**MARINER STUDENT HANDBOOK AGREEMENT FORM**

2019 - 2020

Parent/Guardian and Student:

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

*AHS Administration*

<table>
<thead>
<tr>
<th>(Print) Student’s Last Name</th>
<th>First Name</th>
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<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Student ID Number</th>
<th>Tutorial</th>
</tr>
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<table>
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<tr>
<th>Student Signature (required)</th>
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<table>
<thead>
<tr>
<th>(Print) Parent’s/Guardian’s Last Name, First Name</th>
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<tr>
<th>Parent/Guardian Signature (required)</th>
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**MANDATORY:**

This page must be signed and turned in to the main office no later than August 31, 2019.

Failure to turn in this form may result in disciplinary consequences.
**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:** Prepare all students to graduate from AHS ready to enter a career and college by increasing the percentage of students meeting content area standards and A-G eligibility.

**AHS Goal 2:** Identify and implement instructional strategies and interventions to increase academic performance for all students, including: students who receive Special Education services, English learners, long-term English learners, socio-economically disadvantaged, and students-in-transition.

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

### STUDENT LEARNER OUTCOMES

<table>
<thead>
<tr>
<th>Critical Thinkers</th>
<th>Effective Communicators</th>
<th>Productive Community Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reflective</td>
<td>Empathize</td>
<td>Involved</td>
</tr>
<tr>
<td>Open-minded</td>
<td>Actively listen</td>
<td>Volunteer</td>
</tr>
<tr>
<td>Ask questions</td>
<td>Self-advocate</td>
<td>Civic-minded</td>
</tr>
<tr>
<td>Design solutions</td>
<td>Articulate ideas</td>
<td>Respectful &amp; kind</td>
</tr>
<tr>
<td>Seek, evaluate, and utilize evidence</td>
<td>Respond appropriately</td>
<td>Collaborative &amp; personally responsible</td>
</tr>
</tbody>
</table>

### GENERAL 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.

**Wellness Center and 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 school website, or from school counselors.
SCHOOL INSURANCE
It is mandatory for any student involved in extra–curricular activities to provide proof of adequate medical insurance. School insurance forms are available in the Main Office or from the Athletic Director.

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:
- Monday, Tuesday, and Thursday: 3:00 pm - 5:00 pm (and during 7th period for students without a 7th period)
- Wednesday: 1:00 - 3:00
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.

TEXTBOOKS
Textbooks are furnished to students free of charge. Students are responsible to care for their textbooks and 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.

PERSONAL PROPERTY (LOST, FOUND AND 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).

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 District Gmail account. A signed Internet Use Agreement (IUA) is required to maintain accounts. Email and web services are designed to support classroom activities and assignments.

SYNERGY
The Pajaro Valley Unified School District uses Synergy, a student data system for students and parents/guardians to track student progress for academic performance and attendance.

Synergy ParentVUE and Synergy StudentVUE allows users to see assignments and grades posted by teachers. Teachers will also be using Synergy to communicate with parents and students. In August, families will be notified how to set up their new Synergy account and will be able to select their preferred communication language once the account has been created. Families who encounter difficulties setting up their new Synergy account should contact the main office of their student’s school. 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.

STANDARD COURSES
These college prep courses are designed to meet the academic needs of most students and to offer challenging, exciting learning experiences. Grades earned will be reflected on the AHS transcript with the following: A=4, B=3, C=2, D=1, and F=0.

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. Since honors 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.

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 qualify for a fee reduction for each exam.
### Graduation, UC and CSU Requirements

<table>
<thead>
<tr>
<th>Requirements for High School Diploma (Class of 2023)</th>
<th>a minimum of 220 credits is required throughout</th>
<th>10 credits = 1 Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 Credits</td>
<td>40 Credits</td>
<td>30 Credits</td>
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<tr>
<td>Must include World History</td>
<td>Must include English</td>
<td>Must include Math 1 (or equivalent)</td>
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<tr>
<td>U.S. History Government &amp; &amp; State</td>
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**Community Service**
- 40 hours of Community Service
  - Health: Must meet state Health requirements
  - ELD: Passes by 4 years upon completion of English 1
  - AP Honors courses are available to all students and earn weighted GPA
  - Transfer students should work with their counselor for course articulation

### Requirements for Admission to UC/CSU (A-G)

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<tbody>
<tr>
<td>2 yrs Social Science</td>
<td>4 yrs English</td>
<td>3 yrs Math</td>
<td>2 yrs Lab Science</td>
<td>2 yrs same LOTE</td>
<td>1 yr Visual &amp; Performing Art</td>
<td>1 yr of Elective</td>
</tr>
<tr>
<td>Must include:</td>
<td></td>
<td>Must include Math 1 (or equivalent)</td>
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<tr>
<td>1 yr World History</td>
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<td>OR</td>
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<tr>
<td>1 yrs U.S. History</td>
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<tr>
<td>1 yrs World History</td>
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</table>

**Recommended for Admission to UC/CSU (A-G)**
- 49 Credits
- 3 yrs Lab Science
- 30 Credits
- 3 yrs, or more
- 1 yrs of Elective
- Extra-curricular activities are strongly recommended for students considering A-G eligibility
- Sat or ACT Reasoning tests are also required

### 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 a 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 the California State Education Code, freshmen, sophomores and junior students must be enrolled in six classes. Juniors may be enrolled in five on-campus courses and one college course. Seniors who are on track for graduation may be enrolled in four on-campus courses and one college course. Seniors enrolling in college courses need to be enrolled in 5 courses at AHS until proof of enrollment in the 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.

### Tutorial Class

The twice-weekly Tutorial class is intended for academic and educational work. 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 are expected to remain in one teacher’s Tutorial period for the duration of the Tutorial period.
**Extended Learning Program:**
Extended Learning is offered in the library (see page 1) and provides comprehensive expanded learning at the end of the school day. The program consists of two key components, academic intervention and homework assistance.

**Access Center**
The University of California-Santa Cruz Educational Partnership in conjunction with the Pajaro Valley Unified School District offers a variety of services in the Access Center. Staff in the Access Center helps students learn from experts and get individual help with tutoring, college search, planning, applications, scholarships, essays, financial aid, and more. The Access Center staff provide everything students need to prepare for college and career!
- Free Tutoring -- UCSC undergraduate interns are available in the Access Center every day (Monday through Friday!). Free, drop-in assistance and tutoring is available to all students at break, lunch, and after school until 4:30pm. A late bus (limited routes) is available for students.
- College Rep Visits -- Meet with college admissions representatives -- it's one of the best ways to learn more about a college. Sign up in Naviance!
- Careers@Lunch -- Every month professionals attend Careers@Lunch to share information and advice to help students explore careers. Enjoy free pizza, learn, and ask questions

**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.aptoshs.net). Parents/guardians are strongly encouraged to regularly monitor student progress using Synergy. Please allow two weeks for teachers to update grades after students turn in assignments and contact teachers directly with any questions or concerns.

**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.

**Chain of Communication: Academic Concerns**
Should a student encounter an issue in the classroom, follow this chain of communication to achieve resolution.

The student should meet with the teacher first, and if academic concerns are not addressed to the satisfaction of the student, then the student should proceed according to the diagram below.

**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 (GPA: 4.0 and above), Honor Roll (GPA: 3.5-3.99), Department awards, Mariner Moment, Valedictorian, and Salutatorian.
ACADEMIC INTEGRITY

Aptos High School is committed to the demonstration of honest and moral academic conduct. All students are expected to gain a grade or academic accomplishment by means of conducting their own work.

COUNSELING DEPARTMENT SERVICES

The professional practice of the Counseling Department reflects Aptos High School's school-wide goals. Counseling information for students and families is provided through classroom presentations, student conferences, student 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, monitoring their progress toward graduation and providing 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.

ACTIVITIES

DANCES

All students MUST HAVE A 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. 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. 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 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 offers several club sports including surfing, song pom, dance team, and others. See the AHS Athletic Director for club sport contact information and to learn more about club sports at AHS.

**ATHLETICS**

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 honesty, determination, preparedness, self-control, team work, and academic excellence.

The Athletic Program 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 extracurricular athletics is not a right; it is a privilege afforded to students who qualify under established eligibility rules and who adhere to the Apts High School rules and those of the team on which they are participating. The 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.**

**AHS Athletics Sports Programs:**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning <strong>August 9</strong>. Initial eligibility determined by prior Semester 2 grades and summer school grades; continued eligibility determined by Quarter 1 grade</td>
<td>Begin on <strong>November 4</strong>. Initial eligibility determined by Quarter 1 grades; continued eligibility determined by Semester 1 grades</td>
<td>Begin on <strong>February 3</strong>. Initial eligibility determined by Semester 1 grades, continued eligibility determined by Quarter 3 grades</td>
</tr>
<tr>
<td>Boys/Girls Cross Country</td>
<td>Boys/Girls Basketball</td>
<td>Baseball</td>
</tr>
<tr>
<td>Boys/Girls Water Polo</td>
<td>Boys/Girls Soccer</td>
<td>Boys/Girls Swimming</td>
</tr>
<tr>
<td>Cheerleading</td>
<td>Cheerleading</td>
<td>Boys/Girls Track and Field</td>
</tr>
<tr>
<td>Football</td>
<td>Wrestling</td>
<td>Boys Golf</td>
</tr>
<tr>
<td>Girls Golf</td>
<td></td>
<td>Boys Tennis</td>
</tr>
<tr>
<td>Girls Tennis</td>
<td></td>
<td>Boys Volleyball</td>
</tr>
<tr>
<td>Girls Volleyball</td>
<td></td>
<td>Lacrosse</td>
</tr>
</tbody>
</table>

|                      |                                    | Softball                      |
IN ORDER TO PARTICIPATE (MINIMUM ELIGIBILITY REQUIREMENTS):

- Have passed a minimum of 25 semester units and achieve a 2.0 or higher grade point average
- If a student is taking a college course, the course must earn a minimum of 1.5 college 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
- Maintain amateur standing
- Not have participated in any tryout for a professional team
- Complete all forms required by the PVUSD Student-Athlete and Parent Handbook available on the AHS Athletics website (www.aptosathletics.org) or in the Main Office.

Santa Cruz Coast Athletic League (SCCAL)

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 noisemakers
- Complaining about officials' calls (verbally or with gestures)
- Face painting
- Body painting

Chain of Communication: Athletic Concerns

Should a student encounter an issue regarding their athletic experience, follow this chain of communication to achieve resolution.

The student should meet with the coach first, and if athletic concerns are not addressed to the satisfaction of the student, then the student should proceed according to the diagram below.

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 classes 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 and 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 and Concerns**
Students and parents/guardians are entitled to pursue any concerns about the behavior of any school personnel and to appeal the decision 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.

# 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

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

- Illness: A doctor’s note may be required for extended illness.
- Quarantine: Directed by a doctor. Medical, dental, optometry or chiropractic
- Medical, dental, optometry, or chiropractic appointment for treatment; elective treatment should be scheduled for outside of normal school hours.
- 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.
- Jury Duty.
- Absence to obtain required immunizations if the absence is not more than five days.
- Court appearances either as a defendant or as a subpoenaed witness.
- Observation of a holiday or ceremony of the student’s religion.

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.**

**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 to class after the bell. Aptos High School implements tardy sweeps periodically where students are assigned after school detention for accrued tardies.
**Off-Campus Passes**

Aptos High School is a closed campus. 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. Students must have approval by note or phone call from the student’s parent/guardian prior to leaving. It is best for academic success for all routine medical and dental appointments to be scheduled outside of school hours. Leaving school at lunch or any time during the school day without prior approval is not permitted.

Once arriving at 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. After checking out, a student must leave campus immediately.

**Make-up Work**

It is the student's responsibility to understand their teachers’ missed-work policy and to contact their teachers by phone call, sending an email or by website notification. Parents/guardians may view their student’s attendance records by checking Synergy. Coursework may be requested by the student and/or parent/guardian on the second day of an extended absence or illness. 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:

- Contact the Attendance Office (728-7832 x5291)
- Contact the student’s School Counselor
- Contact the Assistant Principal for Student Services

**Consequences for Tardiness, Cuts, and/or Unexcused Absences**

After school detentions and Saturday Academy assigned as a result of attendance issues must be satisfied monthly or further consequences may be assigned. Tardies, cuts, and unexcused absences are tallied monthly during the school year.

<table>
<thead>
<tr>
<th>Tardies/Lates</th>
<th>Number of Class Period Occurrences</th>
<th>Consequence</th>
<th>Cuts/Unexcused Absences</th>
<th>Number of Class Period Occurrences</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
<td>1 After School Detention</td>
<td>6</td>
<td>1 Saturday Academy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>2 After School Detentions</td>
<td>12</td>
<td>2 Saturday Academy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>1 Saturday Academy</td>
<td>18</td>
<td>3 Saturday Academy</td>
<td></td>
</tr>
</tbody>
</table>

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.

**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 Academy, 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 Truancy**

Students who are truant are in violation of the California Education Code 48260 and will be subject to disciplinary consequences and expected to improve their daily attendance. These consequences include, but are not limited to after school detention, Saturday Academy, exclusion from school-sponsored events and possible loss of class credit. Students with 18 or more unexcused period absences and/or tardies are on the exclusion list for AHS events such as dances (includes Prom and Winter Ball) and the graduation ceremony. The AHS administration has the right to deny or cancel work permits and parking permits 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.

**Campus Guidelines**

**Code of Conduct and Disciplinary Procedures**

The following guidelines/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. 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. 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 and to the high school staff. AHS expects all students to display good sportsmanship at all school-related events and contests.

**Hours of 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).

**Courtesy and 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**

All teachers strive to implement engaging lessons to encourage 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.

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 follow the chain of communication as described on pg. 5.

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.

**Behavioral Expectations: SAIL**

Aptos High School has implemented Positive Behavior Interventions and Supports (PBIS) that is based on coherent and consistent school-wide behavioral expectations that teach and reinforce positive behaviors. The school wide behavioral expectations are anchored in "The Mariner Way." "The Mariner Way" is to live and act in such a way that Aptos High School becomes a community of positivity, inclusiveness, engagement, and achievement. "The Mariner Way" will be applied to all settings on campus (classrooms, hallways, quad, cafeteria, restrooms, locker rooms, library, buses, parking lots, and the office) and at school related events. "The Mariner Way" will be taught and reinforced through the acronym SAIL. SAIL stands for Safe Community, Aspire Higher, Integrity Oriented, and Lead by Example.

Mariners will be awarded points and earn rewards for exhibiting "The Mariner Way" by Mariner staff. We are using 5StarStudents.com to track a student’s points for displaying positive behaviors. Also, students can earn points by participating in extra and co-curricular activities and by attending certain school events. Students will need their Student Identification Cards to be awarded points. Students will be able to redeem their points for rewards on Redeem Days during the school year.
### 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. Aptos High School developed the following behavioral intervention flowchart fairly and equitably address minor and major offenses. [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 major offenses. Examples of both minor and major offenses can be found on the Aptos High School Problem Behavior Flow Chart. No person will be allowed to interfere with another student's right to learn or to disrupt the normal educational process.

<table>
<thead>
<tr>
<th><strong>Safe Community</strong></th>
<th><strong>Aspire Higher</strong></th>
<th><strong>Integrity Oriented</strong></th>
<th><strong>Lead By Example</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classroom / Learning Spaces</strong></td>
<td>Promote respect with your actions &amp; words</td>
<td>Be curious &amp; actively engage in learning</td>
<td>Be honest, be accountable</td>
</tr>
<tr>
<td><strong>Electronic Devices</strong></td>
<td>Ask permission for photos, videos</td>
<td>Use as learning tools</td>
<td>On task, on target</td>
</tr>
<tr>
<td><strong>Mariner Events</strong></td>
<td>Be mindful of others</td>
<td>Actively participate</td>
<td>Positive participation</td>
</tr>
<tr>
<td><strong>Outdoor Spaces</strong></td>
<td>Respect personal space &amp; privacy</td>
<td>Respect physical &amp; personal space</td>
<td>Cheer positively!</td>
</tr>
<tr>
<td><strong>Office</strong></td>
<td>Have pass from class during instructional time</td>
<td>Be mindful of your surroundings</td>
<td>Be inclusive!</td>
</tr>
<tr>
<td><strong>Bus Loading</strong></td>
<td>Enter/Exit calmly</td>
<td>Show appreciation for your bus driver</td>
<td>Engage positively with others and respect the space</td>
</tr>
<tr>
<td><strong>Cafeteria</strong></td>
<td>Patiently wait in line</td>
<td>Promote courtesy &amp; community with fellow Mariners</td>
<td>Reduce waste</td>
</tr>
<tr>
<td><strong>Restrooms</strong></td>
<td>Have permission</td>
<td>Plan to use restrooms outside of instructional time</td>
<td>Take the shortest, quickest route to/from restroom</td>
</tr>
<tr>
<td><strong>Locker Room</strong></td>
<td>Respect privacy of classmates Enter, dress, exit calmly</td>
<td>Arrive early &amp; secure your valuables</td>
<td>Return found property to P.E. Staff Respect others with your words &amp; actions</td>
</tr>
<tr>
<td><strong>Parking Lot / Commuting</strong></td>
<td>Adhere to traffic laws &amp; school policy</td>
<td>Arrive early &amp; turn off car Be mindful of others vehicles</td>
<td>Use designated student parking lots</td>
</tr>
</tbody>
</table>

Champion positive character

Be a positive digital influence

Meet expectations

Cheer positively!
**DESCRIPTION OF CONSEQUENCES AND INTERVENTIONS**

**Parent/Guardian Conferencing, Counseling, and/or 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 the school administration, AHS Counselors or by Pajaro Valley Prevention and Student Assistance. Parent/guardian notification or conference and/or a behavior contract may be necessary.

**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 Detentions**
After school detention may be assigned by the 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. 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 Saturday Academy.

**Saturday Academy**
It is possible for students to make up all or some of the accumulated absences by attending Saturday Academy, which is offered in increments of four hours. Saturday Academy 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. Saturday Academy is held from 9:00am to 1:00pm on specifically assigned Saturdays, and students are required to bring coursework.
Attendance is mandatory and transportation to and from Saturday Academy is the responsibility of the student or parent/guardian. Failure to attend or to behave appropriately while at Saturday Academy will result in additional disciplinary consequences, including but not limited to one day out of school suspension, the risk of not being able to participate in school activities, etc.

Any student arriving after 9:05am to Saturday Academy will be counted as a no-show and will not be allowed to attend.

Any disruption/defiance at Saturday Academy 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.

**STUDENT AGREEMENTS FOR SATURDAY ACADEMY:**

- Students agree to be on the Cafeteria stairs at AHS by 9:00am and dressed appropriately
- Students agree to bring books/coursework for study
- Students who are assigned detention and or Saturday Academy 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 Saturday Academy, the parent/guardian agrees to call the Student Services Office at 728-7832 x5189 by 10:00am the following Monday.

**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 the school day. Factors that will be taken into consideration are: attendance, discipline, parking and grades.

**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 Form.

**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 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 email teachers or 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/parents/guardians 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.

**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 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)].

**ADDITIONAL GUIDELINES FOR CONDUCT**

**Alcohol and Drugs**

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.

**Bicycles and 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.

**Bullying and Intimidation**

Bullying and harassment are not tolerated at Aptos High School. It is expected that teachers, staff, and students will immediately report any type of bullying or harassment for administrative action. California law and PVUSD Board Policy protecting students and staff:

California laws ([California Safe Schools](https://www.cde.ca.gov/ds/sr/safebrk.asp)):

- California law explicitly provides that public schools and non-religious private schools that receive state funding, have a legal duty to protect students from discrimination and harassment on the basis of actual and perceived gender identity. California Education Code §§ 200-220.
- The Department of Education regulations implementing this law state that: [No person…shall be subjected to discrimination, or any form of illegal bias, including harassment. No person shall be excluded from participation in or denied the benefits of any [school] program or activity on the basis of . . . gender . . . Title 5, California Code of Regulations, § 4900(a).
- The law defines “gender” very broadly: “Gender” means sex, and includes a person’s gender identity and gender related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth. Penal Code § 422.56 (effective Jan. 1, 2005, as amended by S.B. 1234 (2004)). [1]
- 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.

**PVUSD Board Policy**

As documented in Board Policy 5131.2, the PVUSD Board of Education is committed to creating a safe learning and working environment for all students and employees. The Board of Education recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. District employees shall establish student safety as a high priority and shall not tolerate bullying of any student. No student or groups of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel. (Board Policy 5131.2)
The nondiscrimination policies also prohibit 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 BULLYING 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/HARASSMENT VIOLATIONS MAY INCLUDE:**
- Calling names or making fun of a person.
- Pinching, pushing, or shoving a person.
- Taking things away from a person without consent.
- Damaging a person’s belongings.
- Stealing from a person.
- Spreading rumors about a person.
- Saying or writing things about a person.
- Making a person feel uncomfortable or small.
- Excluding a person from activities.
- Making a person feel targeted or excluded.
- Using social media to share photographs without consent or engage in any of the above named behaviors.

**HOW TO FILE A COMPLAINT:** If a student is being bullied or harassed they should begin by telling the person who is harassing them to stop. The student then has the option to report the situation to an adult on campus. Students can also begin (or if it happens a second time), by informing a teacher, a 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 communication (phone calls, emails, texts, social media posts, etc) the student should tell their parent/guardian or a trusted adult immediately. Students should save all communications 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.

**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.

**Dangerous Objects**
Weapons, matches, lighters, pepper spray, stun devices, etc are considered dangerous objects. Students are not allowed to have these or any ignitable devices on campus. Possession may result in disciplinary consequences.

**Dress Code**
*Revised February 2019:* No clothing, attire, jewelry, or accessories will be allowed that detracts from a safe and productive learning environment. The AHS dress code was developed 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.

**THE FOLLOWING ITEMS/ATTIRE ARE EXPRESSLY PROHIBITED ON CAMPUS:**
- **Unauthorized Groups:** Unauthorized groups’ clothing may vary and change from year to year but specifically attire or articles of clothing commonly held to be related to unauthorized group 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.

**FIELD TRIPS**

Signed parent/guardian permission slips are required for all students participating in any school field trip. STUDENTS MAY NOT TRANSPORT OTHER STUDENTS on any school-sponsored trip or event. Students are expected to represent AHS in a positive manner while on field trips and all AHS school rules apply.

**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.

**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.

**Honesty**

<table>
<thead>
<tr>
<th>HONESTY</th>
<th>First Offense</th>
<th>Second Offense</th>
<th>Additional Offenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dishonesty, including lying to Administration/Adults when being questioned.)</td>
<td>Detention(s), or Saturday School</td>
<td>1-5 day suspension.</td>
<td>3-5 days of suspension.</td>
</tr>
<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 or a 0 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 or a 0 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>
</tr>
</tbody>
</table>

**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.
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.

Out of Bounds
Being in any unauthorized place (i.e., parking lots, back trails, Port Place, football, softball and baseball fields) 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 first, 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 Saturday Academy, possible search, and possible loss of parking privileges for the semester or year.

Personal and District Issued Electronic Devices
AHS students may possess and use personal electronic devices (i.e., cellphones, tablets, laptops, etc.) on school campus provided that such devices:
- Do not disrupt the educational program or school activity
- Are not used for illegal or unethical activities such as cheating on assignments or tests.
- Are used in accordance with the stated classroom policy

If misused in the classroom, then a teacher could confiscate these devices and deliver them to the Main Office. If the device is confiscated:
- First offense: The student may pick up the device at the end of the school day.
- Second offense: The student's parent/guardian will be asked to pick up the device.
- Third offense: The school will keep the device until the end of the school year.

Unauthorized photographing, filming, or transmitting any video of any student disturbance will result in disciplinary consequences.

Student Parking Permits:
All student parking is by permit only. Parking at AHS is limited and only 350 parking permits will be sold on a first come, first-served basis. Permits are sold on a priority basis to juniors and seniors until the end of the first semester. NO STUDENT IS GUARANTEED PARKING. Driving to school is a privilege and not a right. Students are expected to follow all vehicular codes, speed limits, and parking regulations while driving and parking on campus. Failure to adhere to vehicular laws will result in citation according to vehicle penal code for violations of traffic laws. Students must purchase and properly display a valid parking permit in order to park on campus. Parking permits must be affixed (not taped on) to the vehicle on the lower left-hand side of the windshield.

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 Saturday Academy, possible search, and possible loss of parking privileges for the year or semester. Students may not go to their car without permission from the Main Office. Campus lots are subject to both Ed. Code and Vehicle Code laws.

AHS strongly discourages students from parking in residential areas. No student is to use the areas reserved for staff or visitor parking. The District and school assume no responsibility for any damage to vehicles. Lost permits will be replaced for a fee of $5.

To obtain a Student Parking Permit, a student must demonstrate:
- A signed parent/guardian permission form
- Proof of insurance indicating name of insured student
- Current car registration
- A valid driver's license

Parking Tickets:
Automobiles illegally parked will be ticketed. Student vehicles parked without a parking permit or out of the designated student parking areas are subject to being ticketed, towed away at the owner's expense, and/or violators are subject to disciplinary action. Continued parking infractions will result in the temporary or permanent loss of parking and driving privileges and may result in disciplinary consequences. Tickets may be reported to the DMV and affect vehicle registration. Students who abuse parking and/or driving privileges will receive consequences as described:
<table>
<thead>
<tr>
<th>PARKING/DRIVING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Offense</strong></td>
</tr>
<tr>
<td>Parking violation</td>
</tr>
<tr>
<td>Transporting students off campus without permission.</td>
</tr>
<tr>
<td>Reckless driving and disturbing the peace while driving on campus (Including driving the wrong way on AHS roadways)</td>
</tr>
</tbody>
</table>

**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.

**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.

**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.

**IN ORDER TO BE ELIGIBLE FOR A WORK PERMIT (MINIMUM REQUIREMENTS):**
- Student must have at least a 2.0 grade point average
- Student must not exceed 18 period unexcused absences (equivalent to 3 full days of school and a student is considered truant).
  - 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).