

SAN MATEO HIGH SCHOOL
Student and Family Handbook
2025-2026



506 N. Delaware Street
San Mateo, CA 94401
650-558-2399

<https://smhs.smuhsd.org/>

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Dear Bearcat Families,

Welcome to a brand new school year! I hope you had a nice summer break and enjoyed some time away from school.

We are thrilled to welcome you to the Bearcat family! Our amazing staff are ready to welcome our students back for a great school year! I am grateful for everyone who has been working so hard to get things ready for you! Lots of construction projects were happening while you were away. We are proud of our beautiful campus.

We hope you will find our website helpful. Please sign up for the daily bulletin and make sure you check Parent Square for school messages. In case you have not received any messages, check your cell phone for blocked contacts and/or make sure we have the correct contact information. We have also created a “minihandbook.” You will find all the info you need in one page. [Just click to download it here.](#)

Thank you for being a part of the Bearcat community. Feel free to contact me with any comments, questions or concerns: yshiu@smuhdsd.org. We look forward to meeting you at an upcoming school event!

Go Bearcats!
Yvonne P. Shiu
SMHS Principal

Staff Directory

If you need to contact any staff or faculty member at San Mateo High School, please use the [directory](#) on our website.

San Mateo High School Administrative Team

Yvonne Shiu, Principal

Mike Holtz, Assistant Principal, Grades 9 & 11

Gary Hong, Assistant Principal, Grade 10 & 12

Lauren Ponti, Assistant Principal, Newcomer ML, Multilingual Learners

Michelle Torres, Dean of Students

Crystal Beltran, School Counselor, Class of 2029

Veronica Gasco, School Counselor, Class of 2028

Nicole Chan, School Counselor, Class of 2027

Jane Zimmerman, School Counselor, Class of 2026

Jonathan Lopez, Newcomer ML Counselor

Janine Beard, Administrative Assistant

Maritza Fernández Cárdenas, Office Assistant

Shana Scatena, Health Aide

Corina Menéndez, Attendance Clerk

Tammy Maldonado, Counseling Assistant

Ayde Cervantes, Student Services Administrative Assistant

Neil Urquidez, Family Engagement Coordinator

Jinning Gee, Student Data Analyst

Learning Schedule

Regular Week

1-7 Period Day (Mon)		
Period 0	7:30	8:20
Period 1	8:30	9:20
Period 2	9:27	10:17
Brunch	10:17	10:27
Period 3	10:34	11:24
Period 4*	11:31	12:24
Lunch	12:24	12:54
Period 5	1:01	1:51
Period 6	1:58	2:48
Period 7	2:55	3:45

Odd Day (Tues/Thurs)		
Period 0	7:30	8:20
Period 1	8:30	10:00
Brunch	10:00	10:10
Period 3	10:17	11:47
Lunch	11:47	12:17
Period 5	12:24	1:54
Period 7	2:01	3:31

Even Day (Wed/Fri)		
Period 0	7:30	8:20
Period 2	8:30	10:00
Brunch	10:00	10:10
Tutorial*	10:17	11:06
Period 4	11:13	12:43
Lunch	12:43	1:13
Period 6	1:20	2:50
Collab ⁺	2:55	3:45

Special Schedules

Final Exam Schedule Period 1 Final Exam + Even Day		
Period 1 (Final Exam)	8:30	10:30
Brunch	10:30	10:43
Period 2	10:50	12:10
Lunch	12:10	12:40
Period 4	12:47	2:07
Period 6	2:14	3:34

Final Exam Schedule Minimum Days		
Period 2,4,6	8:30	10:30
Brunch	10:30	10:40
Period 3,5,7	10:50	12:50

Minimum Even Day [9/12, 3/13]		
Period 0	7:30	8:20
Period 2	8:30	9:45
Period 4	9:52	11:07

Showcase A/B Schedule		
Period 0	7:30	8:20
Period 2	8:30	10:00
Brunch	10:00	10:10
4A/Show A	10:17 - 11:47	10:17 - 11:03
Travel	11:47 - 11:57	11:03 - 11:13
Show B/4B	11:57 - 12:43	11:13 - 12:43
Lunch	12:43	1:13
Period 6	1:20	2:50

Map of Campus



San Mateo High School is located at
506 N. Delaware Street (on the corner of N. Delaware and Poplar)
San Mateo, CA 94401

Phone: (650) 558-2399

FAX: (650) 375-5992

Website: www.sanmateohigh.org

[Google Map](#)

[Mental Health Resources](#)

The San Mateo Union High School District has partnered with the Peninsula Health Care District and Stanford University to implement an expanded mental health program. At San Mateo High School, we have four Wellness Counselors to provide counseling, consultation, professional development, parent support and crisis intervention for all students on site. Additionally, three Health and Wellness District Coordinators serve two high schools each, providing an additional level of support, including supervision for the Wellness Counselors, participation on the site leadership teams and building capacity for various levels and types of interventions.

Know Your Resources: [English](#) | [Spanish](#)

SMHS Mental Health/Counseling Team

Please visit our [website](#) for contact information and resources.

For 24/7 Wellness Resources, please visit: <https://linktr.ee/SMHSwellness>

Student Behavior and Outcomes

[Student Academic Integrity Policy](#)

Our Academic Integrity Policy is intended to clarify our expectations for all students to maintain an ethical climate that values honesty, effort, and respect for others. This policy also delineates the consequences for students if they do not meet the District's academic integrity expectations.

Student Cell Phone Policy

In the 2019-20 school year, San Mateo became a cell phone free learning environment. Our goal is to improve the climate and culture in our classrooms and on campus by eliminating cell phone distractions during instructional time. Students keep their cell phones in pouches during the school day. Any student who does not own a cell phone must have a “No Phone Pass” verified by parent/guardian. Students place their cell phone in the pouch at the start of each school day and are able to access their phone after their last class has ended. Smartwatches that have the ability to connect to cell service must also be placed in pouches at the start of the school day. Students must be in possession of their pouch at all times during the school day, even if they do not bring their phones to school. Students should only have pouches that have their own name on them.

Lost or damaged pouches must be replaced for a fee of \$25.00. After the **second lost or damaged pouch**, students must clear all fees before purchasing a new Yondr pouch. Therefore, they are required to turn in their phone to Student Services at the beginning of the school day until the fines are cleared.

During class instruction, students may not use AirPods or earbuds. These should be stored securely in your backpack. Exceptions may only be made at the teacher’s discretion.

Outside of class (brunch, lunch and during passing periods),, students must follow the “one in, one out” rule for safety- only one earbud may be worn at a time

Daily Procedure:

Building Entrance: As students enter the building, they will:

- 1) Turn their phone off before their first period class.
- 2) Unlock their empty Yondr Pouch using an unlocking base at the building entrance(s) or a classroom.
- 3) Place their phone inside the pouch, securely close it and store it in their backpack.

Each student will maintain possession of their cellphone inside their Yondr Pouch for the duration of the school day.

Yondr Pass: Students who forget their Yondr Pouch or cell phone are expected to pick up a “Yondr Pass” from the Student Services window upon arriving at campus or before their first scheduled class. If students ask for a Yondr pass past their first class, they will also be assigned an hour of detention. Students who forget their Yondr pouch will be expected to turn in their cell phone and can pick it up at the end of the day. If students turn in their cell phone for the day at Student Services, they will not be penalized for not

having their Yondr pouch. Students' tardiness to class will not be excused due to picking up a "Yondr Pass". Students will be assigned detention for every 5 Yondr passes.

Building Exit: As students exit the building at the end of the school day, they will:

- 1) Unlock their pouch using an Unlocking Base in a classroom or building exit(s).
- 2) Remove their phone from their pouch.
- 3) Securely close their empty pouch and place it in their backpack for the next day.

(Exception: excused absence for a doctor's appointment in which case the student will unlock their pouch at the Main or Attendance office)

Hall Passes:

For safety purposes, we need to know where students are when they leave the classroom. For students who are going to destinations such as: locker, wellness, student services, health office, counseling, main office, etc, they will need a blue SMHS paper pass. Your teacher will write you a pass.

Students with an IEP or a 504 plan. may be provided a laminated Counseling or Wellness pass to see their counselor or take a brief (5 minute) break from class as needed. Consult with your case managers if you have any questions.

Minga Restroom Passes (NEW)

Students who need to use the restroom or water fountain are expected to follow specific procedures. Each classroom will have a designated Chromebook for students to sign in before leaving to use the restroom and sign back out before returning to their seat. Only one student may leave the classroom to use the restroom at a time and they are required to use the restroom that is closest to their classroom. These expectations are in place to ensure student safety and to maintain an orderly learning environment.

Students with IEPs or 504s and or with extenuating circumstances may check in with their teacher/case managers to make other accommodations.

10 and 10 Minute Rule:

Students will remain in class during the first and last ten minutes of class unless there is an absolute emergency. No bathroom, hall, or other passes will be given during this time. Students may be issued a consequence if they are violating this policy.

Violations

Below is a list of potential student violations. Each of these violations will result in the student's phone and/or pouch being confiscated by school administration.

- 1) Physical damage to the pouch in an attempt to circumvent its intended purpose.
(Ex: discoloration, pen marks, bent pin or stripped lock inside the pouch)
- 2) Forgetting or losing the pouch.
- 3) Using a phone during school hours.

- 4) Using another student's Yondr pouch.
- 5) Storing other items besides phone and or smartwatch.

Disciplinary Action

Students who violate the Cell Phone Policy will be subject to consequences per the [Discipline Matrix](#).

School Dance Policy

We have some exciting dance events coming up this school year! All students must attend school regularly in order to participate. Students who do not attend school on the day of the dance will not be admitted. All tickets are non-refundable and non-transferrable. Prior to each dance, students will have two weeks to submit a clearance pass indicating they are eligible to purchase a dance ticket. All clearance forms will be available on the SMHS website and Canvas. To be eligible, students cannot have more than 21 unexcused absences/tardies in the month prior to the event and they cannot have any unserved detentions on record.

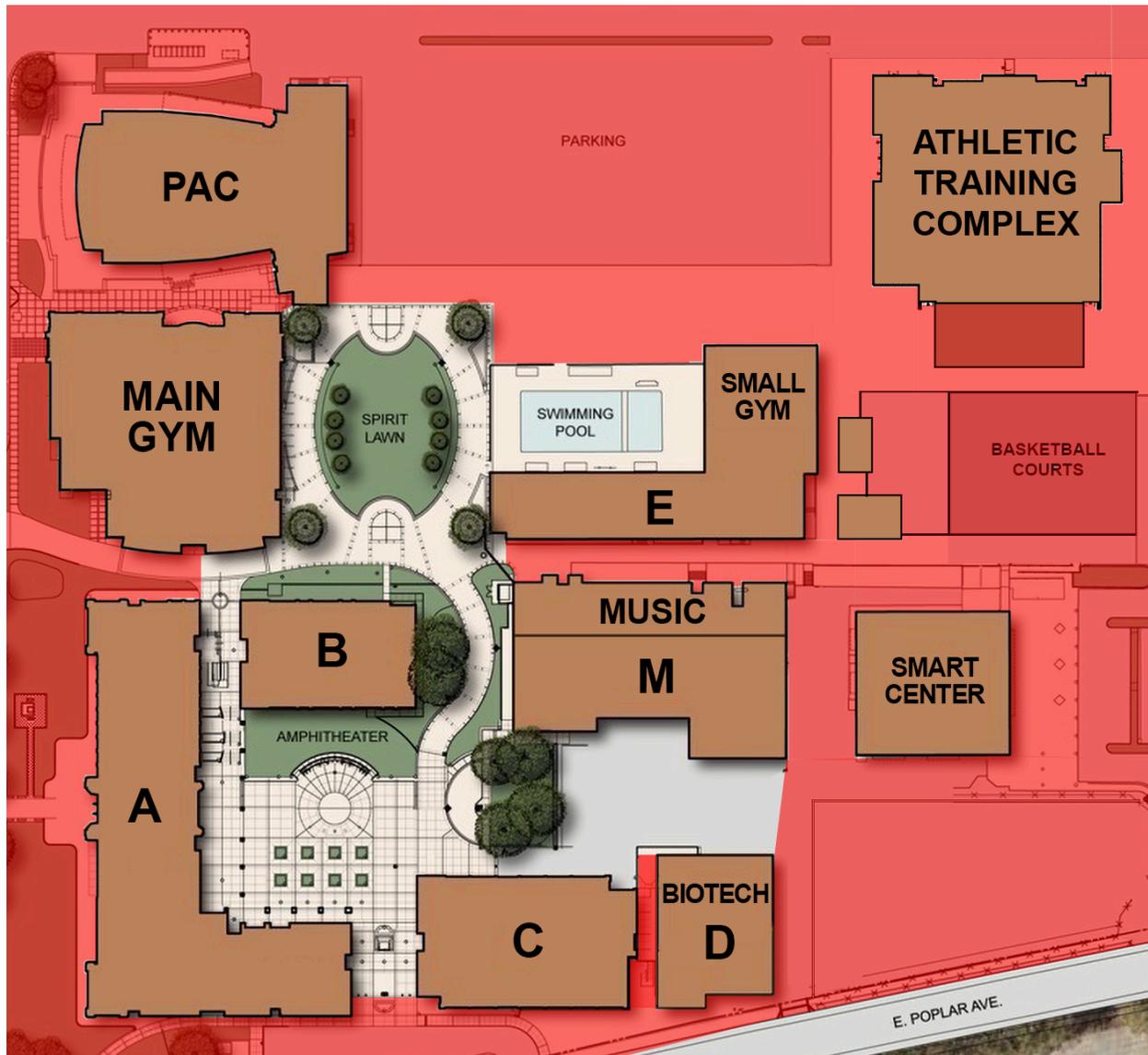
All students must sign the [Student Dance Agreement](#) prior to attending any dances, each year.

Closed Campus Policy

The San Mateo High School campus is a closed campus. Students may not leave campus without a valid permit obtained from the Attendance Office. The campus is also closed to all visitors unless they obtain a Visitor's Pass in the main office or in the Student Services Office.

- Students may **not** leave campus during school hours.
- Students who do not have a class at the beginning of school or end of school, for example the student does not have a 1st or 2nd period, or a 6th or 7th period, must obtain a Not At School (NAS) sticker from the Counseling Office during the first two weeks of school. Students who have a "Not At School" in the middle of their class schedule are **NOT** allowed to leave campus.
- School hours are defined as the bell schedule for the day which include brunch and lunch.
- Students are **not** to enter their cars during school hours without proper authorization.
- Students are **not** allowed to move their cars or transport students on or off campus.
- **Students are not allowed to be in areas that are off-limits or restricted areas without adult supervision.** (For example: District offices, SMART Center/ Adult Education, inside or around the Performing Art Center (PAC), Gyms, Athletic fields, basketball courts, tennis courts, Athletic Training Complex (New Gym), parking lots, Music building steps, Operations office, E buildings E115, E116, the small gym, and other construction

zone areas.) Students must remain in designated campus areas, inside the green line on the map below.



Students who are caught leaving or returning to campus without a proper pass or are in off-limit areas without proper authorization will be searched and subject to consequences per the [Discipline Matrix](#).

- *Any items purchased off campus will be confiscated.*

False Alarms: False alarms caused by students pulling a fire alarm are hazardous and extremely disruptive on school campuses. These are treated as serious safety violations and students/parents may be fined and face alternative to suspensions. Cameras and staff are posted in key areas throughout the campus to ensure that this does not happen, and to catch anyone pulling a fire alarm during a non-emergency situation.

Food Deliveries: Food delivery services are not permitted at San Mateo High School. Students and families are asked to plan accordingly by bringing their own food before the school day begins. Deliveries from services such as Uber Eats, DoorDash, Grubhub, and others will not be allowed on campus.

Detention Policy

Students may be assigned after school detention by the Dean of Students or school administrator as a consequence for violating school rules. Some examples of behaviors that may result in being assigned detention are:

- Having your cell phone outside of your Yondr pouch
- Leaving campus during lunch and returning to school
- Being late to class during a Tardy Sweep

Detention is held most Wednesdays and Fridays in the Cafeteria from 3:00-3:45 pm. Students will receive a written summons and are expected to report to the Cafeteria by 3:00. Students who arrive late will not be admitted. Students must be sure to sign-in to receive credit for their served detention.

If students do not serve assigned detentions within 2 weeks, the time doubles. If detentions are not served within 1 month, students will be assigned Saturday School.

Students cannot attend out of school activities until all detentions or Saturday School assignments are served.

Students may complete alternatives to detention via community service at Dean/ AP discretion.

Suspension and Alternatives to Suspension for Ed. Code Violations

Suspension from school means removal of a student from ongoing instruction for adjustment purposes. A principal or the principal's designee may suspend a pupil from the school (not more than five consecutive school days) for any of the reasons in the Educational Code, Section 48900, upon a first offense if the principal or designee determines that the pupil violated Educational Code 48900, or that pupil's presence causes a danger to persons or property, or threatens to disrupt the educational process. A student may be suspended or expelled for any of the acts listed below if the act is related to a school activity or occurs during school attendance occurring at any District school under the jurisdiction of the Superintendent or principal or within any other school District, including but not limited to the following circumstances:

1. While on school grounds;
2. While going to or coming from school;
3. During the lunch period, whether on or off the school campus;
4. During, going to, or coming from a school-sponsored activity; and/or
5. With a nexus or connection to the campus with impact on the school campus.

[SMUHSD Incident Statement Form](#) - Students and staff may use this form to make statements for site admin and district admin access.

Suspensions

OFFENSE ED. CODE	Ed. Code	POSSIBLE CONSEQUENCE(S)
Caused, attempted to cause, or threatened to cause physical injury to another person.	48900(a)(1)	<ul style="list-style-type: none"> ● Alternative To Suspension Class ● Uniform Complaint Procedure Form Victim ● Mediation ● No Contact Contract ● Restorative Meeting ● Referral to law enforcement authorities ● Possible Incident Review Conference (IRC) ● Possible Formal Reprimand Contract ● Possible Threat Assessment Level I ● Suspension up to 5 days ● Expulsion recommendation Possible ● Admin transfer recommendation possible
Willfully used force or violence upon the person of another, except in self-defense.	48900(a)(2)	<ul style="list-style-type: none"> ● Title IX investigation <ul style="list-style-type: none"> ○ Title IX Complaint Form ● Uniform Complaint Procedure Form Victim ● Alternative To Suspension Class ● Mediation ● No Contact Order ● Restorative Meeting ● Suspension up to 5 days ● Expulsion recommendation Possible Note: mandatory if serious injuries took place ● Admin transfer recommendation possible ● Referral to law enforcement authorities ● Possible Incident Review Conference (IRC) ● Possible Formal Reprimand Contract ● Possible Threat Assessment Level I
Possessed, sold, or furnished a firearm, knife, explosive, or other dangerous object.	48900(b)	<ul style="list-style-type: none"> ● Restorative Meeting ● Restorative Practices ● Alternative To Suspension Class ● Referral to law enforcement authorities ● Possible Incident Review Conference (IRC) ● Possible Formal Reprimand Contract ● Possible Threat Assessment Level I ● Suspension for up to 5 days ● Referral for expulsion, depending on type of weapon - see Admin Handbook for description of weapons
Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of a	48900(c)	<ul style="list-style-type: none"> ● Substance Use Program (SUP) in lieu of suspension - first offense ● Vaping Awareness Prevention Education (VAPE) ● Brief Intervention (BI) Counseling

<p>controlled substance.</p>		<ul style="list-style-type: none"> ● Restorative Meeting ● Referral to outside counseling as needed including PD diversion programs ● Referral to law enforcement authorities ● Possible Incident Review Conference (IRC) ● Possible Formal Reprimand Contract ● Suspension for up to 5 days ● Expulsion recommendation Possible - sales, multiple incidents of possession, or hard core drugs ● Admin transfer recommendation possible
<p>Unlawfully offered, arranged, or negotiated to sell a controlled substance, 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.</p>	<p>48900(d)</p>	<ul style="list-style-type: none"> ● Substance Use Program (SUP) in lieu of suspension - first offense ● Vaping Awareness Prevention Education (VAPE) ● Brief Intervention (BI) Counseling ● Restorative Meeting ● Admin transfer recommendation possible ● Referral to outside counseling as needed including PD diversion programs ● Referral to law enforcement authorities ● Possible Incident Review Conference (IRC) ● Possible Formal Reprimand Contract ● Suspension for up to 5 days ● Expulsion recommendation Possible - sales, multiple incidents of possession, or hard core drugs
<p>Committed or attempted to commit robbery or extortion.</p>	<p>48900(e)</p>	<ul style="list-style-type: none"> ● Restorative Meeting ● Uniform Complaint Procedure Form Victim ● Determine if 48900.5 other means of correction fail to bring about proper conduct ● Admin transfer recommendation possible ● Expulsion recommendation Possible ● Alternative To Suspension Class ● Mediation ● Referral to law enforcement authorities ● Possible Incident Review Conference (IRC) ● Possible Formal Reprimand Contract ● Suspension up to 5 days
<p>Caused or attempted to cause damage to school property or private property.</p>	<p>48900(f)</p>	<ul style="list-style-type: none"> ● Restorative Meeting ● Alternative To Suspension Class ● Determine if 48900.5 other means of correction fail to bring about proper conduct ● Uniform Complaint Procedure Form Victim ● Mediation ● Referral to law enforcement authorities ● Restitution ● Possible Incident Review Conference (IRC) ● Possible Formal Reprimand Contract ● Suspension up to 5 days ● Admin transfer recommendation possible

		<ul style="list-style-type: none"> ● Expulsion recommendation Possible
Stole or attempted to steal school property or private property.	48900(g)	<ul style="list-style-type: none"> ● Restorative Meeting ● Alternative To Suspension Class ● Uniform Complaint Procedure Form Victim ● Determine if 48900.5 other means of correction fail to bring about proper conduct ● Mediation ● Referral to law enforcement authorities ● Restitution ● Possible Incident Review Conference (IRC) ● Possible Formal Reprimand Contract ● Admin transfer recommendation possible ● Suspension up to 5 days ● Expulsion recommendation Possible
Possessed or used tobacco or products containing tobacco or nicotine.	48900(h)	<ul style="list-style-type: none"> ● Vaping Awareness Prevention Education (VAPE) ● Determine if 48900.5 other means of correction fail to bring about proper conduct ● Brief Intervention (BI) Counseling ● Suspension for up to 1 day ● If more appropriate, Substance Use Program (SUP) in lieu of suspension - first offense ● Citation
Committed an obscene act or engaged in habitual profanity or vulgarity.	48900(i)	<ul style="list-style-type: none"> ● Title IX investigation <ul style="list-style-type: none"> ○ Title IX Complaint Form ● Alternative To Suspension Class ● Determine if 48900.5 other means of correction fail to bring about proper conduct ● Mediation ● No Contact Contract ● Restorative Meeting ● Suspension up to 5 days ● Admin transfer recommendation possible ● Possible Formal Reprimand Contract
Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.	48900(j)	<ul style="list-style-type: none"> ● Substance Use Program (SUP) in lieu of suspension - first offense ● Vaping Awareness Prevention Education (VAPE) ● Brief Intervention (BI) ● Restorative Meeting ● Determine if 48900.5 other means of correction fail to bring about proper conduct ● Admin transfer recommendation possible ● Referral to outside counseling as needed including PD diversion programs ● Referral to law enforcement authorities ● Possible Incident Review Conference (IRC) ● Possible Formal Reprimand Contract ● Suspension for up to 5 days ● Expulsion recommendation Possible - sales, multiple incidents of possession, or hard core drugs

<p>Disrupted school activities or otherwise willfully defied the valid authority of school personnel.</p>	<p>48900(k)</p>	<ul style="list-style-type: none"> ● Alternative To Suspension Class ● Determine if 48900.5 other means of correction fail to bring about proper conduct ● Mediation ● No Contact Contract or Order ● Restorative Meeting ● Admin transfer recommendation possible
<p>Knowingly received stolen school property or private property.</p>	<p>48900(l)</p>	<ul style="list-style-type: none"> ● Restorative Meeting ● Uniform Complaint Procedure Form Victim ● Determine if 48900.5 other means of correction fail to bring about proper conduct ● Admin transfer recommendation possible ● Alternative To Suspension Class ● Mediation ● Referral to law enforcement authorities ● Restitution ● Possible Incident Review Conference (IRC) ● Possible Formal Reprimand Contract ● Suspension up to 5 days
<p>Possessed an imitation firearm.</p>	<p>48900(m)</p>	<ul style="list-style-type: none"> ● Restorative Meeting ● Restorative Practices ● Determine if 48900.5 other means of correction fail to bring about proper conduct ● Alternative To Suspension- depending on weapon type ● Referral to law enforcement authorities ● Possible Incident Review Conference (IRC) ● Possible Formal Reprimand Contract ● Possible Threat Assessment Level I ● Suspension for up to 5 days ● Referral for expulsion, depending on type of weapon - see Admin Handbook for description of weapons
<p>Committed or attempted to commit a sexual assault.</p>	<p>48900(n)</p>	<ul style="list-style-type: none"> ● Title IX investigation (Possible) <ul style="list-style-type: none"> ○ Title IX Complaint Form ● Uniform Complaint Procedure Form Victim ● Alternative To Suspension Class on Healthy Relationships ● Determine if 48900.5 other means of correction fail to bring about proper conduct ● No Contact Order ● Restorative Meeting ● Admin transfer recommendation possible ● Referral to law enforcement authorities- Required ● Possible Incident Review Conference (IRC) ● Possible Formal Reprimand Contract ● Possible Threat Assessment Level I ● Suspension up to 5 days ● Expulsion recommendation Possible

<p>Harassed, threatened, or intimidated a pupil who is a complaining witness in a school disciplinary proceeding.</p>	<p>48900(o)</p>	<ul style="list-style-type: none"> ● Title IX investigation (Possible) <ul style="list-style-type: none"> ○ Title IX Complaint Form ● Uniform Complaint Procedure Form Victim ● Alternative To Suspension Class on Bullying and Multimedia ● Determine if 48900.5 other means of correction fail to bring about proper conduct ● Mediation ● No Contact Order ● Restorative Meeting ● Admin transfer recommendation possible ● Referral to law enforcement authorities ● Possible Incident Review Conference (IRC) ● Possible Formal Reprimand Contract ● Possible Threat Assessment Level I ● Suspension up to 5 days ● Expulsion recommendation Possible
<p>Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.</p>	<p>48900(p)</p>	<ul style="list-style-type: none"> ● Substance Use Program (SUP) in lieu of suspension - first offense ● Vaping Awareness Prevention Education (VAPE) Sessions ● Brief Intervention (BI) Counseling ● Restorative Meeting ● Admin transfer recommendation possible ● Referral to outside counseling as needed including PD diversion programs ● Referral to law enforcement authorities ● Possible Incident Review Conference (IRC) ● Possible Formal Reprimand Contract ● Suspension for up to 5 days ● Expulsion recommendation Possible - sales, multiple incidents of possession, or hard core drugs
<p>Engaged in or attempted to engage in hazing.</p>	<p>48900(q)</p>	<ul style="list-style-type: none"> ● Title IX investigation (Possible) <ul style="list-style-type: none"> ○ Title IX Complaint Form ● Uniform Complaint Procedure Form Victim ● Alternative To Suspension Class on Bullying and Multimedia ● Determine if 48900.5 other means of correction fail to bring about proper conduct ● Mediation ● No Contact Order ● Restorative Meeting ● Admin transfer recommendation possible ● Referral to law enforcement authorities ● Possible Incident Review Conference (IRC) ● Possible Formal Reprimand Contract ● Suspension up to 5 days ● Expulsion recommendation Possible

<p>Engaged in an act of bullying, including bullying committed by means of an electronic act, directed specifically toward a student or school personnel.</p>	<p>48900(r) Must include 48900.2, 48900.3, & 48900.4</p>	<ul style="list-style-type: none"> ● Title IX investigation (Possible) <ul style="list-style-type: none"> ○ Title IX Complaint Form ● Uniform Complaint Procedure Form Victim ● Alternative To Suspension Class on Bullying and Multimedia ● Determine if 48900.5 other means of correction fail to bring about proper conduct ● Mediation ● No Contact Order ● Restorative Meeting ● Admin transfer recommendation possible ● Referral to law enforcement authorities ● Possible Incident Review Conference (IRC) ● Possible Formal Reprimand Contract ● Possible Threat Assessment Level I ● Suspension up to 5 days ● Expulsion recommendation Possible
<p>Aided or abetted the infliction of physical injury to another person.</p>	<p>48900(s)</p>	<ul style="list-style-type: none"> ● Alternative To Suspension ● Uniform Complaint Procedure Form Victim ● Mediation ● Determine if 48900.5 other means of correction fail to bring about proper conduct ● No Contact Order ● Restorative Meeting ● Admin transfer recommendation possible ● Referral to law enforcement authorities ● Possible Incident Review Conference (IRC) ● Possible Formal Reprimand Contract ● Possible Threat Assessment Level I ● Suspension up to 5 days ● Expulsion recommendation Possible
<p>Committed sexual harassment</p>	<p>48900.2</p>	<ul style="list-style-type: none"> ● Title IX investigation (Possible) <ul style="list-style-type: none"> ○ Title IX Complaint Form ● Uniform Complaint Procedure Form Victim ● Cyber-bullying and Media Awareness Classes ● Determine if 48900.5 other means of correction fail to bring about proper conduct ● Alternative To Suspension ● Training & Education related to sexual harassment ● Mediation ● No Contact Order or Contract ● Restorative Meeting ● Admin transfer recommendation possible ● Referral to law enforcement authorities ● Possible Incident Review Conference (IRC) ● Possible Formal Reprimand Contract ● Possible Threat Assessment Level I ● Suspension up to 5 days ● Expulsion recommendation Possible
<p>Caused, attempted to cause, threatened to cause</p>	<p>48900.3</p>	<ul style="list-style-type: none"> ● Title IX investigation (Possible) <ul style="list-style-type: none"> ○ Title IX Complaint Form

<p>or participated in an act of hate violence.</p>		<ul style="list-style-type: none"> ● Uniform Complaint Procedure Form Victim ● Cyber-bullying and Media Awareness Classes ● Determine if 48900.5 other means of correction fail to bring about proper conduct ● Alternative To Suspension ● Mediation ● No Contact Order or Contract ● Restorative Meeting ● Admin transfer recommendation possible ● Referral to law enforcement authorities ● Possible Incident Review Conference (IRC) ● Possible Formal Reprimand Contract ● Possible Threat Assessment Level I ● Suspension up to 5 days ● Expulsion recommendation Possible
<p>Intentionally engaged in harassment, threats, or intimidation</p>	<p>48900.4</p>	<ul style="list-style-type: none"> ● Title IX investigation (Possible) <ul style="list-style-type: none"> ○ Title IX Complaint Form ● Uniform Complaint Procedure Form Victim ● Cyber-bullying and Media Awareness Classes ● Determine if 48900.5 other means of correction fail to bring about proper conduct ● Alternative To Suspension Class ● Mediation ● No Contact Contract ● Restorative Meeting ● Admin transfer recommendation possible ● Referral to law enforcement authorities ● Possible Incident Review Conference (IRC) ● Possible Formal Reprimand Contract ● Possible Threat Assessment Level I ● Suspension up to 5 days ● Expulsion recommendation Possible
<p>Making terroristic threats</p>	<p>48900.7</p>	<ul style="list-style-type: none"> ● Uniform Complaint Procedure Form Victim ● Alternative To Suspension Class on Bullying and Multimedia ● Determine if 48900.5 other means of correction fail to bring about proper conduct ● Mediation ● No Contact Contract ● Restorative Meeting ● Admin transfer recommendation possible ● Referral to law enforcement authorities ● Possible Incident Review Conference (IRC) ● Possible Formal Reprimand Contract ● Possible Threat Assessment Level I ● Suspension up to 5 days ● Expulsion recommendation Possible

Alternatives to Suspension and Education Code related

48900.5	<p>(a) Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons.</p> <p>(b) Other means of correction include, but are not limited to, the following:</p> <ol style="list-style-type: none">1. A conference between school personnel, the pupil's parent or guardian, and the pupil.2. Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling.3. Study teams, guidance teams, resource panel teams, or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents.4. Referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).5. Enrollment in a program for teaching prosocial behavior or anger management.6. Participation in a restorative justice program.7. A positive behavior support approach with tiered interventions that occur during the school day on campus.8. After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups.9. Any of the alternatives described in Section 48900.6.
48900.6.	<p>As part of or instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, the superintendent of schools, or the governing board may require a pupil to perform community service on school grounds or, with written permission of the parent or guardian of the pupil, off school grounds, during the pupil's nonschool hours. For the purposes of this section, "community service" may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. This section does not apply if a pupil has been suspended, pending expulsion, pursuant to Section 48915. However, this section applies if the recommended expulsion is not implemented or is, itself, suspended by stipulation or other administrative action.</p>

Expulsion

Must Recommend Expulsion (Mandatory)

Expulsion Codes

EC 48915(c)

1. Firearm
 - a. Possessing firearm when a district employee verified firearm possession and when a student did not have prior written permission from a certificated employee which is concurred with by the principal or designee.
 - b. Selling or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in *Health and Safety Code* Section 11053 et. seq.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of EC 48900 or committing sexual battery as defined in subdivision (n) of 48900.
5. Possession of an explosive.

Shall Recommend Expulsion Unless Particular Circumstances Render Inappropriate

Act **must** be committed at school or school activity.

EC Section 48915 (a) states that an administrator shall recommend expulsion for the following violations [except for subsections (c) and (e)] **unless the administrator finds that expulsion is inappropriate due to a particular circumstance.**

1. Causing serious physical injury to another person, except in self-defense. EC Section 48915 (a)(1).

Act **must** be committed at school or school activity.

2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil. EC Section 48915 (a)(2).

Act **must** be committed at school or school activity.

3. Possession and/or use of any substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the *Health and Safety Code*, except for the first offense for possession of not more than one avoirdupois ounce of marijuana other than concentrated cannabis.

Act **must** be committed at school or school activity.

4. Robbery or extortion. *EC* Section 48915 (a)(4).

Act **must** be committed at school or school activity.

5. Assault or battery, or threat of, on a school employee.

The recommendation for expulsion shall be based on one or both of the following:

1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others [see Section 48915 (b)].

Reporting Safety Concerns

Visit the below resources regarding safety concerns:

Responding to and Reporting Hate-Motivated Incidents and Crimes (October 2020)

The San Mateo Union High School District (District) is committed to providing a safe learning and working environment that is free from discrimination and harassment. Hate-motivated incidents and crimes jeopardize both the safety and well-being of all students and staff. Current law requires school districts to document and report any and all hate-motivated incidents and crimes to permit the development of effective programs and techniques to combat crime on school campuses.

The District will not tolerate hate-motivated incidents/crimes based on race, color, national origin, religion, disability, sex, sexual orientation, gender identity, or retaliation in any form for reporting such incidents/crimes.

[District policy](#) on Bullying and the Federal Law [Title IX](#) for the documentation and reporting of hate-motivated incidents/ that manifests evidence of hostility toward the target because of his or her actual or perceived race, color, national origin, religion, disability, sex, sexual orientation or gender identity. Such action includes, but is not limited to, threatening telephone calls, hate mail, physical assault, vandalism, cross burning, destruction of religious symbols, symbols of hate, or fire bombings. This also includes threats or hate mail sent by electronic communication

Responding to and Reporting Bullying, Hazing, and Hate-Motivated Incidents and Crimes (June 2021)

The San Mateo Union High School District (District) is committed to providing a safe learning and working environment that is free from discrimination and harassment. The District takes a strong position against bullying, hazing, hate-motivated acts, or any behavior that infringes on the safety or well-being of students, employees, or any person within the District's jurisdiction.

Current law requires school districts to document and report any and all hate-motivated incidents and crimes to permit the development of effective programs and techniques to combat crime on school campuses. District policy requires all schools and all personnel to promote mutual respect, tolerance, and acceptance among students and staff. Article 1, Section 28(c) of the California State Constitution states: "All students and staff of public, primary, elementary, junior high and senior high have the inalienable right to attend campuses which are safe, secure and peaceful." Schools' compliance with ensuring "safe, secure and peaceful" campuses shall also be referenced and reflected in the development of each school's Safe School Plan.

[This policy bulletin](#) shall encompass behaviors or actions that occur among students, District employees, and associated adults. This policy is applicable to all areas of the District's jurisdiction, including school and District-related activities, events, programs, and traveling to and from school. [This bulletin](#) is aligned with District policy and procedures for the documentation and reporting of hate-motivated incidents/ that manifests evidence of hostility toward the target because of his or her actual or perceived race, color, national origin, religion, disability, sex, sexual orientation or gender identity. Such action includes, but is not limited to, threatening telephone calls, hate mail, physical assault, vandalism, cross burning, destruction of religious symbols, or fire bombings. This also includes threats or hate mail sent by electronic communication.

StopIT Anonymous Reporting App

The Anonymous Alerts anti-bullying and safety app reporting system helps combat bullying and other negative activity in schools by empowering students to speak up.

The system allows for 1 way or 2 way anonymous encrypted communications between submitters (students, parents or community members) and district administration and/or school staff. Users of the system have the option to remain anonymous or reveal their identity when submitting a report.

Report a safety concern online through [StopIt](#) - an anonymous reporting tool or download the app:

To send a report from your phone:

- Download the Anonymous Alerts® app for free from the Apple Store, Google Play store, or the Chrome store
- Start the App, enter "**ACCESS CODE**": **smhsbearcats**
- Send important reports to school officials
- Add a screenshot, photo or video about the incident

[Learn more.](#)

Title IX

Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance.

Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Learn more about [Title IX and Sex Discrimination](#) enforced by the Office for Civil Rights (OCR) at U.S. Department of Education.

[How to file a Title IX Complaint with the District.](#)

Title IX Training Materials: [2020 Presentation](#)

Title IX Complaint Form: [English](#) | [Spanish](#)

To learn more, read about [Uniform Complaint Procedures \(BP-AR 1312.3\)](#)

Other Concerns

Williams Uniform Complaint Forms: [English](#) | [Spanish](#) | [Chinese](#)

Anti-Bullying

The Board of Trustees recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

[View the Anti-Bullying Policy.](#)

Dress Code

In 2020, the San Mateo Union High School District Board of Trustees adopted a revised dress code. The basic principles include:

- The student dress code should serve to support all students to develop a body-positive self-image.
- All students are encouraged to dress in a manner that is comfortable and conducive to an active school day and allows them to express their self-identified gender.
- Students should be able to wear clothing without fear of or actual unnecessary discipline or body shaming.

The following guidelines shall apply to all regular school activities:

1. Clothes shall be sufficient to conceal undergarments. Shirts or tops must be worn at all times and must cover the back, front and sides of the torso.

2. Shoes must be worn at all times.

3. Hats, caps and other head coverings shall not cover the face unless for religious purposes. Masks are not allowed unless for a medical purpose.

4. Students CANNOT wear clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) that depict:

a. Violent language or images

b. Images or language depicting drugs, alcohol, tobacco, nicotine, e-cigarette or vaping, hate speech, profanity, pornography (or any illegal item or activity) or the use of the same

c. Images or language that create a hostile or intimidating environment based on any protected class (defined as race, ethnicity, country of origin, religion).

Additional information can be found in the policy and admin regulations which can be found on the District's website: www.smuhsd.org/dresscode

Technology

[Acceptable Use Policy](#)

The San Mateo Union High School District offers student access to the district computer network for electronic mail and the internet. To gain access to email and the internet all students under the age of 18 must obtain parental permission.

[Responsible Use Policy](#)

The responsible use policy directs all students in the San Mateo Union High School District to embrace a common set of guiding principles as they utilize technology to enhance their learning, collaborate, and communicate with school and community members. The Chromebook Agreement further outlines student expectations regarding the use of their district provided Chromebooks.

[Handle with Care](#)

San Mateo High School is fortunate to offer state-of-the-art in order to enhance the learning experience for all students. Every student will receive a school-issued Chromebook. These devices should be brought to school, fully charged, daily. *They must also be handled with care at all times:*

- Do NOT lift, move, or carry your Chromebook by the screen
- Be mindful when your Chromebook is in your backpack. They can become crushed if bags are dropped, kicked, thrown, or stepped on
- Keep your Chromebook away from ANY food or liquids. Carry liquids outside of your backpack when your laptop is inside
- Type on the keyboard gently
- Do NOT write on your Chromebook
- Do NOT attempt to open the plastic case of your Chromebook, exposing the internal components.
- Only use the approved charging cable to charge your battery.

Students are responsible for paying repair and/or replacement costs (\$400) for damaged, lost or destroyed Chromebooks.

[Bark for Schools](#)

Monitoring of District issued devices and accounts for student safety is critically important to SMUHSD, which is why we use Bark for Schools to help us protect our students both online and in real life while using our school-issued accounts. Bark monitors for signs of potential issues like: cyberbullying, suicidal ideation, sexual predators, threats of violence, and more. When possible dangers arise on school-issued accounts, Bark for Schools sends SMUHSD alerts so we can address the situation in a timely manner. These alerts also give us insights that help us promote the wellness of the entire student body. We strive to help keep our students safe online.

For more information please see [Bark for Schools website](#), your site administrators, or contact the Director of Student Services, Dr. Burnette-Lyle at sburnette@smuhsd.org

Student Nutrition

SMUHSD is offering free meals to **all students** during the 2025-26 School Year!

Families do not need to [fill out the application](#) to access the free meals, but it is strongly encouraged, as the application provides additional benefits to families - including discounts and financial assistance for bus passes, yearbook, dance tickets, etc.

[Visit the Student Nutrition Website to learn more.](#)

Health Services

The health and welfare of your child is of the utmost importance to us. The San Mateo Union High School District commits to providing a clean and safe environment for our students, and strives to keep parents and family members informed about medical practices and any potential hazards to your child. Valuable knowledge about cardiac health, flu season immunization options, and District policy regarding physical exams and screenings, student medication, free clinics and accessible healthcare for California residents and more is also available on the [district website](#).

For additional information or for questions regarding health forms or requirements, please contact the Health Services Manager Sara Devaney at sdevaney@smuhsd.org or Health Services and Employee Wellness Lead Ana Herold at aherold@smuhsd.org. For health services at San Mateo HS, contact our Health Aide.

SMHS Health Aide: Shana Scatena

Email: sscatena@smuhsd.org

Phone: (650) 558-2322

Hours Available: 8am-4pm

Medications: State law requires written authorization for students to carry and self-administer medication or to be assisted by authorized school personnel in the administration of medication while at school.

[Authorization for Medication\(s\) to be Taken During School Hours Form 157](#)
[SMUHSD Medication Policy](#)

Excuse from Physical Education: When a student is to be excused from P.E. class for four days or less, a written note from a parent/guardian is to be given directly to the P.E. teacher. If a student is to be excused for five days or more, the Health Aide must receive [written instructions](#) from the student's MD, NP, or DO, please use the [PE Medical Exempt Form](#). A written excuse from the physician is required each semester the student is to be excused. Please see the [SMUHSD PE Restricted Activity/Medical Policy](#) for more details.

Clearance for Sports: [Sports Net](#)

Emergency Procedures

The San Mateo Union High School District is a member of the San Mateo County Coalition for Safe Schools and Communities. Through this collaborative process, the Coalition produced the Big Five, a common emergency plan adopted by all San Mateo County school districts and law enforcement agencies. The Big Five protocol supports high-quality training for school staff and community members and ensures clear channels of communication among schools, first responders, parents, and community members should an emergency occur.

Additional information can be found on the San Mateo County Office of Education's [website](#).

Immediate Action Response - The Big Five

[English](#)

[Spanish](#)

The BIG 5 Community Packet ([English](#), [Spanish](#), [Chinese](#), [Tagalog](#))

Academics

SMHS students participate in a rigorous, standards-based curriculum as part of an academically challenging, college preparatory program. SMHS recommends students enroll in a 6-period day; however, students have the opportunity to take advantage of a 7-period day for support and enrichment courses.

Learn about [Graduation Requirements](#), including approved A-G Courses.

The academic calendar is two semesters, 18 weeks each. SMUHSD does not rank its students.

The Academic GPA covers Grades 9-12 and is cumulative of all courses taken. This GPA is weighted according to the California Public University system (an additional point is added for University-certified, AP and Honors courses; e.g. A=5.0, B=4.0, C=3.0). Mid-year reports include the 7th semester. The Total GPA is unweighted for Grades 9-12 and covers the same coursework.

Please visit our website to [see all the courses offered](#) by the different departments at San Mateo High School.

Tutoring and the Bearcat Den

The Bearcat Den is open in the library after school everyday for students. Tutoring and academic support is available in the Bearcat Den for all students from peer tutors, staff, teachers and volunteer tutors.

Bearcat Den Hours

Monday- Thursday after school until 5:00pm
Friday after school until 4:00pm

Free Online Tutoring

Public Libraries in the California State Library system provide free online tutoring for California K-12 students. Through Brainfuse's HelpNow, [live real-time homework assistance](#) is available 24 hours a day by laptop, tablet, or phone from qualified tutors using state curriculum and standards.

24/7 assistance is available in English and Spanish for Language Arts and Mathematics.

Every day between 10 a.m. and 10 p.m., assistance is available in core K-12 subjects in the following languages:

- English
- Spanish
- Mandarin

- Cantonese
- Vietnamese
- Tagalog

[Get started with an online tutor](#)

For more information contact Nayeli Maschio, Student Success Coordinator, Nayeli Maschio (nmaschio@smuhsd.org) or visit [our website](#).

School Year Calendar

Here is a link to the [District Calendar for 2025-2026](#).

Please take note of non-school days:

- *Professional Development Days for Teachers:* August 11, October 13; January 26 & 27.
- *Federal Holidays:*
 - Labor Day (Sept. 1)
 - Veterans' Day (Nov. 11)
 - Martin Luther King, Jr. Day (Jan. 19)
 - Presidents' Day (Feb. 16)
- *Thanksgiving Recess:* November 26-28
- *Winter Recess:* December 22-January 5
- *Spring Recess:* March 30-April 3

Minimum Days, when students are released early-12:39pm: September 12; March 13

Final Exams: Minimum Day (Fall 2025): 12/17, 12/18, 12/19
(Spring 2026): 5/26, 5/27, 5/28

Attendance

Being present at school everyday is key to student learning and success in high school. All students are expected to be on time to all of their classes each day.

If a student must miss a day of school, arrive late or leave early **their parent/guardian must report their absence directly with the Attendance Office within 3 days of the absence** so that they can be excused. Absences not cleared after 3 days will be considered a cut. See our [Attendance Office website](#) for more information.

Report absences to the Attendance Office by:

- Completing the [Absence Reporting Form](http://bit.ly/SMHSAttendance) (<http://bit.ly/SMHSAttendance>) online
- OR calling (650) 558-2308 or (650) 558-2309

Absences may be excused for the following reasons (SMUHSD BR 5113)

1. Personal illness, including absences for benefit of the students' mental or behavioral health
2. Quarantine under the direction of a county or city health officer
3. Medical, dental, optometrical or chiropractic services or appointment
4. Attendance at funeral services for a member of the student's immediate family
5. Justifiable personal reasons including: appearance in court, observance of religious holiday or ceremony

If a student misses more than 14 days due to illness a physician verification will be required to excuse future absences.

Permit to Leave: If a student has to leave school early, they **MUST** get a *Permit to Leave* from the Attendance Office **BEFORE** leaving campus. Leaving school without a permit from the attendance office is considered a cut and may not be excused by a note or call afterwards. A parent/ guardian must complete the SMHS Absence Reporting Form or call the Attendance Office before 8:30 am. Then students must stop by the Attendance Office during brunch or lunch to pick up their permit to leave. Students must show the permit to leave to their teacher and any other adult as they leave campus.

Cuts: Students who are found to have been off campus during the school day will have their belongings searched, parent/guardian contacted and be assigned 2 hours of detention per the [Discipline Matrix](#). Parents will be notified daily of their students' cuts each day via the automated phone system.

Tardies: Students who are found to be tardy to class in a Tardy Sweep will be assigned an hour of detention. Students who do not attend Detention will be assigned additional consequences including Saturday School and Reset Monday. Parents will be notified daily of their students' tardies each day via the automated phone system.

Teachers are encouraged to assign consequences as described in their classroom management plan and inform parents/ guardians of tardies.

Students must attend all of their classes each day and have a parent/guardian report absences to the Attendance Office.

Students who have 8 or more periods with truancies/ unexcused absences (attendance codes T, U) and 30+ min tardies (attendance code B) will not be eligible to participate in student activities for the following month, including dances and sports events. Students and families will receive emails monthly with a summary of the month's attendance and their eligibility to participate in student activities.

Student Services will review attendance each month in order to identify students who will not be eligible for student activities and students in need of additional interventions to support strong attendance. For example, students who accumulate more than 21 period truancies will be notified via district Truancy letters and placed on an Attendance Action Plan.

Truancy and Chronic Absenteeism

Attendance is closely monitored and families will receive regular communication and support regarding their student's attendance. Families will receive communication via email, mail and phone calls from the school regarding their student's truancy. Students who continue to be truant, and their parents/guardians, will be required to attend meetings with school administrators, staff and district social worker (School Attendance Review Team-SART) to develop an Attendance Action Plan. If truancy continues, students may be referred to the School Attendance Review Board (SARB) who attempts to understand why students experience attendance problems and makes every effort to assist in improving attendance. Learn more on the [district website](#).

Attendance Codes

Excused Absences * Students are permitted to make up all work missed.

- A - Activity/School Business
- G - Religious - A student's absence from school for religious reasons
- I - Illness - the school may require the certificate of a doctor if it is deemed advisable. This is mandatory after five consecutive days.
- M - Excused Tardy- A student has a note from a staff member clearing the student's tardy or the student has a note from parent/guardian with an excusable reason for tardy
- S - Suspended
- X - Excused

Unexcused Absences *Students may be permitted to make up work at the teacher's discretion

- B - Tardy (30+ minutes) - If a student arrives to class after 30 minutes past the start of class.
- L - Late/Tardy (regardless of minutes of class time missed)
- T - Truant/Cut (No make-up work allowed) - Truancies are defined as any absence not cleared by parents/guardians or student left campus without permission
- U - Unverified Absence - Parent has not reported the absence to the attendance office. They have two days to report the absence or else it will be considered a truancy (T). The code will be changed from U to T.
- N- Nonexcused- Parent has reported a students' absences for reason that does not qualify as an excused absence (ie. family vacation, college visit, family emergency)

Student Services

For questions and more information about the following items, visit the Student Services section of the District [website](#) or call 650-558-2251.

- Address changes and / or contact info changes
- Wellness counseling
- Attendance issues
- Transferring students
- Data Confirmation
- Preferred Name Changes
- Alternatives to Suspension programs

Athletics

We believe student-athletes are an integral part of the educational experience. The mission of the San Mateo High School Athletic Department is to provide as many student-athletes as possible an opportunity to participate successfully in our athletic programs.

The San Mateo Athletic Department seeks to field competitive teams that encourage student-athletes to exhibit a winning effort, good sportsmanship, and demonstrate respect for all.

Please visit our [Athletics webpage](#) for more information.

Jeff Scheller
Athletic Director
jscheller@smushd.org

Clubs and Activities

All of our clubs are student generated. Anyone is invited to start their own club! We have over 80 active clubs that range from cultural interests (Poly Club, La Raza Unida), service oriented (American Red Cross, Interact) to academic (Math Team, Science Bowl). Whatever your interest may be, you are not alone!

Listen to the announcements, check CANVAS to make sure you submit your club charter on time. Check out [our website](#) for more information!

It's always a good idea to subscribe to the Daily Bulletin, so you can get the latest information about club and class activities during the week. CANVAS is also a great way to stay in touch with all the events happening on campus!

Appendix of Important School Forms

Please click on the link to download the form and return to school. You can return any/all of these forms on Orientation or Registration Day or drop them in the mail.

SCHOOL FORMS

[Academic Integrity Agreement](#) (English)

[Academic Integrity Agreement](#) (Spanish)

[Cell Phone Student Agreement](#) (English)

[Cell Phone Free Agreement](#) (Spanish)

[Student Dance Agreement](#) (English)

[Student Dance Agreement](#) (Spanish)

[Yearbook Order Form](#) (English/Spanish)

[Activity Request Form \(Jotform\)](#)

[Free & Reduced Lunch Program](#) (Complete online, not a physical form) If you need assistance in completing this form, please contact our Family Engagement Coordinator: Neil Urquidez : nurquidez@smuhsd.org Habla español.

If you need financial assistance for school events and school related purchases, please be sure you have applied for the free & reduced lunch program and have been approved. [Complete this google form](#) and Ms. Shiu will be in contact with you.

BOOSTERS & PARENT ORGANIZATION FORMS

[Athletic Boosters](#) - English

[Athletic Boosters - Spanish](#)

[Dance](#) - English

[Dance - Spanish](#)

[Drama Boosters](#) - English

[Drama Boosters - Spanish](#)

[Music Boosters](#)

[SMHS Bearcat PTO/Foundation Letter/Membership - English/Spanish](#)

[Grad Night Form English/Spanish](#)