

San Mateo High School
506 North Delaware Street
San Mateo, California 94401
School (650) 558-2399 Fax (650) 558-2352

<http://sanmateohigh.org>

San Mateo High School

San Mateo High School's vision is to equitably prepare all students for a successful future.

San Mateo High School's mission is to foster knowledge, growth, and personal responsibility so that our students will make purposeful academic, career, and life choices.

Schoolwide Learner Outcomes

PEACE

SMHS students will:

- **Respect** diversity and consider multiple points of view
- **Communicate** clearly and conscientiously through multiple mediums
- **Resolve** conflicts equitably

PASSION

SMHS students will:

- **Explore** interests in class and through co-curricular activities
- **Think** critically to pose thoughtful questions, define problems, analyze information, and propose solutions
- **Aspire** to grow academically

PRIDE

SMHS students will:

- **Participate** actively in the school community
- **Strive** to reach personal goals and take on challenges
- **Graduate** high school and pursue post-secondary options based on their strengths, skills, and interests

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ADMINISTRATION

Principal.....	Yvonne Shiu
Assistant Principal, A-Go,	Adam Gelb
Assistant Principal, Gr-Pa,	Mike Holtz
Assistant Principal, Pe-Z.....	Patti Frias
Administrative Assistant to Principal.....	Janine Beard

COUNSELING/GUIDANCE

College and Financial Aid Advisor.....	Steven Hanson
CTE Coordinator & Career Center Assistant.....	Nancy Kane
Counselor 9th Grade.....	April Torres
Counselor 10 th Grade.....	Andrea Booth
Counselor 11 th Grade.....	Sandra Roman
Counselor 12 th Grade	Fabian Morales Medina
ELD Counselor.....	Daniela Galvan Fonseca
Staff Assistant Counseling.....	Tammy Maldonado
Student Data Analyst.....	Jeannette Gomez

STUDENT SUPPORT SERVICES

Athletic Director.....	Jeff Scheller
Athletic Homework Center.....	Joyce Dickson
Attendance Records Clerk.....	Corina Menendez
AIVD Program	Fabian Morales Medina
Financial Assistant.....	Jenelle Vazquez

Health Office Aide.....Catherine Hickey
Homework Center.....Shoshana Kalinski
Family Engagement Coordinator.....Nancy Yance Chavez
School Resource Officer (SRO)Officer Mike Nguyen
Student Health and Wellness Coordinator.....Stefanie Lamoy
Wellness Counselors.....Katie Au, Wendy Daniels,
.....Diana deGuzman, Evelyn Mejia, Elena Ortiz
Student Government, Leadership, and Renaissance Advisor.....Sara Cowey
Staff Assistant Student Services.....Ayde Cervantes

FIGHT SONG

In 1902, Princeton University was “King of Sports” with the colors orange and black. Following suit San Mateo High chose the orange and black as its colors, as well as adapting its own words to the music of Princeton’s school song.

*Orange and Black we honor, emblem of loyalty.
Proudly waving onward before us leading us to victory! Rah! Rah! Rah!
Fighting for ole San Mateo, gladly we do or die.
Loudly the answering echo from far and near,
ring out the cheer for our ole San Mateo High! S! M! High! Fight! Fight! Fight!*

ATTENDANCE POLICIES

Report Student Absences (SPANISH):	(650)558-2308
Report Student Absences (ENGLISH):	(650)558-2309
Attendance Office Hours:	7:15 a.m. - 3:15 p.m.

The Attendance Office must have current phone numbers and addresses of all SMHS students. If this information has changed, notify the District Office. Automated phone calls home are made daily to inform parents of the student's attendance (tardy or absent). If there is an error in the student's attendance, see the attendance clerk for a CORRECTION FORM. **This must be corrected within three days or the student's attendance record will be marked "CUT" and will not be cleared.**

EXCUSED ABSENCES

BP5113 Students/Absences and Excuses

Absences from school shall be excused only for health reasons, family emergencies and justifiable personal reasons as permitted by law, Board policy and administration regulations (Ed Code 46010, 48205, 48216). Inasmuch as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

Students shall not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or confidential medical appointment. Per Education Code 46010.1, school authorities may excuse any student from school to obtain confidential medical services without the consent of the student's parent/guardian. A student's grades may be affected by excessive unexcused absences.

A student's absence shall be excused for the following reasons (per Education Code 48205): personal illness; quarantine under the direction of a county or city health officer; medical, dental, optometric, or chiropractic appointment; funeral services for a member of the immediate family, which shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state (immediate family is defined as parents, grandparents, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household); jury duty; illness or medical appointment of the student who is the custodial parent; religious exercises; or educational or employment conferences.

CLEARING AN ABSENCE

After an absence from school, the student is responsible for clearing his or her absence within three days of the absence; failure to clear an absence within the three days will result in a two hour 'choices' or Alternative to Suspension/YSB. Students can come to the attendance office before school, during brunch or lunch. On the first day of an absence, the parent or guardian should follow any of the following methods to verify student absences:

- 1) Report it to the attendance office, **(650) 558-2308 (SPANISH)**, or **(650) 558-2309 (ENGLISH)** -or-
- 2) Have the student bring a note, signed by the parent or guardian, to the Attendance office upon return before they report to class. The note must contain the Student's name, Name of parent or guardian of student, ID#, date of absence, reason for absence, and a phone number to verify the absence.
- 3) Other methods of verifying student absences are (a) home visits by SMUHSD Employee or (b) physician verification (Board Policy 5113).
- 4) Students absent more than five days of illness are requested to have a doctor's note to get cleared from cuts. When a student has had 14 days and/or 44 class periods (consecutive or nonconsecutive) absences in the school year for illness, any further absences for illness may be verified by a physician (Board Policy 5113).
- 5) Students coming late or leaving early for a doctor's appointment must bring a note from the doctor's office as proof for SMHS files.

Excused Absences

ILL*:	Illness- the school may require the certificate of a doctor if it is deemed advisable. This is mandatory after five consecutive days.
ACT*:	School Business/Activity
SUS*:	Suspended
EXC*:	Excused, non-ill

- REL*: Religious- A student's absence from school for religious reasons must be prearranged at least three days ahead of time.
- ETD*: Excused Tardy- Student arrived with a note excusing the tardy.
- * ***Students are permitted to make up all work missed.***

Unexcused Absences

- CUT: Cut/Truant. No makeup work allowed. Cuts are defined as any students who either left campus without permission and/or failed to clear the unverified absence after 3rd day.
- TDY***: Tardy= Student arrived late to class
- B ***: Tardy= Student arrived more than 30 minutes late to class
- UNX***: Unexcused (Parent is aware but absence reason not excused)
- ***The teacher may or may not permit make up work. Students who are habitually truant may not be allowed to attend any school sponsored event.***

PERMIT TO LEAVE SCHOOL

To obtain a *Permit*, a parent/guardian note must be turned into the Attendance Office BEFORE school begins or call the attendance line before 9:30am. Students are responsible to pick up permit to leave during brunch or lunch. Students leaving campus MUST have a *Permit to Leave* 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.** Students who leave campus without a permit will be subject to disciplinary action.

Illnesses

A student who feels too ill to remain at school must report to the Health Office to obtain a *Permit to Leave* school. Parent/guardian will be notified. If the parent or guardian cannot be reached, the person listed on the emergency contact must be notified. Students will be marked CUT if they leave without a permit. According to School Board regulations, a student may be excused for illness by parent/guardian up to 14 times. After that only a note from the doctor will be accepted to excuse the absence. If a student is reported ill, and then is cleared to attend school that same day by a parent or guardian, that student must first check in at the attendance office upon arrival to campus.

College Classes, Not-at-School (NAS), ROP Classes, and Athletics

Students who are finished with classes at the end of 4th-7th period should have a sticker on their ID card for the semester or for the duration of the athletic season to leave campus. Students MUST carry their ID card with them at all times. Stickers may be obtained in the Student Services Office. Students who do not have a class at the beginning of school or end of school (for example, the student does not have a 1st or 2nd period or 6th or 7th period) must obtain a "Not-at-School" sticker from Student Services. Students who have a "Not-at-School" sticker in the middle of their class schedule are NOT allowed to leave campus. **Once a student arrives at school, the student may not leave without parental permission and a permit to leave from the Attendance Office – even if the if the student has a 1st or 2nd period NAS.**

TARDY POLICY –

We have a school-wide tardy policy. Students who do not have an excused tardy pass are marked UNEXCUSED TARDY. Automated phone calls home will be made daily to inform parents of the student's attendance when the student is marked absent, tardy, or very tardy (Code "B" for tardies that exceed 30 minutes).

TARDY POLICY IS BY SEMESTER AND WILL RESET AT THE START OF THE SECOND SEMESTER. Tardy accumulation is for any class period during the school day.

Tardies 1-4: Teacher may assign consequences and communicate with parent/guardian.

Tardy 5: Student assigned 1 hour of 'choices'. Parent/guardian contact.

Tardy 10: Student assigned additional 2 hours of 'choices'. Parent/guardian contact.

Tardy 15: Student to meet with Assistant Principal, assigned 3 hours of SATURDAY CHOICES and student placed on attendance contract. Parent/guardian contact.

Tardy 20+: Student to meet with Assistant Principal, assigned an additional 6 hours of SATURDAY CHOICES. Parent/guardian contact and/or ATS.

(Note: Students on contracts may have different consequences.)

TARDY CLEARANCE

A parent/guardian must call in to report their student who may be tardy (illness, personal issues, doctor appointment). The student must then report to the Attendance Office upon arrival to campus. Student must provide a note from the doctor if they had an appointment, or a note from the parent/guardian if a call was made to report the student sick and student felt better and then decided to attend school.

TRUANCY/CUT POLICY

Student attendance at school is required by State law. Illegal absence from school-“truancy”- is a violation of State law. Truancy may result in no make-up work assigned in those classes that were listed as a “CUT”. School consequences are:

3rd Offense: Student meets with Assistant Principal, assigned 1 hour of ‘choices’. Parent/guardian contact.

6th Offense: Student meets with Assistant Principal, assigned 2 hours of ‘choices’. Parent/guardian contact.

9th Offense: Student meets with Assistant Principal, assigned 3 hours of SATURDAY CHOICES and student placed on attendance contract. Parent/guardian contact.

12th Offense: Student meets with Assistant Principal, assigned 6 hours of SATURDAY CHOICES. Parent/guardian contact and/or ATS.

Truancy parent meeting, and possible SARB recommendation.

Parents will receive phone calls from the automated phone system reporting the student’s cuts for the day.

Truancy (T) letters are sent home to the parents/guardians based on the number of cuts during the year.

- *T Letter #1: sent when the student has cut 14 periods, parents should contact the student’s counselor if there are errors.*
- *T Letter #2: sent when the student has cut 28 periods, parents are required to attend the scheduled truancy meeting with the SMHS Administration and Staff.*
- *T Letter #3: sent when the student has cut 35 periods, parents are required to attend the scheduled truancy meeting. These students may be placed on a truancy contract and referred to the District Student Attendance Review Board, with possible reassignment to another high school or Court and Community School.*

******Students who receive a T1/T2 letter will meet with an administrator and be placed on an attendance contract******

Assistant Principal, A-GoAdam Gelb
Assistant Principal, Gr-Pa.....Michael Holtz
Assistant Principal, Pe-Z.....Patti Frias

****** Students who receive a T3 letter will not be allowed to attend any school-sponsored event.******

CURFEW LAW IN SAN MATEO

The following City ordinance is now in effect: (10.12.020)

“.....it is unlawful for any minor to loiter about or in any public place within the city between the hours of ... 8:30am to 2:00pm on days and times when the school in which the student is registered is in session.” (Ord. 2010-5 1,2010)

For complete ordinance visit: <http://www.cityofsanmateo.org/index.aspx?NID=421>

The San Mateo Police Department is also issuing admonishments to all truant students and citations (\$160 ticket). Students will be required to appear in Traffic Court. Failure to do so could result in losing driving privileges.

ACTIVITIES INFORMATION

ATHLETICS/SPORTS

Students interested in playing athletics for San Mateo High School may direct their questions to their counselor, P.E. teacher, or Athletic Director. A completed Athletic Packet is required for all students participating in sports and must be turned in to the Health Office. Tryout dates will be announced in the daily bulletin. The Athletic Packet contains the following forms: Yearly Medical Examiner's Statement, Parent Consent, Medical Insurance Information, Emergency Information, Code of Ethics, and Concussion Information.

Eligibility

9th and 10th Grade Student Eligibility:

- Current eligibility requirements for 9th and 10th grade students:
 1. 2.00 GPA or above,
 2. Currently passing 20 units, and
 3. No more than one F grade.

11th Grade Student Eligibility:

- Same as 9th and 10th grade students with the possibility of probation for one grading period
 1. C.I.F. eligibility requirements for one grading period
 - 2.00 GPA or above
 - Currently passing 20 units or more
 2. Written academic improvement plan for student signed by coach/director, counselor, and teacher of any class with an F grade

12th Grade Student Eligibility:

- Satisfy the C.I.F. eligibility requirements
 - 2.0 GPA or above
 - Currently passing 20 units or more

Sportsmanship

As defined by the California Interscholastic Federation (CIF): *Sportsmanship* - in its very essence- is **respect**. Respect for others and for one's self. *Sportsmanship* encompasses all that which is good in human nature. *Sportsmanship* is a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity. (*Girls/**Boys/**Girls & Boys Team, ****Co-ed)

Fall Sports

Cross Country-****
Tennis*
Football***
Volleyball*
Water polo***
Golf*
Cheer Squad***

Winter Sports

Basketball***
Soccer***
Wrestling ***
Cheer Squad***

Spring Sports

Softball*
Baseball**
Badminton****
Golf**
Tennis*
Track /Field****
Swimming***
Volleyball**

Afterschool Athletic Homework Center

Athletes can attend the after school athletic homework center, which are held Wednesdays and Fridays in the library, 2:30-3:30 p.m.

Steroids

BP 5131.63

Students participating in interscholastic athletics are prohibited from using steroids and dietary supplements banned by the U.S. Anti-Doping Agency. A student who is found to have violated the policy shall be restricted from participating in athletics and shall be subject o disciplinary procedures.

CLUBS

Students can learn about activities and clubs through the student daily bulletin or visiting the Student Government Office and obtain a list of current clubs. Each club has a teacher advisor. Clubs vary from year to year depending on student interest. The Student Activities Director can provide additional information as well as help you start a new club! All clubs submit a copy of their attendance and minutes to an Assistant Principal. Please see the updated club list on the school website. Here are a few clubs that exist:

<i>American Cancer Society</i>	<i>Art Club</i>	<i>Black Student Union Christian Club</i>
<i>Filipino Club</i>	<i>French Club</i>	
<i>Gay Straight Alliance</i>	<i>Green Team</i>	<i>Interact</i>
<i>Jew Crew</i>	<i>Junior Statesmen of America</i>	<i>La Raza Unida</i>
<i>Math Team</i>	<i>Mock Trial</i>	<i>Polynesian Club</i>
<i>Quiz Kids</i>	<i>Students in Action</i>	<i>The Gaming Club</i>

CO-CURRICULAR OR EXTRA CURRICULAR ACTIVITIES

Any student who intends to participate in any co-curricular or extracurricular activities, including athletics/ sports, school plays, dances, dance team, cheerleading, any school performances during assemblies, or school sponsored events must: (1) have at least a 2.0 GPA, (2) pass 25 semester units of work, (3) have no excessive truanancies (truancy letter #3), and (4) good behavior. A new eligibility declaration is made during each 6-week grading period. Students who participate in co-curricular activities are expected to attend school during the school day.

DANCES

Dance Policy

Dances are an opportunity for students to socialize in a safe, supervised, and appropriate environment. Student behavior must reflect the district's mutual respect policy. Failure to comply with the rules will result in removal from the dance and notification of parents, and other disciplinary action as determined by the school administration.

- Doors close 30 minutes after dance begins.
- Students who leave the dance may not re-enter.
- Inappropriate or dangerous dancing is not allowed.
- DRESS CODE ENFORCED. (See Dress Code Policy)
- Selling, possession, or being under the influence of alcohol or a controlled substance will result in immediate removal from the dance and suspension from school along with possible legal consequences.
- All students will be searched and breathalyzed.
- Any student who fails to check in will receive a phone call home from an Administrator to report absence to parent/guardian.
- Failure to comply with the rules during a dance will result in removal from the dance, notification of parents, and other disciplinary action as determined by the school administration.
- Dance contracts must be current for the school year and on file in Student Services.

Dance Contract

All students must complete and follow the rules in the Dance Contract. Parent and student must sign it and it is valid for the current school year. Students who violate the Dance Contract may lose privileges to future dances. Below are the rules of the contract:

1. I am free from any outstanding 'choices', In-House suspensions, community services, or behavioral referrals.
2. I am free from **all** school debts, including textbooks, fees and materials of any kind.
3. I will obey all school rules including the code of conduct. Regular school rules regarding smoking, alcohol, and drugs will be in effect. ANY signs of smoking, alcohol, or drug use will result in immediate disciplinary action. If I violate the code of conduct I will be barred from future dances for the remainder of the semester.
4. I will not be allowed to attend any dances if I am on the Truancy list.
5. I will present my photo I.D. at the door with the ticket.
6. I will dress appropriately because the dress code will be strictly enforced. Dresses must not "rise up" while dancing. No private parts may show including cleavage, front or back.
7. I will wear shoes at all times. I may bring spare shoes if needed but absolutely no bare feet or socks/ nylons etc.
8. I will avoid bringing valuables to the dance. SMHS is not responsible for any lost or stolen items.

9. I will dance and behave appropriately. I will not dance suggestively.

Consequences for inappropriate dancing:

1st Offense- warning, I will be escorted to administration

2nd Offense- 10 minute time-out, administration records my name, parent contacted and warned that if behavior or dancing continues, I will have to leave or sit-out entire time.

3rd Offense- parent notified; I must leave the dance.

10. I will be on time and I am aware that the doors close promptly ½ hour after the dance starts.

11. Once I leave the dance I will not be allowed to re-enter.

12. I will not loiter in the parking lots after the dance. My transportation for pick up will arrive no later than 15 minutes.

13. I will follow guest pass procedures if I bring a guest to the dance. Guest passes are available from Student Services, A-130. Deadline for Guest passes is two Mondays before the dance.

Dance Procedures

Students must: (1) have no behavior issues, (2) have no more than 28 cuts on their attendance; not on the 3rd Truancy Letter list. (3) Students must be clear of all school debts & bills prior to purchasing a dance ticket.

Check list:

- Tickets must be purchased in advance.
- Student and guest must present their current student I.D. card
- Do not bring or leave valuables unattended
- Bring comfortable spare shoes
- **No suggestive dancing (1st offense-warning, 2nd offense-parents notified and student time-out, 3rd offense- must leave dance)**
- **Arrange transportation to pick up student IMMEDIATELY after the dance has ended (no later than 15 minutes).**
- No loitering in the parking lots of dance facilities.
- Must attend school (240 minutes) that day to be allowed to attend dances.

Guest Pass Procedures

Guest passes are available in the Student Services Office. The procedures for guests:

- Guest passes must be properly completed and returned to Student Services no later than 3:30 p.m., TWO Mondays before the dance (or as stated in the daily bulletin).
- A copy of a current guest I.D. must be attached to the guest pass. Guest must be between the ages of 14-20 years old. Parent of guests must also sign guest pass.
- Guest Pass requests are subject to the discretion of an administrator.
- The Guest Pass must be shown when purchasing the ticket. One guest per SMHS student.
- The guest must be accompanied by the SMHS student listed on the pass when entering the dance. SMHS student who brings the guest is held responsible for their guest's behavior, dress code, and dancing. Bringing a non-student to the dance to be with another non-student as a date is not allowed.
- No elementary or middle school students.
- No suggestive dancing (1st offense-warning, 2nd offense-parents notified and student time-out, 3rd offense- must leave dance)
- Approval of guest is based on the guest's discipline/behavior history.
- Approval signature of both administrators from guest school and SMHS is required. Parents of student and guest must also sign the guest pass.

FIELD TRIP PROCEDURES

Field trips are an extension of the school day. Appropriate dress and behavior are expected. Any student who will be participating in a field trip must follow these procedures:

- Obtain a "Parental Consent for Student to Take School sponsored Field Trip" form from Student Services.
- Parents must approve and sign the form
- The student's teachers must approve and sign the form.
- Return the completed form to their teacher/activity sponsor no later than five days before the trip.
- It is the student's responsibility to obtain homework from their teacher.

INTRAMURAL SPORTS

During lunch, students may play intramural sports under supervision of a staff member who organizes the event. Unfortunately, students who represent SMHS as an athlete cannot participate in intramurals.

STUDENT GOVERNMENT AND STUDENT COUNCIL

Student Government consists of four class councils with 8 elected officers for each class. There are eight elected Associated Student Body Officers and twenty appointed officers. Student Council is composed of elected representatives from each Tutorial class. Representatives are elected once a semester.

Student Government sponsors many school activities including dances, lunch time activities, rallies and assemblies, fundraisers at restaurants and school-wide events.

SCHOOL RESOURCE INFORMATION

ASSEMBLIES AND SHOWCASES

Assemblies and showcases are part of the school routine. Attendance of all students and teachers is required. All classes that attend are responsible to and remain under the direct supervision of the instructor. Seating assignments for the assembly/showcase are prepared by the Student Services Department.

APPEARANCE IN THE MEDIA

Because the district and school personnel may not be able to intervene, it is recommended that parents/guardians who object to student's being filmed or photographed, instruct the student not to allow them to be filmed or photographed. Approval or disapproval is indicated in InfoSnap.

BIKES, SKATEBOARDS, SKATES, SCOOTERS, ETC.

Bicycles are not to be ridden on campus at any time. The school cannot accept responsibility for bikes parked on the school campus. Bicycles which are ridden to school MUST be parked in a bike rack during school hours. Bikes should be registered with the police and locked securely. The school does not guarantee the safety of bikes. The bike rack is available and is located in various locations on campus. Skateboards, roller skates, scooters, shoes with skates which are ridden to school MUST NOT be ridden on campus. If they are used during the day, they will be confiscated and held for parents to pick up. Skateboards may be locked up by the pool for the day.

BOOK BILLS/DUES/FEES

Any school items, such as textbooks, athletic apparel etc., that are checked out to a student and are lost or damaged, must be paid for by that student. Students must be clear of debts and book fines one week before certain school events including dances and graduation if they are planning to participate. Late fees will be applied to each book checked out or student may pay the entire cost of the book to replace it.

BUS TICKETS/ BUS TRANSPORTATION

Semester or one-year bus tickets may be purchased at the District Office. Bus transportation is provided for students who live in Foster City. Bus pick up takes place on Poplar Street near the clock tower ten minutes after the school day ends.

Using the bus transportation is a privilege not a right. Privileges can be revoked if a student is inappropriate at the bus pick up site and/or on the bus. Inappropriate student behavior is subject to school disciplinary procedures.

CANVAS

All students in the San Mateo Union High School District use a learning management system called Canvas. Canvas provides students access to communication, calendared events, grades and assignments. The tool allows everyone in a student's academic life to "stay in the loop" with that student. This service is free and can provide access to this information from any Internet accessible computer.

CHANGE OF ADDRESS

Please call Student Services at 558-2251 or go to the District website www.smuhsd.org to verify which documents to bring with you to make a change of address. For phone number changes only - call 558-2251.

COLLEGE AND CAREER CENTER

Students can obtain current and accurate information about their future career and educational plans. Many handouts also available include the SAT and ACT testing booklets for colleges and universities. The College and Career Center is prepared to help with work permits, social security applications, college applications, scholarships and financial aid.

COUNSELING OFFICE/GUIDANCE

All students are assigned to a counselor who will help with information about courses and schedules. Students who need to discuss a personal matter or are experiencing a crisis, or would like help in planning their academic program to fit college or career options, can meet with their counselor. The Counseling Office has a detailed list of course offerings and graduation requirements. The Counseling Office assignments for 2017-2018 are as follows:

April Torres <i>9th Grade</i>	558-2316
Andrea Booth <i>10th Grade</i>	558-2317
Sandra Gomez <i>11th Grade</i>	558-2313
Fabian Morales Medina <i>12th Grade</i>	558-2312
Daniela Galvan Fonseca <i>ELD</i>	558-2351
Steve Hanson <i>College and Financial Aid Advisor</i>	558-2318
Nancy Kane <i>CTE Coordinator & Career Center Assistant</i>	558-2314

DAILY ANNOUNCEMENTS

The daily announcements are read over the Public Announcement System during the period that follows brunch. It contains all school activities and important information related to school. A hard copy is available in the Main Office.

Students interested in publicizing information in the daily bulletin must see the Office Assistant in the Main Office. If you are interested in receiving the bulletin, please go to our school website at sanmateohigh.org to sign up.

EMERGENCY CONTACT INFORMATION

Each student is required to have an accurate and current Emergency Contact Sheet which was completed on the online registration at the District Office, Attendance and Welfare Office. This is especially important to have when a child is sick, injured, or needs to contact parent for an emergency situation. If there are any changes of family members on the emergency contact sheet, a new one should be filed in its place as soon as possible. See *Change of Address* information.

FIRST AID/ ILLNESS

Students who have been given written permission may go to the health office. With the permission of the Health Aide, students are allowed to rest for 20 minutes. Medications, such as aspirin, are not given to students. Students taking medication during school hours must have a note completed *Authorization for Medication to be Taken During School Hours* form on file in the school Health Office (forms available on school website).

FOOD SALES/ FUNDRAISING

All clubs or organizations interested in selling foods as a fundraiser must have the approval of the Nutrition Services and the Assistant Principal (Rm. A-130). All clubs must also complete an Activity Request form and submit it to Student Services ten days before the event.

GUESTS/VISITORS ON CAMPUS

Students wishing to bring a student visitor must obtain clearance two days in advance at the Assistant Principal's Office. Young children are not permitted as campus visitors. All visitors must be registered at the Main Office before going elsewhere on campus. Former students who wish to visit the campus must have a pre-approved visitor's pass and follow the procedures below:

- 1) Student must email the faculty or staff member(s) that he/she wishes to visit and state why they want to visit.
- 2) The teacher responds with either yes/or no.

- 3) The staff member will inform the visitor of the date, time, and period of the visit.
- 4) **Note: There are no visitations allowed during brunch and lunch.**
- 5) The visiting student must come to school with the “responsive email” sent by the staff member.
- 6) Visitors arriving without teacher/staff response will not be allowed on campus.
- 7) Teachers must also inform the Assistant Principal, Administrative Assistant, and administration by sending a copy of the “responsive email” to them.

HALLWAYS

Hallways and stairwells should be kept clear from any person or object blocking the flow of traffic. These areas should remain clear before and after school, and during brunch and lunch.

HEALTH OFFICE

Students who are ill or need medical attention should request to obtain a hall pass to go to the health office. Ill students wishing to go home must have a *Permit to Leave* before leaving campus. All school accidents and injuries must be reported to the Health Office. The Health Office also has school insurance information, medical forms, health pamphlets, and information for the Free and Reduced Lunch program.

HOMEWORK CENTER

Students can get help on homework at the Tuesday/Thursday after-school homework center, located in the library.

LIBRARY

The library is available for use before the school day, during brunch and lunch, and after school. The library is open from 7:00am-5:30pm Monday-Thursday, 7:00am-4:00pm Friday. Students who wish to use the library during class time must be accompanied by their teacher, have *Not at School (NAS)* period sticker on their I.D. card, or have a valid pass. Inappropriate behavior in the library will result in disciplinary action.

LOCKERS

Locker use is a privilege and convenience; not a right. Students may obtain a locker from Student Services. Students are to use their assigned lockers and are not to share lockers. SMHS is not responsible for items lost or stolen from lockers, including school books, due to theft or vandalism. Valuables or large amounts of money should not be left in lockers or brought to school. **Lockers are to be kept clean which includes not leaving food or drinks, or wet clothes in the locker for any long length of time.** Lockers must be free of stickers and graffiti at all times. Lockers are school property and may be searched as needed for disciplinary, health, or safety reasons. Lockers and the contents in the locker are the sole responsibility of the student. Students who damage lockers will be responsible for repair costs. **KEEP YOUR COMBINATION A SECRET!** It is highly recommended not to share lockers. Students are responsible for all items in it!

LOST AND FOUND

It is helpful that all personal items such as clothing, books, sports equipment, etc, are clearly labeled in indelible ink. The school cannot be responsible for any of these items. Items turned in to the office that are plainly marked will be returned to the owner. Unmarked items will be placed in the Lost and Found in the Student Services Office.

Students may report items lost or found at any of the main offices of administration. Lost and Found items can be turned in to the main office. Larger items can be returned to the Custodial Office. Textbooks can be turned in to the Textbook Room or Library. Unclaimed items are donated to worthy charities.

FOOD/NUTRITION SERVICES

Snacks are sold during breakfast, brunch, and lunch. There are vending machines, hot meals, and a` la carte meals available. Vending machines are off limits during class time. Free and reduced meals are available to those who qualify. Applications for reduced or free lunch meals are available in the health office.

If you are interested in working part time in food services they always need assistance. Students are paid for their services. You can see the Lead Person in Nutrition Services (cafeteria), for an application. Students can use their student I.D. card to purchase their meals. To add money to student account, please go to the District website: <http://www.smuhdsd.org>.

P.A.L. STICKERS

The P.A.L. sticker is available for purchase for \$15 through Student Government. This sticker permits admission to games, dances and other student activities at a reduced rate.

PARKING PERMITS/ DRIVING ON CAMPUS

There are a limited number of parking spaces on campus that are available on a first-come,first-served basis. Students arriving after 7:45 a.m. may not be able to find parking on campus. All vehicles parked on campus must have a parking permit and registered with the Staff Assistant of Student Services. The parking permits are \$10 and are valid for the current school year. Parking permits must be visible at all times during school hours. Vehicles without a permit will be subject to the following consequences:

- 1st Offense – Warning
- 2nd Offense – 2 hour ‘Choices’, loss of parking privilege for one week.
- 3rd Offense – 3 hour Saturday School, Parent contact, student contract, possible loss of parking privileges for two weeks.

Illegally parked vehicles may be cited by San Mateo Police and towed at owner’s expense. For tow information, contact the Staff Assistant of Student Services. Please note the driving speed on campus is 10 MPH. Violators will be cited by San Mateo Police Department.

Students are not allowed to enter their cars during school hours without proper authorization. Students are not allowed to move their cars or transport students on or off campus. Students who leave campus without a pass will be subject to violating closed campus policy and are subject to consequences. See *Closed Campus*.

RENAISSANCE LEADERSHIP TEAM AND RENAISSANCE VOLUNTEERS

Renaissance Leadership is a class offered during the day that promotes a positive climate on SMHS. At the beginning of each semester, the Renaissance Leadership Team identifies and recognizes students based on their grade point average (GPA). Students who have been identified for their academic standing, have no referrals, suspensions or ‘choices’ are given a Renaissance Perk Card as a reward. Additionally, the Renaissance Leadership Team identifies and recognizes students after the first progress report of each semester (Sept. and Feb). Each Renaissance Perk Card is color coded based on the academic GPA achievement level:

Platinum (4.0+), Gold (3.5 – 3.99), Silver (3.0 – 3.49), Orange (.5+Improvement)

Students can volunteer to help the Renaissance Leadership Team with the different events they host throughout the year. For information, see the RLT advisor in room A001.

RESTROOM ACCESSIBILITY

SMHS maintains separate restroom facilities for male and female students. Students shall have access to restrooms that correspond to their gender identity asserted at school.

SCHOOL BASED MENTAL HEALTH THERAPISTS

Our on-site therapists are located in Student Services (A132, A138, A140, A141). To contact one of our therapists regarding concerns about anger management, anxiety, depression, suicide or other emotional or physical safety concerns, students may fill out a conference request form. If there is an emergency, please contact an adult on campus immediately. The therapists will also be running short-term student support groups on a variety of topics to assist students who require help in those areas, i.e. regulating emotions.

Stefanie Lamoy	<i>Student Health and Wellness Coordinator</i>	558-3309
Katie Au	<i>Mental Health Therapist</i>	558-2384
Diana deGuzman	<i>Mental Health Therapist</i>	558-2376
Wendy Daniels	<i>Mental Health Therapist</i>	558-2362
Grant Gordin	<i>Mental Health Therapist</i>	558-2376
Evelyn Mejia	<i>Mental Health Therapist</i>	558-3309
Elena Ortiz	<i>Mental Health Therapist</i>	558-2380

SCHOOL RESOURCE OFFICER (SRO)

The School Resource Officer (SRO) is employed by the San Mateo Union High School District and San Mateo Police Department. The role of the SRO is to deal with all law enforcement related matters and criminal violations at school and school activities. The SRO also promotes open communication and understanding between SMHS students and the San Mateo Police Department. The SRO's office is located in the Student Services department.

SCHOOL SAFETY

Students who have a concern with school safety should contact a staff member or administrator so it can be addressed. Any student or staff member concerned about dangerous activity, dangerous students, suspicious or scary situations, overhear a dangerous plan, hear about a weapon on campus, or other safety problems should report it to school officials immediately.

School safety is our priority at all major school events, such as dances and athletic events. Students and spectators may be searched before entry into the event. Any reasonable suspicious behavior may result in search and seizure. For more information see section: *EXPECTED STUDENT BEHAVIOR: SUSPENSIONS, EXPULSIONS, & SCHOOL RULES.*

SCHOOL TELEPHONES

School telephones are not to be used for personal use by students. If a student needs to call home for an important reason, the phone in the main office may be used with the staff permission.

STUDENT BODY IDENTIFICATION (ID) CARDS

Students are required to carry the SMHS photo identification card at all times when they are on campus and while attending school events. Photos are taken at registration and distributed by September. Students can replace their lost I.D. by reporting to the Counseling Staff Assistant and paying a \$5 replacement fee. Students enrolled in off campus classes must carry a copy of their schedule during school hours that verifies the student is enrolled in that class and allowed to leave. Students who have "Not at School" on their schedule must have a sticker placed on the back of the card and can obtain the sticker from Student Services. Students must remain on campus if the "Not at School" period is between scheduled classes. Student I.D. cards are also required to use the library, check out books, purchase food from Food Services, leave campus during school hours, and to attend school functions. Damaged ID cards will be replaced at no additional cost but must be turned in as an exchange for replacement.

TEXTBOOKS

Students are responsible for the care of all books issued to them. The condition of the book received will be marked on the inside cover. Textbooks must be covered to protect them from damage. Students will be charged for lost or damaged books. Students will be billed if books are not returned or replaced.

TRANSCRIPTS

Students may obtain their high school transcripts from the Student Data Analyst. There is a \$3 fee for each official transcript request. Seniors can also purchase transcript packages to assist in the college application process.

VISITORS

See Guests.

WITHDRAWALS

Withdrawals from SMHS are not official until the student goes to the Counseling Office and completes the necessary forms. Parent verification is required and all books must be returned.

WORK PERMIT

Labor law requires that young people from age 13-17 must obtain a special work permit in order to be employed and must follow the law in terms of work conditions and time limits. To obtain a Work Permit, students must submit a completed application, picture ID and original Social Security card to the Career Center or District Office. Forms are available in the Career Center or on the SMUHSD website. Only students in good standing, have a minimum 2.0 GPA, with good attendance can be issued a Work Permit, which can be revoked if warranted. No work permits are issued without verification of employment. Work Permits are valid for one year. Work permits may be revoked if student's attendance is poor or if GPA drops below 2.0.

YEARBOOKS

Yearbooks are sold throughout the year and distributed in May. Buy early at a discounted price.

**TECHNOLOGY:
ACCEPTABLE USE POLICY (AUP)/INTERNET LICENSE,
BRING YOUR OWN DEVICE (BYOD) POLICY, ELECTRONIC DEVICES,
GOOGLE APPS FOR EDUCATION, AND WEBSITES**

[SMUHSD Student Technology Guidelines](#)

WEBSITES

The SMHS website has information on staff directory, email addresses, calendar of events, various programs, counseling information, and athletics. Websites related to SMHS are:

SMHS website: <https://www.smuhsd.org/sanmateohigh>

SMHS Google site: <https://www.google.com/a/sanmateohigh.org>

SMHS Calendar of Events:

<http://www.calendarwiz.com/calendars/calendar.php?crd=sanmateohs&>

SMHS Naviance: <http://connection.naviance.com>

San Mateo Union High School District: www.smuhsd.org

**EXPECTED STUDENT BEHAVIOR:
PROGRESSIVE DISCIPLINARY ACTIONS, CONDUCT, AND SUSPENSIONS & EXPULSIONS**

PROGRESSIVE DISCIPLINARY ACTIONS

Students who misbehave will be subject to progressive disciplinary actions. The action taken will be in accordance with school regulations, district policies, and state law. Depending on the problem, one or more of the following actions may be taken:

Informal Talk/Warning

A school official (teacher, Assistant Principal, counselor or administrator) will talk to the student and try to reach an agreement regarding how the student should behave.

Conference

A formal conference is held with the student, parent and one or more school officials. During this conference, the student must agree to correct his or her behavior. The student and parent may be asked to sign a behavior contract.

Choices

Teachers may assign 'choices' to students for minor inappropriate behavior, classroom disruption or defiance. Chronic problems will be referred to the Assistant Principal and may result in the 'choices' or suspension of the student. Students report to 'choices' at the end of the school day. 'Choices' are held Wednesdays and Fridays, for one hour per day, 2:30-3:30 p.m. All missed 'Choices' are doubled. Persistent failure to serve 'Choices' will result in Saturday School or ATS or 1-3 days suspension.

DISTRICT INTERVENTIONS

San Mateo Union High School District has a bold, common district goal to reduce suspensions and expulsions throughout the district and to decrease disproportionately as it relates to discipline procedures. District Goal # 2, as outlined by Superintendent Kevin Skelly, "to examine, analyze and improve our student support systems to meet the changing social-emotional health needs of our students with a reduction target of 20% decline in suspensions and expulsions as well as the expansion of restorative justice practices."

Restorative Justice Practices

The fundamental premise of Restorative Justice Practices (RJP) is that "human beings are happier, more cooperative and productive, and more likely to make positive changes in their behavior when people in positions of authority do things with them, rather than to them or for them." There are two RJP tiers - "**The Circle**" which is the first step intervention piece and "**The Conference**" which is a non-punitive philosophical

approach to discipline which repairs harm done, teaches accountability for offenses and how to move forward without shame.

The Circle

The restorative circle structure establishes equality, safety, trust, responsibility, facilitation, ownership and community connections, as well as building a strong and supportive relationship among students and teachers in the classroom, improving academic performance. It gives students a chance to tell their stories and to participate in the classroom setting in a way that is very different from the traditional classroom structure.

The Restorative Conference

The first step of conferencing is the pre-conference. The pre-conference is conducted by an RJP facilitator. The offender/offenders, victim/victims are interviewed separately in the pre-conference to establish criteria for a successful conference. The offender/offenders must admit to wrongdoing before the conference can be held. If all parties are in agreement the RJP conference is conducted. The goal of this conference is to repair the harm that has been done and to move forward without shame. There is an intended script that is strictly followed by the facilitator. At the end of the conference all parties come to an agreement and a contract is signed by all participants. Follow-up check ins as needed. This intervention is used within the discipline process.

Alternative to Suspension

The purpose of the Alternative to Suspension Program is to provide an opportunity for students to contemplate, connect, to repair harm and to make positive decisions, reducing the time out of the classroom and focusing on increasing student academic success. Through this proactive intervention, students will be given tools to reduce negative behaviors by utilizing the Restorative Justice Practices Philosophy.

Suspended students engage in structured, therapeutic time during suspension to address underlying causes of suspension and increase engagement in school upon reentry. Students who receive 1-3 day suspensions are eligible for this On-Campus Suspension Program by referral by a school Assistant Principal or site administrator. At the discretion of the Assistant Principal or site administrator, students may serve the first day of suspension at home and then opt to attend the On-Campus Suspension program for one day in lieu of serving the remainder of the suspension. A licensed MFT facilitates the program in collaboration with a SMUHSD PPS credentialed certificated staff member. The program operates during regular school hours (8am-3pm) on the campus of the Adult School, 789 Poplar Street, San Mateo.

Brief Intervention Counseling

Brief Intervention is a counseling intervention for students identified with:

- Low level substance abuse.
- Short history of drug use
- Are unsure or ambivalent about changing their drug use
- Are experiencing few problems with their drug use

How does it work?

BI consists of:

- 15 minute assessment interview with counselor/referrer
- Student pre survey (AADIS - Adolescent Alcohol and Drug Involvement Scale)
- 2 worksheet based 45-minute sessions with student and trained counselor.
- Optional parent session
- Contact with Assistant Principal when program is completed
- Documentation in Aeries

What is the purpose of BI?

The purpose of BI is:

- To provide a forum for the student to discuss their drug use, how it impacts their health, academics and relationships
- To support the student in setting healthy goals, making healthy decisions and reducing and/or stopping their drug use.

Why Brief Intervention?

BI follows a Harm Reduction approach:

- Supporting the student's effort to reduce use

- Individual sessions with counselor providing consistency, trust and change
- Empowers students to be accountable for their own positive change

How do Students Enter BIS (Behavior Intervention Sessions)?

- Mandated by disciplinary decision – in lieu of or in addition to suspension, ATS
- Self/Staff/Soft Referral (on their own accord)

Substance Use Program

This program is designed to help your student turn their suspension into an opportunity for learning and growth. This six-week program will help your student have an in-depth understanding of the dangers of drug/alcohol/substance use, increase self-awareness and emotional control, optimize decision-making skills, and develop better communication skills. This program may be used in-lieu of other discipline such as suspension and/or expulsion from school.

VAPE Program

This program is designed to help your student turn their suspension into an opportunity for learning and growth. This two-week program will help your student have an in-depth understanding of the dangers of vaping, increase self-awareness and emotional control, optimize decision-making skills, and develop better communication skills. This program may be used in-lieu of other discipline such as suspension and/or expulsion from school.

Referral to the Assistant Principal

Teachers are expected to communicate with parents/guardians on the first warning as well as handle minor infractions. If a student continues to misbehave the teacher will fill out an online referral and the student may be sent to the Assistant Principal for disciplinary actions.

Temporary Removal from the Class

The student is removed from one or more classes but remains at school during these class periods or receives appropriate disciplinary action.

SMHS Student Contract

The student may be placed on a SMHS Student Contract to address a student's behavior. The SMHS Student Contract is valid for the entire high school years at SMHS. A student may be placed on a SMHS Student Contract based on his/her behavior that needs to be addressed. Students are expected to follow the rules of the contract until it expires. Violation of the contract may lead to community service, 'choices', ATS, off-campus suspension, a formal reprimand, or expulsion.

Drop F

The student is removed from class for the remainder of the semester with a Drop F.

Suspension

For various reasons a student is informed of a suspension off-campus. The student is also informed regarding the due process procedure. A reasonable effort will be made to contact the student's parent(s) or legal guardian by telephone to notify him or her that the student is subject to a suspension. Written notification to the parent(s) or legal guardian must include clear instructions regarding the due process procedure.

Police Involvement/Notification

It is important to know that many offenses that result in suspensions are also against Californian Penal Code and Education law. Whenever a student is involved in an illegal activity, the police will be notified. Consequences for violating the law are determined by the juvenile court system and are separate from the consequences imposed by the school.

Formal Reprimand

The Formal Reprimand is a district behavioral contract that is signed by the student, parent, the school administration and the district administration. The purpose of the Formal Reprimand is to provide an alternative intervention to expulsion. This intervention includes a letter of reprimand that is mailed home and is placed in the student's file. Violation of the Formal Reprimand may lead to an expulsion.

Administrative Transfer to another Comprehensive High School

The principal may decide that it is necessary to administratively transfer the student to another comprehensive high school in the district. This action is usually taken under the following circumstances: the student has had chronic discipline issues at the school, there is a safety issue, or the student has committed a serious offense that warrants such a transfer in lieu of expulsion.

Transfer to Alternative Education Program

The parents and the administration may concur on a voluntary transfer to an alternative education program. A proposed involuntary transfer notice may be sent to the parent/guardian to initiate the transfer. Parents/students have an opportunity to appeal per District Policy.

Expulsion

- The principal or his/her designee shall inform the student that he or she may be recommended for expulsion and is informed of his/her due process rights.
- The student's parent/legal guardian is notified by telephone and letter that the student may be recommended for expulsion.
- The principal conducts an incident review hearing with the parent/guardian, student and appropriate administrative staff to determine if the situation warrants expulsion.
- The Superintendent or his designee will recommend to the Board of Trustees that the student be expelled.
- The expulsion does not become effective until the due process procedure has been completed.

CONDUCT

BP 5131

All students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation. Prohibited student conduct includes, but is not limited to conduct that endangers students, staff, or others; disrupts the orderly classroom or school environment; harassment or bullying of students or staff, including, but not limited to, cyber bullying, intimidation, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption, in accordance with the section entitled "Bullying/Cyber bullying"; possession or use of a laser pointer, unless used for a valid instructional or other school-related purpose; use of profane, vulgar, or abusive language; plagiarism or dishonesty on school work or tests; inappropriate attire; tardiness or unexcused absences from school; failure to remain on school premises in accordance with school rules; possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs. Students who violate school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of the privilege of participation in extracurricular or co-curricular activities.

Students at SMHS are subject to all the rules and regulations of the San Mateo Union High School district and the California Education Code. Students and their parents are required to familiarize themselves with the rules and regulations that govern their conduct both on campus and at off campus school events.

Our school rules are based on the responsibilities assigned to us by the State Education Code. Students are expected to follow school rules to/from school, at school and school events. In all California schools, students must respond to the authority of all school personnel and follow their directions. In cases where there is reasonable suspicion to believe students are carrying illegal material on their person, in their school lockers or in their vehicles, a search by school authorities is legally permissible.

SUSPENSIONS AND EXPULSIONS

AR 5144.1 Students/Suspension and Expulsion/Due Process

When a student is suspended from school, the parents/guardians are notified and in some cases, the police department is involved. A student may be suspended or expelled for any of the acts listed below if the act is related to school activity or school attendance occurring at any district school or within any other school district, including but not limited to the following circumstances: while on school grounds; while going to or

coming from school; during the lunch period whether on or off the school campus; or during, going to, or coming from a school-sponsored activity. Students who are suspended must comply with the following regulations 1) be at home for the time period they normally would be at school, and 2) not to attend any schools, or any school sponsored event during their suspension. Students may be suspended or recommended for expulsion for violation of California Education Code 48900 or 48915:

- Caused, attempted to cause, or threatened physical injury to another person.
- Willfully used force or violence upon the person of another, except in self-defense.
- Possessed, sold, or furnished firearms, explosives, imitation firearms, or dangerous objects.
- Possessed, sold, or furnished or under the influence of a controlled substance, alcoholic beverage or intoxicant.
- Offered, arranged, or negotiated to sell a controlled substance, then sold, delivered, furnished a substance in lieu of a controlled substance.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to private or school property.
- Stole or attempted to steal private or school property.
- Possessed or used tobacco.
- Committed an obscene act or engaged in habitual profanity/vulgarity.
- Offered, arranged or negotiated to sell or possessed any drug paraphernalia.
- Disrupted school activities, or willfully defied school personnel in the performance of their duty.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm.
- Committed or attempted to commit a sexual assault or sexual battery.
- Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- Offered, arranged to sell, negotiated to sell or sold the drug Soma.
- Engaged in, or attempted to engage in, hazing.
- Engaged in an act of bullying, including but not limited to bullying committed by means of an electronic act, directed toward a pupil or school personnel
- Aids or abets the infliction or attempted infliction of physical injury to another person.
- Committed sexual harassment.
- Caused, attempted to cause, threatened to cause or participated in an act of hate violence.
- Harassment, threats, or intimidation directed against a pupil or a group of pupils.
- Committing terroristic threats against school official, school property or both.

SCHOOL RULES

BULLYING AND CYBERBULLYING

BP 5131 Conduct/ Cyber bullying

Cyber bullying includes the transmission of communications, posting of harassing messages, direct threats, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any communication device. Cyber bullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator. Students should 1) save and print any messages sent to them that they feel constitutes cyber bullying; and 2) notify a teacher, counselor, Assistant Principal, or administration so matters can be investigated. Any student who engages in cyber bullying on school premises, or off campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline with any or all of the following consequences: 1-5 day suspension, referral to School Safety Advocate, SMPD notified, Incident Review Conference (IRC), and/or possible recommendation for expulsion.

CELL PHONES/ COMMUNICATION DEVICES/ ELECTRONIC DEVICES

BP 5131

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during non-school hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

Possession/Use of Cellular Phones and Other Mobile Communications Devices

Students in the district may have in their possession cell phones, pagers, and other electronic devices during the school day and during sponsored activities and events. However, except with the written permission of the principal or his/her designee, **all such devices must be turned off during instructional time and passing periods except during an emergency such as a natural disaster. Cellular telephones and other electronic devices which may have the capability of taking pictures or visual or audio recordings may not be used for that purpose at school without the written permission of the site administrator.** Students who do not comply with this policy are subject to discipline, including the confiscation of device and/or withdrawal of permission to possess such a device at school.

Specific examples of an electronic device as an instructional tool are when they are used as calculators or timers. At no time during instructional time and passing periods are students allowed to text message or listen to music.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. (Education Code [48901.5](#)). In accordance with Board Policy/Administrative Regulations 5145.12 - Search and Seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures. (cf. [5145.12](#) - Search and Seizure)

Students shall not use mobile communications devices, even in hands-free mode, while driving on school grounds or to and from a school-related activity. A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to further discipline in accordance with Board policy and administrative regulation.

- 1st Offense: Online referral to the Assistant Principal for confiscation, parent to pick up during school hours in Student Services office. If a student defies a school official and does not turn in the electronic device, it will result in ATS.
- 2nd Offense: Online referral to the Assistant Principal for confiscation, parent to pick up during school hours in Student Services office. One hour of 'choices' assigned to student. If a student defies a school official and does not turn in the electronic device, it will result in ATS.
- 3rd Offense: Online referral to the Assistant Principal for confiscation, parent to pick up during school hours in Student Services office. Two hours of 'choices' assigned to student. If a student defies a school official and does not turn in the electronic device, it will result in ATS.

Items will be held until the end of the school year. Items not retrieved by the last day of school will be discarded.

Also, calling 911 on a cell phone will delay the response to San Mateo Police Department because cell phones use a satellite. It is wise to program SMPD dispatch non-emergency numbers to the cell phone (650-522-7700)

CHEATING/PLAGIARISM/BEARCAT HONOR CODE/ACADEMIC HONESTY

BP 5131.9 Students/ Academic Honesty

Philosophy and Purpose

Academic integrity is about honesty. Thus, it applies to homework, class work, and assessments, regardless of point value. We care about your learning of the material taught, as well as your character development.

Therefore, academic integrity violations will not be tolerated. Academic integrity is an integral component in fostering self respect, achievement and positive relationships among all stakeholders in our District community. Our Academic Integrity Policy is intended to clarify the expectations we have for all students to maintain an ethical climate that values honesty, effort and respect for others. This policy also delineates the consequences for students if they do not meet the District's academic integrity expectations.

Definitions of Academic Misconduct

Cheating is a form of academic dishonesty in which an individual undermines the integrity of an assignment or exam.

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

- Copying an assignment or test
- Improper electronic capturing, recording or photography of exams and other testing materials
- Allowing others to copy an assignment or test
- Giving or receiving test information
- Using unauthorized resources during an assessment
- Submitting the same assignment or presentation more than once without prior teacher approval
- Working on and/or completing an assignment collaboratively without teacher authorization
- Stealing testing materials
- Pressuring or encouraging another student to violate this Academic Integrity Policy, or, planning with another to commit a violation of this policy

Plagiarism is a form of academic dishonesty in which an individual submits or presents the work of another person as his or her own. Plagiarism exists when:

- There is no recognition given to the original author for phrases, sentences, and ideas of the author incorporated in a paper or project
- A portion of a document is copied from an author, or composed by another person, and presented as original work.

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

- Presenting another author's entire work as your own
- Copying a summary from another source and incorporating it into your work
- Submitting an essay or story written by anyone else
- Using another author's sentences or phrases without using quotations and/or citing your source

1st Offense: Online referral to the Administration; parent notification by the teacher, grade of zero or F on assignment may be assigned, AP assigns 2 hour Choices, Saturday School, ATS, and/or 1-3 day suspension, Student is placed on an Academic Integrity Contract. (Which will include self reflection on incident).

2nd Offense: Online referral to the Administration; parent notification by the assigned AP, grade of zero or F on assignment may be assigned, AP assigns 2 hour Choices, Saturday School, ATS, and/or 1-3 day suspension, and Referral to Wellness.

3rd Offense: Online referral. Staff communicates with the Administration. Teacher must turn in all evidence to the Administration. Parent conference. Loss of CSF eligibility and student will not be allowed to attend school functions/events outside the school day and/or 1-5 day suspension.

In each case, the teacher's professional judgment will determine whether cheating has occurred. Students are reminded not to give the instructor reason to suspect that cheating has taken place.

CLOSED CAMPUS

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

- Students may **not** leave campus during school hours.
- Students who do not have a class at the beginning of school or end of school (for example students who do not have a 1st or 2nd period, or a 6th or 7th period), must obtain a "Not At School Sticker" from Student Services. Students who have a "Not At School Sticker" in the middle of their class schedule are NOT allowed to leave campus.
- School hours are defined as the bell schedule for the day which include brunch and lunch.
- Students are **not** to enter their cars during school hours without proper authorization.
- Students are **not** allowed to move their cars or transport students on or off campus.

- Students are **not** allowed to be in areas that are off-limits or restricted areas. (For example: District offices, SMART Center/ Adult Education, Athletic fields and tennis courts, parking lots, and construction zone areas.)

All students who are caught leaving campus without a proper pass or are in off-limit areas without proper authorization will be sent to the Assistant Principal with the following disciplinary action:

- 1st Offense: Enter Referral Online. Student is searched. Assistant Principal calls parent. 'Choices' assigned.
- 2nd Offense: Enter Referral to Assistant Principal. Student is searched. Assistant Principal calls parent. Saturday School assigned. Parent Conference and SMHS Student Contract.
- 3rd Offense: Referral to Assistant Principal and phone calls to parent/guardian. Assistant Principal assigns two Saturday Schools and/or ATS.

DANGEROUS HORSEPLAY

Dangerous horseplay such as playing rough on school grounds, chasing each other, play fighting, having water fights, and throwing things are not allowed during school hours or school events. This is a safety issue which can result in 'choices' or suspension. Consequences:

- 1st Offense: Enter Referral Online. Assistant Principal calls parent. 2-hours 'choices', ATS, or 1-3 days suspension assigned
- 2nd Offense: Enter Referral Online. Assistant Principal calls parent. 2-hours 'choices', ATS, or 1-3 days suspension assigned.
- 3rd Offense: Enter Referral Online. 2-hours 'choices', ATS, or 1-3 days suspension assigned. Parent Conference. SMHS Student Contract

DISRUPTION AND/OR DEFIANCE

Students must respond to the authority of all school personnel and follow their directions. Students are expected to conduct themselves and behave properly and appropriately before, during, and after school, and at school sponsored events and activities held on or off campus. Student who disrupt the orderly educational procedures of the school or refuse to comply with reasonable requests or directions of school staff will result in a referral to the Assistant Principal.

DRESS CODE AND GROOMING

AR and BP 5132 Students/ Dress and Grooming

The district recognizes that the type of clothing, jewelry, personal items, and style of hair are a matter of personal choice. Three primary factors influence the District's expectations for what is acceptable. Students are expected to dress in a manner which is not disruptive to the learning process, is safe, and does not construe gang affiliation. Violations will result in a change of clothing. Students may be required to go home and parents will be notified. Repeated violations will result in disciplinary actions. Listed below are examples of what the school district considers **inappropriate**. This list is representative but not all-inclusive.

- Suggestive, revealing, or transparent attire that could divert attention from the learning process or may contribute to inappropriate conduct. (Examples: front or back cleavage exposure, short skirts/shorts/high-slit skirts, spaghetti straps, halter or strapless clothing.)
- Clothing that does not cover undergarments completely (Examples: baggy or low cut pants or tops that expose undergarments. Straps should be one inch.)
- Clothing that does not cover midriff (Examples: shirts that rise and expose skin around the waist/back, or cropped tops.)
- Clothing that promotes obscenity, drugs, alcohol, tobacco, sex, or violence (weapons)
- Clothing that demeans others with regard to gender, race, sexual orientation, religion, etc.
- Clothing that indicates gang involvement as determined by the school administration and based on consultation with the local law enforcement agency (examples: Hair nets, do-rags)
- Clothing, jewelry or accessories which are potentially dangerous (Example: spiked rings, necklaces, or bracelets, or sharp studs on clothing.)
- Clothing should be free of writing, pictures, insignia which are crude, vulgar, profane
- Being barefoot.
- Sagging pants

Consequences:

- 1st Offense: Warning, parent notified, change of clothes
- 2nd Offense: Parent notified, change of clothes, 'choices'

- 3rd Offense: Parent notified, change of clothes, 'choices' and/or ATS.

DRUG/ALCOHOL AND INTERVENTIONS

BP 5131.6 Students Alcohol and Other Drugs

The Board of Trustees believes that the use of alcohol or other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences. The Board desires to keep district schools free of alcohol and other drugs in order to help prevent violence, promote school safety and create a well-disciplined environment conducive to learning.

Students possessing, using or selling alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures including suspension or expulsion and/or referral to law enforcement in accordance with law, Board policy and administrative regulations. In addition, such students may be referred to an appropriate counseling program, transferred to an alternative placement, and/or be restricted from school-sponsored activities or extracurricular activities, including athletics, graduation, and dances.

Consequences:

- 1st Offense: 1-5 day suspension or 1 day suspension with alternative to suspension drug and alcohol counseling program; and student contract/formal reprimand/ recommendation for expulsion
- 2nd Offense: 5 day suspension and formal reprimand/recommendation for expulsion.

FORGERY

Students who falsify signatures/initials of a school official or parent/guardian or commit forgery including via Internet or Canvas will have the following consequences:

- 1st Offense: 2 hours 'choices' or 1-5 days suspension; parents notified
- 2nd Offense: Parents notified, parent conference, SMHS contract, assigned 3 hour Saturday School, ATS or 1-5 days of suspension. In some cases, police will be notified and student may possibly be expelled.
- 3rd Offense: Parents notified, parent conference, SMHS contract, assigned 6 hours community service, ATS or 1-5 days of suspension. In some cases, police will be notified and student may possibly be expelled.

HALL PASSES

Students must have a hall pass from a teacher or a summons from an authorized school person while passing through the halls at all times during school hours. Failure to have proper authorization may result in 'choices'/suspension.

LITTERING

All students are expected to be responsible to throw away their own trash, specifically during brunch and lunch. Failure to do so may result in 'choices' or suspension.

Consequences:

- 1st Offense: 1 day of Campus beautification (brunch & lunch).
- 2nd Offense: 3 days of Campus beautification (brunch & lunch).
- 3rd Offense: 5 days of Campus beautification (brunch & lunch).

LOITERING

All students are prohibited from loitering on private property (ex., a house across the street) or in the halls without a pass.

MUTUAL RESPECT POLICY

The District shall take all steps necessary to provide a positive educational and employment environment which encourages equal educational opportunities. The District will not permit the harassment of an individual or specific individual on the basis of their race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical or mental disability.

NON-STUDENTS/TRESPASSERS

Non-students/ "walk-ons" on campus are not allowed during the school day (8:00 a.m.-3:15 p.m.). Unauthorized visitors who fail to leave upon direction are subject to arrest by the police for trespassing and/or loitering on a school campus.

BP 347

In accordance with the laws of California and the California Penal Code, no person shall be on school premises, except as a properly enrolled student or upon lawful business, unless he has first presented himself to the administration office. (See CLOSED CAMPUS).

SATURDAY SCHOOL

Saturday School may be assigned to any students who break their student contract. The Assistant Principal will contact parents and/or guardians if a Saturday school has been assigned. Failure to serve Saturday School may result in a suspension from school.

SEARCH AND SEIZURES

BP/AR 5145.12 Search and Seizure, Individual Search

School officials may search any individual student, his/her property, or district property under his/her control when there is a **reasonable** suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. **The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.**

Any search of a student, his/her property, or district property under his/her control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.

Employees shall not conduct strip searches or body cavity searches of any student. (Education Code [49050](#)). Searches of individual students shall be conducted in the presence of at least two district employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search. If a student is found to be in violation of law or school policy, disciplinary action will follow.

SEXUAL HARASSMENT OF STUDENTS AND STAFF

Students, faculty and staff of a school district must be able to study and work in an atmosphere of mutual respect and trust. The District is actively committed to creating and maintaining an environment which respects the dignity of individuals and groups. The District should be free of sexual harassment and all forms of sexual intimidation and exploitation. All students, staff and faculty must be assured that the District will take action to prevent misconduct. Anyone who engages in sexual harassment shall be subject to disciplinary actions.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual and physical conduct of a sexual nature when the conduct is sufficiently severe, persistent or pervasive to limit one's ability to participate in or benefit from the education program, or to create a hostile or abusive education environment.

Students who engage in activities which are harassing to others are subject to discipline such as suspension, expulsion, involuntary transfer to another school site, or other discipline at the discretion of the site administration and/or the District office.

The District will not tolerate retaliation against anyone who reports sexual harassment. Any student may be subject to discipline if there is retaliation against a complaining student or any other student, including witnesses, siblings, etc. for reporting or participating in this procedure.

Every effort shall be made to protect the privacy of the parties involved in any complaint, and all complaints are kept confidential and will only be discussed on a need to know basis, as required by any investigation and resolution of the matter.

Consequences:

- 1st Offense: 3-5 days suspension, referral to SSA, police notified, IRC, possible expulsion
- 2nd Offense: 5 day suspension, police notified, expulsion recommended

SMOKING OR POSSESSION OF TOBACCO/VAPOR PENS (VAPE)

BP 5131.62 Students/Tobacco

Smoking and/or possession of tobacco is not permitted on campus or at school events. All violations will be reported to the Assistant Principal (Ed Code 48900 and 48901). Violations may result in 'choices', in-house suspension, suspension, citation from SMPD, referral to the smoking cessation clinic, and community service. Prohibited products include but are not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.

Consequences:

- 1st Offense: Student will be assigned Saturday School and placed on Student Behavior Contract, student will participate in the SMUHSD VAPE program.
- 2nd Offense: Student will be assigned ATS
- 3rd Offense: Student will be assigned 1-3 day suspension, SRO may be contacted

Items will be confiscated and parent contact will be made by assigned Assistant Principal

THEFTS OR STOLEN PROPERTY

Report any property that is stolen, missing, or damaged to the Assistant Principal. It is important to keep all personal belongings locked up at all times. Do not leave items unattended in locker rooms, desks, or out of sight. Students involved in receiving, taking, possessing, or attempting to take property of others will result in school disciplinary consequences. Anyone involved in a theft, stealing, or receiving stolen property will result in suspension, police notification, restitution, and possible expulsion.

TUTORIAL PERIOD PASSES

During tutorial period, students may go to an alternate teacher's class for academic help. Students must obtain a tutorial pass from the main office or teacher and complete it. Both the tutorial teacher and alternate teacher must sign the pass before students pass during tutorial period. All students are required to have a tutorial pass. All students must FIRST report to their assigned class, remain in class until announcements are read, and then proceed to the alternate class.

UNIFORM COMPLAINT PROCEDURES/ ANTI-DISCRIMINATION POLICY

The San Mateo Union High School District does not discriminate against any person in the provision of any program or service based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status or physical or mental disability. It is the policy of the district to provide an education, employment and business environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by Federal and State law. The district has a uniform complaint procedure and copies of the district's Unlawful Harassment and Discrimination Complaint forms are available in the District Human Resources and Administrative Services Office and the Principal's office at each campus. For further information, contact the San Mateo Union High School District Office at (650)558-2299.

VANDALISM/GRAFFITI/ DESTRUCTION OF SCHOOL OR PERSONAL PROPERTY

BP 5131.5 Students Vandalism and Graffiti

Students who attempted to or engaged in damaging, destroying or mutilating objects or materials belonging to the school, school personnel, or other persons will be subject to disciplinary action by the administration which include suspension, restitution, police report, referral to the School Safety Advocate, and possible expulsion. If reparation for damages is not made, the district also may withhold the student's grades, diploma, and/or transcripts in accordance with law.

WEAPONS AND DANGEROUS INSTRUMENTS

BP 5131.7 Students/Weapons and Dangerous Instruments

Students and staff have the right to a safe and secure campus free from psychological and physical harm. Unless the student has obtained prior written permission, students are prohibited from possessing weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, at school-related or school-sponsored activities away from school, or while going to or coming from school. Students using, possessing, furnishing or brandishing any knife, firearm, or other dangerous objects or threatening others with any weapon, dangerous instrument, or imitation firearm shall be subject to disciplinary actions which include: 5 day suspension, SMPD notified, referral to the School Safety Advocate and possibly recommended for expulsion. A student granted permission to possess a weapon may be suspended and/or expelled if he/she possesses or uses the weapon inappropriately.

Students are prohibited from carrying tear gas or tear gas weapons such as pepper spray on campus or at school activities.

EMERGENCY PREPAREDNESS

In times of disaster, such as a major earthquake, it is extremely important to know the whereabouts of the students. To ensure the safety and location of the students, it is the District's policy to **require students to stay at school until they can be reunited or released to or by a parent/guardian, or the person(s) listed on the student's Emergency Contact Sheet.** The District will arrange for the care of students until that is accomplished. Students should discuss this and their family emergency plan with their family members.

Students with serious medical conditions which require prescribed medication are required to have paperwork on file with the District Nurse. This paperwork is renewed every school year. Students who must carry medication during school hours must complete the *Medication During School Hours* form. This allows students to carry their medication on himself/herself and self-medicate. It is recommended that the parents/guardians keep a second emergency supply of the medication in the health office. Examples of such medication are if the student takes a medication necessary for physical or mental problems, such as insulin, seizure medication, psychotropic drugs, or any medication taken daily to prevent life-threatening consequences.

EMERGENCY RESPONSE PROTOCOLS: IMMEDIATE ACTION RESPONSE - THE BIG FIVE

When an emergency occurs, it is critical that students and staff take immediate steps to protect themselves and each other. At San Mateo High School we follow the Big Five Emergency Response Protocols. Listed below are the Big Five Protocols adhered to at San Mateo High School:

SHELTER-IN-PLACE

Implemented to isolate students and staff from the outdoor environment and provide greater protection from external airborne contaminants or wildlife. Windows and air vents are closed and air conditioning/heating units are shut down.

DROP-COVER-HOLD ON

Implemented during an earthquake or explosion to protect building occupants from flying and falling debris.

SECURE CAMPUS

Initiated for any potential threat of danger in the surrounding community. All classroom/office doors are closed and locked and all students and staff remain inside until otherwise directed. Regular classroom activities and instruction continue as planned.

LOCKDOWN /BARRICADE

Initiated for an immediate threat of danger to occupants of a campus or school building and when any movement will put students and staff in jeopardy. Once implemented, no one is allowed to enter or exit rooms for any reason unless directed by law enforcement.

EVACUATION

Implemented when conditions outside the building or off-site are safer than inside or on-site. This requires complete cooperation and the orderly movement of students and staff from school buildings to a predetermined safe location.

Students and parents, please become familiar with these protocols and ready to cooperate with your teacher and other adult staff in the event of an emergency.

Other important information regarding emergency response:

- If an emergency situation arises between passing periods, at brunch or lunch: Students who are out of the classroom should report to the football field to the designated location of your previous class.
- If an emergency situation arises enroute to and from San Mateo High School: Students or adults are walking to or from school at the time of an earthquake, they should get clear of all buildings and remain alert to dangers.
- If an emergency situation arises riding the School Bus: School bus drivers, at the time of an earthquake, will immediately stop the bus and have the occupants assume the **"DROP"** position in the aisles or under the seats.