, Prom, Senior Parents Night, Graduation ceremony, etc.
3. Student government offices
4. Student dances; including dances for which tickets must be purchased in advance, including the PROM and Winter Ball

## Student/Parent Debt Collection Process

Step One: Student is responsible for any of the following: (a) willfully committing misconduct that results in injury or death to another student, District employee or volunteer; (b) willfully cutting, defacing or otherwise injuring in any way any real or personal property of the District or any employee; (c) not returning any property belonging to the District after demand from the District.

Step Two: District sends out an invoice for the amount owed along with a demand notice to the student's parent/guardian. Notice should contain a due date for payment, and notification that grades, transcripts or diploma may be withheld if payment is not timely made.

Step Three: If payment is not made within the specified time in Step Two, send out notification to the parent/guardian that a hearing will be held to determine whether the student's grades,

transcripts or diploma shall be withheld for failure to make payment due. Notification should contain a description of the student's alleged misconduct, and follow the guidelines of the notification required for an expulsion hearing. Notification must be sent at least 10 calendar days before the hearing. [EC 48918(b)]

Step Four: Either before or during the hearing described in Step Three, if parents indicate they are unable to pay for the damages or to return the property, the District shall provide a program of voluntary work for the student in lieu of payment of monetary damages. Upon completion of the work, the grades, transcripts or diploma shall be released.

Step Five: If the student's parent/guardian has not made payment by the date of the hearing scheduled under Step Three, conduct a hearing to provide due process to student, following procedures for an expulsion hearing. If conducted by a panel, the panel should make a recommendation to the Board of Trustees whether or not the student owes the debt and whether or not grades, transcripts or diploma should be withheld. The Board makes the final decision.

Step Six: If the parent continues to not make payment, the District may pursue legal action against the parent. In addition, an employee whose person or property is injured or damaged by a student's willful misconduct may request the District to pursue legal action against the student or parent/guardian.

## DISCIPLINE

### ■ Parent Responsibility

Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other students, school personnel, or damage to school property. Parents are also liable for any school property loaned to the student and willfully not returned. Parents' or guardians' liability may be as much as \$21,700 in damages and another maximum of \$12,000 as adjusted annually by the California Department of Education for payment of a reward, if any. With a few exceptions, the school district

may withhold the grades, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a voluntary work program in lieu of payment of money. If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. Civil penalties may also be enforced with fines up to \$25,000. [EC 48900.1, 48904, 51101; CC 1714.1; GC 53069.5]

### **Vandalism**

Graffiti and scratching glass or other material on someone else's property is now considered vandalism and those convicted face fines, imprisonment and the requirement to clean up the damage or perform community service. Parents/Guardians may be liable to pay fines as high as \$10,000 and be required to participate in the clean up. [PC 594]

### **False Fire Alarms**

Activating a fire alarm that creates danger to others or causes unnecessary evacuation is prohibited. Any student that pulls a fire alarm or intentionally sets off a smoke detector when no fire or other emergency exists, will be subject to school discipline, citation by law enforcement, imprisonment, and/or a fine up to one thousand dollars (\$1,000) even if nobody is injured. [PC 148.4]

### **■ Drugs, Alcohol, and Tobacco**

Possession or use of illicit drugs (including cannabis), alcohol, or any tobacco product on District premises or at any District activity is strictly prohibited.

A student in possession or under the influence of marijuana (cannabis), concentrated cannabis, or any synthetic cannabinoid is subject to suspension or expulsion. A student under 18 also faces up to forty (40) hours of community service, ten (10) hours of drug education, and sixty (60) hours of counseling; a student 18 or older can be imprisoned for up to six (6) months and/or be fined up to \$1,000. It is illegal for anyone under 21 to possess cannabis or synthetic cannabis.

Possession of tobacco by anyone under 21 is illegal and can lead to a \$75 fine or 30 hours of community service except for members of the military.

Except for members of the military, possession of tobacco by anyone under 21 is illegal and can lead to a \$75 fine or thirty (30) hours of community service. Possession of approved tobacco cessation aids is not prohibited. A "tobacco product" is any product made or derived from tobacco or nicotine that is intended for human consumption, including an electronic device that delivers nicotine (commonly known as "e-cigarettes" or "vaping"). [EC 48900, 48901; HSC 11357, 11357.5, 11361, 11362.1, 11362.3, 104495, 104559; PC 308; VC 13202.5; BPC 22950.5, 25608; 20 USC 812, 814]

### **■ Impersonation on the Internet**

Pretending to be another pupil or real person other than yourself on the Internet or through other electronic methods to harm, intimidate, threaten or defraud is punishable by a \$1,000 fine or imprisonment for up to one year. [PC 528.5]

### **■ Grounds for Suspension or Expulsion**

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district 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 (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division

- 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic 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 products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's 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 drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
  - (k) (1) 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.
  - (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph is inoperative on July 1, 2020.
  - (3) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.
  - (4) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.
  - (l) Knowingly received stolen school property or private property.
  - (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
  - (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a 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 a witness in a school disciplinary proceeding for purposes 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.
  - (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not

include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
- (B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health.
- (C) Causing a reasonable pupil to experience substantial interference with the pupil's academic performance.
- (D) Causing a reasonable pupil to experience substantial interference with the pupil's ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) "Electronic act" means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

- (i) A message, text, sound, video, or image
- (ii) A post on a social network internet website, including, but not limited to: (I) Posting to or creating a burn page. "Burn page" means an internet website created for the purpose of having one or more of the effects

listed in paragraph (1); (II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated; (III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii) (I) An act of cyber sexual bullying; (II) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act; (III) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

- (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the internet or is currently posted on the internet.
- (3) “Reasonable pupil” means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil’s exceptional needs.
- (s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:
- (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.
- (t) 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 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) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil’s specific misbehavior as specified in Section 48900.5.
- (w)(1) 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.
- (2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community. [EC 35291, 48900, 48901.1, 48910]
- Additionally, sexual harassment, hate violence, harassment, intimidation (grades 4-12) and threats and terroristic threats against school officials or school property or both (all students) may be recommended for suspension or expulsion. [EC 212.5, 233(e), 48900.2, 48900.3, 48900.4, 48900.7]
- Homework shall be provided for a student suspended for two (2) or more days upon request. Such homework turned in on time that cannot be graded in time, will not be included in the calculation of the pupil’s grade in the class. [EC 48913.5]

### ■ **Mandatory Suspension / Expulsion**

Education Code Section 48915(a): Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that the expulsion is inappropriate, due to the particular circumstance:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive, or other

dangerous object of no reasonable use to the pupil.

3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

Education Code Section 48915(c): The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior or written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

### ■ Student Search

The school principal or designee may search the person of a student, the student's property, vehicle, and District property under the student's control if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. Searches may be announced or unannounced, and the District may use drug-

sniffing dogs if available. Employees shall not conduct strip searches or body cavity searches of any student. [EC 48900-48927, 49050-49051, 49330-49334; PC 626.9, 626.10]

### Drug Sniffing Dogs

In an effort to keep our schools free from illegal drugs, weapons, and alcohol, the District may use specially trained non-aggressive dogs to sniff out and alert staff to the presence of items prohibited by law or District policy. The trained dogs may sniff the air around lockers, desks, bags, items, or vehicles on District property or at District-sponsored events. The above inspections can be unannounced and may be made at the discretion of the Superintendent or designee.

### How a search works

During random campus visits, the dogs will sniff the air around lockers, gym areas, restrooms, vehicles, vacated classrooms and school grounds as they search for potential contraband items. Before a classroom is checked, students and staff will be asked to exit the classroom while school personnel accompany the canine team. With an administrator or Principal designee present, the canine team will sniff the interior of the room including the air around any belongings left behind, including backpacks. SBHSD Board Policy precludes the use of their dogs sniffing any student, employee, visitor or anyone else while on district property or at any district event.

Please note that the possessions of staff members are subject to the search as well as the possessions of students during random contraband-detection dog sweeps. The San Benito High School District is a drug free zone. [BP 5333; AR 5145.12]

### ■ Release of Student to Peace Officer

If a school official releases your child from school to a peace officer for the purpose of removing them from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian. [EC 48906; PC 11165.6; WIC 305]

## PROTECTIONS, COMPLAINTS AND PROCEDURES

The District is primarily responsible for compliance with local, state, and federal laws and regulations; has policies and procedures to address allegations of unlawful discrimination, harassment, intimidation, bullying, and complaints alleging violation of laws governing educational programs, activities, and pupil fees. Employees, students, parents or guardians, school and district advisory committee members, appropriate private school officials and other interested parties are advised of the district policies and how to file a complaint if they so desire.

### ■ Non-Discrimination / Harassment

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, and to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school.

The Board of Trustees desires to provide a safe school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

Unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or

benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

The Board also prohibits any form of retaliation against any individual who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report alleging unlawful discrimination. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's web site in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation.

The Superintendent or designee shall provide training and/or information on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, in violation of law, Board policy, or administrative regulation shall be subject to appropriate consequence or discipline, which may include suspension or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4. Any employee who permits or engages in prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall be subject to disciplinary action, up to and including dismissal.

### **Record-Keeping**

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools. [BP 5145.3 June 2020; EC 200-262.4, 48900.3, 48900.4, 48904, 48907, 48950, 48985, 49020-49023, 49060-49079, 51500, 51501, 60044; CC 1714.1; GC 11135; PC 422.55, 422.6; 5 CCR 432, 4600-4670, 4900-4965; 20 USC 1681-1688; § 504; Title VI; Title VII; Title IX; 42 USC 6101-6107, 12101-12213; 28 CFR 35.107; 34 CFR 99.31, 100.3, 104.7, 104.8, 106.8, 106.9, 110.25]

### **Sexual Harassment**

The Board of Trustees is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages students who

feel that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who have experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact their teacher, the principal, the district's Title IX Coordinator, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Title IX Coordinator.

Once notified, the Title IX Coordinator shall ensure the complaint or allegation is addressed through AR 5145.71 – Title IX Sexual Harassment Complaint Procedures or BP/AR 1312.3 – Uniform Complaint Procedures, as applicable. Because a complaint or allegation that is dismissed or denied under the Title IX complaint procedure may still be subject to consideration under state law, the Title IX Coordinator shall ensure that any implementation of AR 5145.71 concurrently meets the requirements of BP/AR 1312.3.

The Title IX Coordinator shall offer supportive measures to the complainant and respondent, as deemed appropriate under the circumstances.

The Superintendent or designee shall inform students and parents/guardians of the district's sexual harassment policy by disseminating it through parent/guardian notifications, publishing it on the district's web site, and including it in student and staff handbooks. All district staff shall be trained regarding the policy.

### **Instruction/Information**

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even when the alleged victim of the harassment has not complained

4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and action shall be taken to respond to harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedures for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will implement supportive measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation

### **Disciplinary Actions**

Upon completion of an investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall be subject to disciplinary action, up to

and including dismissal, in accordance with law and the applicable collective bargaining agreement.

### **Record-Keeping**

In accordance with law and district policies and regulations, the Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools. [BP 5145.7 December 2020; EC 200-262.4, 48900, 48900.2, 48904, 48980, 48985; CC 51.9, 1714.1; GC 12950.1; 5 CCR 4600-4670, 4900-4965; FERPA; 20 USC 1092, 1221, 1681-1688; 34 USC 12291; 42 USC 1983; Title VI; Title VII; 34 CFR 106.1-106.82]

### **Complaints Regarding Discrimination, Harassment, Intimidation, Bullying, Exceptional Needs Students, Categorical Programs, Federally Funded Programs**

The district prohibits the following, and shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination, harassment, or bullying against any protected individual or group identified under Board Policy, Education Code, California Code of Regulations, Penal Code, or Government Code including actual or perceived race, color, ancestry, historically associated racial traits, nationality, national origin, immigration status, ethnicity, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance.

District is committed to equal opportunity for all individuals in education and in employment. The District shall promote programs that ensure non-discriminatory practices in all District activities. Information about district programs and services and links to community and statewide resources related to: suicide prevention; sex discrimination including Title IX information; hate violence; sexual

harassment including the District's Policy (also included in this booklet); harassment, intimidation, bullying; and cyber-bullying including social-media bullying are available on the District's website at [www.sbhs.sbhsd.org](http://www.sbhs.sbhsd.org). You may contact your school's office or the District office to obtain a free copy of the district's complaint procedures. If you want further details in this regard, or if you believe you or your child(ren) have been subjected to the above and wish to file a complaint, please contact the District official responsible for compliance with Title V, Title VI, Title IX, § 504, and Uniform Complaints. The Board of Trustees designates the following compliance officer(s) to receive and investigate all complaints and ensure district compliance with law:

Cindi Krokower, Director of Human Resources  
1220 Monterey Street, Hollister, CA 95023  
(831) 637-5831 ext. 142  
[ckrokower@sbhsd.k12.ca.us](mailto:ckrokower@sbhsd.k12.ca.us)

The Uniform Complaint Procedure can be used in cases of discrimination or a violation of a federal or state law within the following programs as identified by the District's Board Policies: accommodations for pregnant and parenting students, adult education, career/technical education, technical training, ROP programs and centers, Agricultural Vocational Education, child development, State Preschool, Early Childhood Education Program Assessments, Consolidated Categorical Aid, Economic Impact Aid, LCAP, State Compensatory Education, State Program for Students of Limited English Proficiency, school improvement, tenth-grade counseling, tobacco-use prevention education, Peer Assistance and Review, Migrant and Indian Education, American Indian Education Centers, Bilingual Education, nutrition services, special education, after school education and safety, homeless or foster youth education options, course content, physical education (including instructional minutes grades 1-6), discrimination, harassment, intimidation, bullying, pupil lactation accommodations, pupil fees, Civil Rights Guarantees that receive state or federal financial assistance, ESEA (Titles I-VII), Williams Settlement issues, school safety plan, safe place to learn, School Safety and Violence Prevention Act, and other areas designated by the District. [EC 200, 201, 220, 221.6, 221.61, 221.8, 230, 231.5, 233, 234 et seq., 234.6, 260 et seq., 262.3, 48853, 48853.5, 49010-49013, 49069.5, 51210,

51223, 51225.2, 51228.3, 52075, 52334.7, 56500.2, 56501; PC 422.55; 5 CCR 4600- 4687; CC 51-53; GC 11135, 12900; 20 USC 1400 et seq.; EOA; Title VI; Title VII; Title IX; § 504; IDEA; 34 CFR 106.9; ne]

## **District's Uniform Complaint Process**

You may contact your school's office or the District office to obtain a free copy of the district's complaint procedures. The complaint procedure can be used for a variety of issues not mentioned above including but not limited to employee issues and policies and procedures of the district. Confidentiality and privacy shall be respected in all complaint investigations. Complaints alleging discrimination may be filed by a person on their own behalf or on behalf of another person or group of people within six months of the occurrence or when facts became known. Complaints regarding a special needs student or pupil fees may be filed within 12 months of the occurrence. Complaints regarding LCAP may be filed anonymously. Complaints regarding Pupil Fees may be filed anonymously and with the principal. If a complaint regarding pupil fees is valid, then the parents are due full reimbursement. Staff has been trained to deal with these types of complaints.

Those complaining (Complainants) are protected from retaliation and their identities are confidential when related to discrimination. Staff dealing with complaints are knowledgeable about the laws and programs they are investigating. The complaint may be dismissed if complainant obstructs or does not provide all information. If the District acts in the same manner, the finding may be affected.

1. Complaints made under this procedure shall be directed to the Uniform Complaint Officer who is responsible for processing the claims. A complaint under the Uniform Complaint Procedure should be completed within 60 days from the receipt of the complaint. The Superintendent and complainant may agree in writing to extend the timeline.
2. You may contact the UCP Officer to obtain a copy of the complaint process.
3. You may choose to have your complaint mediated.
4. There shall be an investigative meeting after receiving the complaint.

5. The compliance officer shall send a written report about the investigation and decision. There are then five days to appeal to the Board of Education.
6. If you are not satisfied with the results, the complainant then has 15 days to appeal to the California Department of Education. The appeal must include a copy of the locally filed complaint and a copy of the LEA decision.
7. There is nothing in this process to preclude a complainant from pursuing available civil law remedies outside of the district's complaint procedures. Such remedies may include mediation, attorneys, and legal remedies. Civil law remedies may include, but are not limited to, injunctions and restraining orders.

For discrimination complaints, 60 days must elapse from the time an appeal is filed with CDE before pursuing civil remedies except for an injunction. Complaints may also be forwarded to appropriate state or federal agencies in the following cases:

American Civil Liberties Act 504: Office of Civil Rights

Child Abuse: Department of Social Services, Protective Services Division, or law enforcement

Discrimination/Nutritional Services: U.S. Secretary of Agriculture

Employment Discrimination: Department of Fair Employment and Housing, Equal Employment Opportunity Commission.

General Education: this school district

Health and Safety/Child Development: Department of Social Services

Student Records: Family Policy Compliance Office (FPCO), Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202

[20 USC 11138; 34 CFR 300.510-511, 300.513; EC 235. 262.3, 33031, 33032, 33381, 48985, 56000-56885, 59000-59300, 64000(a); 5 CCR 4600, 4620-4632]

## ■ Complaints Regarding the Williams Settlement, Instructional Materials, Teacher Placement, and School Facilities

Parents should use the District Uniform Complaint Procedure with modifications as included, to identify and resolve any deficiencies regarding instructional materials; facility cleanliness, safety, emergency or urgent facility conditions that pose a health or safety threat to students; or staff, teacher vacancies or misassignments. [EC 35186]

### Williams Settlement complaint procedure

A complaint form may be obtained, free of charge, at the school office, the district office, or downloaded from the district's Web site at [www.sbhs.sbhsd.org](http://www.sbhs.sbhsd.org), but the form need not be used to make a complaint. You may also download a copy of the California Department of Education complaint form from this Web site, [www.cde.ca.gov/re/cp/uc/](http://www.cde.ca.gov/re/cp/uc/). The Uniform Complaint Procedure shall be used for filing Williams related complaints with the following special circumstances applying:

1. Forms can be turned into the principal or designee who will make every reasonable attempt to investigate.
2. Complaints beyond the site authority will be forwarded to the District within 10 days.
3. Complaints may be filed anonymously. A response may be requested if complainant is identified and will be sent to the mailing address on complaint.
4. If the District is required to provide material in a foreign language based on California Department of Education census data and if requested, the response and report shall be written in English and the primary language in which the complaint was filed.
5. The form will have a box to request a response and indicate where to file the form.
6. Valid complaints should be remedied within 30 days of receipt.
7. Within 45 days of filing a complaint, notice should be sent to complainant when a response was requested. A principal will also inform

the Superintendent of resolution in the same timeframe.

- 8. If unsatisfied with resolution a complainant may describe the complaint to the Board of Trustees at a regularly scheduled meeting.
- 9. The District will report quarterly on the number of resolved and unresolved complaints and summarize data regarding complaints and resolutions to the county superintendent and the local Board of Trustees in public session making it part of the public records. [EC 35186, 48985]

### ■ Further Information is Available

Further information regarding our district schools, programs, policies, and procedures is available to any interested person upon request to our district office. [FERPA, 34 CFR 99.7(b)]

Board policies and administrative regulations are available on the District web site, [www.sbhs.sbhsd.org](http://www.sbhs.sbhsd.org).

## DISTRICT FACILITIES

### ■ Asbestos-Containing Material

The district has available upon request a complete and updated management plan for asbestos-containing material. [40 CFR 763.93]

### ■ Lead Poison

The district website has information about lead poisoning, including risks and effects of childhood lead exposure; blood lead screening tests for children enrolled in Medi-Cal; recommendations for children not enrolled in Medi-Cal who are at high risk of lead exposure and blood lead screening tests as required. The District will handout information to parents of district childcare or preschool programs. [HSC 105286]

### ■ Pesticide Use

The District is providing parents the name of all pesticide products expected to be applied at school facilities this school year. Only fully certified pesticides can be used on school grounds. The identification includes the name and

active ingredients. The school’s Integrated Pest Management Plan (IPM) is updated by January 30th each year. The IPM, pesticide names and active ingredients, and application dates are posted on the school and/or district website at [www.sbhs.sbhsd.org](http://www.sbhs.sbhsd.org).

Parents and guardians may register with the school or district if they wish to receive notification of pesticide applications at a particular school or facility. Notice of an application and written notice of unlisted pesticide use will be given 72 hours in advance. For an emergency application, 72 hours notice will be the goal. Each area of the school where pesticide is being used will be identified by a posted warning 24 hours before (or upon application, if an emergency) through 72 hours after use. Further information is available from the California Department of Pesticide Regulation, P.O. Box 4015, Sacramento, CA 95812-4015, [www.cdpr.ca.gov](http://www.cdpr.ca.gov). [EC 17610.1, 17612, 48980; FAC 13184]

<u>Product Name</u>	<u>Active Ingredient(s)</u>
QT Plus * . . . . .	Octyl Decyl Dimethyl Ammonium Chloride, Dioctyl Dimethyl Ammonium Chloride, Didecyl Dimethyl Ammonium Chloride, Alkyl Dimethyl Benzyl Ammonium Chloride
Raid Fogger. . . . .	Cypermethrin
Wasp Spray. . . . .	d-trans allethrin, lambda cyhalothrin

\* Since the COVID-19 pandemic, the district uses QT Plus, which kills the COVID-19 virus, several times per day to ensure the facilities are clean.

### ■ Board of Trustees Meetings

The San Benito High School District Board of Trustees welcomes parents, guardians, students, and community members to its meetings and encourages all to become informed about the operations of the District. Meetings are normally held on the second and fourth Tuesdays of each month to conduct District business. Meeting dates and agendas are posted on a bulletin board in the front of the school, outside of the school library, and on the district website, [www.sbhs.sbhsd.org](http://www.sbhs.sbhsd.org). For more information, please contact the Superintendent’s Office at extension 132.

## **Title I School Level Parent Involvement Policy • Hollister High School**

Hollister High School has developed a written Title I parent involvement policy with input from Title I parents. The title I policy is posted on the school website at [www.sbhs.sbhsd.org](http://www.sbhs.sbhsd.org). The policy describes the means for carrying out the following Title I parent involvement requirements.

### **Involvement of Parents in the Title I Program**

To involve parents in the Title I program at San Benito High school, the following practices have been established:

- The School convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program. During the fall semester of each year, the Principal and Director of Educational Services convene a meeting to share information on Title I programs and receive input on the parent involvement policy and home-school connection (compact).
- The school offers a flexible number of meetings for Title I parent, such as meetings in the morning or evening. The Title I parents meeting is held on a weeknight to best accommodate working parents. Any parent unable to attend may request the information and/or a separate meeting.
- The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I programs and the Title I parental involvement policy. At the annual Title I meeting parents review and provide input on Title I programs, parent involvement opportunities, the parent involvement policy and the home-school connection.
- The School provides parents of Title I students with timely information about Title I programs. Parents receive information about Title I programs at the annual Title I meeting.
- The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet. Parents receive information regarding curriculum and assessment at the Title I parent night, Grade Level Parent Nights (9-12), 8th Grade Preview Night, Back to school night, and CAASPP notifications.
- If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children. Parents are invited to attend 4-year planning meetings, annual pre-scheduling and parent-teacher conferences are held based on requests from either party.

### **School Parent Compact**

Hollister High School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices:

- The school provides parents with assistance in understanding the State's academic content standards, assessments, and how to monitor and improve the achievement of their children. Examples include:
  - o Course Expectations
  - o Aeries for Grade Updates
  - o Back to school night
  - o Parent Connect Newsletter focused on state testing
  - o Notifications of CAASPP testing
  - o Grade Level Parent Nights (9-12)
- The school provides Title I parents with materials and training to help them work with their children to improve their children's achievement. Examples include:

## **Title I School Level Parent Involvement Policy • Hollister High School (continued)**

- o Migrant workshops
  - o Family support meeting
  - o Parents invited to four year plan
  - o Parent teacher conferences
  - o Parents invited to prescheduling
  - o College Application Workshops
  - o Grade Level Parent Nights (9-12)
- With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and in how to work with parents as equal partners.
    - o The school will re-implement a parent partnership forum that will be held for parents and teachers to share and discuss similarities and differences in each group's responses on the school climate survey. From this discussion, the group will prepare a presentation on "working with parents as equal partners" to be shared at a faculty meeting.
    - o Encourage parents to participate in WASC self study, School Site Council, Migrant PAC, and other school committees.
  - The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. Examples include:
    - o Back to school night
    - o Cash-4-College Night
    - o Migrant PAC
    - o Grade level parent nights
    - o Full SSC with elected parents
    - o DELAC
    - o 8th grade preview night
    - o Title I parents night
    - o Financial Aid Parent Night
    - o Climate survey
  - The school distributes Information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand.
    - o In accordance with California Education Code 48985, communications with parents are translated into Spanish and Spanish translation is provided at meetings.
  - The school provides support for parental involvement activities requested by Title I parents.
    - o Requests for parent involvement activities are solicited from parents at Migrant PAC, DELAC and Title I parent meetings.

### **Accessibility**

San Benito High School Provides opportunities for the participation of all Title I parents, including parents with Limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand.

- o In accordance with California Education Code 48985, communications with parents are translated into Spanish and Spanish translation is provided at meetings.
- o All parent meetings are held in locations accessible by parents with disabilities.
- o Both Migrant Education staff and Student Support Services staff conduct home visits when needed. [20 USC 6318 Section 118(a)-(f) inclusive]