

# STUDENT HANDBOOK



**2025-2026**

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Sacramento, CA 95831  
(916) 395-5090  
Website: <http://jfk.scusd.edu>

**Reginald Brown, Principal**  
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## **Mission and Vision**

The staff, students, and parents or guardians of John F. Kennedy are committed to a safe and caring environment, one that promotes excellence and pride in self, school, and community. We respect individual and cultural diversity as it promotes understanding of the humanity of all people. We expect all students to achieve their highest potential and encourage them to become responsible and productive members of society.

Pride at Kennedy is developed, promoted, and nurtured by JFK teachers, administrators and staff members in a learning environment where all students are encouraged to strive toward common educational goals by improving their skills as CATS: Communicators, Achievers, Thinkers, and Socially Responsible Persons.

**Communicators**

**Achievers**

**Thinkers**

**Socially Responsible**



# KENNEDY BELL SCHEDULE 2025-2026

| REGULAR SCHEDULE (MTWF) |          |          |
|-------------------------|----------|----------|
| PERIOD                  | START    | END      |
| 0                       | 7:28 AM  | 8:23 AM  |
| 1                       | 8:30 AM  | 9:27 AM  |
| 2                       | 9:34 AM  | 10:35 AM |
| 3                       | 10:42 AM | 11:39 AM |
| 4                       | 11:46 AM | 12:43 PM |
| LUNCH                   | 12:43 PM | 1:20 PM  |
| 5                       | 1:27 PM  | 2:24 PM  |
| 6                       | 2:31 PM  | 3:28 PM  |
| 7                       | 3:35 PM  | 4:30 PM  |

| EARLY RELEASE SCHEDULE (THURSDAY) |          |          |
|-----------------------------------|----------|----------|
| PERIOD                            | START    | END      |
| 0                                 | 7:28 AM  | 8:23 AM  |
| 1                                 | 8:30 AM  | 9:17 AM  |
| 2                                 | 9:24 AM  | 10:15 AM |
| 3                                 | 10:22 AM | 11:09 AM |
| 4                                 | 11:16 AM | 12:03 PM |
| LUNCH                             | 12:03 PM | 12:40 PM |
| 5                                 | 12:47 PM | 1:34 PM  |
| 6                                 | 1:41 PM  | 2:28 PM  |
| 7                                 | 2:35 PM  | 3:30 PM  |

| RALLY SCHEDULE       |          |          |
|----------------------|----------|----------|
| PERIOD               | START    | END      |
| 0                    | 7:28 AM  | 8:23 AM  |
| 1                    | 8:30 AM  | 9:13 AM  |
| 2                    | 9:20 AM  | 10:07 AM |
| 3                    | 10:14 AM | 10:57 AM |
| 4                    | 11:04 AM | 11:47 AM |
| 5                    | 11:54 AM | 12:37 PM |
| LUNCH                | 12:37 PM | 1:14 PM  |
| 6 (1 <sup>st</sup> ) | 1:21 PM  | 2:21 PM  |
| 6 (2 <sup>nd</sup> ) | 2:28 PM  | 3:28 PM  |
| 7                    | 3:35 PM  | 4:18 PM  |

| MINIMUM DAY |          |          |
|-------------|----------|----------|
| PERIOD      | START    | END      |
| 0           | 7:28 AM  | 8:23 AM  |
| 1           | 8:30 AM  | 9:05 AM  |
| 2           | 9:12 AM  | 9:48 AM  |
| 3           | 9:55 AM  | 10:30 AM |
| 4           | 10:37 AM | 11:12 AM |
| 5           | 11:19 AM | 11:54 AM |
| 6           | 12:01 PM | 12:36 PM |
| LUNCH       | 12:36 PM | 1:18 PM  |
| 7           | 1:25 PM  | 2:00 PM  |

| FINALS SCHEDULE |          |          |
|-----------------|----------|----------|
| PERIOD          | START    | END      |
|                 | Day 1    |          |
| 0               | 7:28 AM  | 8:23 AM  |
| 1               | 8:30 AM  | 10:30 AM |
| 4               | 10:37 AM | 12:37 PM |
| LUNCH           | 12:37 PM | 1:00 PM  |
|                 | Day 2    |          |
| 0               | 7:28 AM  | 8:23 AM  |
| 2               | 8:30 AM  | 10:30 AM |
| 5               | 10:37 AM | 12:37 PM |
| LUNCH           | 12:37 PM | 1:00 PM  |
|                 | Day 3    |          |
| 3               | 8:30 AM  | 10:30 AM |
| 6               | 10:37 AM | 12:37 PM |
| LUNCH           | 12:37 PM | 1:00 PM  |

### Special Rally Instructions

During 6th period, there are two rallies

You have first rally if your 6<sup>th</sup> period class is in buildings: B, C, and M wings

You have second rally if your 6<sup>th</sup> period class is in buildings: Locker room, E, F, D, T, and V wings

Teachers **MUST** take roll first and **ESCORT** their class to any rallies, assemblies, and other special events.

## General Information

### Cafeteria

The cafeteria offers a full lunch menu as well as a la-carte items. Breakfast items are also served daily prior to the first bell. The cafeteria is open during the breakfast and lunch period. All meals are free to all students.

### DoorDash/Delivery

All food service deliveries (DoorDash, Postmates, etc.) are prohibited. A parent or guardian may drop off meals for students at the front office during the school day. DoorDash food will be confiscated. Students may pick up food after school.

### Textbooks

All students will be provided with required textbooks. Students are responsible for the care and covering of books. The school must be reimbursed for lost, stolen, or damaged textbooks and instructional materials. Failure to pay can result in loss of school privileges and high school diploma may be held.

### Lockers

John F. Kennedy has a limited number of lockers that are available for students. This year, all 10th, 11th, and 12th grade students will have the option to use a locker. Students must complete a locker contract in order to receive their locker number and combination. If a 10th-12th grader does not claim their locker by **September 29, 2024**, they will lose their reservation and may lose the opportunity to have a locker this year.

Lockers are the property of the school and provided for students to store materials necessary for school use only. Storing illegal items in lockers is prohibited. Lockers are for individual use and are not to be shared with other students at any time or for any reason. Should a member of the school's administration search a locker and find illegal items, the student who has been issued the locker will be held responsible for possession of those items. Locks will be provided by the school. Any unauthorized locks placed on a locker will be subject to being cut off. The cost of the replacement lock will be the student's responsibility.

### Lost and Found

Lost and found items are stored in the Receiving Office (D-5). Lost electronics should be given to the climate office.

### Field Trips and Extracurricular Activities

It is a privilege to attend field trips and take part in extracurricular activities. Students may be excluded from field trips and extracurricular activities for the following reasons: a record of unacceptable attendance, bad behavior, and/or unacceptable grades and/or citizenship.

Students should be aware that when they are absent due to a field trip or an extracurricular activity, it is their responsibility to contact their teachers and arrange to make up the work that was missed.

### Telephone Messages

Messages to students are a convenience that the school provides if able. Please keep messages to a minimum, and make prior arrangements for rainy days and other transportation needs. Teachers should not be interrupted during class time. We abide by the 10/5 rule — the first 10 minutes of class or the last five

minutes of class — to send messages to students.

### **Bicycles and Bike Cage Rules and Regulations**

The bike cage is located on the west side of the campus in front of room V-7. Students should secure bikes with a quality lock. Chain and cable locks are not recommended. Bicycles are not to be ridden on campus or in the hallways. Violation of this rule will result in a referral as well as loss of riding privileges. The school assumes no responsibility for loss or damage to any bicycle brought on campus.

Bicycles brought to the campus must be registered with the Sacramento Police Department. Please see an administrator for additional information.

### **Skateboards**

Skateboarding on campus at any time is prohibited. Students who ride on skateboards/longboards to school must secure the skateboard to specially designed skateboard racks located inside the bike cage. Skateboards may not be carried on to the main campus nor into classrooms. The school assumes no responsibility for loss or damage to any skateboards of any kind brought on campus.

### **Flowers/Balloons**

Please do not bring flowers, balloons, and/or other gifts to students during the course of the school day. Students are not permitted to have flowers or balloons in the classroom or hallways because they are a distraction and have no educational purpose. If flowers and/or balloons are brought or received during the school day, they will be held in the office until the end of the school day. The school is not responsible for damage and/or theft of these sorts of items.

### **Regional Transit Bus Stickers**

All students get to ride the Regional Transit buses for free during the 2023-2024 school year. If you would like to obtain a bus card, go to the counseling offices.

### **Automobile/Motorcycle Rules and Regulations**

All students must observe the California Vehicle Code as well as following parking and driving rules:

- Once parked, students are prohibited from going to the vehicle at any time during the school day without authorization from an administrator
- Students are not permitted to leave the parking lot during school hours without an early dismissal
- Maximum speed limit on campus is 5 miles per hour
- Cruising and loud music are prohibited
- Loitering in and around cars is prohibited
- Students are prohibited from using the east parking lot and front parking lot which is for faculty and staff
- Students must park in the student parking lot, which is located on the west side of the campus near the intersection of Gloria Drive and Florin Road
- Please be aware that the school is not responsible for the theft of (including the contents) or vandalism to any vehicle parked on campus

If an individual violates the California Vehicle Code or the school's rules as they relate to automobiles and motorcycles, the school may deny an individual the ability to drive or park on school grounds.

## Parking Permits

In an effort to protect and safeguard our students at Kennedy High School, we have a Vehicle Parking Contract and Student Vehicle Registration process. Students are responsible for registering their vehicle(s) with the Counseling Office as well as following the contract guidelines. **Due to the limited number of spaces, PARKING PERMITS WILL ONLY BE ISSUED TO 11th AND 12th GRADE STUDENTS on a first-come first-served basis. Possession of a student parking permit does not guarantee a parking space.** Because of limited parking spaces, priority will be given to seniors and juniors to obtain parking passes at Kennedy High School. Failure to register your vehicle or follow contract guidelines will result in a student losing his/her parking privilege for the current school year. **Parking permit enforcement begins on Monday, September 25, 2023.**

Upon registration, the student must provide the following:

- Student Vehicle Registration form signed by student and parent/guardian
- Student Parking contract signed by student and parent/guardian
- **Copy** of Current Driver's License
- Kennedy High School Student ID

## Infinite Campus

Infinite Campus is a web-based Student Information System (SIS) that provides parents and/or guardians with read-only access to student data on any computer with Internet access and a web browser. Using confidential login credentials, it provides a secure way to access information such as school and classroom news, demographics, class schedules, attendance, assignments, progress reports, unofficial transcripts, standardized testing results, and important email links to teachers, counselors, and administrators.

For more information regarding Infinite Campus, including directions related to set-up, please contact the Counseling Department at (916) 395-5090 ext. 506068.

## **Counseling Staff, Services, and Information**

| <b>Counselor</b> | <b>Students*</b> |
|------------------|------------------|
| Ms. Reed         | A-Da             |
| Mr. Martinez     | De-J             |
| Mrs. Fraley      | K-O              |
| Ms. Avelar       | P-Sh             |
| Ms. Nguyen       | Si-Z             |
| Mrs. Prasad      | College & Career |

\*Caseloads are alphabetical by last name

## **Schedules**

Student schedules are given for the entire year and are based on student requests. Students are expected to honor the commitment that they make when they sign up for a class, particularly in Advanced Placement and Honors classes. Students who pass Advanced Placement exams will typically satisfy particular college and university course requirements.

## **Schedule Changes**

All schedule changes must be made by a counselor on behalf of the student. Teacher and/or parent permission may be required when adding or dropping an honors or AP course. All schedule changes must be approved by an administrator and should be requested for **serious and compelling** reasons only: a prerequisite has not been met, an incorrect grade level course, and/or an incomplete schedule. We will not honor schedule change requests for teacher changes unless a student has failed a class with that teacher in prior years.

Students are strongly encouraged to check and print their class schedules via Infinite Campus. In most cases, schedules will not be printed by the school after orientation and the first week of school.

## **Credit Recovery**

Credit recovery is a specific, online class that allows students to make up a class that has been taken and failed. Seniors will be given enrollment priority. If space is available, juniors will be allowed to enroll in the zero or 7th period credit recovery class. Credit recovery courses vary year-to-year, therefore, a counselor and an administrator will have to approve the course prior to enrollment. Economics, Government, English 12 (both semesters), and certain 'A-G' requirements may not be permitted in credit recovery.

## **Transcripts**

Student transcripts list all of the courses taken and credits earned. Students can request a copy of their transcript through the Registrar's Office. The first two copies of the official transcript are free; any additional copies are \$5.00 each.

## **Advanced Placement (AP) Program**

John F. Kennedy offers Advanced Placement coursework in English, Mathematics, Social Science, Science, and World Languages. Qualified University of California (UC) or California State University (CSU) applicants may be eligible for additional grade point average (GPA) credit. AP tests are also an important indication of the academic performance level of John F. Kennedy High School.

## **Progress Reports and Report Cards**

Progress Reports and/or Report Cards are issued on a quarterly basis (every nine weeks). The first quarter and third quarter report card grades are progress reports only. These grades serve to inform students and parents and/or guardians of academic progress at the midpoint of the semester. Students receive credit for passing semester grades ('D' or better). It should be noted however that many colleges and universities require letter grades of 'C' or higher.

Deficiency notifications are issued to students and parents and/or guardians when a student is failing or working below grade expectations three weeks prior to the end of a grading period. Parents and/or guardians and students are encouraged to contact teachers should any questions and/or concerns arise. Infinite Campus, the District's Student Information System (SIS) can be used to track student progress in real time.

For more information regarding Infinite Campus, including directions for set-up, please contact your counselor.

### **Senior Project**

The Senior Project is designed to provide students with the opportunity to apply all that they have learned in twelve years of school and focus it toward a community outreach project and reflection essay. The hope is that by reaching out to the community, students will challenge all of their abilities, stretch their limitations, and be rewarded. The final score is a sum of all of the scores for the following components:

- Senior Project Approval form
- Preliminary Project Proposal
- Finalized Project Proposal
- Mentor Agreement form
- 20 hours of Community Service
- Reflection Essay

All senior projects are completed in Economics during the 12th grade year.

### **Information Regarding Participation in Graduation Ceremonies**

Per Sacramento City Unified School District policy, “High school graduation ceremonies shall be held to recognize those students who have successfully completed the requirements for graduation, passed all proficiency standards, and thereby earned the right to receive a diploma. Only those students who have successfully completed all required coursework for graduation may participate in graduation ceremonies (AR 5127).”

Participation in graduation ceremonies is a privilege, not a right. The administration may exclude a student from graduation ceremonies because of, but not limited to: disciplinary referrals, suspensions, and/or unpaid fees. Excessive absences may also disqualify a student from participation.

Involvement in “senior activities” which violate school rules and/or damage school property will result in consequences that may include suspension and/or expulsion, as well as exclusion from participation in graduation ceremonies.

Graduating seniors will receive graduation tickets at no cost. The number of tickets will be based on the size of the graduating class and the seating capacity of the venue.

## **Graduation Requirements**

To graduate, a student must earn a minimum of 225 credits in a specific subject area and complete a Senior Project.

### **Course Requirements**

| Course      | Requirements | Description   |
|-------------|--------------|---|
| English     | 40 Credits   | English 9, 10, 11, & 12 are required for graduation   |
| Mathematics | 20 Credits   | Integrated Math I & II are required for graduation.<br>Additional coursework is highly recommended. |

|                    |                    |  |
|--------------------|--------------------|--|
| Science            | 20 Credits         | One year of a Life Science and one year of a Physical Science are both required for graduation. Additional coursework is highly recommended. |
| Social Science     | 35 Credits         | Geography, Ethnic Studies, World History, US History, and Government are required for graduation.  |
| Economics          | 5 Credits          | Economics is required for graduation and will be scheduled for students in their senior year.  |
| Physical Education | 20 Credits         | Two years is required and PE must be taken in the 9th and 10th grade year.   |
| World Language     | 10 Credits         | One year is required. Additional coursework is highly recommended.   |
| Fine Arts          | 10 Credits         | One year is required. Additional coursework is highly recommended.   |
| Electives          | 65 Credits         | Additional coursework that has not been used to satisfy other requirements.  |
| <b>TOTAL</b>       | <b>225 Credits</b> |  |

Students must also demonstrate proficiency of technology by completing the Senior Project with a passing grade. The senior project will be facilitated by 12th grade Economics classes.

## California State University (CSU) & University of California (UC) Entrance Requirements

| Requirements               | CSU   | UC  |
|----------------------------|---|---|
| Mathematics                | 3 years required (4 recommended): Integrated Math I, Math II and Math III or other additional coursework in mathematics   |   |
| Laboratory Science         | 2 Years: One year of biological science and one year of physical science  | 2 Years (3 recommended): One year of biological science and one year of physical science                                  |
| World Language             | 2 Years: two consecutive years of the <u>same language</u> required. Additional coursework recommended.   | 2 Years (3 recommended): two years of the <u>same language</u> are required. Additional coursework is highly recommended. |
| Visual and Performing Arts | One Year Long Course  |   |
| College Prep Electives     | 1 Year: in addition to the above requirements, one additional year chosen from the UC A-G list is required.   |   |
| ACT and SAT Scores         | The ACT and SAT have been de-emphasized by most colleges and universities and may not be required - please check with your prospective college and their requirements. Students may still test and submit their scores as an optional part of their application for schools that do not require it. |   |
| GPA                        | 2.0 or higher required. Certain CSU campuses require a GPA of 2.5 or higher.  | 3.0 or higher   |

## **Athletics, Extracurricular Activities, and Campus Life**

### **Eligibility Requirements for Athletics and Extracurricular Activities**

In order to participate in extra- and/or co-curricular activities, each student must meet specific eligibility requirements. The school's policy on athletics and extra- and/or co-curricular activities follows:

Attendance—Attendance must be at 90% or better in all current courses.

Academics— a minimum grade point average of 2.0 is required

Citizenship—a mark of “Satisfactory” is required in at least 75% of the current course load and not more than one “Needs Improvement” mark in the last quarter grade report. Any student suspended from school will be deemed ineligible to participate in any activity, competition, and/or event and may be removed from the team and/or club. Teachers will not change grades to deem a student eligible nor change a grade to deem a student ineligible. Eligibility is established on the second Monday following the end of the grading period. Participation in any extracurricular activity is a privilege, and the administration may revoke such privilege at any time.

It is the responsibility of the teacher, sponsor, or coach to exclude a student from an activity due to attendance, academics, citizenship, and/or suspension.

### **Athletes, Class Schedules, and Game Day Issues**

Game day conflicts are to be negotiated amongst the teacher, the coach, and the athlete under the supervision of the Athletic Director. The student is responsible for notifying their teachers about absences due to athletic competitions, in advance, as well as requesting and completing assignments according to the teachers' timelines.

### **Associated Student Body (ASB) / Student Leadership**

The Associated Student Body (ASB) is responsible for student governance representing student interests. The ASB organizes school activities such as Spirit Week, rallies, Junior Prom, Senior Ball, school dances, and other events. ASB is a fantastic opportunity for students to learn leadership skills while building school spirit. For more information, see Ms. Musca, the Student Activities Director, in room D-2.

### **California Scholarship Federation (CSF)**

Members of the California Scholarship Federation (CSF) tutor students on campus as well as at area elementary schools. In addition, they perform various group service projects throughout the year. Eligibility requirements are listed on the back of the CSF application, which is available in the Counseling Center and from the CSF advisor.

## **Student Clubs**

Students can choose to join any of the numerous clubs on campus. The following is a sampling of the clubs available at John F. Kennedy:

|   |                               |
|---|-------------------------------|
| C/o 2029 Members at Large                 | Mathletes                     |
| C/o 2028 Members at Large                 | Medical Club                  |
| C/o 2027 Members at Large                 | MESA                          |
| C/o 2026 Members at Large                 | National Honors Society (NHS) |
| Asian American and Pacific Islanders Club | Never Enough Thyme            |
| BTS Army Association                      | Origami Club                  |
| Chess Club                                | Rainbow Coalition             |
| Coding Club                               | Robotics Clubs                |
| Cougar Tracks                             | Rotary Club                   |
| CSF (California Scholarship Foundation)   | SPD                           |
| D & D Club                                | Speech and Debate Club        |
| FISH                                      | The Pottery Project           |
| Gaming Club                               | TPUSA                         |
| GSM                                       | Travel Club                   |
| Interact                                  | Vibe in Promo Dance Crew      |
| Key Club International                    | Video Game Club               |
| Korean Dance Club (KDC)                   |                               |

## **National Honor Society (NHS)**

Students are selected for the National Honor Society based on academics, character, leadership, and community service. Sophomores and juniors with good citizenship, who have an “unweighted” GPA of at least 3.5, are invited to fill out a student information form. The forms are reviewed by a faculty council who selects students based on leadership and community service.

## **After-School Safety and Enrichment for Teens (ASSETs)**

Need help with your homework? Want to become involved in after school extra-curricular activities? Are you an athlete? The ASSETs program offers academic tutoring in Mathematics, English, Science, History, and World Languages to students in need of additional support. Also offered are the Writing Center, as well as the Hmong and Latino leadership classes to build student leadership skills and increase parent participation in school activities. In addition, students who are credit deficient can sign up for a 7th period class to earn additional elective credits.

Jonathan Jimenez, ASSETs Coordinator: [Jonathan-Jimenez2@scusd.edu](mailto:Jonathan-Jimenez2@scusd.edu)

## **Assemblies and Rallies**

Assemblies and rallies are provided for the benefit and enjoyment of John F. Kennedy students. Assemblies and rallies are meant to foster school-spirit, recognize student achievement and accomplishments, celebrate landmark times of the year and provide an educationally appropriate forum for learning and growth. Courteous, respectful, and attentive behavior toward the performers and presentations during the rally is expected of every student in attendance. Improper behavior may result in removal from the rally as well as additional disciplinary action.

## **Dance Policy**

Attendance at John F. Kennedy dances is a privilege, not a right. With the exception of Homecoming, Junior Prom, and Senior Ball, school dances are for John F. Kennedy students only. Guests from other schools must be under 19 years of age, be approved by school administration, and be accompanied by a Kennedy student. In order to purchase a guest pass, students must hold a John F. Kennedy student body card.

John F. Kennedy students must have a current photo ID to purchase tickets and be admitted to the dance. Guests must have a current school ID or state-issued ID in order to be admitted.

Any type of sexually-suggestive or otherwise inappropriate dancing, as determined by an administrator, is prohibited. Students will be given an opportunity to discontinue such dancing. In the event that the initial warning is not sufficient, students may be removed from the dance without a refund.

Students who have behavioral, academic, and/or attendance related issues and have purchased tickets for dances, sporting events, and/or field trips will be denied admittance and will not be reimbursed for the cost of the ticket(s).

## **Attendance Policies and Procedures**

### **Attendance Office**

Attendance Office (916) 395-5090 x 506031

24-Hr Attendance Recorder 916-395-5090 x 506031

Per California Education Code, when a student misses too much school, the school district and the school must attempt to improve the student's attendance. "Attendance letters" are used by the Sacramento City Unified School District to notify Parents and/or guardians that the school is concerned about a student's attendance. These letters are mailed to the student's address of record at the following intervals:

Letter #1: 18 truant/unverified/"other" periods

Letter #2: 24 truant/unverified/"other" periods

Letter #3: 30 truant/unverified/"other" periods

All absences not cleared in 3 days will be considered truancies and will be counted in assigning attendance code.

### **Student Attendance Review Team (SART)**

Students with 30 or more periods of unexcused, unverified absences will be scheduled for a SART conference to sign an attendance improvement contract. During a SART meeting, the parent and/or guardian and the student will be given notification of the student's attendance, applicable attendance laws, and attendance expectations. Specific strategies (daily attendance verification, communication with teachers, etc.) will be discussed.

## **Student Attendance Review Board (SARB)**

Students who fail to improve after the SART meeting will be referred to the SARB Office for a SARB hearing. After the hearing, the student will be referred to the District Attorney's Office and the Department of Human Assistance. A student's driving privilege may be revoked, and the parent and/or guardian may be charged with violation of the Penal Code for contributing to the delinquency of a minor.

[Click here](#) for the attendance codes used in the Sacramento City Unified School District.

## **Saturday School (Attendance)**

Should a student wish to clear absences and avoid further consequences, Saturday School may be an option. Attending Saturday School to clear an unexcused absence is entirely voluntary. One three-hour Saturday School session will clear six missed periods. To find out more information and/or to sign up for Saturday School, please see Ms. Sabillo in the John F. Kennedy Counseling Center.

## **Absence Verification**

If a student is going to be late or absent or has been absent, please call the Attendance Office on our 24-Hour Recorder at 916-395-5090 x 506031, or send a note upon the student's return.

## **Early Dismissal**

Please send a note with your student, or call the 24-Hour Recorder prior to the time needed for dismissal. If you must make a last minute request to have your student dismissed early, please be sure to allow the Attendance Office time to notify the student. Students will need to turn in their early dismissal notes to the Attendance Office before the start of the school day and not any later than 11:00 a.m. When a parent and/or guardian calls the school or sends a note, the following information must be provided:

1. The student's first and last name, school I.D. number, and daytime phone number
2. The date or dates of the absence
3. The reason for the absence or early dismissal
4. The time and pick-up instructions for the early dismissal The student must pick up the early dismissal prior to leaving campus.

### **Pre-Arranged Absence**

All extended absences must be reported to the Attendance Office. Extended absences are detrimental to educational progress. Thus, vacations during the school year are strongly discouraged. Please try to arrange trips during the summer months and during holidays.

## **Extracurricular Activity Absence**

Extra-curricular activities are school-sponsored field trips, academic competitions, athletic events, and student government related events. Students absent from class due to extra-curricular activities must give their teachers a 24-hour advanced notification. Students are encouraged to keep these types of absences to an absolute minimum.

### **Short Term Independent Study**

Short term independent study is extended to students who will be absent in excess of six weeks due to long-term illness or doctor's care. This type of instruction, however, is limited in scope. A written request accompanied by a physician's report must be submitted to the Assistant Principal of Pupil Services for approval. Request forms may be obtained from the Counseling Office.

### **Automated Caller**

John F. Kennedy High School has an automated phone system to notify students' and parents or guardians of absences. Thus, a current phone number must be on file with the school.

Should any questions and/or concerns arise regarding school attendance, please contact the Attendance Office at 916-395-5090 x 506031.

## **Climate, Safety, and Discipline**

### **Closed Campus**

John F. Kennedy High School, along with all other schools in the District, has adopted a closed campus policy to ensure the safety of our students. Students must remain on campus (and may not go to their vehicle) during school hours, including lunch, unless they have a valid early dismissal slip. Access to parking lots and athletic facilities are restricted during school hours, including during lunch. Students leaving campus without permission will be considered truant and subject to disciplinary action.

Food deliveries are not allowed during school hours. Parents or guardians may drop off meals for students through the front office.

### **Visitors on Campus**

Consistent with the closed campus policy, visitors must always report to the Main Office to sign in and request a visitor's pass. Minors are not allowed to visit the campus for any reason unless accompanied by a parent or guardian who is on campus for purposes of official business. Students who attend schools other than John F. Kennedy as well as former John F. Kennedy students are not allowed on campus during the school day for any reason unless granted permission in advance by the Principal.

### **Tardy Policy**

Per California Education Code, a tardy is identified as lateness to class equal to or less than 30 minutes. When students are tardy, they impact not only their teachers and themselves but other students as well. Tardiness often requires teachers to restructure their lessons to reteach missed material and takes the attention of other students away from the teacher's lesson. The tardy policy is designed to protect instructional time and promote academic achievement.

### **Teacher Steps:**

1. After 2 tardies to your class, contact home.
2. After 3 tardies to your class:

- a. Submit a referral in IC
  - b. Inform the student that they will be assigned a lunch detention to be served the next day. (no lunch detention on minimum days)
  - c. Call home and inform the parent or guardian.
3. After 5 tardies to your class:
- a. Submit a referral in IC
  - b. Inform the student that they will be assigned an after school detention to be served the following Wednesday.
  - c. Call home and inform the parent or guardian.

### **Climate Office Steps:**

Lunch detention based on daily attendance.

1. At the end of the day, the climate office will run a report for all students who have 3 or more tardies that day.
2. All students on the list will be assigned a lunch detention for the following day.
3. Students and parents/guardians will receive an email informing them of the lunch detention.

### **“No Go” List**

Students on the “No Go” list are excluded from participating in any school sponsored extracurricular activities. “Extracurricular” includes but is not limited to: athletic events, dances, and class trips. Students are placed on the “No Go” list for the following reasons:

- Suspension from school
- Any student who fails to show for detention and/or Wednesday School will be placed on the “No Go” list. Students will remain on the “No Go” list until the matter is cleared by an administrator.
- According to Ed. Code 48205 Students who do not maintain a 90% attendance rate will be placed on the “No Go” list until their attendance improves.
- Students removed from any school activity (assembly, dance, class trip, rally, etc.) will be placed on the “No Go” list for the remainder of the current quarter.

A student who is placed on the No Go list will remain on the list until an administrator clears it, or in the case of suspension, a minimum of the current quarter.

### **Behavior Policy**

John F. Kennedy High School promotes a school climate that is safe and conducive to the highest levels of academic achievement. The school believes that students are most successful when there are an absolute minimum of distractions. The discipline policy is progressive in its nature; depending upon the specific circumstances of the offense and the student’s behavior history, additional disciplinary steps may be taken. The consequences listed for each offense are considered to be minimums and do not necessarily encompass all possible responses.

Per California Education Code, a pupil may face disciplinary action up to and including suspension and/or expulsion for acts that are related to a school activity or school attendance that occur at any time including, but not limited to, the following:

- While on school grounds
- While in route to or from school
- During the lunch period, whether on or off of the campus
- In route to or from and during a school-sponsored event

Below are guidelines outlining the progression of possible responses to violations of California Education Code as it relates to behavior and discipline. The school's response may vary depending on the specific circumstances of the situation.

All disciplinary referrals should be followed up with a parent email, phone call or conference.

| California Ed. Code | Infraction                                  | Consequence   |   | Restoration  |
|---------------------|---|---|---|--|
| 48900(A)            | Causing physical injury to another person   | Up to 5 days of suspension  |   | Referral to counselor for completion of behavior plan and restorative conference.  |
| 48900 (A.2)         | Fighting or Battery                         | 1st violation   | 3-5 days of suspension  | Referral to counselor for completion of behavior plan and possible restorative conference.                                 |
|                     |   | Subsequent violation(s)   | 5 days of suspension; possible request for district Behavior Review or Pre-Expulsion Conference | Student Study Team (SST) meeting (student, parent, counselor, administrator, teachers) and possible restorative conference |
| 48915(A.5)          | Assault and/or Battery upon school employee | 5 days of suspension; possible request for district Behavior Review or Pre-Expulsion Conference       |   | Pending return: meeting with a counselor and/or an administrator for development of a behavior plan                        |
| 48900(B)            | Possession of a weapon or dangerous object  | Up to 5 days of suspension; possible request for district Behavior Review or Pre-Expulsion Conference |   | Pending return: meeting with a counselor and/or an administrator for development of a behavior plan                        |
| 48900(M) (C.2)      | Intimidation with a Weapon or Dangerous     | 5 days of suspension; possible request for district Behavior Review or Pre-Expulsion                  |   | Pending return: meeting with a counselor and/or an administrator for   |

|             | Object  | Conference   |  | development of a behavior plan  |
|-------------|---|--|--|---|
| 48915(C. 5) | Possession of fireworks or bullets  | 1st violation  | Up to 3 days suspension; possible request for district Behavior Review or Pre-Expulsion Conference | Referral to counselor for consultation  |
|             |   | Subsequent violation(s)  | Up to 5 days suspension; possible request for district Behavior Review or Pre-Expulsion Conference | SST meeting (student, parent, counselor, administrator, teachers)                                   |
|             | Use of a firework   | 5 days suspension; possible request for district Behavior Review or Pre-Expulsion Conference |  | Pending return: meeting with a counselor and/or an administrator for development of a behavior plan |
| 48900 (C)   | Under the influence of or use of any controlled substance AND/OR possession of controlled substance | 1st violation  | Up to 3 days suspension  | Referral to counselor for consultation  |
|             |   | Subsequent violation(s)  | Up to 5 days suspension; possible request for district Behavior Review or Pre-Expulsion Conference | Pending return, meeting with counselor and administrator for development of behavior plan           |

|             |   |  |                         |  |
|-------------|---|--|-------------------------|--|
| 48900 (P)   | Providing medication  | Up to 5 days suspension; possible request for district Behavior Review or Pre-Expulsion Conference |                         | Pending return, meeting with counselor and administrator for development of behavior plan              |
| 48900 (D)   | Offering to sell a controlled substance or look-alike substance | Up to 5 days suspension; possible request for district Behavior Review or Pre-Expulsion Conference |                         | Pending return, meeting with counselor and administrator for development of behavior plan              |
| 48900(H)    | Possession of Tobacco   | 1st violation  | Saturday school         | Referral to counselor for consultation   |
|             |   | 2nd Violation  | Up to 2 days suspension | Meeting with counselor and administrator for behavior plan   |
| 48900(H)    | Use of Tobacco  | Up to 2 days suspension  |                         | Referral to counselor for consultation   |
| 48915(A. 4) | Extortion or Robbery  | Up to 5 days suspension; possible request for district Behavior Review or Pre-Expulsion Conference |                         | Pending return, restitution; meeting with counselor and administrator for development of behavior plan |
| 48900(F)    | Vandalism, Defacement, Destruction of Property                  | Up to 5 days of suspension   |                         | Restitution, meeting with counselor for consultation   |
| 48900(G)    | Theft; possession of stolen property                            | Up to 3 days suspension  |                         | Restitution, meeting with counselor for consultation   |
| 48900(I)    | Committing a Lewd or Obscene Act                                | Up to 5 days suspension; possible request for district Behavior Review or Pre-Expulsion Conference |                         | Pending return, meeting with counselor and administrator for development of behavior plan              |
| 48900(K)    | Abusive or  | 1st violation  | Detention               |  |

|  |  |   |   |   |
|--|--|---|---|---|
|  | Profane Language   | Subsequent Violations                                     | Saturday school   | Referral to counselor for consultation  |
|  | Referral for classroom Disruption  | Detention and/or classroom suspension                     |   | Referral to counselor for consultation - possible meeting with teacher                |
|  | Failure to appear for detention  | Saturday school   |   |   |
|  | Failure to appear for Saturday School  | Up to 2-days suspension                                   |   | Referral to counselor for consultation  |
|  | Leaving class without permission   | Saturday school   |   | Referral to counselor for consultation  |
|  | Cutting into line  | Detention   |   |   |
|  | Leaving school grounds without authorization during school hours (included parking lots) | Saturday School   |   | Repeat offenders may benefit from a parent conference with student and administrator. |
|  | Selling goods or services without a permit (includes unauthorized fundraising)           | 1st violation   | Confiscation of items for sale; detention                     |   |
|  |  | Subsequent violations                                     | Confiscation of items for sale; Saturday school or Suspension | Referral to counselor for consultation  |
|  | Unauthorized entry into an online account  | 3-5 days of suspension; loss of computer login privileges |   | Referral to counselor for consultation  |
|  | Water fight; pouring water   | Up to 3 days of suspension                                |   | Referral to counselor for consultation  |

|  |  |  |   |   |
|--|--|--|---|---|
|  | on another individual  |  |   |   |
|  | Gambling   | 1st Violation  | 2 days of suspension                    |   |
|  |  | Subsequent Violations  | 3-5 days of suspension                  | Referral to counselor for consultation                                    |
|  | Reckless Driving   | Up to 5 Days suspension  |   |   |
|  | Dress Code Violation (See "Dress Code")                      | 1st Violation  | Change of clothing or student sent home |   |
|  |  | Subsequent violations  | Detention                               | Referral to counselor for consultation                                    |
|  | Refusal to identify; providing a false identity              | Up to 2 days of suspension   |   | Referral to counselor for consultation                                    |
|  | Use of a stink bomb  | 5 days of suspension   |   | Referral to School Resource Officer for consultation                      |
|  | Throwing objects that present a danger                       | Up to 5 days suspension  |   | Referral to School Resource Officer for consultation                      |
|  | Plagiarism (See "John F. Kennedy Academic Integrity Policy") | Saturday School; additional consequences may apply at the discretion of the teacher.               |   | Referral to counselor for consultation                                    |
|  | Possession of an imitation firearm                           | Up to 5 days suspension; possible request for district Behavior Review or Pre-Expulsion Conference |   | Pending return, restitution; meeting with counselor and administrator for |

|  |                                    |   |   |  |
|--|------------------------------------|---|---|--|
|  |                                    |   |   | development of behavior plan   |
|  | Sexual assault and/or Battery      | 5 days suspension; request for pre-expulsion                        |   | Pending return, restitution; meeting with counselor and administrator for development of behavior plan |
|  | Intimidation of a witness          | 1st Violation   | Up to 5 days suspension   | Meeting with counselor and administrator for development of behavior plan                              |
|  |                                    | Subsequent violations   | 5 days of suspension; possible request for district Behavior Review | Pending return, restitution; meeting with counselor and administrator for development of behavior plan |
|  | Hazing (actual or attempted)       | 5 days of suspension; possible request for district Behavior Review |   | Pending return, restitution; meeting with counselor and administrator for development of behavior plan |
|  | Acts of Bullying or Cyber-Bullying | Up to 5 days of suspension  |   | Meeting with counselor and administrator for development of behavior plan                              |
|  | Sexual Harassment (48900.2)        | 1st violation   | Up to 5 days suspension   | Meeting with counselor and administrator for development of behavior plan                              |
|  |                                    | Subsequent violations   | 5 days suspension; request for expulsion                            | Pending return, restitution; meeting with counselor and administrator for development of behavior plan |

|  |  |  |  |  |
|--|--|--|--|--|
|  | Committing or attempting to commit an act of hate violence (48900.3)   | 5 days suspension; possible request for district Behavior Review |  | Pending return, restitution; meeting with counselor and administrator for development of behavior plan |
|  | Creating or contributing to a hostile environment (48900.4)            | 1st violation  | Up to 5 days suspension  | Mediation sessions may be recommended  |
|  |  | 2nd violation  | 5 days suspension; possible request for district Behavior Review or Pre-Expulsion Conference | Pending return, restitution; meeting with counselor and administrator for development of behavior plan |
|  | Promoting a fight and/or refusing to disperse during a fight (48900.4) | 1st violation  | Up to 5 days suspension  | Referral to counselor for consultation   |
|  |  | 2nd violation  | 5 days of suspension   | Meeting with counselor and administrator for development of behavior plan                              |
|  | "Play Fighting"  | 1st violation  | Saturday school  | Mediation sessions may be recommended  |
|  |  | 2nd violation  | Up to 5 days of suspension   | Meeting with counselor and administrator for development of behavior plan                              |
|  | Skipping/Cutting Class   | 1st violation  | Detention  |  |
|  |  | 2nd violation  | Saturday School  |  |

|  |                                       |   |   |
|--|---------------------------------------|---|---|
|  | Making terrorist threats<br>(48900.7) | Up to 5 days suspension;<br>possible request for district<br>Behavior Review or<br>Pre-Expulsion Conference | Pending return,<br>restitution; meeting with<br>counselor and<br>administrator for<br>development of behavior<br>plan |
|--|---------------------------------------|---|---|

### **Mandatory Expulsion per the California Department of Education Code 48915 (c)**

1. Sale, possession, or furnishing of a firearm
2. Brandishing a knife
3. Selling or offering for sale a controlled substance
4. Sexual assault and/or sexual battery
5. Possession of explosives

### **Dress Code**

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

Clothes must be worn in a way such that genitals, buttocks, and nipples are covered with material that can't be seen through. Cleavage should not have coverage requirements. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

#### **2. Students Must Wear:**

- Shirt.
- Bottom: pants/sweatpants/shorts/skirt/dress/leggings
- Shoes; activity-specific shoes requirements are permitted (for example for sports)

\* High-school courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering girls' bodies or promoting culturally-specific attire.

#### **3. Students May Wear:**

- Hats, including religious headwear
- Hoodie sweatshirts (overhead is allowed)
- Fitted pants, including leggings, yoga pants and "skinny jeans"
- Midriff baring shirts
- Pajamas
- Ripped jeans, as long as underwear is not exposed.
- Tank tops, including spaghetti straps, halter tops, and "tube" (strapless) tops
- Athletic attire
- Clothing with commercial or athletic logos provided they do not violate Section 4 below.

#### **4. Students May Not Wear:**

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of the same.
- Hate speech, profanity, pornography.

- Images or language that creates a hostile or intimidating environment based on any protected class.
- Visible underwear. Visible waistbands or straps on undergarments worn under other clothing are not a violation.
- Bathing suits.
- Helmets or headgear that obscures the face (except as a religious observance).

## 5. Face coverings

Face mask and face covering guidance will follow current SCUSD policy and recommendations from the California Department of Public Health. When face masks are not required by SCUSD policy, students may continue to wear one, if they choose, as long as they adhere to the following:

- Face masks must adhere to section 4 above.
- Face masks cannot cover the entire face, such as ski masks or gaiters
- Balaclava ski masks are not permitted.

## Policy Regarding Cellular Phones and Other Electronic Devices

1. Prohibition of Cell Phone/Electronic Device Use: All cell phones and electronic devices must be kept away and powered off while students are on campus. This applies from the beginning of 1st period until the end of the school day, including lunch and passing periods.
2. Confiscation Procedure: Any school staff member has the authority to confiscate a student's cell phone or electronic device if it is visible or being used on campus.
  - a. First Offense: The device will be confiscated by the teacher or other staff member. A campus monitor will be called to pick it up and take it to the Climate office. The student can pick the device up at the end of the school day.
  - b. Second Offense: The device will be confiscated by the teacher or other staff member. A campus monitor will be called to pick it up and take it to the Climate office. The student will conference with their administrator and can pick the device up at the end of the school day. Parent/guardian will be notified by school personnel.
  - c. Third and Subsequent Offenses: The device will be confiscated by the teacher or other staff member. A campus monitor will be called to pick it up and take it to the Climate office. Parent/guardian will be notified by school personnel. The parent/guardian can pick up the device at the end of the school day. **Confiscated devices will only be returned to a parent or guardian—no exceptions.**
3. Classroom Procedures/ Storage During Instructional Time:
  - a. Students will store phones in a safe classroom location during instructional time as directed by the classroom teacher. Most teachers will implement a classroom phone caddy or similar routine wherein students place their phones in a designated slot and retrieve it at the end of the period.

- b. Students will keep their phones off and in their backpacks when not in the caddy. Students will not access their cell phones during class unless authorized by the teacher.
4. Parental Partnership: We ask that parents partner with us in our effort to protect valuable learning time by reinforcing these expectations at home. We expect that parents use the school office to get messages to their children.
5. Progressive Discipline Plan for Non-Compliance: The Assistant Principal or Principal will assess the situation and apply consequences as appropriate, and contact the parent/guardian.

### **Relevant Legal and Policy References Regarding Electronics in Schools**

Education Code Section 48901.7: Under this code, the governing body of a school district, county office of education, or charter school may adopt a policy to limit or prohibit the use of smartphones while pupils are on school premises or under the supervision of school employees. [More Information]([https://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?awCode=EDC&sectionNum=48901.7](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?awCode=EDC&sectionNum=48901.7))

SCUSD Board Policy (BP 6163.4) Student Use of Technology: This board policy outlines expectations and guidelines for student use of technology within the school district. [Read the Policy](<https://www.scusd.edu/board-policy/61634-student-use-technology>)

SCUSD Board Policy (BP 5131.2) Electronics Signaling Devices: This policy states: site administration shall use a progressive consequence plan when students are found using electronic signaling devices during school hours and without permission, and the device may be confiscated [SCUSD BP 5131.2](#)

Assembly Bill 272 (AB 272 - Muratsuchi) : This bill authorizes school districts to adopt policies limiting or prohibiting student smartphone use during school hours. [More Information]

[https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\\_id=201920200AB2](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200AB2)

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### **Frequently Asked Questions for families**

*Are phones banned completely from campus?*

No, students are still allowed to possess phones. Our goal is to promote healthy boundaries with phone use, so there are times we do not feel phone use is inappropriate. We want to promote students' independence and self-management, and want them to practice recognizing when it is, or is not, appropriate to use their phones.

*Does this apply to AirPods or smart watches?*

Yes, any device that requires an active connection to a cell phone to function is

included in this policy. Smart watches may only be used to tell time.

*Don't students need to use phones for schoolwork?*

When designing lessons, teachers plan around students using school-issued chromebooks, or student-provided computers, and not cell phones. Under this policy, teachers may give students permission to use phones. However, students must have received permission from their teacher and are expected to put their phones away without additional prompting once the task is complete.

*What if a guardian urgently needs to communicate with a student during class time?*

JFK has 4 full-time secretaries who can summon students from class in an emergency:

|                   |                          |
|-------------------|--------------------------|
| Main Office       | 916-395-5090             |
| Attendance Office | 916-395-5090 ext. 506030 |
| Climate Office    | 916-395-5090 ext. 506058 |

The JFK website lists the phone numbers for all of the offices as well. We strongly encourage all guardians to refrain from contacting students during the school day to promote student autonomy and a focus on learning.

*What if a student refuses to hand over their phone?*

California state law permits school staff to confiscate any items that are interfering with learning. Under Education Code Section Section 48901.7 schools specifically have the right to regulate cell phone use. If a student refuses to turn over their cell phone after inappropriate use, they will be referred to their grade-level administrator for defiance. The consequences for defiance are outlined in the Student Handbook on the JFK website, and may include detention, student/family/administrator conference, suspension, and/or restorative steps for the student to repair the relationship with affected staff members.

## **John F. Kennedy Academic Integrity Policy**

### **Definition of Academic Dishonesty**

Academic dishonesty is the use of a person's work, concepts, designs, data, ideas, research, or documentation without assigning proper credit to the source. It goes beyond plagiarism to include lying, cheating, providing and/or using unauthorized materials in preparation for an assignment, quiz, or test, and/or using and/or providing unauthorized materials during a quiz or test.

### **Forms of Academic Dishonesty (examples include, but are not limited to, the following):**

- Looking at someone else's work product or allowing someone else to look at one's work product
- Using any kind of "cheat notes" during a quiz or test
- Copying any work assigned to be done independently and/or allowing others to copy one's work
- Unauthorized access to and/or using stolen assignments, quizzes, and/or tests
- Providing and/or selling an assignment, quiz, and/or test
- Using an electronic device to provide, receive, store, and/or copy information before, during, or after an assignment, quiz, and/or test
- Collaborating on any assignment, test, or quiz without prior approval from the teacher
- Falsifying one's attendance in order to be eligible to complete assignments, quizzes, and/or tests

### **Professional Judgment**

A teacher's professional judgment guides the implementation of the Academic Integrity Policy. The teacher is responsible for setting appropriate academic expectations, evaluating any evidence of student misconduct in regard to the policy, and determining whether the policy has been violated. Students are encouraged to conduct themselves in a sensible manner and to not give the teacher cause to consider their actions a violation of the Academic Integrity Policy.

### **Appeals**

Any student wishing to contest a decision resulting from the Academic Integrity Policy must submit their appeal in writing to the Principal within ten days of the initial decision.

### **Consequences for Violation of the Academic Integrity Policy**

Consequences for violations of the Academic Integrity Policy will be assigned in accordance with the school wide discipline policy. In addition to consequences assigned administratively, students may face additional consequences at the discretion of the individual teacher.

A student will face a disciplinary response from site administration if a violation has occurred in the following areas: alteration or falsification, or attempted alteration or falsification, of school records or theft, or attempted theft, of school records or testing materials. Further, students may be placed on a "no go" list and be barred from attending all school extracurricular activities.

## **Technology Use Policy**

The use of school computers and access to the Internet is a privilege.

**While using school computers, students agree (to):**

- Follow the directions of the teachers and the school staff
- Abide by the rules of the school and the Sacramento City Unified School District

- Be considerate and respectful of other users
- Use school computers for school-related research and educational purposes only
- Not to use school computers and networks for personal or commercial activities

**Do not produce, distribute, access, use, or store information that is:**

- Unlawful
- Private or confidential
- Harmful, threatening, abusive, or denigrating to others
- Obscene, pornographic, or contains inappropriate language
- Destructive to the desktop, laptop, iPad, or the network system

Per Sacramento City Unified School District policy, examples of computer network misuse that will result in disciplinary action include, but are not limited to, the following:

- Using obscenities and/or inflammatory dialogue
- Taking steps to threaten, or which may be reasonably interpreted to threaten, any person, group of persons, building or property with harm regardless of whether or not the user intends to carry out such a threat
- Harassing other users
- Using another user's account(s)
- Misrepresenting one's self as another user
- Violating the rights of others or their privacy and safety
- Accessing, viewing, downloading, displaying, transmitting, creating, or otherwise possessing or disseminating material that contains pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds, and/or visual depictions
- Accessing District blocked websites via codes or other improper routes
- Using technology resources for personal business or commercial, private or personal financial gain including gambling
- Vandalizing data, programs, networks, or information resources
- Degrading or disrupting systems or equipment
- Damaging technology hardware or software — **students will be held financially responsible for intentional damage**
- Spreading computer viruses
- Gaining unauthorized access to resources or entities
- Violating copyright laws or other intellectual property rights
- Using technology resources for illegal activities
- Accessing, using or possessing any material in a manner that constitutes or furthers fraud (including academic fraud), libel, slander, plagiarism, or forgery
- Attempting to commit any action that would constitute an unacceptable use if accomplished

## **Non-Discrimination Policy**

The Sacramento City Unified School District does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, gender, gender expression, gender identity, mental or physical disability, sexual orientation, parental or marital status, or any other basis protected by federal, state, or local law, ordinance or regulation, in its educational program(s) or employment. For more information, please contact the Office Manager, at (916) 395-5090.

## **Title I**

John F. Kennedy High School will hold an annual meeting to inform parents and/or guardians of the school's participation in and requirements of Title I, the rights of parents and/or guardians to be involved in their students' education and know the qualifications of teachers and paraprofessionals.

John F. Kennedy High School will provide timely information to parents and/or guardians about school activities through: the school website, email, a monthly school newsletter (via email), Open House, Back- to-School-Night, and parent and/or guardian meetings.

John F. Kennedy High School will provide a description and explanation of the curriculum in use at the school, academic assistance available, the forms of academic assessment used to measure student progress, and the academic expectations of students.

If requested by parents and/or guardians, John F. Kennedy High School will provide opportunities for regular meetings to allow parents, guardians, and families to share experiences and participate, as appropriate, in decisions relating to the education of their students. John F. Kennedy High School will make timely responses to the suggestions and/or requests made by parents and/or guardians.

## **Federal Title I Funds**

As a recipient of federal Title I funds, under the No Child Left Behind Act (NCLB), parents and/or guardians of student(s) participating in programs or activities supported by Title I funds have a right to participate in the development of parent and/or guardian involvement policies by the District and by individual schools that receive Title I funds. For more information regarding Title I, please contact the Principal, at (916) 395-5090.

## **Title II**

Title II is a portion of the Americans with Disabilities Act (ADA) that pertains to Public Services. Title II requires all public agencies to comply with regulations similar to Section 504 of the Rehabilitation Act. These rules cover access to all programs offered by the particular entity. For more information regarding Title II, please contact the Principal, at (916) 395-5090.

## **California Code of Regulations— Title V**

The California Code of Regulations (CCR) is the codification of the general and permanent rules and regulations, sometimes called administrative law, announced in the California Regulatory Notice Register by California state agencies. The CCR consists of 28 titles and contains the regulations of approximately 200 regulatory agencies. Title V of the CCR contains all of the regulations regarding education. For more information, please contact the Principal, at (916) 395-5090.

## Title IX

The Sacramento City Unified School District and John F. Kennedy High School are committed to maintaining a learning environment that is free from harassment on the basis of sex, race, color, religious creed, national origin, ancestry, age, mental or physical disability, and/or sexual orientation.

The District and John F. Kennedy prohibit sexual harassment of any student, faculty and/or staff by any other student, faculty, staff, or other person at the school or in attendance at any school sanctioned activity. Any individual who engages in the harassment of another individual, sexual or otherwise, will be subject to strong disciplinary action.

Examples of harassment include, but are not limited to, the following:

- Any type of slur, epithet, threat, and/or verbal abuse
- Degrading and/or derogatory comments, descriptions, drawings, pictures, and/or gestures
- Unwelcome jokes, stories, teasing, name calling, and/or conversation containing sexual innuendos
- Any other type of verbal, visual, and/or physical conduct which adversely affects employment, interferes with work performance, or creates an intimidating, hostile, or offensive work environment
- Harassment may arise not only as a result of the offender's intention but as a result of the offended person's perception of the conduct

Please reference "Title IX Board Policy on Sexual Harassment," 4119.11 (a) and 5145.7 (a). For more information, please contact Brandon Yung Assistant Principal, at (916) 395- 5090.

## Section 504

Section 504 is a civil rights law that prohibits discrimination against individuals with disabilities. Section 504 ensures that a child with a disability has equal access to an education. The child may receive appropriate accommodations and/or modifications. For more information regarding Section 504, please contact Assistant Principal Jaime at (916) 395- 5090.

## Bullying and Peer Mediation

The Board of Trustees of the Sacramento City Unified School District defines bullying as: any gesture and/or written, verbal, graphic, physical, and/or electronic **act** that is reasonably perceived as motivated either by any actual or perceived characteristic including, but not limited to, race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and/or gender expression, socioeconomic status, academic status, disability, creed, political belief, age, linguistic difference, height, weight, marital status, parental status, and/or any other distinguishing characteristic, and/or because of an association with a person who has or is perceived to have one or more of these characteristics.

"Bullying" is a comprehensive term that describes conduct that meets **all** of the following criteria:

- Directed at one or more individuals
- Substantially interferes with educational opportunities, benefits, and/or programs of one or more students

- Adversely affects the ability of a student to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress
- Is based on student's actual or perceived distinguishing characteristic (see above), and/or is based on an association with another person who has or is perceived to have any of these characteristics
- Involves an imbalance of power or strength
- Involves a pattern of behavior repeated over time

Bullying is not necessarily the same as teasing; the two are similar yet different. **As stated above, bullying is an act that has been repeated over a period of time and is considered to be an abuse of power** – a situation where the bully directs considerable negative energy toward a certain person and/or group of persons. John F. Kennedy is committed to addressing and ending all forms of harassment; to do so requires assistance from students, parents, guardians, and/or staff.

It is important to correctly identify the type of conflict because this allows the school to take the most appropriate action. If there is any uncertainty as to the seriousness of the conflict, please contact Brandon Yung, Assistant Principal, at (916) 395-5090.

## **John F. Kennedy High School Parent, Guardian, and Family Involvement Policy**

The administration, faculty, and staff at John F. Kennedy High School commit to maintaining high expectations for all students with the understanding that all students are capable of achieving academically and socially. This includes a commitment to supporting students' academic and personal goals and working closely with families to provide a strong support team for every student attending John F. Kennedy. Parents, guardians, and families play an integral role in student learning and are thus encouraged to be active participants in their students' education and activities at school. In order to ensure a successful education of all students, various parent, guardian, and family committees will be held to allow for collaborative decision making surrounding the education of John F. Kennedy students. John

F. Kennedy High School will take the following actions to involve parents and/or guardians:

- Distribute the parent and/or guardian involvement policy at Open House and upon request
- Parent, Guardian, and Family Involvement Policy will be available via the school's website
- Conduct parent and/or guardian surveys
- School improvement plan (SDIP) will be available for parent and/or guardian review upon request
- Parents and/or guardians will be involved in the update of the John F. Kennedy Parent, Guardian, and Family Involvement Policy via school committee meetings
- Encourage parents and/or guardians to attend monthly English Language Advisory and District Advisory Council committee meetings at the school site and the District office
- Hold a flexible number of meetings at different times and provide child care if needed

## **Shared Responsibilities for High Student Performance**

John F. Kennedy High School recognizes the importance of ongoing communication between teachers and parents and/or guardians, which may be addressed through phone calls, emails, progress reports, report cards, letters home regarding student progress, and the Infinite Campus Parent Portal.

## **Building Capacity for Involvement**

John F. Kennedy High School will build the capacity of parents, guardians, families, and school staff in order to support a partnership between the school, parents and/or guardians, and the community to improve student academic achievement through the following activities:

- Parent and/or guardian involvement meetings
- School and community sponsored family events
- Parent and/or guardian workshops
- Parent and/or guardian teacher phone calls or conferences

John F. Kennedy High School will provide assistance to parents and/or guardians of students served by the school in understanding topics such as:

- Curriculum frameworks
- Assessments
- Title I requirements
- Monitoring student progress
- Working with teachers and staff to improve student performance
- Participating in decisions relating to the education of the students at John F. Kennedy

As appropriate, John F. Kennedy High School will provide materials and training to help parents, guardians, and families work with their students to improve their students' achievement, such as literacy training and using technology, in order to foster parent and/or guardian involvement.

## **Summary**

1. John F. Kennedy High School will invite all parents, guardians, and families to an annual public meeting in order to discuss the programs and activities provided through Title I funds. Parents and/or guardians will be informed of their right to consult in the planning, development, and operation of the Title I program.
2. John F. Kennedy High School will provide high-quality, research-based curriculum and instruction by a highly qualified faculty in a supportive and effective learning environment that enables students to meet the State's academic achievement standards.
3. Faculty and staff will provide parents and/or guardians with reports of student progress.
4. Teachers will hold individual conferences with parents and/or guardians as needed throughout the year.
5. Parents and/or guardians will be given reasonable access to the faculty and staff at the school.
6. John F. Kennedy will invite and encourage parents and/or guardians to volunteer in or out of classrooms and participate in school activities.

## **John F. Kennedy High School**

### **Parent-Guardian-Student-Teacher-Principal Compact Parent and/or Guardian Agreement**

**An individual interested in helping this student may sign in lieu of the parent and/or guardian.**

I want my student to achieve. Therefore, I will encourage him/her by engaging in the following:

- See that my child is punctual and attends school regularly.
- Support the school in its efforts to maintain proper discipline.
- Establish a time for homework and review the homework with my student regularly.
- Provide a quiet, well-lighted place for study.
- Encourage my student's efforts and make myself available to help as needed.
- Communicating with teachers consistently and frequently
- Help my child develop appropriate social skills.
- Hold high expectations for my child's academic and social progress.

Signature and Printed Name:

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### **Student Agreement**

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- Attend school regularly and be on time to all classes.
- Come to school each day with pens, pencils, paper and other tools necessary for learning.
- Complete and return homework assignments.
- Observe regular study hours.
- Conform to rules of student conduct as outlined in the John F. Kennedy Student Handbook.
- Hold high expectations for my work, my achievement, and my behavior.

Signature and Printed Name:

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## **Teacher Agreement**

It is important that students achieve at high levels. Therefore, I shall:

- Provide homework assignments that will challenge the student and provide appropriate practice.
- Provide assistance to parents and/or guardians, so they may assist their child as appropriate.
- Encourage parents and/or guardians as well as students with information about student progress.
- Use special activities in the classroom to engage the learner and make learning interesting.
- Provide differentiated learning to my students, so they may learn in more than one way.
- Provide frequent written communication to parents on their child's progress.
- Hold high expectations for my students' academic and social progress and achievement.

Signature and Printed Name:

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## **Principal (School) Agreement**

I support strong parent and/or guardian involvement. Therefore, I shall:

- Provide a safe environment that allows for positive communication between the teacher, parent and/or guardian, and the student.
- Encourage teachers to provide homework assignments that will reinforce classroom instruction.
- Provide frequent, written communication to parents and/or guardians.
- Hold high expectations for academic and social achievement for all students.

Signature and Printed Name: