

SAN MATEO HIGH SCHOOL



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

www.sanmateohigh.org

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Dear Bearcat Families,

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

We are thrilled to welcome you back! Our amazing staff have spent the summer preparing our school for another opening day. I am grateful for everyone who has been working so hard to get things ready for you! We are proud of our beautiful campus and have high expectations for you.

We hope you will find our website helpful. Please sign up for the daily bulletin and make sure you check Parent Square for school messages. In case you have not received any messages, check your cell phone for blocked contacts and/or make sure we have the correct contact information.

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

Go Bearcats!
Yvonne P. Shiu
SMHS Principal

Staff Directory

If you need to contact any staff or faculty member at San Mateo High School, please use our directory on our website.

www.smuhdsd.org/smhs-directory

San Mateo High School Administrative Team

Yvonne Shiu, Principal

Mike Holtz, Assistant Principal, Grade 9 & 11

Gary Hong, Assistant Principal, Grades 10 & 12

Lauren Ponti, Assistant Principal, ELD

Michelle Torres, Dean of Students

Nicole Ellis, (9th grade) Freshman Counselor

Jane Zimmerman, (10th grade) Sophomore Counselor

Crystal Beltran, (11th grade) Junior Counselor

Veronica Gasco, (12th grade) Senior Counselor (on leave fall semester)

Alex Chavez, ELD Counselor

Janine Beard, Administrative Assistant

Maritza Fernandez Cardenas, Health Clerk

Corina Menendez, Attendance Clerk

Tammy Maldonado, Counseling Assistant

Ayde Cervantes, Student Services Assistant

Learning Schedule

Regular Week

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

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

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

Special Schedules

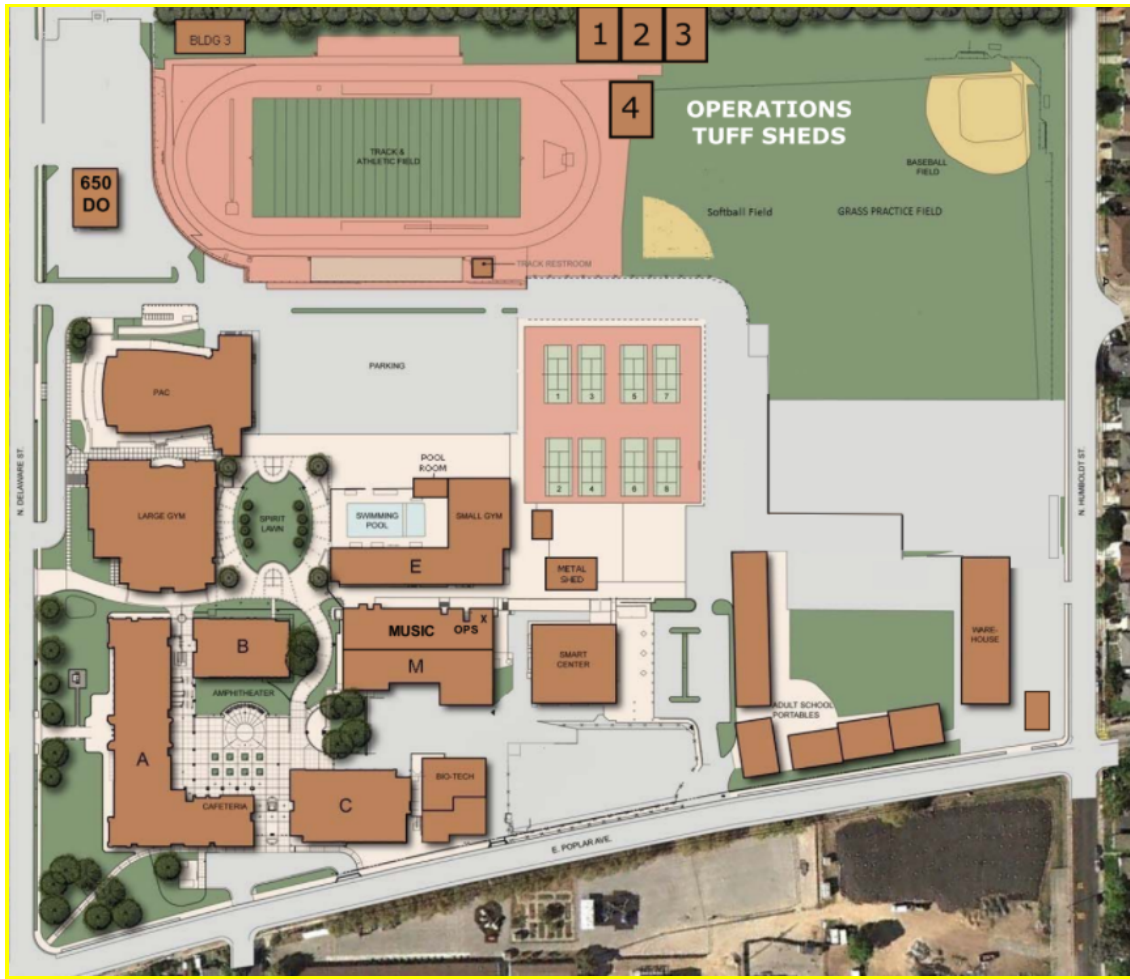
WASC Short Day [9/20, 10/23 & 11/15]			Final Exam Schedule 1-7 Day + Review		
Period 0	7:30	8:20	Period 1 (Review)	8:30	9:00
Period 2	8:30	9:50	Period 1 (Final)	9:07	11:07
Brunch	9:50	10:00	Break	11:07	11:17
Period 4 ⁺	10:07	11:31	Period 2	11:24	11:54
Lunch	11:31	12:01	Period 3*	12:01	12:34
Period 6	12:08	1:28	Lunch	12:34	1:04
WASC	2:00	3:45	Period 4	1:11	1:41
⁺ Announcements (4 mins)			Period 5	1:48	2:18
			Period 6	2:25	2:55
			Period 7	3:02	3:32

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

Minimum Even Day		
Period 0	7:30	8:20
Period 2	8:30	9:45
Period 4	9:52	11:07
Brunch	11:07	11:17
Period 6	11:24	12:39

** Students are dismissed for the day

Map of Campus



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

Phone: (650) 558-2399
FAX: (650) 558-2352

Website: www.sanmateohigh.org

[Google Map](#)

Mental Health Resources

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

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

SMHS Mental Health/Counseling Team

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

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

Student Behavior and Outcomes

[Student Academic Integrity Agreements 2023-2024](#)

Student Cell Phone Policy

Cell phones are not to be used during school hours. At the beginning of the school year, every student will be assigned a personal Yondr Pouch, similar to being assigned a chromebook. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day.

Procedure:

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

- 1) Turn their phone off by their first period class.
- 2) Unlock their empty Yondr Pouch using an Unlocking Base at the Building Entrance(s).
- 3) Place their phone inside the pouch, securely close it and store it in their backpack.

Each student will maintain possession of their cellphone inside their Yondr Pouch for the duration of the school day. Students arriving late will go through this process in Student Services.

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

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

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

Violations

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

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

Disciplinary Action

- 1) Phone+Pouch will be confiscated and parent/guardian will be notified immediately.
- 2) Student's parent/guardian must come to the school to pick up their child's phone and a replacement pouch may be assigned. [AND/OR] The student will only be allowed to bring a phone back to school if they or their parent/guardian pay a [\$25] fee to replace the damaged school property.

[Cell Phone Free Environment- Student Agreements 2023-2024](#)

Suspension and Alternatives to Suspension for Ed. Code Violations

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

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

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

Must Recommend Expulsion (Mandatory) Expulsion Codes <i>EC 48915(c)</i>	Aeries Codes
1. Firearm 1. Possessing firearm when a district employee verified firearm possession and when a student did not have prior written permission from a certificated employee which is concurred with by the principal or designee. 2. Selling or otherwise furnishing a firearm.	X6
2. Brandishing a knife at another person.	X7
3. Unlawfully selling a controlled substance listed in <i>Health and Safety Code</i> Section 11053 et. seq.	X8
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of <i>EC 48900</i> or committing sexual battery as defined in subdivision (n) of <i>48900</i> .	XC
5. Possession of an explosive.	XD

Shall Recommend Expulsion Unless Particular Circumstances Render Inappropriate	Aeries Codes
Act must be committed at school or school activity. <i>EC</i> Section 48915 (a) states that an administrator shall recommend expulsion for the following violations [except for subsections (c) and (e)] unless the administrator finds that expulsion is inappropriate due to a particular circumstance. 1. Causing serious physical injury to another person, except in self-defense. <i>EC</i> Section 48915 (a)(1).	X1 Possible
Act must be committed at school or school activity.	X2

2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil. <i>EC</i> Section 48915 (a)(2).	
Act must be committed at school or school activity.	X3
3. Possession and/or use of any substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the <i>Health and Safety Code</i> , except for the first offense for possession of not more than one avoirdupois ounce of marijuana other than concentrated cannabis.	
Act must be committed at school or school activity.	X4
4. Robbery or extortion. <i>EC</i> Section 48915 (a)(4).	
Act must be committed at school or school activity.	XA
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.	
<p>The recommendation for expulsion shall be based on one or both of the following:</p> <ol style="list-style-type: none"> 1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct. 2. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others [see Section 48915 (b)]. 	

OFFENSE ED. CODE	Ed. Code	POSSIBLE CONSEQUENCE(S)
Caused, attempted to cause, or threatened to cause physical injury to another person.	48900(a)(1)	<ul style="list-style-type: none"> • Alternative To Suspension <ul style="list-style-type: none"> ◦ Alternative to Suspension Form English Spanish • Admin completes this form: <ul style="list-style-type: none"> ◦ ATS Referral Form • Mediation • No contact order template.docx • No Contact Contract • Restorative Meeting • Ripple Effects SEL - Specific to Behavior Interventions • Possible Threat Assessment Level I

		<ul style="list-style-type: none"> ○ Threat Assessment Level 1 Protocol-Fill In ● Suspension up to 5 days ● Expulsion recommendation Possible ● Admin transfer recommendation possible ● Referral to law enforcement authorities ● Possible Incident Review Conference (IRC) ● Possible Formal Reprimand Contract
Willfully used force or violence upon the person of another, except in self-defense.	48900(a)(2)	<ul style="list-style-type: none"> ● Alternative To Suspension <ul style="list-style-type: none"> ○ Alternative to Suspension Form English Spanish ● Admin completes this form: <ul style="list-style-type: none"> ○ ATS Referral Form ● Mediation ● No contact order template.docx ● Ripple Effects SEL - Specific to Behavior Interventions estorative Meeting ● Possible Threat Assessment Level I <ul style="list-style-type: none"> ○ Threat Assessment Level 1 Protocol-Fill In ● Title IX investigation <ul style="list-style-type: none"> ○ Title IX Complaint Form Victim ● Uniform Complaint Procedure Form Victim ● Suspension up to 5 days ● Admin transfer recommendation possible ● Referral to law enforcement authorities ● Possible Incident Review Conference (IRC) ● Possible Formal Reprimand Contract ● Expulsion recommendation Possible <p>Note: mandatory if serious injuries took place EC Section 48915 (a)(1) - see above</p>
Possessed, sold, or furnished a firearm, knife, explosive, or other dangerous object.	48900(b)	<ul style="list-style-type: none"> ● Restorative Meeting ● Restorative Practices ● Ripple Effects SEL - Specific to Behavior Interventions Restorative Meeting ● Alternative To Suspension <ul style="list-style-type: none"> ○ Alternative to Suspension Form English Spanish ● Admin completes this form: <ul style="list-style-type: none"> ○ ATS Referral Form ● Referral to law enforcement authorities ● Possible Threat Assessment Level I <ul style="list-style-type: none"> ○ Threat Assessment Level 1 Protocol-Fill In ● Suspension for up to 5 days ● Referral for expulsion, depending on type of weapon - see Admin Handbook for

		<p>description of weapons</p> <ul style="list-style-type: none"> • Possible Incident Review Conference (IRC) • Possible Formal Reprimand Contract
Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of a controlled substance.	48900(c)	<ul style="list-style-type: none"> • Substance Use Program (SUP) in lieu of suspension - first offense <ul style="list-style-type: none"> ◦ Substance Use Program Sign-up form English Spanish • Admin completes this form: <ul style="list-style-type: none"> ◦ ATS Referral Form • Vaping Awareness Prevention Education (VAPE) <ul style="list-style-type: none"> ◦ Vaping Awareness Prevention Education (VAPE) Sign-up Form English Spanish • Brief Intervention (BI) <ul style="list-style-type: none"> ◦ Brief Intervention Sign-up form English Spanish • Restorative Meeting • Ripple Effects SEL - Specific to Behavior Interventions • Admin transfer recommendation possible • Referral to outside counseling as needed including PD diversion programs • Referral to law enforcement authorities • Possible Incident Review Conference (IRC) • Possible Formal Reprimand Contract • Suspension for up to 5 days • Expulsion recommendation Possible - sales, multiple incidents of possession, or hard core drugs
Unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.	48900(d)	<ul style="list-style-type: none"> • Substance Use Program (SUP) in lieu of suspension - first offense <ul style="list-style-type: none"> ◦ Substance Use Program Sign-up form English Spanish • Vaping Awareness Prevention Education (VAPE) <ul style="list-style-type: none"> ◦ Vaping Awareness Prevention Education (VAPE) Sign-up Form English Spanish • Admin completes this form: <ul style="list-style-type: none"> ◦ ATS Referral Form • Brief Intervention (BI) <ul style="list-style-type: none"> ◦ Brief Intervention Sign-up form English Spanish • Restorative Meeting • Ripple Effects SEL - Specific to Behavior Interventions • Suspension for up to 5 days

		<ul style="list-style-type: none"> • Expulsion recommendation Possible - sales, multiple incidents of possession, or hard core drugs • Admin transfer recommendation possible • Referral to outside counseling as needed including PD diversion programs • Referral to law enforcement authorities • Possible Incident Review Conference (IRC) • Possible Formal Reprimand Contract
Committed or attempted to commit robbery or extortion.	48900(e)	<ul style="list-style-type: none"> • Ripple Effects SEL - Specific to Behavior Interventions • Admin completes this form: <ul style="list-style-type: none"> ◦ ATS Referral Form • Restorative Meeting • Admin transfer recommendation possible • Expulsion recommendation Possible • Alternative To Suspension <ul style="list-style-type: none"> ◦ Alternative to Suspension Form English Spanish • Mediation • Suspension upto 5 days • Referral to law enforcement authorities • Possible Incident Review Conference (IRC) • Possible Formal Reprimand Contract
Caused or attempted to cause damage to school property or private property.	48900(f)	<ul style="list-style-type: none"> • Ripple Effects SEL - Specific to Behavior Interventions • Restorative Meeting • Admin transfer recommendation possible • Expulsion recommendation Possible • Alternative To Suspension <ul style="list-style-type: none"> ◦ Alternative to Suspension Form English Spanish • Admin completes this form: <ul style="list-style-type: none"> ◦ ATS Referral Form • Mediation • Referral to law enforcement authorities • Restitution • Option: Suspension upto 5 days • Possible Incident Review Conference (IRC) • Possible Formal Reprimand Contract
Stole or attempted to steal school property or private property.	48900(g)	<ul style="list-style-type: none"> • Ripple Effects SEL - Specific to Behavior Interventions • Restorative Meeting • Admin transfer recommendation possible

		<ul style="list-style-type: none"> • Expulsion recommendation Possible • Alternative To Suspension <ul style="list-style-type: none"> ◦ Alternative to Suspension Form English Spanish • Mediation • Referral to law enforcement authorities • Restitution • Suspension upto 5 days • Possible Incident Review Conference (IRC) • Possible Formal Reprimand Contract
Possessed or used tobacco or products containing tobacco or nicotine.	48900(h)	<ul style="list-style-type: none"> • Vaping Awareness Prevention Education (VAPE) <ul style="list-style-type: none"> ◦ Vaping Awareness Prevention Education (VAPE) Sign-up Form English Spanish • Brief Intervention (BI) <ul style="list-style-type: none"> ◦ Brief Intervention Sign-up form English Spanish • Admin completes this form: <ul style="list-style-type: none"> ◦ ATS Referral Form • Ripple Effects SEL - Specific to Behavior Interventions • Suspension for up to 1 day • If more appropriate, Substance Use Program (SUP) in lieu of suspension - first offense • Citation
Committed an obscene act or engaged in habitual profanity or vulgarity.	48900(i)	<ul style="list-style-type: none"> • Title IX investigation <ul style="list-style-type: none"> ◦ Title IX Complaint Form Victim • Uniform Complaint Procedure Form Victim • Alternative To Suspension <ul style="list-style-type: none"> ◦ Alternative to Suspension Form English Spanish • Healthy Relationships and Boundaries <ul style="list-style-type: none"> ◦ ATS: Healthy Relationships and Boundaries Sign-up English Spanish • Ripple Effects SEL - Specific to Behavior Interventions • Mediation • No Contact Order • Restorative Meeting • Suspension up to 5 days • Admin transfer recommendation possible • Possible Formal Reprimand Contract
Unlawfully possessed or unlawfully offered, arranged, or negotiated	48900(j)	<ul style="list-style-type: none"> • Substance Use Program (SUP) in lieu of suspension - first offense <ul style="list-style-type: none"> ◦ Substance Use Program Sign-up

to sell drug paraphernalia.		<p>form English Spanish</p> <ul style="list-style-type: none"> • Vaping Awareness Prevention Education (VAPE) <ul style="list-style-type: none"> ◦ Vaping Awareness Prevention Education (VAPE) Sign-up Form English Spanish • Brief Intervention (BI) <ul style="list-style-type: none"> ◦ Brief Intervention Sign-up form English Spanish • Suspension for up to 5 days • Expulsion recommendation Possible - sales, multiple incidents of possession, or hard core drugs • Restorative Meeting • Admin transfer recommendation possible • Referral to outside counseling as needed including PD diversion programs • Referral to law enforcement authorities • Possible Incident Review Conference (IRC) • Possible Formal Reprimand Contract
Disrupted school activities or otherwise willfully defied the valid authority of school personnel.	48900(k)	<ul style="list-style-type: none"> • Alternative To Suspension <ul style="list-style-type: none"> ◦ Alternative to Suspension Form English Spanish • Mediation • No Contact Contract • Restorative Meeting • Admin transfer recommendation possible • Suspension 1-5 days (if 48900k only, not first offense, when other defiance interventions have not worked, ie. contracts, ATS, in-house suspension, etc.)
Knowingly received stolen school property or private property.	48900(l)	<ul style="list-style-type: none"> • Restorative Meeting • Admin transfer recommendation possible • Alternative To Suspension <ul style="list-style-type: none"> ◦ Alternative to Suspension Form English Spanish • Mediation • Referral to law enforcement authorities • Restitution • Suspension up to 5 days • Possible Incident Review Conference (IRC) • Possible Formal Reprimand Contract
Possessed an imitation firearm.	48900(m)	<ul style="list-style-type: none"> • Referral for expulsion, depending on type of

		<p>weapon - see Admin Handbook for description of weapons</p> <ul style="list-style-type: none"> • Restorative Meeting • Restorative Practices • Alternative To Suspension- depending on weapon type <ul style="list-style-type: none"> ◦ Alternative to Suspension Form English Spanish • Referral to law enforcement authorities • Possible Threat Assessment Level I <ul style="list-style-type: none"> ◦ Threat Assessment Level 1 Protocol-Fill In • Suspension for up to 5 days • Possible Incident Review Conference (IRC) • Possible Formal Reprimand Contract
Committed or attempted to commit a sexual assault.	48900(n)	<ul style="list-style-type: none"> • Follow this Student Sexual Abuse Response Guidelines_Final.pdf • Title IX investigation (Possible) <ul style="list-style-type: none"> ◦ Title IX Complaint Form Victim • Uniform Complaint Procedure Form Victim • Alternative To Suspension <ul style="list-style-type: none"> ◦ Alternative to Suspension Form English Spanish • Healthy Relationships and Boundaries <ul style="list-style-type: none"> ◦ ATS: Healthy Relationships and Boundaries Sign-up English Spanish • Mediation • No Contact Contract • Restorative Meeting • Suspension up to 5 days • Expulsion recommendation Possible • Admin transfer recommendation possible • Referral to law enforcement authorities • Possible Incident Review Conference (IRC) • Possible Formal Reprimand Contract • Possible Threat Assessment Level I <ul style="list-style-type: none"> ◦ Threat Assessment Level 1 Protocol-Fill In
Harassed, threatened, or intimidated a pupil who is a complaining witness in a school disciplinary proceeding.	48900(o)	<ul style="list-style-type: none"> • Title IX investigation (Possible) <ul style="list-style-type: none"> ◦ Title IX Complaint Form Victim • Uniform Complaint Procedure Form Victim • Alternative To Suspension <ul style="list-style-type: none"> ◦ Alternative to Suspension Form English Spanish • Mediation • No contact order template.docx

		<ul style="list-style-type: none"> • No Contact Contract • Restorative Meeting • Suspension up to 5 days • Expulsion recommendation Possible • Admin transfer recommendation possible • Referral to law enforcement authorities • Possible Incident Review Conference (IRC) • Possible Formal Reprimand Contract • Possible Threat Assessment Level I <ul style="list-style-type: none"> ◦ Threat Assessment Level 1 Protocol-Fill In
Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.	48900(p)	<ul style="list-style-type: none"> • Substance Use Program (SUP) in lieu of suspension - first offense <ul style="list-style-type: none"> ◦ Substance Use Program Sign-up form English Spanish • Vaping Awareness Prevention Education (VAPE) <ul style="list-style-type: none"> ◦ Vaping Awareness Prevention Education (VAPE) Sign-up Form English Spanish • Brief Intervention (BI) <ul style="list-style-type: none"> ◦ Brief Intervention Sign-up form English Spanish • Suspension for up to 5 days • Expulsion recommendation Possible - sales, multiple incidents of possession, or hard core drugs • Restorative Meeting • Admin transfer recommendation possible • Referral to outside counseling as needed including PD diversion programs • Referral to law enforcement authorities • Possible Incident Review Conference (IRC) • Possible Formal Reprimand Contract

Engaged in or attempted to engage in hazing.	48900(q)	<ul style="list-style-type: none"> • Title IX investigation (Possible) <ul style="list-style-type: none"> ◦ Title IX Complaint Form Victim • Uniform Complaint Procedure Form Victim • Alternative To Suspension <ul style="list-style-type: none"> ◦ Alternative to Suspension Form English Spanish • Mediation • W No contact order template.docx • No Contact Contract • Restorative Meeting • Suspension up to 5 days • Expulsion recommendation Possible • Admin transfer recommendation possible • Referral to law enforcement authorities • Possible Incident Review Conference (IRC) • Possible Formal Reprimand Contract
Engaged in an act of bullying, including bullying committed by means of an electronic act, directed specifically toward a student or school personnel.	48900(r) Must include 48900.2 Sexual Harassment AND/OR 48900.3 Hate Violence AND/OR 48900.4 Threats, harassment, intimidation	<ul style="list-style-type: none"> • Title IX investigation (Possible) <ul style="list-style-type: none"> ◦ Title IX Complaint Form Victim • Uniform Complaint Procedure Form Victim • Alternative To Suspension <ul style="list-style-type: none"> ◦ Alternative to Suspension Form English Spanish • Mediation • W No contact order template.docx • No Contact Contract • Restorative Meeting • Suspension up to 5 days • Expulsion recommendation Possible • Admin transfer recommendation possible • Referral to law enforcement authorities • Possible Incident Review Conference (IRC) • Possible Formal Reprimand Contract • Possible Threat Assessment Level I <ul style="list-style-type: none"> ◦ Threat Assessment Level 1 Protocol-Fill In
Aided or abetted the infliction of physical injury to another person.	48900(s)	<ul style="list-style-type: none"> • Alternative To Suspension <ul style="list-style-type: none"> ◦ Alternative to Suspension Form English Spanish • Mediation • W No contact order template.docx • No Contact Contract • Restorative Meeting • Referral to law enforcement authorities • Possible Incident Review Conference (IRC) • Possible Formal Reprimand Contract • Possible Threat Assessment Level I <ul style="list-style-type: none"> ◦ Threat Assessment Level 1 Protocol-Fill In

		<ul style="list-style-type: none"> • Suspension up to 5 days • Expulsion recommendation Possible • Admin transfer recommendation possible
It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.	48900(w)	<ul style="list-style-type: none"> • Alternative To Suspension <ul style="list-style-type: none"> ◦ Alternative to Suspension Form English Spanish • Mediation • Restorative Meeting • SART • SARB
Committed sexual harassment	48900.2	<ul style="list-style-type: none"> • Title IX investigation (Possible) <ul style="list-style-type: none"> ◦ Title IX Complaint Form Victim • Uniform Complaint Procedure Form Victim • Cyber-bullying and Media Awareness Classes <ul style="list-style-type: none"> ◦ ATS: Cyberbullying and Media Awareness - Sign-up English Spanish • Alternative To Suspension <ul style="list-style-type: none"> ◦ Alternative to Suspension Form English Spanish • Healthy Relationships and Boundaries <ul style="list-style-type: none"> ◦ ATS: Healthy Relationships and Boundaries Sign-up English Spanish • Training & Education related to sexual harassment • Mediation • W No contact order template.docx • Restorative Meeting • Referral to law enforcement authorities • Possible Incident Review Conference (IRC) • Possible Formal Reprimand Contract • Possible Threat Assessment Level I <ul style="list-style-type: none"> ◦ Threat Assessment Level 1 Protocol-Fill In • Suspension up to 5 days • Expulsion recommendation Possible • Admin transfer recommendation possible

Caused, attempted to cause, threatened to cause or participated in an act of hate violence.	48900.3 ¹ MUST Include Motivation Disability, Gender, Gender Identity, Gender Expression, Nationality, Race or Ethnicity, Religion, or Sexual Orientation	<ul style="list-style-type: none"> • Title IX investigation (Possible) <ul style="list-style-type: none"> ◦ Title IX Complaint Form Victim • Uniform Complaint Procedure Form Victim • Cyber-bullying and Media Awareness <ul style="list-style-type: none"> ◦ ATS: Cyberbullying and Media Awareness - Sign-up English Spanish • Alternative To Suspension <ul style="list-style-type: none"> ◦ Alternative to Suspension Form English Spanish • Mediation • W No contact order template.docx • Restorative Meeting • Referral to law enforcement authorities • Possible Incident Review Conference (IRC) • Possible Formal Reprimand Contract • Possible Threat Assessment Level I <ul style="list-style-type: none"> ◦ Threat Assessment Level 1 Protocol-Fill In • Suspension up to 5 days • Expulsion recommendation Possible • Admin transfer recommendation possible
Intentionally engaged in harassment, threats, or intimidation	48900.4	<ul style="list-style-type: none"> • Title IX investigation (Possible) <ul style="list-style-type: none"> ◦ Title IX Complaint Form Victim • Uniform Complaint Procedure Form Victim • Cyber-bullying and Media Awareness Classes <ul style="list-style-type: none"> ◦ ATS: Cyberbullying and Media Awareness - Sign-up English Spanish • Alternative To Suspension <ul style="list-style-type: none"> ◦ Alternative to Suspension Form English Spanish • Mediation • W No contact order template.docx • Restorative Meeting • Referral to law enforcement authorities • Possible Incident Review Conference (IRC) • Possible Formal Reprimand Contract • Possible Threat Assessment Level I <ul style="list-style-type: none"> ◦ Threat Assessment Level 1 Protocol-Fill In • Suspension up to 5 days • Expulsion recommendation Possible • Admin transfer recommendation possible

¹ "Hate Violence Can End In School Suspension | M. Ball." 19 Aug. 2019, <https://edlaw4students.com/suspension-or-expulsion-for-hate-violence/>. Accessed 10 Feb. 2022.

Making terroristic threats	48900.7	<ul style="list-style-type: none"> • Title IX investigation (Possible) <ul style="list-style-type: none"> ◦ Title IX Complaint Form Victim • Uniform Complaint Procedure Form Victim • Cyber-bullying and Media Awareness Classes <ul style="list-style-type: none"> ◦ ATS: Cyberbullying and Media Awareness - Sign-up English Spanish • Alternative To Suspension <ul style="list-style-type: none"> ◦ Alternative to Suspension Form English Spanish • Mediation • w No contact order template.docx • Restorative Meeting • Referral to law enforcement authorities • Possible Incident Review Conference (IRC) • Possible Formal Reprimand Contract • Possible Threat Assessment Level I <ul style="list-style-type: none"> ◦ Threat Assessment Level 1 Protocol-Fill In • Suspension up to 5 days • Expulsion recommendation Possible • Admin transfer recommendation possible
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Alternatives to Suspension and Education Code related

48900.5	<p>(a) Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons.</p> <p>(b) Other means of correction include, but are not limited to, the following:</p> <p>(1) A conference between school personnel, the pupil's parent or guardian, and the pupil.</p> <p>(2) Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling.</p> <p>(3) Study teams, guidance teams, resource panel teams, or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with</p>
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	<p>the pupil and his or her parents.</p> <p>(4) Referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).</p> <p>(5) Enrollment in a program for teaching prosocial behavior or anger management.</p> <p>(6) Participation in a restorative justice program.</p> <p>(7) A positive behavior support approach with tiered interventions that occur during the school day on campus.</p> <p>(8) After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups.</p> <p>(9) Any of the alternatives described in Section 48900.6.</p>
48900.6.	<p>As part of or instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, the superintendent of schools, or the governing board may require a pupil to perform community service on school grounds or, with written permission of the parent or guardian of the pupil, off school grounds, during the pupil's nonschool hours. For the purposes of this section, "community service" may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs. This section does not apply if a pupil has been suspended, pending expulsion, pursuant to Section 48915. However, this section applies if the recommended expulsion is not implemented or is, itself, suspended by stipulation or other administrative action.</p>

Reporting Safety Concerns

Visit the below resources regarding safety concerns:

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

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

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

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

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

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

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

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

religious symbols, or fire bombings. This also includes threats or hate mail sent by electronic communication.

Anonymous Alerts

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

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

[Report a Safety Issue using the Anonymous Alerts website](#)

To send a report from your phone:

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

[Learn more.](#)

Title IX

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

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

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

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

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

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

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

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

[Learn more.](#)

Anti-Bullying

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

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

Dress Code

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

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

The following guidelines shall apply to all regular school activities:

1. Clothes shall be sufficient to conceal undergarments. Shirts or tops must be worn at all times and must cover the back, front and sides of the torso.
2. Shoes must be worn at all times.
3. Hats, caps and other head coverings shall not cover the face unless for religious purposes. Masks are not allowed unless for a medical purpose.
4. Students CANNOT Wear Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) that depict:
 - a. Violent language or images
 - b. Images or language depicting drugs, alcohol, tobacco, nicotine, e-cigarette or vaping, hate speech, profanity, pornography (or any illegal item or activity) or the use of the same
 - c. Images or language that create a hostile or intimidating environment based on any protected class (defined as race, ethnicity, country of origin, religion).

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

Technology

Acceptable Use Policy

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

- [Acceptable Use Agreement](#)
- [Política de uso aceptable](#)
- [同意使用互聯網守則](#)

Responsible Use Policy

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

- [Student Responsible Use Policy](#)
- [Política de uso responsable \(RUP\)](#)
- [負責任地使用政策 \(RUP\)](#)

Handle with Care

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

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

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

Bark for Schools

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

For more information please visit Bark for Schools website: <https://www.bark.us/schools>, your site administrators, or contact the Director of Student Services, Don Scatena at dscatena@smuhsd.org.

[Student Nutrition](#)

SMUHSD is offering free meals to **all students** during the 2023-2024 School Year!

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

[Learn more](#)

Health Services

The health and welfare of our students is of the utmost importance to us. The San Mateo Union High School District commits to providing a clean and safe environment for our students, and strives to keep parents and family members informed about medical practices and any potential hazards to your child.

For information or for questions regarding [health forms](#) or requirements, please contact the Health Services Manager Sara Devaney at sdevaney@smuhsd.org. For students in need of health services at the school sites, please contact the health aide at your school.

SMHS Health Aide: Maritza Fernandez Cardenas

Email: mfernandez@smuhsd.org

Phone: (650) 558-2322

Hours Available: 8am-4pm

[Student Athletes - Clearance \(Medical\)](#)

[Sports Net](#)

Related Information

[Teen Health Van](#)

[Information for uninsured students](#)

Emergency Procedures

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

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

Immediate Action Response - The Big Five

[English](#)

[Spanish](#)

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

Academics

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

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

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

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

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

School Year Calendar

Here is a link to the [District Calendar for 2023-24](#).

Please take note of non-school days -

Professional Development Days for Teachers: October 9; January 29 & 30.

Federal Holidays: Labor Day (Sept. 4), Veterans' Day (Nov. 10), Martin Luther King, Jr. Day (Jan. 15), Presidents' Day (Feb. 19)

Thanksgiving Recess: November 22-24

Winter Recess: December 23-January 8

Spring Recess: April 1-5

Minimum Days, when students are released early-12:39pm: September 8; March 8

Shortened Days, when students are released early-1:28

Attendance

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

If a student must miss a day of school, arrive late or leave early their parent/guardian must report their absence directly with the Attendance Office within 2 days of the absence so that they can be excused. Absences not cleared after 2 days will be considered a cut. See our [Attendance Office website](#) for more information.

Report absences to the Attendance Office by

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

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

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

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

Permit to Leave

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

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

Tardies: Students who are found to be tardy to class in a Tardy Sweep will be assigned a hour of Choices. Students who do not attend Choices will be assigned additional consequences including Saturday School and Reset Monday. Teachers are encouraged to assign consequences as described in their classroom management plan and inform parents/ guardians of tardies.

Students must attend all of their classes each day and have a parent/guardian report absences to the Attendance Office. Each month, students with fewer than 3 days of CUTS/ unexcused absences will be acknowledged with an **Outstanding Attendance** recognition.

Monthly Outstanding Attendance recognition can earn students additional incentives and rewards over the course of the year.

Students who have 3 or more days of CUTs/ unexcused absences will not be eligible to participate in student activities for the following month, including dances and sports events. Eligibility to activities will reset each month based on students attendance in the prior month.

- 7 period tardies = 1 day of CUTs/ unexcused absences

Chronic Absenteeism

Attendance is closely monitored and families will receive regular communication and support regarding their student's attendance. Students who continue to be truant, and their parents/guardians, will be required to attend meetings with school administrators and may be referred to the School Attendance Review Board (SARB) who attempts to understand why students experience attendance problems and makes every effort to assist in correcting the problem(s). Learn more: <https://www.smuhsd.org/Page/4685>

Student Services

For questions and more information about the following items, visit the Student Services section of the District website: <https://www.smuhsd.org/student-services>, email enrollment@smuhsd.org or call 650-558-2251:

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

Athletics

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

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

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

Jeff Scheller
Athletic Director
jscheller@smushd.org

Clubs, Activities

All of our clubs are student generated. Anyone is invited to start their own club! We have over 45 active clubs that range from cultural interests (Poly Club, La Raza Unida), service oriented (American Red Cross, Interact) to academic (Math Team, Science Bowl). Whatever your interest may be, you are not alone!

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

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

Appendix of Important Site-Based Forms

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

SCHOOL FORMS

[Academic Integrity Agreement](#) (English)

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

[Cell Phone Free Environment Agreement-English](#)

[SMHS Cell Phone Free Agreement Spanish 2023-2024](#)

[Student Dance Agreement-English](#)

[Acuerdo Para Asistir a los Bailes](#)

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

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

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

BOOSTERS & PARENT ORGANIZATION FORMS

[Athletic Boosters](#)

[Dance](#)

[Drama Boosters](#)

[Music Boosters](#)

[SMHS Bearcat PTO Letter - English](#)

[SMHS Bearcat PTO Membership Form](#)

[Grad Night Form English](#)

[Grad Night Form Spanish](#) (Celebración la noche de la graduación)

[SMHS Foundation Letter](#)

[SMHS Foundation Letter - Spanish](#)

[SMHS Foundation Donation Form](#)

[SMHS Foundation Donation Form - Spanish](#)