

RULES AND REGULATIONS

Santana High School is safe, friendly and informal. In order, however, to maintain a positive school climate, we must have rules which must be fairly and consistently enforced. Think of these rules as the building blocks of a positive school culture and environment which allows every student who wants to improve and further his/her education to do so. These rules are also the tenants of safety, security, protection and well-being of students and employees. You chose Santana over other options, and by enrolling you accept these rules/regulations and your responsibility to follow and uphold.

Each student must follow the rules/regulations and accept the authority of school employees. All school and district rules as well as state and local laws regarding behavior at school also apply on the way to and from school, school sponsored activities and events including activities at any other school or school district.

I. ATTENDANCE POLICY

Regular attendance is the first requirement for a successful high school experience. Students preparing themselves for their lives need to regard daily attendance and punctuality as fundamental for later success. School attendance is also a legal requirement, and all students are expected to attend school every day of the school year. Parents are encouraged to call the attendance office (626) 965-3496 on a regular basis to check on their child's attendance.

Excused absences: illness, medical/dental appointments, court appearance, funeral, observance of a religious holiday, or quarantine by health authorities.

A. **STUDENT ABSENCES** – A student's absence from school is a serious matter and will be handled accordingly.

1. It is required by State Law (Compulsory Attendance) that every student attends school until reaching the age of 18 years, or until graduation from high school, or until passing the California High School Proficiency Examination.
2. All absences are legally interpreted as being "excused" or "unexcused".
 - a. Unexcused absences that violate Education Code 48200 and 48293: sleeping, missing a ride to school, car not starting, rain, vacation, visiting friends or relatives, lack of clothing, helping to care for others in the family, shopping, paying fines, studying etc. are examples of unexcused absences.
3. A student who is absent from any period may not participate in any school function that day or evening.
4. Any student who is absent from school without a valid excuse may be ticketed by the police or sheriff and is subject to a serious fine. Continued absences will result in parent conferences and may further cause the loss of extra classes, loss of ASB privileges and loss of field trip eligibility. Additionally, absences may result in removal from enrollment programs, referrals to SART/SARB, probation and/or the District Attorney; and if applicable, notification to governmental agencies resulting in possible loss of welfare/AFDC, Social Security or any other governmental support services that require school attendance. Loss of the driving privilege (license revocation by the DMV) can further be a result of habitual absence while driving without a license could see a seizure of the vehicle by authorities.
5. **PROCEDURES TO FOLLOW AFTER AN ABSENCE:**
 - a. The parent should call 965-3496 from 7:30 a.m. to 3:00 p.m. to excuse student absences by speaking to the attendance clerk directly. A message may be left by calling (626) 965-3496 from 4:00 p.m. to 7:30 a.m.
 - b. If we do not receive a call, a note must be brought to school stating: 1. Name of student; 2. Date or dates of absence; 3. Reason for absence; and 4. Signature of parents or guardian. Only the signature on file will be accepted, no exceptions.
 - c. After any absence, if the parent has not called and the student is not on the cleared absence list, he/she must bring a note. The note must be dated and signed by the

attendance office at 965-3694 from 7:15 a.m. – 3:30 p.m. to clear an absence by talking directly to the attendance clerk. If you call after hours, you may leave a message.

- d. The attendance office opens at 7:15 a.m. All absences must be cleared before the first bell and the student should be present in the first assigned class before the tardy bell rings.
- e. The absentee will be issued a re-admit slip and will have to present it in each class.
- f. A student returning from the absence without a note or parent call will be issued a non-cleared absence slip. The absence must then be cleared by a note or call from the parent prior to starting school the next day. Failure to clear an absence will result in that absence being considered a truancy.
- g. Forging of notes, impersonating parents in calls to the Attendance Office or arranging to have other persons do so will result in serious disciplinary action, including suspension.

B. TRUANCY:

A truancy, also known as a “class cut” is defined as missing an assigned class without a valid excuse. Students must attend all assigned classes. Continued class cuts will result in schedule changes, loss of extra classes, possible removal from enrollment in other programs, loss of work permit, and loss of extra-curricular eligibility. A student returning from a class cut must obtain a re-admit pass from the attendance office prior to the beginning of his/her school day.

C. TARDIES:

Punctuality (on time arrival) is essential, not only at school, but at work and in most personal relationships. It is the student’s responsibility to be on time for school and for classes. A student may be considered truant if he/she arrives more than 30 minutes late without an acceptable and verifiable excuse. Repeated tardiness could result in class schedule to reflect classes beginning in the afternoon as opposed to the morning, the loss of a work permit and/or other appropriate consequences.

D. PROCEDURE FOR LEAVING SCHOOL EARLY:

- 1. All students who leave campus prior to their last class must check out through the Attendance Office and must have verifiable parent permission. Students must have serious legal or medical cause or a serious family emergency to leave early. Leaving without permission is serious and will result in disciplinary action
- 2. SANTANA High School is a CLOSED CAMPUS. A student who leaves the campus during the student’s regular day MUST have official permission to do so. A student who leaves without the school’s permission is considered truant and in defiance of school authority. The parent/guardian will be contacted and disciplinary action taken.
- 3. A student who becomes sick at school must report to the Attendance Office. The secretary or clerk will contact the parent/guardian, who will then be responsible for arranging transportation home for the student.

E. OUT OF SCHOOL 5 OR MORE DAYS: If a student is to be kept out of school for five or more days, the parent/guardian must contact the counseling department (626) 965-3694 to coordinate arrangements for homework or Independent Study. If you do not communicate with the school and the school is unable to contact the student or family, her/she may be dropped and have to re-enroll upon returning.

F. FAMILY EMERGENCY/COURT OR PROBATION APPOINTMENTS:

Absences for family emergency or legally related appointments must be communicated to the school attendance office by parents. Whenever possible, arrangements for such absences must be made in advance with the Attendance Office.

II. CAMPUS DISCIPLINE AND CODE OF CONDUCT:

The Code of Conduct for the secondary schools in the Rowland Unified School District states:

- III.** It is the responsibility of both home and school to teach students to develop a respect of law and rules in order to provide the best environment possible for effective learning and to participate in a democratic society.

STUDENT RESPONSIBILITY

1. "All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the school."
2. Quality of work - Student shall, to the best of his/her ability, complete assigned lessons each day, including homework and assignments missed because of absences.
3. School Rules - Each student shall conform to school rules and regulations and accept the leadership of the school staff. Students must also conform to school rules when they are on the way to and from school and at school sponsored activities/events including those on other campuses.
4. Attendance - Students shall be regular and punctual in attendance. In cases of absences, a satisfactory written or telephone explanation from the parent or guardian shall be provided to the school. Students shall remain on the school grounds during the entire school day, unless permission to leave has been granted.
5. Relation to others - Good citizenship in school, as well as elsewhere, includes respect for the rights of others. Students are required to respect the rights and privileges of each person in the school. This includes respect for the property of individuals and of the school.
6. Personal standards - Students shall dress appropriately, meet standards of health and cleanliness, be honest, courteous, and moral; use only acceptable language; and refrain entirely from profanity and obscenity.

B. SERIOUS OFFENSES ACCORDING TO STATE LAW AND DISTRICT POLICY:

The California Education Code, Section 48900 and the District Policy and Regulation 513 1.1 the Secondary Schools Code of Conduct enumerate specific offenses as serious enough to warrant involuntary transfer, arrest by law enforcement agencies, and/or expulsion from District schools. These include incidents when a student has

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a) (2) Willfully used force or violence except in self-defense. C.R.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object. C.R.
- (c) Possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, an alcoholic beverage, or intoxicant of any kind. C.R.
- (d) Offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage or intoxicant of any kind; sold, delivered, or otherwise furnished to any person another liquid substance, or material as a controlled substance, alcoholic beverage or intoxicant. C.R.
- (e) Committed, or attempted to commit, robbery or extortion. C.R.
- (f) Caused, or attempted to cause, damage to school property. C.R.
- (g) Stole, attempted to steal, or knowingly received stolen school property or private property. C.R.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products.

- (j) Possessed, offered, arranged, or negotiated to sell any drug paraphernalia. (if narcotic) C.R.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possession of an imitation firearm.
- (n) Attempted/committed a sexual assault or sexual battery as defined by Penal Code. C.R.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness and/or retaliating against that pupil for being a witness.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in or attempted to engage in hazing as defined in Section 32050.
- (r) Engaged in an act of bullying, including but not limited to bullying committed by means of an electronic act directed at a pupil or staff member.
- (s) A pupil who aids or abets the infliction or attempted infliction of physical injury to another person.
- (t) Knowingly received stolen school property or private property, but is not limited to, electronic files and databases.
- (.2) Committed sexual harassment. (Grades 4-12 only) (Penal Code 212.5)
- (.3) Caused attempted to cause, threatened to cause, or participated in an act of hate violence.
- (.4) Engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils. (Grades 4-12 only)
- (.7) Made terrorist threats against school official or school property, or both.

The 12 Reasons for Expulsion or Hearing Referral: ED CODE 48915

- (A) Causing serious physical injury to another person except in self-defense. C.R.
- (B) Possession of any kind of knife, explosive, or dangerous object of no reasonable use to the pupil. C.R.
- (C) Unlawful possession of any controlled substance, except for the first offense for the possession of not more than 28.5 grams of Marijuana, other than cannabis. C.R.
 - (i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
 - (ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.
- (D) Robbery or extortion; C.R.
- (E) Assault or battery upon any school employee. C.R.
 - (b)(1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 - (b)(2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- (c)(1) Possessing, selling or otherwise furnishing a firearm. C.R.

- (c)(3) Unlawfully selling a controlled substance. C.R.
- (c)(4) Committing or attempting to commit a sexual assault. C.R.
- (c)(5) Possession of an explosive; a destructive device. C.R.

Note: Possession of a dangerous object, including a knife or other potential weapon is a serious violation of the Ed Code. If you accidentally bring such an item to school, turn it in to an administrator or Campus Peace Officer immediately.

The following infractions violate Ed Code and Penal Code:

- PC 417.25- aims a laser scope or laser pointer at another person
- PC 417.27 (b) - possessed a laser pointer on school premises
- PC 417.27 (c) - pointed a laser pointer directly or indirectly into the eye of another person or into a moving vehicle
- Possess a taser (shock pen) on any school premises

C. **ADDITIONAL SCHOOL AND/OR DISTRICT-WIDE RULES OF CONDUCT** - The following are prohibited:

1. Gambling, cheating, fraudulent activities, falsification of any type. (e.g. student phone calls, notes, etc.)
2. Riding bicycles, skateboards, or any unauthorized vehicle on campus.
3. Parking without permits in regulated areas.
4. Visiting on campus without an official pass. Violations of penal code 653(g), punishable by \$500 fine and 6 months in jail.
5. Eating outside of designated lunch area. Breaks and lunch periods will be taken in the open and covered patio areas except in cases of inclement weather. The only exception is those students enrolled in the Teen Parent program through ACCEPT, who may take their breaks at the patio tables located adjacent to the LIFE and ACCEPT buildings. Under such conditions, an announcement will be made as to the location of temporary eating areas. Except for the above-mentioned areas, no food or beverages are permitted in the bathrooms, classrooms, parking lot or any part of the school buildings or campus.
6. Bringing unsafe or inappropriate devices to school, such as glass containers, e-cigarettes, transistor devices, radio or tape players.
7. Electronic devices including iPod, MP3 player, PSP, CD players, headphones, radios or walkie-talkies are only allowed during lunch and nutrition. Some pagers are permitted for medical reasons. These reasons must be cleared in advance through the front Office. Cellular phones and pagers are not to be used during the school day or passing periods. They are to be kept silent and out of sight so as not to be disruptive to the learning environment (*EC 48901.5*) **If cell phones/pagers are detected they will be confiscated and turned over to the Office. Parents or legal guardian must pick up confiscated items. Items not recovered within a reasonable period time will be discarded. Santana High School is not liable for damage or loss to confiscated items and is not responsible for any stolen items. The primary objective of requiring students not to bring restricted materials to school is to ensure students' focus on educational tasks, student's safety and to prevent the loss or damage of private property.**
8. Leaving the instructional areas of campus or loitering on or near the campus, in restrooms, in the parking lot, or at another campus.
9. Circulation of petitions, circulars and other printed matter: Distribution of petitions, circulars, leaflets, newspapers or other printed matter requires the specific authorization from the administration. Such distribution is subject to the following specific limitations: the material must be submitted to the school administration for approval at least 24 hours prior to such distribution. Such material may not incite students so as to create a clear and present danger of the imminent commission of unlawful acts on the school premises, it may not be obscene, libelous, express or advocate racial, ethnic, religious or gender

approved for distribution, it must be done at the locations and times specified by the administration. Violation of this policy will fall under CEC 48900(k) and violators are subject to suspension or expulsion.

10. Exit or entry to or from school buildings - Student entry to or exit from the buildings is limited to the doors opening onto the quad area except during an emergency. The office door is to be used when entering or leaving the campus during school hours. Violators are subject to campus duty, parent conferences and suspension for repeated offences.
11. Graffiti - The writing and/or drawings of the following subject matter is considered graffiti and therefore not allowed on this campus. Any word or group of words or drawings of a sexual/drug related nature is not permitted on the Santana campus. Writing in what is generally considered gang script is also prohibited. This general prohibition includes writing on student folders and book covers. Students violating this rule are subject to several hours of campus duty or suspension, as well as fines to cover the cost of repairs or replacement of equipment or materials damaged.
12. Possession of graffiti aids, such as permanent marking pens and etching tools.
13. Hall Passes – Any time a student is out of the class when classes are in session, he/she must have a signed and authorized hall pass.
14. I.D. Cards - As a condition of enrollment every student is required to carry a current Santana I.D. card during school hours.
15. Littering - Littering (throwing or dropping trash, food, etc. on the floor or ground) anywhere on the campus is NOT permitted.
16. Loitering - Loitering (hanging around) in the bathroom, parking lot, side or rear areas of campus, hallways, or anywhere else on campus is not permitted.
17. Motor Vehicles – Students may drive vehicles to school and park on campus with a permit only. Students must be able to provide the following to obtain a permit: 1) A valid California driver's license 2) Proof of automobile insurance 3) Proof of current vehicle registration In order to maintain this privilege, student must: 1) drive carefully at all times
18. Visitors/Loitering (P.C. 653g) - No visitors are allowed other than parents or authorized representatives of the school district or other agencies/businesses having a legitimate reason to be on the campus. All visitors must check in at the office before proceeding on campus. Violators are subject to arrest and prosecution (P.C. 653g).

D. DRESS CODE: It is expected that all students will dress appropriately so that the educational process is not disrupted. For purposes of safety and maintaining continuity of the instructional program, **the following is prohibited and may not be worn at school or at school sponsored activities.** The administration and faculty reserve the right to modify dress expectations when necessary.

1. **Attention diverting attire:** short shirts, tank tops, tube tops, spaghetti straps or any clothing that does not completely cover the back shoulders or mid-section of the body. No tight, transparent, low-cut or short (6" above knee) clothing.
2. **Hats/Beanies:** Hats and beanies of any kind are strictly prohibited on campus.
3. **Gang related/gang identification attire:** clothing worn in such a way, or containing such writing, insignias or colors that are generally understood by local law enforcement and/or school officials to be gang affiliation attire; stockings or kerchiefs used as headwear; military style cloth initial belts; pants with the waistline two or more inches larger than the wearer's waist or with the leg larger than 5 inches from the wearer's knee to the crease of the pant leg; pants that drag on the ground or are long and split at the ankle; pants worn below the waist or hanging over the top of the buttocks (sagging); shorts ending below the knee with long socks pulled tight showing no skin between the socks and shorts.; plain white T-shirts, gang color tees clothing with graffiti or Old English script, gang symbols or message on clothing or any other gang related attire are prohibited. Each school site may adopt rules that specify the types of sun-protective clothing, including but not limited to hats, which may be worn outdoors during the school day (Education Code 35183.5). Knit hats/caps, bandanas, hairnets, shower-caps, and "Do-Rags" are prohibited. Hats are prohibited. Students may wear sun-protective clothing and/or sun-protective head gear (i.e. a straw or cloth hat with a brim that is 1.5-4 inches wide, white, off-white or tan without design or writing) while outdoors during the school day in accordance with Education Code 35183.5. Approved sun protective hats may only be worn in such a manner as to provide protection from the sun and may only be worn while outside.

Hats, hoods and other head coverings are not to be worn during school hours or during school activities except as approved by the Principal in advance.

4. **Inappropriate messages:** Clothing with inappropriate message(s) glamorizing illegal activities, violence against others, use of drugs, sexually related materials or gang activity. Also, any clothing advertising any alcohol or tobacco product is prohibited.
5. **Clothing or accessories compromising health and safety:** Bare feet, unstrapped sandals or socks alone; clothing or accessories that may be dangerous to the wearer or to others; dark glasses worn in the building are all prohibited.

Every discipline case will be considered individually within a context of consistent fairness. Factors considered in determining, appropriate action will include the student's prior record, the severity of the behavior, and parental input when available. The following are some of the actions which may be taken in dealing with discipline problems, depending upon individual circumstances.

1. Discussion with student and/or conference with parent.
2. Assignments after schools, including campus beautification duty, detention or other alternative consequences.
3. Suspension from school and/or arrest by law enforcement agencies.
4. Transfer to another program or school.
5. Expulsion, exclusion or exemption.

STUDENTS GUILTY OF REPEAT OFFENSES MAY BE SUSPENDED FOR THE BALANCE OF THE SEMESTER OR EXPELLED FROM THE ROWLAND UNIFIED SCHOOL DISTRICT. STUDENTS GUILTY OF A SERIOUS VIOLATION OF RULES MAY BE EXPELLED UPON THE FIRST OFFENSE.

The Rowland Unified School District does not discriminate on the basis of race, color, national origin, ethnic group identification, ancestry, religion, age, marital status, gender, sex, sexual orientation, physical or mental disability, medical condition, and political belief or affiliation in admission or access to, or treatment or employment in, its programs and activities including adult and vocation education.

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