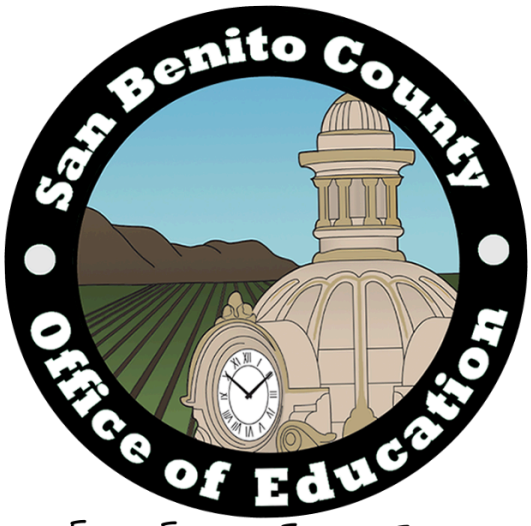


SBCOE Alternative Education Schools

Hollister, CA 95023
(831) 637-9269

*Our **Purpose** is to create a safe place for students and staff to be successful; a place where effort is respected, helping hands are offered, and encouragement is given - all day every day.*

*Our **Vision** is for an educational environment where all students are empowered, through skills and knowledge, to become responsible contributing members of a global community*

*Our **Mission** is to provide an educational environment for all students to develop skills and the will necessary to succeed in the 21st century.*

Tony Balbas, *Principal*
Krystal Lomanto, *County Superintendent of Schools*
Jennifer Logue, *Deputy Superintendent*
Mai Opena-Cruz, *Asst. Superintendent, Educational Services*
Gwen Baquiran, *Assistant Superintendent, Student Services*
Shannon Hansen, *Chief Business Official*
Roy Sims, *Chief Technology Officer*

Table of Contents

SITE STAFF 3
OBJECTIVES OF CONTINUATION EDUCATION 4
ADMISSION/REFERRAL SCREENING CRITERIA 4
ACADEMICS 4
GRADUATION REQUIREMENTS FOR 2026-2027 5
CREDIT EXPECTATIONS 5
SCHEDULE CHANGES 5
GRADES AND REPORT CARDS 5
GRADING CALENDAR 6
INDEPENDENT STUDY 6
TRANSFER OF CREDITS 6
GRADUATION CEREMONY 6
RETURN TO HOLLISTER HIGH SCHOOL 6
ACADEMIC INTEGRITY & PLAGIARISM 7
EXCUSE FROM INSTRUCTION DUE TO RELIGIOUS BELIEF 7
FOOD SERVICES 7
COUNSELING 7
STUDENTS WITH DISABILITIES 8
HEALTH SERVICES 8
LOST AND FOUND 8
EMERGENCY CONTACTS / STUDENT INFORMATION 8
STUDENT RECORDS/TRANSCRIPTS 9
TEXTBOOKS / INSTRUCTIONAL TECHNOLOGY DEVICES 9
WORK PERMITS 9
ATTENDANCE POLICY 9
ATTENDANCE AND SCHOOL WORK 10
EXCUSED AND UNEXCUSED ABSENCES 11
TARDIES 11
ATTENDANCE ERRORS 11
AUTOMATED PHONE NOTIFICATION SYSTEM 11
CLEARING ABSENCES 11
ILLNESS WHILE AT SCHOOL 12
LEAVING CAMPUS BEFORE THE END OF THE SCHOOL DAY 12
ADDRESS / PHONE NUMBER CHANGE 12
MESSAGES / DELIVERIES TO STUDENTS DURING SCHOOL HOURS 12
AUTOMATED HOME CALLER (SELECTED OUTGOING CALLS) 12
COMMUNICATION-COMPUTER USE POLICY 12
COMMUNICATION-PRIVACY LAW 12
STUDENT CONDUCT & DISCIPLINE 13
PBIS PHILOSOPHY AND PROGRESSIVE INTERVENTION POLICY 13
CLASSROOM SUSPENSION 14
POLICE INVOLVEMENT 14

SMOKING/VAPING..... 14
STUDENT SEXUAL HARASSMENT..... 14
REPEATED BEHAVIOR..... 15
CLOSED CAMPUS..... 15
SEARCH AND SEIZURE..... 15
CELLULAR PHONE/ELECTRONIC DEVICES..... 15
USE OF DRUG-DETECTION DOGS..... 16
ATTENDANCE AND ACTIVITIES..... 16
TRUANCY..... 16
CARE OF SCHOOL PROPERTY..... 16
BULLYING..... 17
DRESS CODE..... 18
GENERAL SCHOOL-WIDE POLICIES..... 20
HALL PASSES..... 20
VISITORS..... 20
OUTSTANDING DEBT POLICY..... 20
UNIFORM COMPLAINT PROCEDURE POLICY..... 20
FREQUENTLY ASKED QUESTIONS (FAQs)..... 21

SITE STAFF

Elena de la Puerta, Academic Counselor
Jovanie Carpio, Teacher
Marjoline Carpio, Teacher
Sara Casillas, Teacher
Marta Escobar, Teacher
Julia Nolong, Teacher
Charles Oles, Teacher
Rolan Resendiz, Teacher
Hailie Struckmeyer, Teacher
Anabel Ramirez, Teacher Assistant
Teri Vladimir, Teacher Assistant
Vanessa Reyes, School Secretary II
Michelle Montoya, Data Clerk / Guidance Technician
Elida Rodriguez, Migrant Liaison
Pablo Ramirez, Custodian
Amado Real, Campus Supervisor/Groundskeeper/Maintenance
Adina Austin, Coordinator of Mental Health
Steve Murillo-Gomez, Social Worker
Jessica Gopar- Tinoco, Registered Behavior Technician
Michelle Romo, Director- Behavioral Intervention Support

OBJECTIVES OF CONTINUATION EDUCATION

Continuation education is designed to meet the unique needs of the student who has been unsuccessful in previous educational settings.

In 1995, the California Department of Education stated that the objectives of Continuation Education programs should help each student to:

- Acquire a high school diploma
- Transfer to an institution of higher learning
- Become a productive person through vocational preparation and acquire entry-level job skills
- Develop feelings of self-worth, self-confidence, and personal satisfaction
- Develop a sense of responsibility
- Develop a tolerance and understanding of a variety of viewpoints and cultural contexts
- Engage in meaningful recreational and leisure time activities
- Understand and obey laws, and participate in constructive civic and community activities
- Understand and practice sound money management and become an intelligent consumer

Continuation education programs have been established according to legal requirements outlined in various codes, including the *California Education Code* and the *California Code of Regulations, Title 5, Education; School Interventions and Educational Options Unit of the Youth, Adult, and Alternative Educational Services Division, California Department of Education, 1995.*

ADMISSION/REFERRAL SCREENING CRITERIA

Students are usually referred to the SBCOE Alt Ed schools by Hollister High School and Hollister School District. Students may be qualified by meeting one of the following criteria, making them eligible for enrollment.

- Expelled from a county school district
- Referred by a district as a result of student attendance or behavior
- Referral from probation
- Parents request

ACADEMICS

Registration

All students must enroll with their district of residence (SBHS/HSD). At the time of registration, the following documents must be presented:

- Proof of residency within their District.
- Copy of parental custody agreement if the student is only living with one legal parent.
- Immunization Record
- If the student is living with someone other than a parent, court legal guardianship papers or “Caregiver’s Form” are necessary. A note from a legal parent is not sufficient.
- Withdrawal papers and transcript from the previous school. Students coming from schools outside of California must meet California State requirements for graduation.

NOTE: ALL STUDENTS ARE REQUIRED TO HAVE A CURRENT EMERGENCY CARD ON FILE WITH THE SANTA ANA/SAN ANDREAS/PINNACLES SCHOOL OFFICE.

GRADUATION REQUIREMENTS FOR 2026-2027

To graduate, students must complete the required 190 credits in the following subjects:

Subject Area	Requirements	Credits Needed
English	Grades 9,10,11, and 12	40
Maths	Algebra I and 1 additional math course	20
Sciences	Biological and Physical Sciences	20
History and Social Sciences	World History, United States History, Government, Economics	30
Physical Education	PE	20
Arts	Visual / Performing Arts	10
Career Technical Education	CTE Course	10
Electives	Various	40

TOTAL: 190 Credits

Each course allows for 2.5 credits to be earned each quarter. The minimum requirements for graduation from San Andreas High School include completion of 190 credits (see above), including completion of Algebra 1 (or equivalent).

Remediation Classes may be required for students with low achievement or below proficient scores on testing, so do your best on all testing.

CREDIT EXPECTATIONS

Students are able to complete up to 20+ credits each quarter. This is the equivalent of approximately 25 to 30 hours of schoolwork per week. To meet graduation requirements, it is imperative that students earn maximum credits to ensure a timely graduation.

SCHEDULE CHANGES

Students may receive a schedule change for the following reasons: improper student placement, computer error, credit previously received for the class, prerequisites not met, teacher request, and balancing class size. **Schedule changes require administrator approval.**

GRADES AND REPORT CARDS

Grades are reported several times throughout the year. Progress reports are mailed home mid-term and will report the students' grades in each course along with attendance data and teacher comments. While mid-term progress reports are posted on report cards and mailed home to parents, these grades are not posted to the students' transcripts and are not used in determining graduation requirements.

Quarter grades are posted to the student's transcript and will determine satisfactory completion of graduation requirements.

GRADING CALENDAR

- 1st Quarter ends October 9, 2026
- 2nd Quarter ends December 18, 2026
- 3rd Quarter ends March 19, 2027
- 4th Quarter ends June 3, 2027

NOTE: Seniors must have all work turned in one week before the ceremony in order to walk in graduation. Report cards are mailed home at the end of each quarter.

INDEPENDENT STUDY

A limited number of students may participate in the Long Term Independent Study program. All students have assistance with a personal learning plan to prepare them to meet their academic, personal, and school-to-career goals.

Students must be highly motivated, self-disciplined, and have the ability to read and comprehend at grade level and be able to learn independently. There are specific requirements for participating in the program and if the student is unable to accomplish these requirements, then a re-engagement plan will go into effect to support the student. If the student still is not able to complete the requirements, the student may be removed from the Independent Studies program.

Students wishing to participate must complete an application, including parent signature. Once received, a mandatory meeting with the school principal and/or academic counselor will be scheduled to discuss the application. Parents will be notified if the student has been accepted into the program once the application has been processed.

TRANSFER OF CREDITS

Credits from other accredited schools will be applied to graduation requirements to the greatest extent possible. Final determination of transfer credit will be determined by the Principal.

GRADUATION CEREMONY

To be eligible to participate in the graduation/promotion ceremony, students must complete all required academic courses and have a signed graduation plan on file with the school. Students on a site-level contract must complete all terms of the contract prior to participating in any graduation activities. Students must attend school regularly, have no major discipline issues, and pass all required classes to participate in graduation/promotion activities.

RETURN TO HOLLISTER HIGH SCHOOL

If a student wishes to return to Hollister High School, a transfer may only take place at the semester breaks. All students interested in returning to HHS must complete a re-entry contract and meet all requirements.

HHS requires that candidates interested in returning to their campus meet the following requirements:

1. Complete **at least one semester** in SBCOE Alt. Ed programs, not just two quarters.

2. Demonstrate academic achievement by passing **ALL classes with a grade of "C" or better**.

3. Prove acceptable behavior with **no more than two minor referrals, no serious or major referrals, and no suspensions in the previous semester.**

4. Attendance rate must be no less than 90% for the quarter. **Please note: Three tardies more than 30 minutes are considered one unexcused absence.**

5. Every student intending to return to HHS must meet with an HHS counselor to determine eligibility. Final decisions regarding re-enrollment will be made by HHS.

Please schedule a meeting with your counselor for a re-entry contract to return to Hollister High School. A re-entry contract must be filled out and submitted **at least one month** prior to any desired change of school.

ACADEMIC INTEGRITY & PLAGIARISM

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating, plagiarism, or fabrication are prohibited. Behavior that is unacceptable includes, but is not limited to:

• Copying another student's work

• Working with others on projects that are meant to be done individually

• Looking at or copying another student's test or quiz answers

• Allowing another student to look at or copy answers from your work, test or quiz

• Using any other method to get/give test or quiz answers

• Taking a test in part or in whole to use or to give others

• Copying information from a source without proper attribution

• Copying and pasting answers from the internet or any other sources

• Taking papers from other students, publications, or the Internet. Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing the assignment/retaking the test, receiving a failing grade on the project/test and/or receiving a lower grade in the class.

EXCUSE FROM INSTRUCTION DUE TO RELIGIOUS BELIEF

Whenever any part of the instruction in health or family life education conflicts with a parent's religious training and beliefs or personal moral conviction, or those of a student, the student shall be excused from that portion of instruction upon the parent's written request. (EC Sec. 51240)

FOOD SERVICES

A complete breakfast and lunch are served each day. Breakfast is served during brunch mid-morning. Brunch and lunch are provided for free for all students. Additional items are also offered for sale. Information for free or reduced snack and lunch is available from the office.

COUNSELING

Santa Ana, San Andreas, and Pinnacles each have an on-site academic counselor, two social-emotional counselors, and a staff social worker dedicated to supporting students' success and well-being.

a. **Academic Counseling**

An academic counselor assists students with course planning, graduation requirements, credit recovery, and college or career pathways. If you have questions or concerns regarding academic progress or need guidance on your educational goals, please contact the academic counselor.

b. **Social-Emotional Counseling**

Social-emotional counselors provide support for students experiencing personal, social, or behavioral challenges. They offer a safe space to discuss concerns and can help develop coping strategies, improve behavior, and promote overall wellness. Referrals to outside agencies for additional support services can be made as needed.

STUDENTS WITH DISABILITIES

If a parent has reason to believe that their student has a disability that requires special services or accommodations, they should bring this to the attention of the school administration. The student may be evaluated to determine whether he/she is eligible for special instruction or services. (EC Sec. 56020, et seq.)

HEALTH SERVICES

Students wishing to leave school due to illness must check out through the office.

District policy requires that every student have a parent-signed Emergency Card on file. Students will only be released to those adults listed on the Emergency Card. The Emergency Card must be updated every school year by the parents.

A doctor’s prescription and a parent note are required for students to take any medication at school or for school officials to hold medication in the front office for student use. The required form is available in the office. State law prevents students from carrying medication at school. Please check with the office for the policy.

California State Law requires that an up-to-date immunization record be on file with the Office. Students without immunization records on file may not attend class.

LOST AND FOUND

Lost articles found by someone do not legally belong to the finder. Students finding lost articles are expected to bring them to the office. Clothing and items not claimed within the school year may be disposed of or donated to charity. Your personal items are not the responsibility of the school and the district assumes no liability for lost, stolen, or misplaced items.

EMERGENCY CONTACTS / STUDENT INFORMATION

Information regarding students will only be released to parents/guardians listed on the Emergency Card. Non-custodial parents not on the Emergency Card will be given information once the relationship can be confirmed. Students will be released to persons listed on the emergency card after attempts have been made to contact the parent/guardian. Any court orders preventing contact with a student

must be provided to the office. Students cannot be released to anyone not on the emergency contact card.

STUDENT RECORDS/TRANSCRIPTS

Access to student records can be coordinated through the Main Office. Transcripts are available for a nominal fee of $5 and can be mailed or picked up from the Office. Contact the office for an application. Please allow two to three business days to process a transcript request.

TEXTBOOKS / INSTRUCTIONAL TECHNOLOGY DEVICES

Students are issued all required textbooks and supplemental technology devices free of charge through the school. It is the student's responsibility to return the same book/device at the completion of the course/year in as good a condition as possible, less normal "wear and tear." Should a textbook/device be lost, stolen, misplaced, or damaged beyond normal use, it is the student's responsibility to pay for a replacement (see technology contract for devices). When textbooks are found and returned to the school, the cost of the replacement is refunded. Parents can request to be put on a payment plan to replace lost or stolen textbooks. The school will issue a new book(s) prior to the parent/student replacing the lost/stolen book.

WORK PERMITS

Students must have a work permit to legally work (including summer jobs) in the community. The minimum age for employment in the state of California is 15 years old.

Students must have a GPA of 2.0 or better, no more than two major referrals, and maintain an 80% attendance rate in order to obtain a valid work permit. The administrator holds the right to modify the existing terms and conditions as needed.

Work permits are subject to revocation based on poor attendance, credit earning, or disciplinary issues.

Labor laws require that the work permit must be revoked when the issuing authority determines that the employment impairs the education of the student.

Student work permit applications are available from the Administrator.

ATTENDANCE POLICY

Maintaining no less than 80% attendance is a critical factor in achieving academic success and is also an important component of responsibility with respect to post high school endeavors. *Pursuant to California Education Code, it is the duty of each parent, guardian, or person having control or custody of a minor, to compel and guarantee regular and prompt attendance to class. Absences from school should be avoided except in the case of emergency and illness. Each absence must be verified by the parent/guardian on the day of the absence or the day after an absence. Such an excuse must be dated and state the exact days and/or periods the student was absent as well as the reason for the absence. Students should report to the attendance office prior to school on the day they return to school. Parents may call the attendance office in lieu of delivering a note.*

• Verification must be made by calling the Office: (831) 637-9269**,** the day of the absence or by bringing a signed note upon return to school explaining the absence with a phone number to verify the absence.

• Absences not cleared within 48 school hours (full day of period absences) are considered unexcused

or truant and subject to possible disciplinary action.

If a student is absent due to illness or doctor/dental more than 10% to date or the total days of the school year, or more than 3 consecutive days, The student must provide a doctor's verification for each additional absence. Failure to provide verification from a doctor or school nurse may result in additional absences being recorded as unexcused.

1. Automated phone calls will be made daily per class for unverified absences.

2. Students must call home from the school office and then obtain an off campus slip prior to leaving campus. Parents must come into the office to sign their students out. In accordance with California Education Code the following are the only excused absences:

- Illness verified by parent/guardian
- Quarantine under the direction of a county or city health officer
- Medical, dental, optometrist, or chiropractic appointment
- Attendance at funeral services for a member of the immediate family. Immediate family shall be defined as mother, father, grandmother, grandfather, brother, sister, or any relative living in the student's immediate household.
- Jury duty in the manner provided by law, or an appearance in court.
- Observance of a holiday, religious ceremony or retreat.
- All other reasons for an absence are considered, unexcused even if verified by a parent/guardian.

SART: Students that have more than three absences will be referred to the schools' SART (Student Attendance Review Team). Students may be placed on an attendance contract or referred to various supports depending on the reasons for the unexcused absences.

A student is allowed three unexcused absences prior to being considered truant. Any unexcused absences after three are considered truancies and the school will initiate the Student Attendance Review Board (SARB) process. Student attendance records are available on the AERIES Parent Portal, and the auto dialer will call home each day if there is any period or all-day absence. Attendance data will appear on student report cards.

ATTENDANCE AND SCHOOL WORK

All absences require the student to make up class work missed while absent. It is the responsibility of the student to obtain missed work from their teacher(s).

> *Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. (EC 48205) .*

Teachers are NOT required to give the same assignment or test as was given on the day of the absence. Teachers are NOT required to accept work that was due on the day of an absence, but must provide an alternative assignment if original work is denied. Phone requests for work may only be made after a student has been absent 3 days. **A minimum of 24 hours is necessary to obtain missed work from the student's teachers.**

EXCUSED AND UNEXCUSED ABSENCES

The California Administrative Code Title V allows the following excused absences: illness; quarantine; medical/dental/optometric services; funeral services for an immediate family member; and religious instruction. Excessive use of unacceptable tardy reasons such as oversleeping, car trouble, babysitting, needed at home, etc. may be considered as truancy/unexcused. Please ask your doctor for a note or receipt to give to the office if the student misses school for a medical appointment.

Unexcused absences include:

- Those authorized by the parent but not by the State of California
- Family trips taken during the established school year
- Tardy to class in excess of 30 minutes

TARDIES

If a student is not in his/her seat prepared to work will receive a tardy.The only excused tardies are a note from a doctor or proof of a court appearance. For the purposes of classroom attendance purposes, three tardies are considered equal to an absence.

ATTENDANCE ERRORS

In the event that a student is marked absent in error, the student must obtain a hall pass with the teacher to the main office. This matter must be verified and cleared by the attendance clerk.

AUTOMATED PHONE NOTIFICATION SYSTEM

An automated system is used by all schools in our district. This system will notify parents/guardians of any student not present during any period. Please make sure we have a current phone number. The system may call more than one number by your request. If you receive a call from the automated system and your student was at school, please contact the school as soon as possible, so the error can be fixed. Because we are a small campus, we also attempt to make personal phone calls daily.

CLEARING ABSENCES

It is the parent/guardian's responsibility to clear absences with the Office. A parent or guardian should call the Office for any absence as soon as possible or the student must bring a note from their parent upon returning to school. Calls may be made at any time, 24 hours a day, seven days a week by phoning (831) 637-9269. Please note, a call must be made for each day a student is absent. When calling in or submitting a written excuse, please include:

1. Student's name
2. Date(s) and/or period(s) of absence
3. Specific reason for absence
4. Daytime phone number of parent/guardian

5. Parent/guardian signature on notes

ILLNESS WHILE AT SCHOOL

Students who become ill during the school day should ask the teacher for a pass to the office. Students are never to leave campus without obtaining permission from the office. Leaving without permission will result in a cut. For students with recurrent or chronic illness, please contact the counselor for support.

LEAVING CAMPUS BEFORE THE END OF THE SCHOOL DAY

Parents/Guardians will be asked to show a picture ID when checking a student out of school. **Written permission must be on file from the student's parent/legal guardian, for any other adult to be able to pick up a student. All students must be signed out in the office before leaving campus.**

Students are not allowed to leave campus without guardian supervision once they arrive at school.

ADDRESS / PHONE NUMBER CHANGE

In order for the school to keep parents/guardians informed and to ensure that contact can be made quickly if necessary, it is imperative that the attendance office be informed of any change of address or phone number (home and work) as well as emergency contact information.

MESSAGES / DELIVERIES TO STUDENTS DURING SCHOOL HOURS

To minimize classroom interruptions, we will NOT accept outside deliveries (messages, gifts, food, balloons, flowers, etc.). Personal messages cannot be delivered to students during class time. Emergency calls and messages may be made to the office at (831) 637-9269.

AUTOMATED HOME CALLER (SELECTED OUTGOING CALLS)

The automated home caller is used as an "all-call" as a reminder of events or when special information needs to be disseminated to the homes of all students. Examples include: special testing, Back-to-School Night, and other important events or deadlines.

COMMUNICATION-COMPUTER USE POLICY

As part of the registration process, students agree to a "Technology Use Policy." Use of computers is a privilege and may be withdrawn or revoked for violation of district policies.

COMMUNICATION-PRIVACY LAW

California Education Code states that no information regarding a minor may be given to anyone without the written permission of the parent/guardian.

STUDENT CONDUCT & DISCIPLINE

Part of the mission of San Andreas High School, Santa Ana Opportunity School, and Pinnacles Court School is to provide a positive and respectful atmosphere for student learning. Students are expected to adhere to all school policies and educational codes. **Students suspended for any reason must participate in a reentry meeting conducted by the school administration.**

Parents/Guardians and students must attend a re-entry meeting prior to returning to school from a suspension.

Any student suspected of violating Education Codes or are on Behavior Improvement Plans are subject to search by school administration.

RESPECT is the number one rule. Respect yourself, others, teachers, staff, and property and you will likely never have any corrective discipline.

PBIS PHILOSOPHY AND PROGRESSIVE INTERVENTION POLICY

San Benito County Office of Education (SBCOE) has adopted a Positive Behavior Intervention and Support (PBIS) approach to school behavior and correction. PBIS is different from traditional discipline models in which students are expected to know how to behave and receive consequences for failing to behave correctly. PBIS encourages staff to ensure students are aware of expectations by modeling desired behavior and providing reinforcements: reminding, correcting, and celebrating positive behavior until it becomes the “norm” across campus.

The goal of the progressive intervention policy is to enable each individual student (as well as all students collectively) to learn and experience school in a manner that allows all students to have success while enrolled with us, and eventually at college, in a career, or in our community.

The Intervention policy is designed to provide all students the opportunity to develop positive self-control, self- direction, self-understanding, and self-worth. Conduct that is counterproductive to an individual’s learning or self- development, that is detrimental or unsafe to another’s person or property, or that violates the law, policies, or commonly accepted standards will not be tolerated.

The Education Code: 48900, for the State of California, lists specific activities subject to administrative action (including suspension and expulsion):

- Caused, attempted to cause, or threatening to cause physical injury to another person
- Willfully using force or violence upon another person
- Possessing, furnishing, or selling a dangerous object or brandishing a knife
- Possessing, using, furnishing, selling, or being under the influence of a controlled substance
- Offering, arranging, or negotiating to sell or buy any controlled substance, or furnishing any other substance represented to be a controlled substance
- Committing robbery or extortion
- Causing or attempting to cause damage to school or private property
- Stealing or attempting to steal school or private property
- Possessing, furnishing, or using tobacco
- Committing an obscene act or engaging in habitual profanity or vulgarity
- Possessing, offering, arranging, or negotiating to sell or buy any drug paraphernalia
- Disrupting school activities or willfully defying the valid authority of school personnel
- Knowingly receiving stolen school property or private property
- Possessing an imitation firearm
- Committing or attempting to commit a sexual assault
- Engaging in hazing
- Harassing, threatening or intimidating directed against school district personnel or pupils

A pupil may be suspended or expelled for any of the above acts which occur at any time, including, but not limited to, any of the following: while on any school grounds; while going to or coming from school; during, or while going to or coming from a school-sponsored activity.

Additionally, School Board Policies, site policies, and administrative regulations prohibit the following behaviors:

- Students who defy directives or refuse to cooperate with members of the school staff.
- Possessing mace, pepper spray, any weapon, or replica of a weapon.
- Using profanity and/or obscenities in class, on campus or in conversation with members of the staff.
- Intimidating, threatening, sexually harassing, or bullying (including cyber bullying) students or staff.
- Ridiculing or attempting to cause embarrassment to students or staff.
- Cheating or plagiarism on school work, exams, quizzes or tests.
- Going on any public school campus **(including Hollister High School)** without prior permission of the administration during school hours of 7:30 am to 4:30 pm.

CLASSROOM SUSPENSION

In cases where student misbehavior disrupts the educational process, the teacher may suspend the student from class on the day of the offense and the next day.

Parents/Guardians will be contacted by the teacher to discuss the behavior and suspension [EC 48910].

POLICE INVOLVEMENT

School officials are not required to initiate or complete due process procedures before notifying police/sheriff's authorities. If police authorities are notified, the administration will make a reasonable attempt to contact the parent(s)/guardian(s) by telephone or mail. Any action taken by the law enforcement authorities will be in addition to action taken by the school.

SMOKING/VAPING

The State of California prohibits smoking/vaping of tobacco/cannabis, tobacco/cannabis products, or paraphernalia on school property by persons of any age, even if said products are legally allowable by persons off-campus. This prohibition includes parking areas and all school-owned property. In addition, students and visitors are not allowed to smoke/vape or use these products at any school-sponsored events. Students found smoking/vaping or in possession of tobacco or cannabis products (including e-cigs, vape pens, or other electronic products) will be subject to disciplinary action and may be referred to law enforcement officials for prosecution.

STUDENT SEXUAL HARASSMENT

It is the intent of the San Benito County Office of Education to provide an educational environment for all individuals free of sexual harassment which can cause embarrassment, feelings of powerlessness, loss of self- confidence, reduced ability to perform school work, and increased absenteeism or tardiness. The Board of Trustees shall not tolerate the sexual harassment of any student by any other student or any district employee. Students who are found to have violated Board Policy regarding Sexual Harassment will be subject to the appropriate disciplinary action under Education Code 48900 and 48915, Suspension and Expulsion. Pursuant to Board Policy, students may be suspended or expelled for sexual harassment. The full Board of Trustees policy

regarding sexual harassment can be obtained from the County Office of Education.

REPEATED BEHAVIOR

Should a student accumulate in any one school year 3 or more administrative discipline actions or 5 or more suspension days for any series of attendance or discipline-related misbehavior, he or she and parents will be required to attend a School Site Administrative Hearing. This Hearing will determine if the repeated misbehavior warrants a behavior contract, District Level Expulsion Hearing, or a transfer to another program.

Students are encouraged to make use of all available staff, programs, and resources.

Remember, we are here to assist YOU!

CLOSED CAMPUS

Santa Ana, San Andreas High School and Pinnacles Community School are a CLOSED CAMPUS. Students are not permitted to leave campus once they arrive on school property. Repeated violations will require a re-entry meeting with administration that must be attended by parent and student. Students will then be subject to the school's progressive intervention plan.

If a student must leave campus prior to the end of the school day, Parent/Guardian is required to come to campus and check their student out.

SEARCH AND SEIZURE

As necessary to protect the health, safety and welfare of students and staff, school officials may search students, their property and/or district property under their control, and may seize illegal, unsafe and prohibited items. The Governing Board requires that discretion, good judgment and common sense should be exercised in all cases of search and seizure. Confiscated items may not be returned.

CELLULAR PHONE/ELECTRONIC DEVICES

Purpose:

To support a safe, respectful, and focused learning environment by managing the use of cell phones and personal electronic devices during the school day.

Daily Phone Protocol

<u>SAN ANDREAS CONTINUATION HIGH SCHOOL (SACHS)</u>

Upon Arrival

- At the gate, students will place their phones in Yondr pouches. Each pouch will be locked and returned to the student.
- Late students must check in at the office to receive a pouch. Phones must be locked in the pouch before leaving the office.

During Class

- Pouches remain with students at all times but must stay locked during each instructional block.

Before Lunch

- Students will have the opportunity to unlock their phones at the YONDR station when leaving class before lunch.

After Lunch

- Before returning for afternoon classes, students must lock their phones at one of the designated Yondr Locking Stations: Multipurpose Room and Next to Room C.

SANTA ANA OPPORTUNITY SCHOOL (SAOS)

- Phones will remain in the 'Phone Hotel.'
- Students will have access to their phones during lunch.

Consequences

First offense: (Tier 1) Verbal warning reminder of expectations.
Second Offense: (Tier 2) Phone confiscated by administration for the remainder of the day and recorded under the discipline tab in Aeries.
Third Offense: (Tier 2) Phone turned over to administration. Parent contacted. Parents must pick up the phone. Student placed on Cell Phone Contract (phone surrendered to admin at start of school day for 1 week)
Fourth Offense: Student prohibited from having phone on campus with duration determined by principal during a parent conference

Note: The school is not responsible for lost or stolen student-owned electronic devices. Student will be responsible for the cost of replacing any lost or damaged pouches.

*In alignment with California Assembly Bill 3216, which encourages schools to reduce the use of smartphones during instructional time—we are piloting strategies for responsible cellphone management during the 2026–2027 school year. *Subject to change.*

USE OF DRUG-DETECTION DOGS

In an effort to keep the schools free of drugs, the administration may use specially trained non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy. The dogs may sniff the air around lockers, desks, or vehicles on district property or at district-sponsored events.

ATTENDANCE AND ACTIVITIES

Students who do not maintain regular attendance (unexcused or unverified absences) may not be able to take part in traditional school activities such as extracurricular activities, performances, dances, field trips, etc. Absences not counted against attendance:

- Illness verified by a health care provider within 10 days of absence
- Quarantine verified by a health official
- Subpoena/jury duty verified by a government official
- Funeral of an immediate family member
- School activities

TRUANCY

Student Attendance Review Board - The purpose of the SARB process is to work collaboratively and recommend alternative solutions to alleviate circumstances that contribute to specific truancy, attendance, or behavior problems. The district SARB board is made up of representatives from the school district, law enforcement, social services, probation, mental health, and the district attorney's office. The Counseling Office will make student referrals to SARB with input from teachers, interventionists, and other staff members. Only students under the age of 18 may be referred to SARB. Failure to correct truancy following a SARB hearing may result in a referral to the District Attorney's Office.

CARE OF SCHOOL PROPERTY

Students are expected to respect school property. Parents or guardians are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other students, school personnel, or school property. Parents are also liable for any school property loaned to the student and willfully not returned. (EC Sec. 48904). The school district may withhold grades, diplomas, or transcripts of the student responsible until such damages are paid, the property returned, or until completion of a voluntary work program in lieu of payment of fines. (EC Sec. 48904, Civil Code Sec. 1714.1). Students are financially responsible for all equipment checked out to him/her. The student will not be cleared for the next activity until all equipment has been turned in. Credit will be issued on items turned in only if they are the ones checked out to the student.

BULLYING

Bullying is defined as aggressive behavior that is intentional and that involves an imbalance of power.

Types of Bullying:

Bullying can take on many forms including:

1. Verbal bullying including derogatory comments and bad names
2. Bullying through social exclusion or isolation
3. Physical bullying such as hitting, kicking, shoving and spitting
4. Bullying through lies and false rumors
5. Having money or other things taken or damaged by students who bully
6. Being threatened or being forced to do things by students who bully
7. Racial bullying (based on ethnic background or geographic region)
8. Sexual bullying (based on gender or sexual orientation)
9. Cyberbullying (via cell phone or internet)

Warning Signs of Bullying:

Students who are being bullied often exhibit some warning signs.

These students may:

1. Have torn, damaged, or missing pieces of clothing, books or other belongings
2. Have unexplained cuts, bruises and scratches from fighting
3. Have few, if any, friends with whom he or she spends time
4. Seem afraid of going to school, walking to and from school, riding the school bus or

taking part in organized activities (such as clubs or sports) with peers

5. Take a long "illogical" route when walking to or from school
6. Lose interest in doing school work or suddenly begin to do poorly in school
7. Appear sad, moody, teary or depressed when he or she comes home
8. Complain frequently of headaches, stomachaches or other physical problems
9. Have frequent bad dreams or trouble sleeping
10. Experience a loss of appetite
11. Appear anxious and suffer from low self-esteem

What to do if you suspect your child is being bullied:

If you believe your child is being bullied, please inform the school immediately.. The school will conduct an investigation and provide necessary resources to the victim. Further the perpetrator will be subject to our school Progressive Intervention Process.
Cyber Bullying and Inappropriate use of Electronic Devices:

Students engaging in cyber bullying or illegal use of electronic devices during or outside of the school day (on or off campus) may be subject to school action and criminal action. Any substantiated cyber communication (texts, recordings, pictures, or posts) meeting the criteria for bullying, terrorist threat, or invasion of privacy, will result in school disciplinary action and possible charges filed with law enforcement agencies. Students are expressly forbidden to take, post, or transmit any pictures or recordings without consent. This is an illegal activity. Students in violation are subject to termination of technology use at school. Parents will be given the option to restrict technology use to personal devices as other means of correction.

DRESS CODE

Santa Ana, San Andreas, and Pinnacles Schools believe that appropriate dress and grooming contribute to a productive learning environment. The school expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate.

The administration will make the final determination of whether a student's dress and grooming meet expected standards.

Therefore, the following guidelines shall apply to all school activities**:**

General Dress Code Guidelines

• All clothing must be suitable for school: neat, clean, size appropriate (no oversized or undersized clothing) and in good repair. Any clothing that is a distraction to the learning process is prohibited. All clothing will be worn as its design was intended. No blankets are allowed on campus.

• All clothes must meet the dress code with or without a jacket or sweatshirt covering the clothing.

No blankets are allowed on campus

• Clothing and jewelry shall be free of writing, pictures, and/or any insignia that:

(1) Are crude, vulgar, violent, profane, prejudicial, racial, associated with any hate group, or sexually suggestive (including depictions of nude, semi-nude, or scantily clad

individuals);

(2) Advocate or reference the use of drugs, alcohol, tobacco, or weapons (for example, marijuana leaves, beer advertisements, cigarettes/cigars, or firearms);

(3) May associate them with any law enforcement and/or security agency;

(4) By manner of being worn indicates an affiliation with a group or gang that may provoke violence or cause others to be intimidated. The writing, pictures, and/or insignia might include, but are not limited to: Old English lettering; depictions of prisons or prison symbolism; partially clothed figures; gang symbols or colors; weapons; promotion of one race over other races.

• Students will not wear any attire, jewelry, or clothing that includes geographical and/or numerical references affiliated with gangs.

• Students will not wear any color or combination of colors or items which demonstrate an affiliation to a known group or gang. If a student or group of students is using colors or items to demonstrate group or gang affiliation, such colors or items may be banned for that student or group.

• Students will not wear any clothing, hat, cap, or other article displaying a gang term associated with any **Gang Indicators**

Students shall not display any gang indicator on backpacks, purses, books, book covers, binders, papers, or other articles worn, carried, or otherwise possessed by any student. Gang indicators are any photograph, picture, drawing, patch, sticker, written symbol or word, or any other item depicting association with a gang (whether or not the student is actually involved in gang activity).

Head Covering

• Hats, beanies, caps, and all other head coverings are not allowed on campus.

• Students shall not wear any mask, face paint, or item that would prevent a student or staff member from identifying the student by face recognition.

• Students may not wear sunglasses indoors.

Marking on one's own, or someone else's, body or clothing with pens and markers is not permitted. Students will be required to wash off all such marks.

Shirts/Blouses/Dresses

• Dresses and/or shirts must have straps over each shoulder that connect front to back. The neckline must maintain privacy.

• All clothing must be sufficient to conceal undergarments (including bra straps). Straps (on a tank top, for example) must be at least one (1) inch wide. See-through or fishnet fabrics; halter tops, tube tops, off the shoulder tops, low cut tops, and bare midriffs are prohibited.

• A top is too short if the bare midriff or the small of the back is exposed when: a student raises her/his arms above the head; when the student is leaning over; or when the student is sitting down.

• All shirts and blouses must meet the dress code with or without a jacket or sweatshirt covering the clothing.

• No tank tops or muscle shirts with excessive armholes.

Pants/Skirts

- Pants/skirts/shorts are not to be worn below the waist line (sagging) and must be sufficient to conceal undergarments. All pants/shorts must be length and size appropriate and fit at the waist. The length of the belt shall be appropriate for waist size. Pants are too loose if they fall down while the student walks with her/his arms out to the side. Pants that must be held up with one or both hands are not acceptable.
- Skirts, dresses, and shorts must be no shorter than the level where the student's fingertips strike the thigh when standing with arms straight down at the side and with shoulders relaxed.

Footwear/Shoes

Shoes must be worn at all times and must be appropriate for planned school activities. If a student is taking a PE class, closed-toed athletic shoes allowing proper movement and safety must be worn during that class.

Consequences

Violation of the dress code may result in a discipline referral. Consequences for violating the dress code will be:

1st offense: student will receive a warning, required to remove or change any violations, and the student can obtain items from administration after school.

2nd offense: student will change clothes, the clothing item will be confiscated, parents will be called and parent will pick up the clothing

3rd offense: student will change clothes, the clothing item will be confiscated, and the student will be placed on a behavior contract.

GENERAL SCHOOL-WIDE POLICIES

The following are general school-wide policies to be observed at all times:

- No outside food or drink is allowed on campus. (Sealed water bottles are allowed)

Students are expected to be in their seats when the bell rings or they will be considered tardy. The administration reserves the right to implement tardy sweeps in order to foster prompt attendance to classes.

- Backpacks are not allowed on campus at any time.
- Skateboards must be stored in the skateboard rack on the porch. It cannot be stored in the office or in classrooms. The school is not responsible for skateboard security. Please ensure the use of locks when using the skateboard locking rack.
- Pushing, shoving, throwing of objects that might result in any injury will not be tolerated.

Permanent markers, Sharpies, paint pens, are not allowed on campus and will be confiscated.

HALL PASSES

All students MUST have a written pass from an administrator, counselor, or teacher to be away from their class during class time. Students **WILL NOT** be issued passes during the first and last fifteen (15) minutes of each class period. Violators will be marked Tardy. All students with a pass must be escorted by a school employee.

RESTROOM PASS

To maintain a safe, respectful, and productive learning environment, students are expected to follow the restroom pass procedures below:

- Students must obtain teacher permission before leaving the classroom.
- Only one student may leave the classroom at a time unless otherwise approved by staff. All students with a pass must be escorted by a school employee.
- Students who misuse restroom privileges or fail to follow these expectations may lose restroom pass privileges and be subject to appropriate school disciplinary action.
- Students with documented medical needs requiring additional restroom access will be accommodated in accordance with their approved health plan or school documentation.

VISITORS

We welcome adult visitors who have legitimate business at school. Visitors must register in the front office before coming on campus and must wear identification. Parents are always welcome. Visitors are expected to leave campus promptly when their business is completed. Students from other schools are not permitted on our campus.

OUTSTANDING DEBT POLICY

Pursuant to California Education Code 48904.3A,our schools will hold a pupil's parent or guardian liable for any lost or damaged equipment, materials, or books. A student who is withdrawing from school, must be accompanied by a parent. The withdrawal process begins with the attendance secretary. Any financial obligations are to be satisfied prior to withdrawal from school.

UNIFORM COMPLAINT PROCEDURE POLICY

The Governing Board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs.

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on age, actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity that receives or benefits from state financial assistance. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, career technical, child care and development programs, child nutrition programs, special education programs, and federal school safety planning requirements. The district has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs. It is unlawful to discriminate on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability.

a. Complaints made under this procedure shall be directed to the Superintendent.

b. You may contact the Superintendent at (831) 637-5393, or 460 Fifth Street, Hollister, CA 95023 to obtain a copy of the District's complaint procedures free of charge.

c. In addition to this procedure you have a right to appeal to the State Superintendent of Public Instruction about a complaint that has not been resolved to your satisfaction by the school district within 15 days of receiving the Local Education Agency's decision.

d.In addition to this procedure, you may wish to:

1) Direct a complaint to appropriate agencies for investigation.

2) Consult with an attorney to determine if you have legal rights that may be pursued through available civil law remedies. You may wish to contact the following low-cost or free legal services:

FREQUENTLY ASKED QUESTIONS (FAQs)

What is Short-Term Independent Study?

Short-Term Independent Study is used for students who are enrolled in the regular program but will be missing 5 or more consecutive days during the term. A student can apply for a Short-Term Independent Study through the counselor. Students will be assigned work by their regular classroom teacher and return the work to that teacher upon returning to school. We ask that the Short-Term Independent Study form be completed prior to leaving.

I don't have all the classes I need. How will I finish everything on time?

Most students are eligible to earn around 60 credits per year in the regular program. In addition to accelerated credits, additional classes through online programs may permit a student to earn even more credits. Talk to your counselor for more information.

Can I play on an athletic team at Hollister High School?

Conference regulations prohibit students from one school playing on the athletic teams of a different high school.

How do I get my classes changed?

Sign up to talk to the counselor about the change you need. Only the counselor can enroll a student in a course or change classes, do NOT ask teachers for a change in your schedule. Administrator approval is required for schedule changes.

What Help is Available After School?

Students may stay after school to get help from any of their teachers based on teacher availability. We also offer after-school tutoring. Transportation is NOT provided. Afternoons are a great way to get extra help, use the computers and classroom materials, and do anything schoolwork-related. Students should contact their teacher to make arrangements.

Can I attend college when I graduate from San Andreas or Pinnacles?

Yes, you can! A great first step would be to attend a community college (like Gavilan College or Monterey Peninsula College) or enroll in a trade or tech program.

Can I take classes at Gavilan College or Monterey Peninsula College while enrolled here?

Yes, students who have demonstrated that they are ready for college courses may apply for dual enrollment. Students must fill out a counselor slip to make an appointment to see the counselor.