It's a Great Day to be a Mariner!
Aptos High School
Home of the Mariners

2018-2019

Parent/Guardian & Student:

Sign below to indicate that you have received the Mariner Student Handbook and agree to abide by the contents contained therein.  

- AHS Administration

(Print) Student’s Last Name

First Name

Grade Level

Student ID Number

Tutorial Teacher

Student Signature (required)

(Print) Parent/Guardian Last Name, First Name

Parent/Guardian Signature (required)

This page must be signed and turned in to the Main Office no later than AUGUST 30, 2018

Failure to turn in this form results in suspension of student network access.

Office Use Only

Mandatory
APTOS HIGH SCHOOL
MISSION STATEMENT

The mission of Aptos High School is to educate and to support learners in reaching their highest potential. We prepare students to pursue successful futures and to make positive contributions to the community and the global society.

AHS Goal 1: Increase the percentage of students who graduate college and career ready.

AHS Goal 2: Provide students with Common Core State Standards and Next Generation Science Standards-aligned instruction and assessments.

AHS Goal 3: Maintain a safe educational and social-emotional environment that fosters a caring community where students feel connected to and supported by peers and adults.

CAMPUS INFORMATION

EMERGENCY EVACUATIONS
Instructions for exiting all school areas are posted by the exit door in each room. When the emergency evacuation signal (a continuous loud tone) is sounded, students are to exit the classroom in an organized manner and to stay with their instructor. No one is to re-enter the buildings until the all-clear signal is given.

HEALTH SERVICES
Any student who becomes ill or is injured while at school should obtain a pass from their teacher and report to the Health Services Office in the Administration Building. No medication can be given to students unless accompanied by a doctor’s prescription and transported in the original container, and has written parent/guardian permission. Any student needing to bring prescription medication to school must check in with the nurse and register the medication with the Health Services Office.

Students may remain in the Health Services Office for a maximum of 20 minutes. After that time period, the student must return to class or obtain parent/guardian permission to leave campus.

All students must have an up-to-date EMERGENCY CARD on file with Health Services. A parent/guardian is required to keep the school informed of their student’s health-related needs.

Library
The library hours are from 7:00am to 3:30pm, Monday through Friday. The Extended Learning Program is held in the Library and the hours are from 3:00pm to 5:00pm on Monday’s, Tuesday’s, and Thursday’s and 1:00pm to 3:00pm on Wednesday’s. In addition, the Extended Learning Program is available during 7th period on Monday’s, Tuesday’s, and Thursday’s. Current school ID is required for checking out books. Books can be checked-out for three weeks. A fine of 25 cents per day will be charged for overdue books after a seven-day grace period.

PERSONAL PROPERTY (LOST, FOUND & STOLEN)
The lost and found is located in the Administration Building. Students are encouraged to leave all unnecessary items at home. While efforts are made to minimize theft, the school is not responsible for lost or stolen personal items on school grounds (this includes school-related events such as dances, field trips and athletic activities).

AHS WELLNESS CENTER & PVPSA SERVICES
Aptos High has a Wellness Center to provide social-emotional support and resources for students. The Pajaro Valley Prevention and Student Assistance Services Program provides counseling and referral services to any student who might be experiencing difficulties with alcohol or other drugs. PVPSA can also make referrals to outside agencies to help students address other concerns such as conflict resolution, abuse, loss or family dysfunction. Wellness Referrals may come from any source and are confidential. Wellness Referral forms are available in the Main Office, on the website, or from AHS school counselors.

SCHOOL INSURANCE
It is mandatory for any student involved in extracurricular activities to provide proof of adequate medical insurance. School insurance forms are available in the Main Office or from the Athletic Director.

TEXTBOOKS
Textbooks are furnished to students free of charge. Students are responsible to care for their textbooks and to return them at the end of the school year or before checking out of AHS. Students are responsible for the cost of replacing textbooks that are either lost or damaged.

PERMISSION TO PUBLISH
Each student is asked to complete a permission form allowing their photo (taken at school-sponsored events such as concerts, games, dances, in class, etc.) to appear on the AHS website, yearbook, or local newspapers.

EMAIL
Each student receives a free internal School Loop email account. A signed Internet Use Agreement (IUA) is required to maintain accounts. Email and web services are designed to support classroom activities and assignments.

SCHOOL LOOP
The Pajaro Valley Unified School District uses School Loop, a student data system for students and parents/guardians to track student progress for attendance, grades, and discipline. Students, parents/guardians, and teachers login to School Loop on the Aptos High School website (www.aptoshhs.net). Every student and parent/guardian can sign up and access current data regarding their student’s progress. If there are any issues logging in to School Loop, call the Main Office and ask for the student information specialist. Parents/guardians can also access teachers’ assignments and attachments for current and future assignments through School Loop. The attendance portion of School Loop allows for parents/guardians to review their student’s attendance and this information can be used to address any attendance issues through the Attendance Office. Parents/guardians and students are encouraged to monitor this information regularly and contact the school should there be any questions.

ACADEMIC PROGRAM
AHS offers all students a full range of courses in all curricular disciplines. Mariners are encouraged to achieve their academic potential and can expect support in the acquisition of the skills necessary to foster academic success. Should a student encounter an issue in a classroom, follow this chain of communication to achieve resolution:
STUDENT AND/OR PARENT/GUARDIAN MEET WITH:

#1 Student & Teacher
#2 Parent & Teacher
#3 Counselor or Case Manager
#4 Administration (only if needed)

STANDARD COURSES
These courses are designed to meet the academic needs of most students and to offer challenging, exciting learning experiences.

ACCELERATED COURSES
Accelerated courses are uniquely challenging and enriching learning opportunities that enable students to achieve their full potential. No extra GPA points are awarded in accelerated classes.

HONORS COURSES
Honors courses, more demanding versions of standard high school courses are also offered. Eligibility for honors courses requires teacher and department recommendation. Students can earn an extra GPA point.

ADVANCED PLACEMENT COURSES
Advanced Placement (AP) courses are designed to provide college level coursework during high school. Since AP courses are significantly more demanding than standard high school courses, the grades earned are weighted (A=5, B=4, C=3) for grade point average calculations. The courses have a culminating exam where if a student scores a 3, 4, or 5, it may result in the student being awarded credit once they attend a college or university (dependent on the institution). There is a fee for each exam a student takes. Students who qualify for free/reduced lunch receive a fee reduction for each exam.

SCHEDULE CHANGE REQUESTS
All schedule change requests must be submitted within the first 10 school days of each semester. Request forms may be obtained from the Counseling Department and are granted on a case-by-case basis on the following criteria:

1. Students who are misplaced in a class.
2. Students who have a gap period in the schedule.
3. Students who need a class to fulfill an A-G and/or graduation requirement.
4. No changes will be made for preferences for teacher, period, class, Tutorial, or to align the schedule with another student.

Students who wish to request a schedule change for the approved reasons above should obtain a Class Change Request Form from their counselor.

MINIMUM NUMBER OF CLASSES
In accordance with California State Education Code, freshman, sophomores and junior students must be enrolled in six classes. Juniors may be enrolled in five on-campus courses and one course at Cabrillo College. Seniors who are on track for graduation may be enrolled in four on-campus courses and one course at Cabrillo College. Seniors enrolling in classes at Cabrillo College need to be enrolled in 5 courses at AHS until proof of enrollment at Cabrillo College is submitted to their counselor. All seniors and juniors are encouraged to maintain a full schedule in order to fully take advantage of the high school experience and demonstrate college preparedness. All athletes must be in a minimum of five classes to be eligible to participate in interscholastic athletics.

LETTER GRADES CAN BE INTERPRETED AS FOLLOWS:

A = Excellence
B = Above Average
C = Average
D = Below Average
E = Unsatisfactory (no credit)
P = Pass for Credit
W = Withdrawal from course
WF = Withdrawal from course and Fail (no credit)

INCOMPLETES
AHS does not issue grades of Incomplete. Students who do not complete a course will be issued the grade earned at the end of the semester in which they were enrolled in the course. Teachers may make a grade change if warranted, up to but not after the 10th day of the beginning of the following semester.

PROGRESS REPORTS
It is the policy of the school to issue a report of student progress midway through each quarter grading period for all students who are in jeopardy of failing a course. This provides both the student and the parent/guardian a warning of possible failure in time to make positive adjustments in the student’s academic progress. Progress Reports will be delivered to students in their Tutorial classes on the dates designated on the AHS calendar which can be found on the school website (www.aptoshhs.net). Parents/guardians are strongly encouraged to regularly monitor student progress using School Loop. Please allow two weeks for teachers to update grades after students turn in assignments and contact teachers with any questions or concerns.

APTO HS HIGH SCHOOL

GRADUATION REQUIREMENTS

Graduation Requirements are set by the PVUSD School Board

Students are required to complete 40 hours of Community Service (10 per year) for graduation.

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>COURSES</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
<td>40</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
<td>30</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
<td>30</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3</td>
<td>30</td>
</tr>
<tr>
<td>Physical Education</td>
<td>2</td>
<td>20</td>
</tr>
<tr>
<td>Health</td>
<td>½</td>
<td>5</td>
</tr>
<tr>
<td>Fine Arts or World Language</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>Applied Art/Technology</td>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
<td>45</td>
</tr>
</tbody>
</table>

**Total Credits**: 220
<table>
<thead>
<tr>
<th>SUBJECT REQUIREMENTS</th>
<th>California State University (CSU)</th>
<th>University of California (UC)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15 year-long/30 semester college preparatory 'a-g' courses required with letter grades of C or better:</td>
<td>11 UC-required college-preparatory courses must be completed prior to senior year (including summer courses)</td>
</tr>
<tr>
<td>&quot;a&quot; History/Social Science</td>
<td>2 years/4 semesters of history/social science, including one year of U.S. history OR one semester of U.S. history and one semester of American government, AND</td>
<td>1 year of world history, cultures or historical geography (including European History) from the &quot;a&quot; subject area</td>
</tr>
<tr>
<td></td>
<td>1 year of history/social science from either the &quot;a&quot; or &quot;g&quot; subject area</td>
<td></td>
</tr>
<tr>
<td>&quot;b&quot; English</td>
<td>4 years/8 semesters of college preparatory English composition/literature (including no more than 1 year of Advanced ESL/ELD):</td>
<td>The ESL/ELD cannot be completed during senior year</td>
</tr>
<tr>
<td>&quot;c&quot; Mathematics</td>
<td>3 years/6 semesters of mathematics (including or integrating topics covered in algebra I and II, geometry)*</td>
<td>Students applying to UC must complete a geometry course (or integrated math courses with geometry content).</td>
</tr>
<tr>
<td></td>
<td>(Integrated math sequences may be used to satisfy the &quot;c&quot; Mathematics requirement.)</td>
<td></td>
</tr>
<tr>
<td>&quot;d&quot; Laboratory Science</td>
<td>2 years/4 semesters of laboratory science</td>
<td></td>
</tr>
<tr>
<td></td>
<td>At least 1 year of biological science, one from the &quot;d&quot; subject area and the other from the &quot;d&quot; or &quot;g&quot; area**</td>
<td>Must include at least two of the three foundational subjects of biology, chemistry, and physics; or one year of biology, chemistry and physics and one year/2 semesters of an interdisciplinary, or integrated, or earth and space science course can be used to meet one year/2 semesters of this requirement. Courses must be from the &quot;d&quot; subject area.</td>
</tr>
<tr>
<td>&quot;e&quot; Language Other Than English</td>
<td>2 years/4 semesters (or equivalent to the 2nd level high school instruction) of a language other than English*</td>
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<tr>
<td></td>
<td>(Courses must be the same language, American Sign Language allowed)</td>
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<tr>
<td>&quot;f&quot; Visual and Performing Arts</td>
<td>1 year/2 semesters (or two one-semester courses in the same discipline) required, chosen from the following disciplines: Dance, Interdisciplinary Arts, Music, Theater or Visual Arts</td>
<td></td>
</tr>
<tr>
<td>&quot;g&quot; College Preparatory Elective</td>
<td>1 year of an elective chosen from any area on approved &quot;a-g&quot; course list</td>
<td></td>
</tr>
</tbody>
</table>

* Coursework completed in the 7th or 8th grade can be used to satisfy "c" and "e" requirements.
** It is best to prepare for both UC and CSU by completing two laboratory courses from the "d" subject area. Information is accurate as of 10/10/17.

* Private & Public Out of State colleges and universities set their own admissions requirements. See the Counseling Department for more information.

COUNSELING DEPARTMENT & SERVICES

The professional practice of the Counseling Department reflects Aptos High School's Schoolwide Goals. Counseling information for students and families is provided through classroom presentations, student conferences, group workshops, evening events, and more. AHS school counselors collaborate with students and families with the express goal of student success and well-being.

AHS counselors work with students to develop courses of study based on the student's post-high school goals during high school, They monitor their progress toward graduation and provide intervention meetings if needed to support students and families in various aspects of high school success.

NAVIANCE

Naviance, provided to AHS by PVUSD, is a web-based tool that assists students in preparing for college and career. In the senior year, Naviance serves as the student's college admissions application management tool. Students receive instruction and lessons during high school in the use of Naviance from AHS school counselors in classroom presentations and group workshops.
ADDITIONAL ACADEMIC PROGRAMS & ACTIVITIES

TUTORIAL CLASS
The twice-weekly Tutorial class is intended to be academic and educational. Tutorial provides students with time during the school day to complete homework, make-up tests, read, conduct research, and obtain help from teachers. Passes are required to transition to another Tutorial class. Students wait until morning announcements are complete before transitioning to another Tutorial class where they are then expected to remain for the duration of the Tutorial period.

COUNTY OF SANTA CRUZ, CAREER TECHNICAL EDUCATION PROGRAM
County CTE offers courses with job readiness and experience for all students. Some courses are on campus, and some are off campus. Transportation to off-campus classes is the student’s responsibility. A full description of each CTE class is available on the AHS website (www.aptoshs.net). CTE classes provide students with the opportunity to gain job skills and experience within a specific career area.

ACADEMIC RECOGNITION PROGRAM
Students have the opportunity to be recognized for excellence and effort in a variety of areas during high school including academics, citizenship, and consistency of effort and improvement. These awards consist of Principal’s List, Honor Roll, Department awards, Mariner Moment, Valedictorian, Salutatorian, and more.

DANCES
GENERAL INFORMATION: All students must have valid photo ID to be admitted to school dances. Only AHS students are permitted to attend regular school dances such as the Welcome Back and Homecoming dances. Students who are on the AHS Exclusion List are not allowed to purchase dance tickets or attend dances. Appropriate attire is required. Dresses must be at least as long as a person’s fingertips fully extended at their sides. Shirts must be worn at all times.

There are no in-and-out privileges at dances. If a student leaves the dance perimeter, they will not be allowed back in to the dance. In addition, students will take a breathalyzer test and be searched upon entry (bag check/pat-down). A law enforcement representative will be present to enforce this policy. Prescription medication must be in original containers and officially marked as prescribed for the student. This and any over the counter medication, will be held and available for use during the dance and returned upon student departure.

All school rules apply before, during, and after dances. Students who violate school rules, District policies, and California Education Code will be subject to disciplinary consequences as outlined in the Discipline Matrix in the Mariner Student Handbook, and lose all further dance privileges for the remainder of the school year. Students who break the California Penal Code will be referred to law enforcement. This includes, but is not limited to: possession, use, or being under the influence of drugs or alcohol, possession of a weapon, or violent behavior. Parent/guardian will be contacted to pick up the student immediately.

DANCING: Appropriate physical contact only. Sexually suggestive dancing is not acceptable. If the behavior looks questionable, it will be stopped. Lewd dancing will result in student and/or couple being asked to leave the dance floor for a 10-minute break and after the second infraction the students may be asked to leave the dance.

• No bending over beyond 45 degrees
• No inappropriate touching
• No overt and/or prolonged public displays of affection

If multiple warnings for inappropriate dancing occurs, the lights may be turned on and/or music stopped or changed as a collective warning for all students present at the dance.

WINTER BALL/PROM GUIDELINES: The AHS Winter Ball and Prom are formal events and appropriate attire is expected. Non Aptos High students must have an approved guest pass on file before a bid/ticket will be sold to the student host. All guest passes must be turned in at the time of bid/ticket purchase.

GUEST POLICY: AHS students in good standing may bring a non-Aptos High guest to Winter Ball or Prom. Guests must be under 21 years of age.

Guests are not allowed at any other dances. In order to bring a guest, the host must pick up a Guest Pass Application in the Mariner Center (ASB Leadership classroom) or at ASB-in-a-Box where the bids/tickets are sold. There is a limit of one guest per AHS student.

In order to for a guest to receive approval to attend the dance, the completed Guest Pass Application must be turned in at the time the ticket/bid is purchased and accepted by the Principal or their designee (the designee has the right to refuse or deny any guest passes). Non-approved guests will be asked to leave and may be referred to law enforcement.

Guests will be expected to provide photo ID from their home school which may be held while they are in attendance at the dance. If the guest is no longer in high school, they must provide another acceptable form of photo ID.

CAMPUS ORGANIZATIONS
CLUBS Many student-run clubs are offered on campus serving a wide variety of student interests. To join a club or to start a new club, please see the Activities Director in the Mariner Center (ASB Leadership classroom) or visit the AHS website for more information (www.aptoshs.net).

ASB EXECUTIVE COUNCIL Student officers are elected each spring and serve the student body in the following school year. ASB officers meet 5th period in the Mariner Center (ASB Leadership classroom).

CLUB SPORTS Aptos High School’s club sports offerings include rugby, surfing, sailing, roller hockey, cycling, triathlon, and dance team. See the AHS Athletic Director for club sport contact information and to learn more about club sports at AHS.
The Athletic Program at Aptos High School is designed to provide as many students as possible with a physically, emotionally and socially competitive experience. This experience will be supervised and conducted within the framework of the school system by specially trained and certified coaches. Their primary focus is to support the development of young people in becoming positive and successful adults.

Participation in extra-curricular athletics is not the right of every student; it is a privilege afforded to students who qualify under established eligibility rules and who adhere to the Aptos High School rules and those of the team on which they are participating. The AHS Athletic Department is committed to supporting all school athletic programs and encourage students to participate in more than one sport.

Athletes at AHS follow the guidelines in the PVUSD Student-Athlete and Parent Handbook. Athletes will also be asked to spend many hours outside of the school day to achieve the level of skill necessary to successfully compete in athletics at the interscholastic level. See the AHS Athletic Director or team coach for the PVUSD Student-Athlete and Parent Handbook. Before a student will be allowed to participate in interscholastic athletics, the student must meet the minimum eligibility requirements established by PVUSD and the CCS/CIF.

IN ORDER TO PARTICIPATE A STUDENT MUST...

- have passed a minimum of 25 semester units and achieve a 2.0 or higher grade point average
- if a student is taking a course at Cabrillo College, the course must earn a minimum of 1.5 units to be used in eligibility calculations
- be under 19 years of age prior to September 1
- have reached the 9th grade
- participate in no more than four seasons of the same sport after enrolling in the 9th grade
- follow any applicable transfer rules as established by CCS/CIF effective July, 2007
- since entering the 9th grade, not be in their ninth semester of attendance
- maintain amateur standing
- not have participated in any tryout for a professional team

Before a student will be allowed to tryout or participate in interscholastic athletics, the student must have on file with the Athletic Department all of the forms required by the PVUSD Student-Athlete and Parent Handbook. The Handbook is available on the Apts High School Athletics website (www.aptosathletics.org) or in the Main Office.

THE CHAIN OF COMMUNICATION If a parent/guardian or student/athlete has a concern, please observe the following chain of communication. This will streamline resolution.

Aptos High School offers the following athletic programs:

**FALL SPORTS**
(Begin in early August. Initial eligibility determined by prior Semester 2 grades and summer school grades; continued eligibility determined by Quarter 1 grades)

- Football
- Girls Golf
- Cheerleading
- Boys/Girls Cross Country
- Boys/Girls Water Polo
- Girls Volleyball
- Girls Tennis

**WINTER SPORTS**
(Begin on November 1. Initial eligibility determined by Quarter 1 grades; continued eligibility determined by Semester 1 grades)

- Cheerleading
- Boys/Girls Basketball
- Boys/Girls Soccer
- Wrestling

**Spring Sports**
(Begin on February 1. Initial eligibility determined by Semester 1 grades, continued eligibility determined by Quarter 3 grades.)

- Baseball
- Boys Tennis
- Boys Golf
- Lacrosse
- Boys/Girls Swimming
- Boys/Girls Track & Field
- Softball
- Boys Volleyball

AHS is a founding member of the Santa Cruz Coast Athletic League (SCCAL) and the Central Coast Section of the California Interscholastic Federation (CCS/CIF). AHS adopts and promotes the League and Section definitions of sportsmanship: A person who can take a loss or defeat without complaint, or victory without gloating, and who treats their opponents with fairness, courtesy and respect. From the CCS: Coaches, players and spectators will respect the integrity and judgment of sports officials. The following behavior is unacceptable at all SCCAL CCS/CIF high school contests:

- berating your opponent’s school or mascot,
- berating opposing players,
- obscene cheers or gestures,
- negative signs, artificial noise makers,
- complaining about officials’ calls (verbally or with gestures),
- face painting, body painting.

The Athletic Department
Mission Statement

IT IS THE MISSION OF THE ATHLETIC DEPARTMENT AT
APTOS HIGH SCHOOL TO PROVIDE EACH STUDENT WITH
AN OPPORTUNITY TO PARTICIPATE IN A QUALITY
ATHLETIC PROGRAM.

EACH PROGRAM WILL PROVIDE STUDENTS WITH A
UNIQUE OPPORTUNITY TO DEVELOP THROUGH COMPETITIVE
ENDEAVORS ATHLETIC SKILLS AND QUALITIES OF HONESTLY,
DETERMINATION, PREPAREDNESS, SELF-CONTROL, TEAM
WORK, AND ACADEMIC EXCELLENCE.
YOUR RIGHTS AS A MARINER

As a Mariner, students enjoy the rights under the laws of the U.S. and California and the policies of the PVUSD. These rights include:

Pursuit of a Quality Education
Mariners are entitled to take any class or participate in any activity for which they are qualified. This includes the right to expect well-prepared and competent instruction from teachers and a course syllabus that outlines course requirements.

Mariners can expect teachers to post course descriptions on the AHS website and communicate electronically regarding grades and assignments. In addition, Mariners can expect assistance from the counseling Department along with support and fair treatment from school administration.

DIGNITY & RESPECT
AHS supports every student’s right to be treated with dignity, courtesy, and respect while at school. All Mariners are expected to demonstrate dignity and respect for others.

Due Process
Every Mariner has the right to due process in all dealings with AHS. Except as provided for in the law, prior to disciplinary action being taken by an administrator, the student will be informed of the reason. Evidence against the student will be retained. The student will have the opportunity to present a defense.

Appeals & Concerns
Students and parents/guardians are entitled to pursue any concerns about the behavior of any school personnel and to appeal the decisions made by the administration or staff. The process is to first, meet with the person in an appropriate location to express the concern. If there is no resolution, the next step is to contact the assistant principal responsible for the specific Department. Although students or parents/guardians may appeal a grade received in a class, the school administration may not direct a teacher to change a grade unless it can be proven that a miscalculation caused the error. AHS encourages students and parents/guardians to work proactively with the school to rectify concerns quickly and cooperatively.

Directory Information
State law allows school districts to release information about students such as name, address, phone number, academic record, co-curricular participation, and previous school to agencies, the military, the media, employers, nonprofit youth organizations, and universities and colleges. A student or parent/guardian may block the release of this information to military by notifying the AHS Registrar.

CAMPUS RULES
Respect Yourself, Others, Campus

The following rules have been developed for the express purpose of making Aptos High School a safe, enjoyable place for students to pursue their high school education.

Closed Campus
In the interest of student safety and in support of the instructional program, Aptos High School is a closed campus. Students leaving campus during the day must obtain an off-campus pass from the Attendance Office.

Out of Bounds
Being in any unauthorized place (i.e., parking lots, back trails, Port Place, football, softball and baseball fields) loitering near classrooms during class time etc.) or where students are not allowed (out of class without a pass, at a restroom far from classroom) is considered out of bounds. Students who do not have a 1st, sixth, or seventh period or do not have a class during a certain period of the day are expected to be in the Main Quad or the Library, if not they will be considered out of bounds. Being out of bounds may result in a Super Saturday School, possible search, and possible loss of parking privileges for the semester or year.

Visitors
Students are not allowed to bring visitors to campus. This includes friends from other schools, siblings, pets, or relatives.

AHS encourages parents/guardians and other members of the community to visit campus, however it is requested that arrangements are made in advance (minimum two days) with teachers and school administration. Visitors are expected to follow the guidelines for each classroom which can be provided by the teacher. Visitors who are minors must be accompanied by an adult at all times. Visitors must sign in at the Main Office to obtain a Visitor Pass.

Student Parking
All student parking is by permit only. Parking permits are only available to Juniors and Seniors. No student is guaranteed parking. Driving to school is a privilege and is not a right, and students are expected to follow all vehicular codes, speed limits, and parking regulations while driving and parking on campus. Students must purchase and properly display a valid Parking Permit in order to park on campus. Student vehicles parked without a Parking Permit or out of the designated student parking areas will be ticketed. Continued parking infractions will result in the temporary or permanent loss of parking and driving privileges and may receive disciplinary consequences.

Tickets may be reported to the DMV and affect vehicle registration. To obtain a Student Parking Permit, a student must demonstrate:

- a signed parent/guardian permission form
- current car registration
- proof of insurance indicating name of insured student
- a valid driver’s license

Field Trips
Signed parent/guardian permission slips are required for all students participating in any off-campus school trip. Students may not transport other students on any school-sponsored trip or event. Students must obtain signed permission from all instructors in order to be excused from class. Students are expected to represent AHS in a positive manner while on field trips and all AHS school rules apply.

Hall Passes
Any student out of their assigned class during instructional time (including Tutorial) is required to be in possession of a valid and appropriate Hall Pass properly filled out and signed by their teacher. Passes should be readily visible by anyone. Being out of class without a Hall Pass is an out of bounds infraction. Specific Tutorial passes should be used during Tutorial.
**WORK PERMITS**

Employed students under the age of 18 or minors who have not earned a high school diploma must have a Work Permit. Students may apply for Work Permits in the Main Office. The following are the minimum requirements for a student to be eligible for a Work Permit at AHS:

1. Student must have at least a 2.0 grade point average
2. Student must not be a truant (includes unexcused absence/tardies)

A truant is in violation of California's compulsory school attendance laws, and a school is not permitted to sanction violation of those laws by issuing a Work Permit (EC sections 48264, 48293, and 49112).

**Intimidation**

AB537 is a California state law guaranteeing school grounds as a place free from violence, name-calling, and intimidation for all students and staff regardless of actual or perceived ability, appearance, ethnicity, gender identity, religion, sexual orientation, or national origin.

**Unauthorized Sales**

Students may not sell food or other items on the campus unless they represent a school-sponsored club or activity, which has been given permission to sell.

**Gambling**

Gambling is a violation of the California State Penal Code and is prohibited at AHS. Gambling or possession of gambling implements may result in disciplinary action.

**Littering**

Throwing garbage into trash and recycling bins demonstrates school pride, individual responsibility, and saves school custodians time for more important work. Littering may result in disciplinary consequences.

**Bicycles & Skateboards**

AHS encourages the use of alternative modes of transportation such as bikes and skateboards, however, they are not to be ridden on campus during the school day. There is a secure area where bikes can be secured with student-provided locks.

**DRUGS & ALCOHOL**

Being under the influence or being in possession of any amount of a controlled substance, including alcohol at school or any school-related activity will result in suspension, loss of activity and athletic privileges, possible expulsion, and referral to law enforcement. Being “under the influence”, means having ingested or consumed any amount of alcohol or controlled substance.

**Behavior on School Busses**

Students are expected to follow the directions of the bus driver and to refrain from boisterous or dangerous behavior. Failure to behave properly on the bus or at bus stops may result in a bus citation, loss of riding privileges, or other disciplinary consequences.

**Matches, Cigarette Lighters, Pepper Spray, Stun Devices, etc.**

These are considered dangerous objects. Students are not allowed to have these or any ignitable devices on campus. Possession may result in disciplinary consequences.

**iPods, Tablets, Computers, Phones**

AHS Students may possess and use on school campus personal electronic devices provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests. If misused in the classroom, a teacher will confiscate these devices and deliver them to the Main Office. On the first offense the student may pick up the device at end of the school day. On the second offense, the student’s parent/guardian will be asked to pick up the device. On the third offense, the school will keep the device until the end of the school year. Photographing, filming, or transmitting any video of any student disturbance will result in disciplinary consequences.

**ATTENDANCE**

When a student is absent with parent/guardian consent for all or part of a school day, the parent/guardian is required to explain the absence in person, by telephone, or in writing. Students who present a written excuse to the Attendance Office must be in class before the tardy bell. Notes must be in ink and must include:

- the student’s name, ID number, grade level, and date(s) of absence(s)
- reason for absence
- signature of parent/guardian or legal guardian with date note was written

Students who need to leave campus early for an appointment or other reason must check out with the Attendance Office (728-7832 x5291) or they will be considered truant. After checking out, a student must leave campus immediately. It is best for academic success for all routine medical and dental appointments to be scheduled outside of school hours.

If a student becomes ill at school and is not able to attend class, the student must check out at the Health Office. Leaving campus without an off-campus permit will be considered truancy.

**ABSENCES MUST BE EXCUSED WITHIN 72 HOURS BY A PARENT/GUARDIAN OR IT WILL BE CONSIDERED AS TRUANCY.**

Homework may be requested by student and/or parent/guardian on the second day of an extended absence or illness. Requests should be made directly to the teacher by email or a phone message. Students have two days for every one day of excused absence to complete homework.

**EXCESSIVE ABSENCES**

Absences extending beyond three days may require a doctor’s note. Students who establish a pattern of unexcused absences may be referred to a Student Study Team for assistance in improving their attendance.

Students identified as a “habitual truant” (after five or more unexcused absences or tardies) may be referred to the
School Attendance Review Board (SARB) for truancy mediation. The appropriate assistant principal will counsel the student, notify parent/guardian and administer disciplinary action if necessary.

Any concerns regarding student attendance may be resolved by one of more of the following methods:

1. Contact the Attendance Office (728-7832 x5291)
2. Contact the student’s school counselor
3. Contact an assistant principal

It is possible for students to make up all or some of the accumulated absences by attending Super Saturday School in increments of four hours. Students who have not cleared Super Saturday School hours risk being able to participate in school activities.

As established by California Education Code 46010, only the following reasons can excuse a student for not being in class:

1. Illness: A doctor’s note may be required for extended illness.
2. Quarantine: Directed by a doctor. Medical, dental, optometry or chiropractic.
3. Medical, dental, optometry, or chiropractic appointment for treatment; elective treatment should be scheduled for outside of normal school hours.
4. Attending the funeral service of an immediate family member; funeral service absence will not be more than three days unless the service is conducted outside of California.
6. Absence to obtain required immunizations if the absence is not more than five days.
7. Court appearances either as a defendant or as a subpoenaed witness.
8. Observation of a holiday or ceremony of the student’s religion.

Students must have approval by note or phone call from a parent/guardian prior to leaving. Aptos High School is a closed campus. Leaving school at lunch or any time during the school day is not permitted.

Tardiness

Punctuality is a necessary part of academic success. As such, it is imperative that students be in their seats and ready to begin class when the bell rings. A student is tardy if they arrive within the first 15 minutes of the beginning of class. Aptos High School implements tardy sweeps periodically where students are assigned after school detention for accrued tardies.

Truancies

Any absence without permission for 30 minutes or more from any class constitutes truancy. When cutting classes or other unexcused absences (without parent/guardian permission) occurs, any of the following will be referred to administration. This can result in assignment to detention, Saturday School, or suspension.

It is the student’s responsibility to follow the proper attendance procedures and to monitor their own attendance regularly. Any failure to do so will be treated according to the appropriate truancy consequences.

California Education Code 48260 holds parents/guardians legally responsible for their student’s school attendance. The law provides penalties for parents/guardians who neglect this duty. School authorities will refer parents/guardians who do not comply to the Santa Cruz County School Attendance Review Board (SARB) and, if necessary, to the District Attorney’s office.

Consequences for Cuts, Unexcused Absences and Truancy

Tardies and truancy are tallied monthly during the school year.

Students who cut class will be assigned to Saturday School by Administration

- 12 tardies/lates = 1 Saturday School
- 18 tardies/lates = 2 Saturday Schools
- 30 or more tardies/lates = 3 Saturday Schools
- Students with 18 or more cuts/unexcused absences are considered to be truant and subject to a referral to SARB and possible transfer to alternate site.
- 3 tardies/lates = 1 after school detention
- 6 tardies/lates = 2 after school detention
- 12 tardies/lates = 1 Saturday School

Detentions and Saturday School assigned due to tardiness and attendance must be satisfied monthly or further consequences may be assigned.

Consequences for Truancy

Students who are truant are in violation of the Education Code and will be subject to disciplinary consequences and expected to improve their daily attendance. These consequences include, but are not limited to detention, Saturday School, exclusion from school-sponsored events and possible loss of class credit. The AHS administration has the right to deny or cancel Work Permits and Parking Permit if students have unresolved attendance problems or are not in good standing. Further truancy could also result in placement in an alternative program or referral to District Student Services. Students will be informed in writing of consequences as a result of truancy.

Off-Campus Passes

Aptos High School is a closed campus. Once arriving on school, students may not leave campus without valid authorization from the Attendance Office. Students needing to leave campus during school hours may do so after acquiring the proper Off-Campus Pass.

An Off Campus Pass requires a note or phone call from the student’s parent/guardian. To avoid delay, parents/guardians may request an Off Campus Pass for their student 24 hours in advance. Students who leave campus without proper authorization will be subject to disciplinary action.

Make Up Work

It is the student’s responsibility to understand their teachers’ missed work policy and to contact their teachers by leaving a message, sending email or by website notification. Parents/guardians may view their student’s attendance records by checking School Loop (www.aptoshs.net).
DISCIPLINARY CONSEQUENCES
No person will be allowed to interfere with another student’s right to learn or to disrupt the normal educational process.

AN EXAMPLE OF SOME OF THE BEHAVIORS THAT WILL RESULT IN DISCIPLINARY CONSEQUENCES…

- Possessing, selling or otherwise furnishing a firearm (EXPULSION IS MANDATORY)
- Brandishing a knife at another person (EXPULSION IS MANDATORY)
- Selling any controlled substance (EXPULSION IS MANDATORY)
- Committing or attempting to commit sexual assault or sexual battery. (EXPULSION IS MANDATORY)
- Committing or threatening to commit assault or battery upon any school employee
- Making terroristic threats against school personnel or school property
- Causing serious injury to another person except in self defense
- Possession of or otherwise furnishing any knife, explosive, or other dangerous object
- Possession of an imitation firearm
- Committing or attempting to commit robbery
- Causing, attempting to cause, threatening to cause, or participating in any act of hate violence
- Possession for sale or providing any controlled substance including marijuana, and alcoholic beverages or intoxicants of any kind
- Harassing, threatening, intimidating, or retaliating against a pupil who is a complainant or witness in a school disciplinary proceeding
- Accumulation of twenty (20) days of suspension in any one school year
- Fighting (physical or verbal)
- Defiance of school authority
- Discharging fireworks
- Offer, arrange or negotiate to sell any substance represented as a controlled substance, alcohol, or intoxicant
- Possessing, using, or being under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind
- Tampering with a fire alarm (fire marshal/law enforcement will be notified)
- Possession, offering, or selling any drug paraphernalia
- Harassment, threats or intimidation toward other students
- Sexual harassment
- Ongoing or repeated violations of school rules or policies.
- Causing or attempting to cause damage to school or private property.
- Possession or use of tobacco or nicotine products
- Stealing, attempting to steal, or knowingly receiving stolen school or private property
- Disrupting school activities or otherwise willfully defying school personnel or school rules
- Profanity, obscene, or vulgar acts
- Littering, throwing food, water balloons, or other objects
- Unauthorized use or possession of school lunch tickets or school forms
- Failing to follow classroom procedures
- Academic cheating, dishonesty
- Forgery
- Truancy, cutting class, or out of class without proper authorization.

CONSEQUENCES

TEACHER ASSIGNED DETENTION
Teachers may require students to report to them for detention during lunch or after school. Students who fail to report to teacher-assigned detention will be referred to the Student Services Office.

AFTER SCHOOL DETENTION
After school detention may be assigned by school administration and is usually assigned as a consequence for minor disciplinary infractions. After-school detention requires assistance in cleanup; in case of rain, students must be prepared to sit quietly and use this time as a study hall or homework center. Attendance on the day assigned is mandatory. Failure to report to or to behave appropriately while serving detention will be considered defiance and will result in additional consequences. Lack of transportation, sports practice, or work is not considered a valid reason to reschedule or not attend.

SUPER SATURDAY SCHOOL
Super Saturday School is assigned for students who have been truant or who are excessively tardy. It is also assigned when lesser consequences have failed to bring about needed behavior changes. Super Saturday School is held from 9:00am to 1:00pm and students are required to bring schoolwork.

Attendance is mandatory and transportation to and from Super Saturday School is the responsibility of the student or parent/guardian. Failure to attend or to behave appropriately while at Super Saturday School will result in additional disciplinary consequences.
COMMUNITY SERVICE
At the discretion of the administration, students may be assigned to complete Community Service hours as an alternative to, or in conjunction with, at home suspension (California Education Code, Section 48900.6).

EVENT EXCLUSION
At the discretion of the administration, students may be excluded from a future school event(s) such as Winter Ball, Prom, Graduation Ceremony or an athletic event, particularly if the infraction occurred at a similar event. In order to attend an after-school event, the student must have attended classes during that school day. Factors that will be taken into consideration are: attendance, discipline, parking and grades. The decision will be made with close review of the entire school year and not solely on the most recent occurrences in the before mentioned areas.

MARINER DRESS CODE
(Revised May, 2010)

No clothing, attire, jewelry, or accessories will be allowed that detracts from a safe and productive learning environment.

The AHS dress code was developed by students, parents/guardians, teachers, and administrators for the express purpose of helping to promote and support a safe, peaceful, positive learning environment free from distractions for all students. Students are expected to dress appropriately for school. Standards with regard to cleanliness, modesty, safety, and appropriateness of dress will be maintained. Students who are inappropriately dressed will not be allowed to attend classes until the situation is remedied. Continual or flagrant violations of the school Dress Code will result in after-school detention, in-school suspension, or other disciplinary consequences. If students have any questions regarding the Dress Code, please contact an assistant principal or the PVUSD Student Services Office.

THE FOLLOWING ITEMS/ATTIRE ARE EXPRESSLY PROHIBITED ON CAMPUS:

Gang Style Attire
Gang style clothing may vary and change from year to year but specifically attire or articles of clothing commonly held to be related to a gang or gang activity are not permitted. No clothing or apparel which may intimidate others or provoke others to acts of violence will be allowed on campus or at any school related activity (District Policy 4508.31).

Dangerous Objects
Articles of clothing, jewelry, or accessories which could pose a threat to the physical well-being and safety of students or others or disrupt the learning environment are not to be worn on campus.

Inappropriate Attire
Any item of clothing or jewelry which depicts or suggests any illegal activity, is explicitly sexual, or portrays obscene gestures, pictures, logos, insignias or wording, or the use, abuse or promotion of drugs or alcohol in any form is not allowed on campus or at any school related activities. Students wearing clothing that is deemed excessively revealing will be asked to either put something on over the item or will be sent home to change into more appropriate clothing for attending Aptos High School.

MARINER BEHAVIOR AND RESPONSIBILITIES
Along with rights come responsibilities and expectations. The responsibilities of students include:

Knowledge of the Rules
All Mariners are expected to know and obey the rules and regulations of the school and the District. If any rule or regulation or its purpose is unclear, please talk with the appropriate administrator for clarification.

Hours of School Jurisdiction
Students are under the authority of school officials and are responsible for obeying school rules while at school or any school-sponsored activity and while going to and from school or any school activity (California Education Code 48900).

Courteous Treatment of Others
Just as each Mariner is entitled to enjoy dignity, courtesy, and respect from others at all times; all Mariners have a responsibility to afford this same treatment to other persons on campus. This applies to other students and all members of the staff.

Classroom Behavior
Students are expected to follow the directions of their teachers. When in class, students are expected to comply with the instructions of the teacher. If a student has a complaint or concern about how a class is being conducted, they should meet with the teacher in private outside of class time to discuss it. If talking it over with the teacher at an appropriate time does not resolve the concerns, make arrangements to discuss the situation with a school counselor and then assistant principal if necessary. Persistent misbehavior will result in progressive disciplinary action and may result in suspension from school and/or removal from the class resulting in a failing grade. Students who are removed from class because of inappropriate behavior will not be enrolled in a replacement class for credit.

MARINER CODE OF CONDUCT & STUDENT DISCIPLINARY PROCEDURES
Aptos High School has developed a code of conduct and disciplinary procedures to help students understand what is expected of them and the consequences that follow violation of the rules. Students are required to respond positively to staff requests to follow the school’s code of behavior that has been established to guarantee the rights of all students to an education in a safe and orderly environment. A positive school climate derives from an understanding among the total school community that statements and actions that degrade others will not be tolerated. [CA Ed. Code 32051] A standard procedure for dealing with violations of the school’s Code of Conduct has been developed to ensure fairness to all students. For each offense there is a prescribed consequence ranging from a conference with the student to suspension for serious offenses. For a serious offense, the school may make an immediate recommendation for expulsion to student services.

Certain standards of conduct and behavior are essential to the functioning of a school. AHS expects students to conduct themselves according to established standards when on
campus, at any school activity, or when representing the
school.

AHS expects students to be courteous and respectful to one
another, to teachers, administrators, administrative
staff and teacher aids. Finally, AHS expect all students to
display good sportsmanship at all school-related events and
contests.

**BASIC MEANS OF CORRECTION FOR MISBEHAVIOR**

All teachers strive to implement engaging lessons to
courage positive behavior by students. Teachers also
utilize basic classroom management strategies and seek
parent/guardian support for minor behavioral issues.
However, when there is a more serious infraction or
classroom management strategies fail to bring about
appropriate behavior, the teacher will seek support outside
the classroom setting, including administration and
counseling services where appropriate. The series of
correctional measures are as follows:

**PARENT/GUARDIAN**

**CONFERENCE/COUNSELING/MEDIATION**

Student will be counseled after the first offense depending on
the nature of the offense and warned of the consequences if
the offense is repeated.

Counseling services may be provided by school
administration, AHS school counselors or by Pajaro Valley
Prevention and Student Assistance. Parent/guardian
notification or conference and/or a behavior contract may be
necessary.

**AFTER SCHOOL DETENTION**

Detention is held in the Cafeteria on Mondays, Tuesdays and
Thursdays from 3:00 - 4:00pm. On Wednesdays, detention is
from 1:00 - 2:00pm. Students who arrive late or do not attend
detention will have their detention time doubled. The second
no-show offense will result in four hours of Super Saturday
School.

**CLASS SUSPENSION**

A teacher may suspend any pupil from class the day of the
action and one day following for disruptive behavior in the
classroom and/or defiance to the teacher. A suspension
from class during a Block Day is considered a two day
suspension from class. Teachers will send student(s) to an
assistant principal with an AHS Student Referral Pass.

**SUPER SATURDAY SCHOOL**

(Super Saturday School is held from 9:00 am - 1:00 pm)

**STUDENT AGREEMENTS FOR SUPER SATURDAY SCHOOL:**

✓ Students agree to be on the Cafeteria stairs at AHS by
9:00am and dressed appropriately
✓ Students agree to bring books/classwork for study
✓ Students who are assigned detentions and or Super
Saturday School agree to be responsible for
remembering the scheduled days. If unable to attend,
the parent/guardian of the student agrees to notify the
assistant principal. Please coordinate changes in
advance with an assistant principal.

✓ If students become ill on the day of an assigned Super
Saturday School, the parent/guardian agrees to call the
Student Services Office at x5189 by 10:00am the
following Monday.

Failure to attend a Super Saturday School assigned for
discipline may result in a one day out of school suspension.
Any student arriving after 9:05am to Super Saturday School
will be counted as a no-show and will not be allowed to attend.
Any disruption/defiance at Super Saturday School will result
in the student being sent home immediately by the instructor
in charge. The student will receive further disciplinary action
and a possible suspension from school.

**SUSPENSION**

While a student is under suspension, the student may not be
on campus or at any school-sponsored event, home or away,
for any reason without specific administrative permission.
Students who are suspended who are also athletes may not
participate in practice or games during the days of
suspension. When other consequences have failed to bring
about desired behavior or for certain serious offenses, a
student will be suspended from school. In compliance with
the California Education Code, students who accrue 20 days
of at home suspension must be recommended to the School
Board for possible expulsion from the School District.

**Work Missed Due to Suspension**

The teacher of any class from which a student is suspended
may require the suspended student to complete assignments
and tests missed during the suspension (California Education
Code 48913). We recommend that students contact teachers
directly through School Loop email to request assignments.

**Homework while Suspended**

On notification from administration, homework may be
requested by school counselors from all teachers when a
student is suspended for at least three days. Teachers are
required to provide access to all academic information missed
during a suspension, however, the responsibility is on the
student to complete the work in a timely fashion. Students are
expected to check teacher websites to see what they are
missing. It is strongly recommended that students email their
teachers directly so that they have the most accurate and
current information regarding their academics.

If students/parent/guardian request a prepared package of
homework from teachers, call the Main Office to confirm the
homework is available for pick-up. While suspended, a
student is not allowed on campus and another responsible
individual will need to pick up homework.

**INTER/INTRA-DISTRICT TRANSFER**

Students transferring to a school outside their attendance
area are expected to maintain appropriate behavior and
conform to school regulations, including good attendance.
Students not meeting these standards may have their
Inter/Intra-District Transfers revoked.

**EXPULSION**

Expulsion is considered in specific serious offenses as
defined in California Education Code 48900 and 48915.
Expulsion means the removal of a student from the school of
attendance and from any district school for no more than the
semester in which the infraction occurs and the semester
following.
Upon successfully completing the terms of expulsion, as set forth by the School Board, the student may return to the district with the approval of the School Board.

The decision of whether or not to recommend a student for expulsion is the responsibility of the Principal. As in all cases, this decision will be based on careful review of the circumstances surrounding the individual case and situation. The Principal will follow the procedures as prescribed in the California Education Code. A meeting will be held between the student, parent/guardian and the Principal (or the Principal’s designee) to discuss the issues and the procedures. The expulsion process has specific timelines in order to protect the due process rights of the student.

Causes for Suspension and Expulsion /Applicability of School Rules
A student may be suspended or recommended for expulsion if the offense occurs while on school grounds, going to or coming from school or at a school-related activity off-campus. Students may also be suspended or expelled if the offense occurs at a school sponsored activity off campus or going to or coming from any school-sponsored activity.

Causes for Immediate Recommendation for Expulsion
1. Possessing, selling, or otherwise furnishing a firearm [Ed. Code 48915 (c) (1)].
2. Brandishing a knife at another person [Ed. Code 48915©(2)].
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 [Ed. Code 48915©(4)].
5. Possession of an explosive [Ed. Code 48915©(4)].

When a Student Develops a Pattern of Behavioral Offenses, There is a Potential to Reach a Point Where Alternative Means of Correction Have Failed. In That Case, a Student Could be Recommended for Expulsion.

Parking/Driving Violations
Parking on Campus is a Privilege.

Only Juniors and Seniors are allowed to purchase Parking Permits and only students with parking permits are allowed to park on campus. Students must park their vehicles in designated student parking areas. Automobiles illegally parked will be ticketed. Loitering around parked vehicles is prohibited. Parking lots and cars are considered out of bounds during the school day. Students found out of bounds are subject to Super Saturday School, possible search, and possible loss of parking privileges for the year or semester. Students may not go to their car without permission from the Office. Campus lots are subject to both Ed. Code and Vehicle Code laws. The parking sticker must be clearly visible in the front window of the auto. Lost or stolen permits will be replaced for a fee of $5.

AHS strongly discourages students from parking in residential areas. No student is to use the areas reserved for staff or visitor parking. Vehicles parked in undesignated areas or not displaying proper parking permits are subject to being ticketed, towed away at owner’s expense, and violators are subject to disciplinary action. The District and school assume no responsibility for any damage to vehicles. Students are expected to follow all traffic laws and will be cited according to vehicle penal code for violations of traffic laws. Students who abuse parking and/or driving privileges will receive consequences as described in the AHS Discipline Matrix included in this Handbook.

SAFETY DOGS
In our continuing effort to maintain a safe and healthy learning environment for all students, the Pajaro Valley Unified School District approved a program for all comprehensive high schools to detect the presence of drugs, alcohol, gun-powder-based products, and other contraband normally prohibited on campus. The program was piloted successfully and is currently in use in more than 280 schools and school districts nation-wide.

Facilitated by the use of non-aggressive detection dogs, the contractor, Proactive Canines of Central Valley, will make periodic, unannounced visits to our campus. The visits are intended to provide a deterrent as opposed to a method of apprehending violators.

This program is intended to send a clear message to all concerned that prohibited contraband detrimental to student health and safety is prohibited on campus.

The dogs are not used to sniff individuals and will normally check the following:

- **Lockers** Random searches may be conducted in the PE locker rooms and changing areas.

- **Bags** Backpacks, gym/athletic bags, retreat luggage (overnight field trip), etc. Bags are not in the possession of the students when they are sniffed. If it is determined that a bag or a car needs to be searched, the search is conducted in the presence of the student. If a search needs to take place, parent/guardian will be informed immediately.

- **Parking Lots and Cars** Random searches may be conducted in student parking areas.

- **Common Areas** Gym areas, and any other areas as identified by the school administration.

The goal of this program is deterrence. If a student is found to be in possession of drugs, alcohol, or other contraband through this program, the school will follow disciplinary policies as published in the Mariner Student Handbook.

The use of detection canines is just one of the steps used for drug and alcohol education and prevention efforts. All of the educational and preventative work regarding this and other behavioral health, counseling and discipline issues are a priority of AHS and PVUSD.
BULLYING
AB 537 VIOLATIONS
Bullying is not tolerated at Aptos High School. It is expected that teachers, staff, and students will immediately report any type of bullying for administrative action. AB 537 is the California Student Safety and Violence Prevention Act of 2000 and protects students and school employees against discrimination and harassment at all California Public Schools. This includes the actual or perceived sexual orientation and gender identity.

The state defines “gender” as “a person’s actual sex or perceived sex and includes a person’s perceived identity, appearance or behavior, whether or not that identity, appearance, or behavior is different from that traditionally associated with a person’s sex at birth.” The nondiscrimination policy also prohibits harassment and discrimination on the basis of sex, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability.

Harassment is defined as “conduct based on protected status that is severe or pervasive, which unreasonably disrupts an individual’s educational or work environment or that creates a hostile educational or work environment.” The protections cover any program or activity in a school, including extracurricular activities and student clubs through the Equal Access Act.

THE THREE (3) TYPES OF BEHAVIORS

- PHYSICAL BULLYING - Harm to another’s body or property
- EMOTIONAL BULLYING - Harm to another’s self-worth
- SOCIAL BULLYING - Harm to another’s group acceptance

BULLYING/AB 537 VIOLATIONS MAY INCLUDE:

1. Calling names or making fun of a person.
2. Pinching, pushing, or shoving a person.
3. Taking things away from a person without consent.
4. Damaging a person’s belongings.
5. Stealing from a person.
6. Spreading rumors about a person.
7. Saying or writing things about a person.
8. Making a person feel uncomfortable or small.
9. Excluding a person from activities.
10. Making a person feel targeted or excluded.

HOW DO YOU FILE A COMPLAINT?
If a student is being bullied or harassed they should begin by telling the person who is harassing them to stop. At this point the student has the option to wait and see if it happens again or to report the situation.

Students can also begin with or if it happens a second time, by informing a teacher, their school counselor, another adult on campus, or by telling a parent/guardian. If the harassment continues from the same individual, it is very important that the student informs a trusted adult that the attempts to make the behavior stop have failed and that stronger more serious action will be required.

If a student receives threatening phone calls or emails, the student needs to tell their parent/guardian or a trusted adult immediately. Students should save all emails and/or voice messages to share with an adult. If a student sees someone else at school being bullied, they should find assistance and inform an adult about the concerns.
APTOS HIGH SCHOOL
DISCIPLINE MATRIX

The Exclusion List
Aptos High School students may be added to the Exclusion List for eight school weeks (this does not include when school is not in session) if they are suspended from school, truant, fail to attend detentions that result from tardiness, and/or fail to attend Super Saturday School as a result of unexcused absences.

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>1ST OFFENSE</th>
<th>2ND OFFENSE</th>
<th>ADDITIONAL OFFENSES</th>
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<tbody>
<tr>
<td><strong>BEING IN SCHOOL/CLASS</strong></td>
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<tr>
<td>Out of Bounds</td>
<td>Search, and Saturday School, phone call home</td>
<td>Search, Saturday School, phone call home, 1-5 day suspension</td>
<td>Search, Basic means of correction, 1-5 day suspension</td>
</tr>
<tr>
<td>Leaving Campus or Class</td>
<td>Saturday School, phone call home</td>
<td>1-3 day suspension, parent/guardian conference</td>
<td>3-5 day suspension, parent/guardian conference</td>
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<tr>
<td>Without Permission EC 48900(k)</td>
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<td>(Transporting other students off campus w/o permission,)</td>
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<tr>
<td>Public Displays of Affection: kissing, embracing, and/or other forms of physical contact</td>
<td>Basic means of correction, parent/guardian conference, possible notification to law enforcement</td>
<td>Basic means of correction, parent/guardian conference, possible notification to law enforcement</td>
<td>Basic means of correction, parent/guardian conference, possible notification to law enforcement</td>
</tr>
<tr>
<td>Unexcused absences (truancy)</td>
<td>6=1 Saturday school, parent/guardian/counselor contact</td>
<td>6=1 Saturday School, parent/guardian/counselor conference</td>
<td>Parent/guardian/counselor conference, identified as “truant”/possible referral to SARB</td>
</tr>
</tbody>
</table>

<p>| <strong>CLEANLINESS AND DRESS</strong> | | | |
| Littering (throwing food/object onto the ground/ campus) | Detention(s), Saturday School, community service, phone call home | Saturday School or suspension from school, parent/guardian conference | Suspension from school, parent/guardian conference |
| Spitting | Detention(s), Saturday School, and or phone call home. | 1-3 days suspension, parent/guardian conference | 3-5 days suspension, parent/guardian conference |
| Dress Code Violation | Detention(s), attire altered, may be sent home | Saturday School, contract, attire altered, parent/guardian conference. | Suspension |</p>
<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>1ST OFFENSE</th>
<th>2ND OFFENSE</th>
<th>ADDITIONAL OFFENSES</th>
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</thead>
<tbody>
<tr>
<td><strong>HONESTY</strong></td>
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<tr>
<td>Dishonesty</td>
<td>Detention(s), or Saturday School</td>
<td>1-5 day suspension.</td>
<td>3-5 days of suspension.</td>
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<tr>
<td>(Including lying to Administration/Adults when being questioned.)</td>
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<tr>
<td>Falsification, possession, and/or forging, altering school correspondence, passes, or absence admits. EC 48900 (k)</td>
<td>Detention(s), or Saturday School</td>
<td>1-5 day suspension, Parent/guardian conference</td>
<td>3-5 day suspension, Parent/guardian conference</td>
</tr>
<tr>
<td>Misuse of Computers/Internet (Including accessing an instructor's computer, the viewing of pornography and/or any violation of the AUA)</td>
<td>Warning, Detention(s), or Saturday School, or 1-3 day suspension and loss of access for a specified time</td>
<td>3-5 day suspension and loss of access for a specified time</td>
<td>5 day suspension and loss of access for the remainder of the semester or School Year</td>
</tr>
<tr>
<td>Possession of unauthorized articles/items (chains, video cameras, laser pens, cellular phones, I-pods, mp3 players that interrupt class time) PC 417.25, 417.27 EC 51512</td>
<td>Parent/guardian notification, item confiscated until the end of the day</td>
<td>Parent/guardian notification, item confiscated until parent/guardian retrieval</td>
<td>Parent/guardian notification, item confiscated until the end of the School Year</td>
</tr>
<tr>
<td>Cheating/Academic Dishonesty (Including plagiarism, attempting to change grades, and/or accessing an instructor’s computer)</td>
<td>Student receives “F” grade for that assignment, test/quiz, conference with student, parent/guardian, teacher required, possible Saturday School, Detention(s) or 1-3 day suspension.</td>
<td>Student receives “F” grade for that assignment, Saturday School, 3-5 day suspension, parent/guardian conference with administration required.</td>
<td>Student receives an “F” for the class (quarter/semester).</td>
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<tr>
<td><strong>PARKING/DRIVING</strong></td>
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<tr>
<td>Parking violation</td>
<td>Ticket and or loss of parking or other privileges for a specified time</td>
<td>Ticket and or loss of parking or other privileges for a specified time</td>
<td>Ticket and or loss of parking and/or other privileges for the semester</td>
</tr>
<tr>
<td>Transporting students off campus without permission.</td>
<td>Saturday School, parent/guardian notification, loss of parking or other privileges for a specified time, possible law enforcement notification, possible citation</td>
<td>Ticket and or loss of parking or other privileges for a specified time (semester), 1-3 day suspension</td>
<td>Law enforcement notification, Ticket and loss of parking or other privileges for the remainder of the year, 3-5 day suspension</td>
</tr>
<tr>
<td>Reckless driving and disturbing the peace while driving on campus (Including driving the wrong way on AHS roadways)</td>
<td>Saturday School, parent/guardian notification, possible law enforcement notification, possible citation</td>
<td>Saturday School(s), 1-3 day suspension, parent/guardian notification, law enforcement notification, possible citation, possible loss of driving privileges (semester)</td>
<td>3-5 day suspension, law enforcement notification, possible citation, loss of driving privileges for the remainder of the year, parent/guardian notification</td>
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<tr>
<td><strong>THEFT/DESTRUCTION</strong></td>
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<tr>
<td>Theft of school or private property of students, staff, or teachers</td>
<td>3-5 days suspension, parent/guardian conference, restitution, notification to law enforcement</td>
<td>3-5 days suspension, parent/guardian conference, restitution, notification to law enforcement, possible recommendation for expulsion</td>
<td>5 days suspension, parent/guardian conference, restitution, notification to law enforcement, recommendation for expulsion</td>
</tr>
<tr>
<td>Vandalism/destroycation of school or private property. EC 48900(f)</td>
<td>3-5 day suspension, parent/guardian conference, restitution, law enforcement notification</td>
<td>3-5 day suspension, parent/guardian conference, restitution, law enforcement notification</td>
<td>5 day suspension, parent/guardian conference, restitution, law enforcement notification, possible recommendation for expulsion.</td>
</tr>
<tr>
<td>Robbery and/or extortion. EC 48900(e) EC 48915 (a)(4)</td>
<td>5 day suspension, parent/guardian conference, notification to law enforcement, possible recommendation for expulsion</td>
<td>5 day suspension, parent/guardian conference, notification to law enforcement, recommendation for expulsion</td>
<td>Not applicable</td>
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<tr>
<td><strong>ABUSE AND HARRASSMENT</strong></td>
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<tr>
<td>Insulting, abusing, disrespecting teachers or other school personnel EC 48900.4 EC 48900(k)</td>
<td>Detention(s), or Saturday School, or 1-3 days of suspension, parent/guardian conference</td>
<td>3-5 days of suspension, parent/guardian conference, recommendation of opportunity contract</td>
<td>5 day suspension, possible recommendation for expulsion</td>
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<tr>
<td>Bias related incident Bullying/AB 537 (racial, ethnic, religious, sexual orientation, etc.) or hazing, degrading/slurs, disgracing any person attending this school. EC 32050 EC 32051 EC 48900 (k)</td>
<td>Warning, possible 1-5 day suspension, parent/guardian conference, possible law enforcement or basic means of correction</td>
<td>3-5 day suspension, parent/guardian conference, possible law enforcement notification and other basic means of correction</td>
<td>5 day suspension, parent/guardian/counselor conference, notification to law enforcement, possible recommendation for expulsion.</td>
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<tr>
<td>Use of Vulgarity (in the classroom or on the schoolyard) and/or vulgarity directed towards students, staff, instructors</td>
<td>Saturday School, parent/guardian conference 1-5 day suspension</td>
<td>3-5 day suspension, parent/guardian conference, recommendation of opportunity contract</td>
<td>5 day suspension, possible recommendation for expulsion</td>
</tr>
<tr>
<td>Libelous Materials printed/distribution</td>
<td>1-5 day suspension, parent/guardian notification, possible law enforcement notification</td>
<td>3-5 day suspension, parent/guardian notification, possible law enforcement notification</td>
<td>5 day suspension, parent/guardian/counselor notification, law enforcement notification, possible recommendation for expulsion</td>
</tr>
<tr>
<td>Intentionally engaging in harassment, threats, bullying or intimidation EC 48900.4 EC 48900 (k)</td>
<td>Detention(s), or Saturday School, or 1-3 days of suspension, parent/guardian conference</td>
<td>3-5 days of suspension, parent/guardian conference</td>
<td>5 day suspension, possible recommendation for expulsion</td>
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<tr>
<td>Sexual harassment EC 48900.2</td>
<td>1-5 day suspension, parent/guardian conference, notification to law enforcement</td>
<td>3-5 day suspension, parent/guardian conference, notification to law enforcement, possible recommendation for expulsion</td>
<td>5 day suspension, parent/guardian conference, notification to law enforcement, possible recommendation for expulsion</td>
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<tr>
<td>DEFIANCE</td>
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<tr>
<td>No show for after school detention</td>
<td>1 Saturday School for each offense</td>
<td>1 Saturday School for each offense, parent/guardian conference</td>
<td>1-5 days suspension</td>
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<tr>
<td>No show to Saturday School</td>
<td>1 day suspension, parent/guardian phone conference</td>
<td>1 day suspension, parent/guardian conference</td>
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<tr>
<td>General defiance: (breaking classroom behavioral norms, procedures and or protocols)</td>
<td>Detention after school, Saturday School</td>
<td>Detention, Saturday School parent/guardian conference</td>
<td>Saturday School, 1-5 day Suspension, parent/guardian conference, recommendation for opportunity contract</td>
</tr>
<tr>
<td>Defiance (confrontational behavior/language)</td>
<td>Detention, Saturday school, parent/guardian conference</td>
<td>Saturday School, 1-3 day Suspension, parent/guardian conference, recommendation for opportunity contract</td>
<td>3-5 day Suspension, parent/guardian conference, opportunity contract</td>
</tr>
<tr>
<td>Willful disobedience/disrupting school activities.</td>
<td>1-3 day suspension, or alternative means of correction, parent/guardian conference</td>
<td>1-5 day suspension, parent/guardian conference.</td>
<td>5-day suspension, parent/guardian conference, possible recommendation for expulsion</td>
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<tr>
<td>Unsafe Behavior</td>
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<tr>
<td>Skateboarding, rollerblading, bicycling, riding a scooter on campus</td>
<td>Equipment confiscated, detention(s), or Saturday School</td>
<td>Equipment confiscated, 1-3 days Suspension, parent/guardian conference</td>
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<tr>
<td>Possession of matches, lighters, lasers and any unsafe object</td>
<td>Confiscation, Detention(s), or Saturday School.</td>
<td>Confiscation, Detention(s), or Saturday School.</td>
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<tr>
<td>Disorderly conduct (Intentional actions that may cause injuries to others)</td>
<td>Detentions(s), or Saturday School, or 1-5 day suspension.</td>
<td>1-5 day suspension, Possible administrative referral to PVPSA</td>
<td>3-5 days of suspension. Administrative referral to PVPSA</td>
</tr>
<tr>
<td>Causing or Setting Fires</td>
<td>1-5 day suspension, parent/guardian conference, fire marshal notification, law enforcement notification, possible expulsion recommendation</td>
<td>5 day suspension, parent/guardian conference, fire marshal notification, law enforcement notification, recommendation for expulsion</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Videotaping (Creating an unauthorized photo/video of any student, staff, instructor on any electronic device)</td>
<td>Confiscation of device, Saturday School, 1-5 day suspension, parent/guardian conference, notification to law enforcement</td>
<td>Confiscation of device, Saturday School, 1-5 day suspension, parent/guardian conference, notification to law enforcement possible recommendation for expulsion</td>
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<tr>
<td>False Fire Alarm. False 911 call-emergency call</td>
<td>1-5 day suspension, parent/guardian conference, Fire Marshall notification, law enforcement notification, possible recommendation for expulsion</td>
<td>3-5 day suspension, parent/guardian conference, Fire Marshall notification, law enforcement notification, restitution, possible recommendation for expulsion</td>
<td>Not Applicable</td>
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<td>Offense</td>
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<tr>
<td>Throwing food or other objects at and or toward students/staff/teachers.</td>
<td>Basic means of correction, parent/guardian notification, possible 1-3 day suspension.</td>
<td>1-3 day suspension, parent/guardian conference, possible law enforcement notification</td>
<td>3-5 day suspension, parent/guardian conference, possible law enforcement notification, possible recommendation for expulsion</td>
</tr>
<tr>
<td>Fighting EC 48900 (a)</td>
<td>5 day suspension, parent/guardian conference, law enforcement notification, administrative referral to PVPSA</td>
<td>5 day suspension, parent/guardian conference, law enforcement notification, recommendation for expulsion.</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Battery EC 48900 (a.2)</td>
<td>5 day suspension, parent/guardian conference, law enforcement notification, administrative referral to PVPSA</td>
<td>5 day suspension, parent/guardian conference, law enforcement notification, recommendation for expulsion.</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Play fighting/“body blows” Rough physical Interactions (consequences based on perceived level of violence)</td>
<td>Warning 1-5 day suspension</td>
<td>3-5 day suspension</td>
<td>3-5 day suspension</td>
</tr>
<tr>
<td>Verbal Conflict/ Posturing/ Challenging Others to engage in violent behavior</td>
<td>Warning, 1-5 day suspension and/or CRT</td>
<td>3-5 day suspension</td>
<td>3-5 day suspension</td>
</tr>
<tr>
<td>Sexual Assault/Battery EC 48900(n), 48915©(4)</td>
<td>5 day suspension, parent/guardian conference, notification to law enforcement, recommendation for expulsion</td>
<td>Not applicable</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Committing or attempting to commit a sexual assault. EC 48915©(4)</td>
<td>5-day suspension, law enforcement notification, recommendation for expulsion.</td>
<td>Not applicable</td>
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<tr>
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<tr>
<td>Possession or use of tobacco or any product containing tobacco or nicotine EC 48900 (h)</td>
<td>Parent/guardian notification, Detention(s), or Saturday School, confiscation, referral to PVPSA</td>
<td>1-3 day suspension, parent/guardian conference</td>
<td>3-5 day suspension, parent/guardian conference</td>
</tr>
<tr>
<td>Possession, sale, and or trade of drug paraphernalia EC 48900 (j)</td>
<td>Basic means of correction, 1-5 day suspension, parent/guardian conference, notification to law enforcement, referral to PVPSA</td>
<td>Basic means of correction, 1-5 day suspension, parent/guardian notification, notification to law enforcement, referral to PVPSA</td>
<td>1-5 days suspension, parent/guardian notification</td>
</tr>
<tr>
<td>Furnishing any controlled substance, alcoholic beverage, or intoxicant. EC 48900©</td>
<td>5 day suspension, notification to law enforcement, administrative referral to PVPSA, possible recommendation for expulsion</td>
<td>5 day suspension, notification to law enforcement, recommendation for expulsion, referral to PVPSA</td>
<td>Not applicable</td>
</tr>
<tr>
<td>In possession of alcohol or narcotics or in the immediate vicinity of others in possession of alcohol or narcotics (and or paraphernalia)</td>
<td>1-5 day suspension, Possible administrative referral to PVPSA</td>
<td>3-5 day suspension, Administrative referral to PVPSA, possible recommendation for expulsion</td>
<td>3-5 day suspension and recommendation for expulsion</td>
</tr>
<tr>
<td>Possession and or use of a controlled substance, alcoholic beverage or intoxicant. EC 48900©</td>
<td>5 day suspension, parent/guardian conference, notification to law enforcement, referral to PVPSA</td>
<td>5 day suspension, parent/guardian conference, notification to law enforcement, recommendation for expulsion</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Selling a controlled substance. EC 48900© EC 48915©(3)</td>
<td>5 day suspension, parent/guardian conference, notification to law enforcement, recommendation for expulsion</td>
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<td>Not applicable</td>
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<tr>
<td>Possession of any look-alike weapon at school or school activity EC 48900 (m)</td>
<td>5 day suspension, parent/guardian conference, notification to law enforcement, possible recommendation for expulsion</td>
<td>5 day suspension, parent/guardian conference, notification to law enforcement, possible recommendation for expulsion</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Possession, use of, sale, or otherwise furnishing of a knife or other dangerous object. EC 48900(b)</td>
<td>5 day suspension, parent/guardian conference, notification to law enforcement, possible recommendation for expulsion</td>
<td>5 day suspension, parent/guardian conference, notification to law enforcement, possible recommendation for expulsion</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Possessing, selling, or otherwise furnishing a firearm. EC 48900(b) EC 48915©(1)</td>
<td>5 day suspension, parent/guardian conference, notification to law enforcement, possible recommendation for expulsion</td>
<td>Not Applicable</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Brandishing a knife at another person EC 48915 © (2)</td>
<td>5- day suspension, notification to law enforcement, recommendation for expulsion</td>
<td>Not Applicable</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Possession of an explosive. EC 48915 ©(5)</td>
<td>5 day suspension, parent/guardian conference, notification to law enforcement, recommendation for expulsion</td>
<td>Not applicable</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Pranks (involvement)</td>
<td>Detention(s), Saturday School, 1-5 day suspension, parent/guardian conference, notification to law enforcement, possible loss of privileges</td>
<td>3-5 day suspension, restitution, notification to law enforcement, possible loss of privileges, possible recommendation for expulsion</td>
<td>5 day suspension, restitution, notification to law enforcement, possible loss of privileges, possible recommendation for expulsion</td>
</tr>
</tbody>
</table>