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Introduction from the Principal

Dear Bearcat Families,

As the Principal of San Mateo High School, I want to welcome both new and returning students and their families to a new school year. I am so looking forward to having our students and staff back on campus and in our classrooms. While this school year might look and feel slightly different from the past, we will make this an amazing school year; we are stronger together!

I encourage all parents and guardians to get involved with one or more of our active parent organizations. With your support we can continue to plan and organize wonderful school events, open to all.

To stay in the loop, please be sure we have your correct contact information, please sign up for our daily bulletin, check your email for posts from Parent Square/sign up for Parent Square, visit our website and network with other parents.

Thank you for being a part of the Bearcat community. Feel free to contact me with any comments, questions or concerns: yshiue@smuhsd.org. I look forward to working with you and helping your student reach their goals.

Peace, Passion, Pride,
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.smuhsd.org/smhs-directory

San Mateo High School Administrative Team

Yvonne Shiu, Principal
Adam Gelb, Assistant Principal
Mike Holtz, Assistant Principal
Margarita Navarro, Assistant Principal
Alfonso Dueñas, Dean of Students

Janine Beard, Administrative Assistant
Bell Schedule
<table>
<thead>
<tr>
<th>1-7 Period Day (Mon)</th>
<th>Even Day (Tues/Thurs)</th>
<th>Odd Day (Wed/Fri)</th>
</tr>
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<tbody>
<tr>
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<td><strong>P 0</strong></td>
<td><strong>P 0</strong></td>
</tr>
<tr>
<td>7:30</td>
<td>7:30</td>
<td>7:30</td>
</tr>
<tr>
<td>8:20</td>
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<tr>
<td><strong>P 1</strong></td>
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<tr>
<td>8:30</td>
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<td>9:20</td>
<td>10:00</td>
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<tr>
<td><strong>P 2</strong></td>
<td><strong>Brunch</strong></td>
<td><strong>Brunch</strong></td>
</tr>
<tr>
<td>9:25</td>
<td>10:00</td>
<td>10:00</td>
</tr>
<tr>
<td>10:15</td>
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<tr>
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<tr>
<td>10:25</td>
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<tr>
<td><strong>P 3</strong></td>
<td><strong>P 4</strong></td>
<td><strong>P 3</strong></td>
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<tr>
<td>10:30</td>
<td>11:10</td>
<td>10:20</td>
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<td>12:45</td>
<td>11:50</td>
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<tr>
<td><strong>P 4</strong></td>
<td><strong>Lunch</strong></td>
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<tr>
<td>11:25</td>
<td>12:45</td>
<td>11:50</td>
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<td>12:20</td>
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<tr>
<td>Lunch</td>
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<td>12:20</td>
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<tr>
<td><strong>Lunch</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period</td>
<td>Start</td>
<td>End</td>
</tr>
<tr>
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<tr>
<td>P 5</td>
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<td>2:40</td>
</tr>
<tr>
<td>P 7</td>
<td>2:45</td>
<td>3:35</td>
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</tbody>
</table>

*Collab 3:05 3:45

EXCEPTIONS: Aug.12 & 13, Nov. 23, Jan.5

Special Schedules:

**Teacher PD 1-7 Day (Mon)**

<table>
<thead>
<tr>
<th>Period</th>
<th>Start</th>
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</thead>
<tbody>
<tr>
<td>Period 0</td>
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<tr>
<td>Period 3</td>
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<td>10:50</td>
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<tr>
<td>Period 4</td>
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<tr>
<td>Lunch</td>
<td>12:20</td>
<td>12:50</td>
</tr>
<tr>
<td>Period 6</td>
<td>12:55</td>
<td>1:35</td>
</tr>
<tr>
<td>Period 7</td>
<td>1:40</td>
<td>2:20</td>
</tr>
</tbody>
</table>

| *PD     | 2:35  | 3:45  |

**Minimum 1-7 Day**

<table>
<thead>
<tr>
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<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 0</td>
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<tr>
<td>Period 1</td>
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<tr>
<td>Brunch</td>
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<td>10:20</td>
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<tr>
<td>Period 4</td>
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<td>10:55</td>
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<td>12:05</td>
</tr>
<tr>
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</table>

**Minimum Block Day (Fri)**

<table>
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</thead>
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<tr>
<td>Period 3</td>
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<tr>
<td>Brunch</td>
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<td>11:05</td>
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<tr>
<td>Period 5</td>
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<td>12:20</td>
</tr>
<tr>
<td>Period 7</td>
<td>12:25</td>
<td>1:35</td>
</tr>
</tbody>
</table>

FALL: Aug. 23, Sept. 20, Oct. 18, Nov. 15, Sept. 3, Mar. 11 & 21, May 16

SPRING: Jan. 24, Feb. 28, Apr. 18

*Students are dismissed for the day*
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. Each school has at least two Wellness Counselors to provide counseling, consultation, professional development, parent support and crisis intervention for all students on site. Additionally, three Health and Wellness 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](https://linktr.ee/SMHSwellness).

For 24/7 Wellness Resources, please visit: [https://linktr.ee/SMHSwellness](https://linktr.ee/SMHSwellness)

**Student Behavior and Outcomes**

**Student Academic Integrity Agreements**

**SMHS Cell Phone Free Policy Agreements 2021-2022**

**SMUHSD Suspension and Alternatives to Suspension for Ed. Code Violations**

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

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

<table>
<thead>
<tr>
<th>OFFENSE ED. CODE</th>
<th>Ed. Code</th>
<th>POSSIBLE CONSEQUENCE(S)</th>
</tr>
</thead>
</table>
| Caused, attempted to cause, or threatened to cause physical injury to another person. | 48900(a)(1) | ● Alternative To Suspension Class  
● 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 |
| Willfully used force or violence upon the person of another, except in self-defense. | 48900(a)(2) | ● Title IX investigation  
○ [Title IX Complaint Form](#)  
● Alternative To Suspension Class  
● Mediation  
● No Contact Contract  
● Restorative Meeting  
● Suspension up to 5 days  
● Expulsion recommendation Possible Note: mandatory if serious injuries took place  
● Admin transfer recommendation possible  
● Referral to law enforcement authorities  
● Possible Incident Review Conference (IRC)  
● Possible Formal Reprimand Contract  
● Possible Threat Assessment Level I |
| Possessed, sold, or furnished a firearm, knife, explosive, or other dangerous object. | 48900(b) | ● Suspension for up to 5 days  
● Referral for expulsion, depending on type of weapon - see Admin Handbook for description of weapons  
● Restorative Meeting  
● Restorative Practices  
● Alternative To Suspension Class  
● Referral to law enforcement authorities  
● Possible Incident Review Conference (IRC)  
● Possible Formal Reprimand Contract  
● Possible Threat Assessment Level I |
| Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of a controlled substance. | 48900(c) | ● Substance Use Program (SUP) in lieu of suspension - first offense  
● Vaping Awareness Prevention Education (VAPE)  
● Brief Intervention (BI) Counseling  
● Suspension for up to 5 days  
● Expulsion recommendation Possible - sales, |
| 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) | - Substance Use Program (SUP) in lieu of suspension - first offense  
- Vaping Awareness Prevention Education (VAPE)  
- Brief Intervention (BI) Counseling  
- 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 |
| Committed or attempted to commit robbery or extortion. | 48900(e) | - Suspension up to 5 days  
- Restorative Meeting  
- Admin transfer recommendation possible  
- Expulsion recommendation Possible  
- Alternative To Suspension Class  
- Mediation  
- Referral to law enforcement authorities  
- Possible Incident Review Conference (IRC)  
- Possible Formal Reprimand Contract |
| Caused or attempted to cause damage to school property or private property. | 48900(f) | - Suspension up to 5 days  
- Restorative Meeting  
- Admin transfer recommendation possible  
- Expulsion recommendation Possible  
- Alternative To Suspension Class  
- Mediation  
- Referral to law enforcement authorities  
- Restitution  
- Possible Incident Review Conference (IRC)  
- Possible Formal Reprimand Contract |
| Stole or attempted to steal school property or private property. | 48900(g) | - Suspension up to 5 days  
- Restorative Meeting  
- Admin transfer recommendation possible  
- Expulsion recommendation Possible  
- Alternative To Suspension Class  
- Mediation  
- Referral to law enforcement authorities  
- Restitution  
- Possible Incident Review Conference (IRC)  
- Possible Formal Reprimand Contract |
|---|---|---|
| Possessed or used tobacco or products containing tobacco or nicotine. | 48900(h) | - Vaping Awareness Prevention Education (VAPE)  
- Brief Intervention (BI) Counseling  
- Suspension for up to 1 day  
- If more appropriate, Substance Use Program (SUP) in lieu of suspension - first offense  
- Citation |
| Committed an obscene act or engaged in habitual profanity or vulgarity. | 48900(i) | - Title IX investigation  
  - [Title IX Complaint Form](#)  
- Alternative To Suspension Class  
- Mediation  
- No Contact Contract  
- Restorative Meeting  
- Suspension up to 5 days  
- Admin transfer recommendation possible  
- Possible Formal Reprimand Contract |
| Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia. | 48900(j) | - Substance Use Program (SUP) in lieu of suspension - first offense  
- Vaping Awareness Prevention Education (VAPE)  
- Brief Intervention (BI)  
- 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) | ● Alternative To Suspension Class  
● Mediation  
● No Contact Contract  
● Restorative Meeting  
● Admin transfer recommendation possible |
| Knowingly received stolen school property or private property. | 48900(l) | ● Suspension upto 5 days  
● Restorative Meeting  
● Admin transfer recommendation possible  
● Alternative To Suspension Class  
● Mediation  
● Referral to law enforcement authorities  
● Restitution  
● Possible Incident Review Conference (IRC)  
● Possible Formal Reprimand Contract |
| Possessed an imitation firearm. | 48900(m) | ● Suspension for up to 5 days  
● Referral for expulsion, depending on type of weapon - see Admin Handbook for description of weapons  
● Restorative Meeting  
● Restorative Practices  
● Alternative To Suspension - depending on weapon type  
● Referral to law enforcement authorities  
● Possible Incident Review Conference (IRC)  
● Possible Formal Reprimand Contract  
● Possible Threat Assessment Level I |
| Committed or attempted to commit a sexual assault. | 48900(n) | ● Title IX investigation (Possible)  
○ [Title IX Complaint Form]  
● Alternative To Suspension Class  
● 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 |
| Harassed, threatened, or intimidated a pupil who is a complaining witness in a school disciplinary proceeding. | 48900(o) | ● Title IX investigation (Possible)  
○ [Title IX Complaint Form]  
● Alternative To Suspension Class on Bullying and Multimedia  
● Mediation |
<table>
<thead>
<tr>
<th>Violation</th>
<th>48900(p)</th>
<th>48900(q)</th>
<th>48900(r)</th>
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</thead>
<tbody>
<tr>
<td>Unlawfully offered, arranged to sell, negotiated to sell, or sold the</td>
<td>- Substance Use Program (SUP) in lieu of suspension - first offense</td>
<td>- Title IX investigation (Possible)</td>
<td>- Title IX investigation (Possible)</td>
</tr>
<tr>
<td>prescription drug Soma.</td>
<td>- Vaping Awareness Prevention Education (VAPE) Sessions</td>
<td>○ <a href="#">Title IX Complaint Form</a></td>
<td>○ <a href="#">Title IX Complaint Form</a></td>
</tr>
<tr>
<td></td>
<td>- Brief Intervention (BI) Counseling</td>
<td>- Alternative To Suspension Class on Bullying and Multimedia</td>
<td>- Alternative To Suspension Class on Bullying and Multimedia</td>
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<td></td>
<td>- Suspension for up to 5 days</td>
<td>- Mediation</td>
<td>- Mediation</td>
</tr>
<tr>
<td></td>
<td>- Expulsion recommendation Possible - sales, multiple incidents of</td>
<td>- No Contact Contract</td>
<td>- No Contact Contract</td>
</tr>
<tr>
<td></td>
<td>possession, or hard core drugs</td>
<td>- Restorative Meeting</td>
<td>- Restorative Meeting</td>
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<td></td>
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<td>- Admin transfer recommendation possible</td>
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<td>- Referral to outside counseling as needed</td>
<td>- Referral to outside counseling as needed</td>
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<td></td>
<td></td>
<td>- including PD diversion programs</td>
<td>- including PD diversion programs</td>
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<td>- Referral to law enforcement authorities</td>
<td>- Referral to law enforcement authorities</td>
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<tr>
<td></td>
<td></td>
<td>- Possible Incident Review Conference (IRC)</td>
<td>- Possible Incident Review Conference (IRC)</td>
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<tr>
<td></td>
<td></td>
<td>- Possible Formal Reprimand Contract</td>
<td>- Possible Formal Reprimand Contract</td>
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<tr>
<td>Engaged in or attempted to engage in hazing.</td>
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<tr>
<td>Engaged in an act of bullying, including bullying committed by means of</td>
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<tr>
<td>an electronic act, directed specifically</td>
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</table>

- [Title IX Complaint Form](#)
<table>
<thead>
<tr>
<th>Scenario</th>
<th>Code</th>
<th>Possible Actions</th>
</tr>
</thead>
</table>
| toward a student or school personnel.                                  | 48900.3, & 48900.4 | ● 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 |
| Aided or abetted the infliction of physical injury to another person.   | 48900(s)   | ● Alternative To Suspension  
 ● 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 |
| Committed sexual harassment                                            | 48900.2    | ● Title IX investigation (Possible)  
 ○ [Title IX Complaint Form](#)  
 ● Cyber-bullying and Media Awareness Classes  
 ● Alternative To Suspension  
 ● Training & Education related to sexual harassment  
 ● 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 |
| Caused, attempted to cause, threatened to cause or participated in an act of hate violence. | 48900.3    | ● Title IX investigation (Possible)  
 ○ [Title IX Complaint Form](#)  
 ● Cyber-bullying and Media Awareness Classes  
 ● Alternative To Suspension  
 ● Mediation  
 ● No Contact Contract  
 ● Restorative Meeting  
 ● Suspension up to 5 days  
 ● Expulsion recommendation Possible  
 ● Admin transfer recommendation possible |
<table>
<thead>
<tr>
<th>Intentionally engaged in harassment, threats, or intimidation</th>
<th>48900.4</th>
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</thead>
<tbody>
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<td>Referral to law enforcement authorities</td>
<td>• Title IX investigation (Possible)</td>
</tr>
<tr>
<td>Possible Incident Review Conference (IRC)</td>
<td>○ Title IX Complaint Form</td>
</tr>
<tr>
<td>Possible Formal Reprimand Contract</td>
<td>• Cyber-bullying and Media Awareness Classes</td>
</tr>
<tr>
<td>Possible Threat Assessment Level I</td>
<td>• Alternative To Suspension Class</td>
</tr>
<tr>
<td></td>
<td>• Mediation</td>
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<td></td>
<td>• No Contact Contract</td>
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<td>• Restorative Meeting</td>
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<td>• Suspension up to 5 days</td>
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<td>• Admin transfer recommendation possible</td>
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<td></td>
<td>• Possible Formal Reprimand Contract</td>
</tr>
<tr>
<td></td>
<td>• Possible Threat Assessment Level I</td>
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<table>
<thead>
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<th>Making terrorist threats</th>
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<tbody>
<tr>
<td>Referral to law enforcement authorities</td>
<td>• Title IX investigation (Possible)</td>
</tr>
<tr>
<td>Possible Incident Review Conference (IRC)</td>
<td>○ Title IX Complaint Form</td>
</tr>
<tr>
<td>Possible Formal Reprimand Contract</td>
<td>• Alternative To Suspension Class on Bullying and Multimedia</td>
</tr>
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<td>Possible Threat Assessment Level I</td>
<td>• Mediation</td>
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<td>• No Contact Contract</td>
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<td>• Restorative Meeting</td>
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<td>• Suspension up to 5 days</td>
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<td>• Expulsion recommendation Possible</td>
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<td>• Possible Incident Review Conference (IRC)</td>
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<td>• Possible Formal Reprimand Contract</td>
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<td>• Possible Threat Assessment Level I</td>
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**Alternatives to Suspension and Education Code related**

**48900.5**  
(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.

(b) Other means of correction include, but are not limited to, the following:

(1) A conference between school personnel, the pupil's parent or guardian, and the pupil.

(2) Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling.

(3) Study teams, guidance teams, resource panel teams, or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents.

(4) Referral for a comprehensive psychosocial or psychoeducational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).

(5) Enrollment in a program for teaching prosocial behavior or anger management.

(6) Participation in a restorative justice program.

(7) A positive behavior support approach with tiered interventions that occur during the school day on campus.

(8) After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups.

(9) Any of the alternatives described in Section 48900.6.

48900.6. 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.
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.

*This bulletin* is aligned with 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.

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**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)

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 2021-2022 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 on Bus passes, camps, cable TV and more. 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: Renee McAuliffe
Email: rmcauliffe@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 2021-22.

Please take note of non-school days-
Professional Development Days for Teachers: October 4 & January 31
Federal Holidays: Labor Day (Sept. 6), Veterans' Day (Nov. 11), Martin Luther King, Jr. Day (Jan. 17), Presidents' Day (Feb. 21)
Thanksgiving Recess: November 24-26
Winter break: December 20-January 4
Spring break: March 28-April 1
Minimum Days, where students are released early: September 3, March 11, March 21 and May 16
Attendance

School Attendance Review Board
The District School Attendance Review Board (SARB) 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

Chronically Absent Students
SMUHSD contracts with EveryDay Labs to help provide proven interventions to reduce chronic absenteeism by 10–15% districtwide through proactive, personalized outreach paired with inbound support for families in their home language. The unique approach requires no change in school-level practices. Intervention is rigorous in its evidence basis, research, and design—but thoughtful and supportive in its delivery. We monitor attendance data and target our families. When students become at risk of learning loss, supportive nudges are sent by text and mail that provide access to support. The personalized, consistent outreach, in families' home language, district-wide has proven to help improve attendance of students.

REPORTING A SCHOOL ABSENCE

Stay home if you feel ill.

Please call our Attendance Office or complete this Absence Reporting Form.

Leave a message 24 hours:

(650) 558-2309 - English
(650) 558-2308 - Español

Please include in your message the following:

1. Your student's first and last name
2. Your student's identification (I.D.) number
3. If you do not know your student's identification (I.D.) number, please leave your student's date of birth.
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](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/Spanish)
- [Cell Phone Free Environment Agreement](#)-English
- [Entorno Libre de Teléfonos Celulares - Acuerdo de Política del Estudiante](#)
- [Student Dance Agreement](#)-English
- [Acuerdo Para Asistir a los Bailes](#)
- [PAL Sticker](#)-Receive School Discounts
- [Yearbook Order Form](#) (English/Spanish)
- [Technology: Acceptable Use Policy & Responsible Use Policy](#)
- [Free & Reduced Lunch Program](#) (Complete online, not a physical form)

**BOOSTERS & PARENT ORGANIZATION FORMS**

- [Athletic Boosters](#)
- [Dance](#)
- [Drama Boosters](#)
- [Music Boosters](#)
- [SMHS Bearcat PTO Letter](#)
- [SMHS Bearcat PTO Membership Form](#)
- [Grad Night Form English](#)
- [Grad Night Form Spanish](#) (Celebración la noche de la graduación)