



Atwater High School 2018-2019 Student Agenda

Atwater High School
P.O. Box 835
2201 Fruitland Ave.
(209) 325-1200
www.ahs.muhsd.org



GENERAL INFORMATION

SCHOOL CONTACT INFORMATION

AHS Website: www.ahs.muhsd.org
AHS Information 325-1200
Attendance Office..... 325-1220
325-1218
325-1219
TIP LINE 325-1247

ADMINISTRATION

Principal-Torrin Johnson 325-1202
AP- Rita Schroeder 325-1205
AP-Michael Hammar 325-1206

ASSOC. PRINCIPALS DISCIPLINE

AP-Robert Nunes 325-1207
AP-Robert Valladao 325-1208

COUNSELORS

9th grade- Ms. Saephanh Smith 325-1229
10th grade- Ms. Yang 325-1228
11th grade- Ms. Rodriguez 325-1226
12th grade- Ms. Ochoa 325-1227
College & Scholarship
Ms. Lanz 325-1260

OFFICES

Agriculture 357-6025
Athletic Director 325-1265
Bilingual Assistance 357-6057
Bookkeeper 325-1264
Career Center 325-1292
Guidance 325-1224
Health Office 325-1254
Library 325-1249
Registrar 325-1241
Special Education 325-1282
Student Body Office 325-1263
Work Experience 325-1292

PARENT RESOURCE NIGHTS

6:00 PM in the Library

September 5, 2018
October 3, 2018
November 7, 2018
December 5, 2018
January 9, 2019
February 6, 2019
March 6, 2019
April 4, 2019
May 1, 2019

ELAC English Learners Advisory Committee

5:00 PM in Room 111

September 10, 2018
October 1, 2018
November 5, 2018
December 3, 2018
January 7, 2019
February 4, 2019
March 4, 2019
April 1, 2019
May 6, 2019

AHS School Site Council Meetings

3:00 PM in Room 213

September 19, 2017
October 17, 2017
November 14, 2017
December 12, 2017
January 16, 2018
February 27, 2018
March 20, 2018
April 17, 2018
May 15, 2018

AHS Minimum School Days

8:00 am – 12:30 pm

December 19, 2017
December 20, 2017
June 6, 2018
June 7, 2018

****Times and dates are subject to change.**

A – G Requirements	Years Required	9	10	11	12
A. History/Social Science US History, US Government, Civics, World History and Cultures	Two (2) years. One year US History or ½ year of US History or American Government; one year of World History or Culture.*				
B. English	Four (4) years of college-preparatory English Composition and Literature.				
C. Mathematics Algebra, Geometry, Intermediate Algebra or Higher Level Mathematics	Three (3) years required. Four years recommended. Algebra in the 8 th grade recommended.				
D. Laboratory Science	Two (2) years required. Three years recommended. One year Biological Science and one year Physical Science required.				
E. Language Other Than English (Foreign Language)	Two (2) years required. Three years recommended. (at least two years of the same language) American Sign Language is acceptable.				
F. Visual and Performing Arts Dance, Drama/Theater, Music or Visual Art	One (1) year. A single year-long course.				
G. College Preparatory Electives	One (1) year of academic courses in any of the A-F areas or computer programming.*				

*These requirements are specific to MUHSD.

California Colleges	Community Colleges (CCC)	California State University (CSU)	University of California (UC)	Independent Colleges and Universities
Number of Campuses	110	23	10	More than 75
College Entrance Test	None Required	ACT or SAT I	ACT or SAT	Varies (check with college or university)
Degrees Offered	Associate Degrees and Vocational Certificates	Bachelor's and Master's	Bachelor's, Master's, Doctoral and Professional Degrees	Associate's, Bachelor's, Master's, Doctoral and Professional Degrees
Student Fees/Tuition (subject to change)	\$26 per unit	Approximately \$2,400 per year	Approximately \$5,100 per year	Varies

MUHSD Graduation Requirements	
<ul style="list-style-type: none"> Satisfactorily complete 220 semester hours of credit in grades 9-12. Satisfactorily complete (take and pass) the following course requirements. English Learner (EL) or special education program equivalent in the following sequence. 	
Required Subjects	Semester Credit
English	40 Credits
9 th English I	10
10 th English II	10
11 th English III	10
12 th English IV	10
Social Science	35 Credits
9 th Freshman Seminar	5
10 th World History	10
11 th U.S. History	10
12 th Economics	5
12 th U.S. Government	5
Mathematics	20 Credits
Must complete 20 units of mathematics during the 9 th – 12 th grades and must complete a course (or courses) that cover the standards of Algebra I during the 7 th – 12 th grades. The algebra portion of the requirement may be met either partially or fully by conclusion of the 8 th grade. Any algebra course(s) taken during the 9 th – 12 th grades may be included in the 20 units of math required for graduation.	
Science	30 Credits
At least one course in Physical Science and at least one course in Life Science	
Fine Arts/Foreign Language	10 Credits
Physical Education	20 Credits
9 th and 10 th PE, Athletics, or Band	
Electives (20 CTE- 10 of 20 CTE Capstone)	60 Credits
Total Credits Required for Graduation	220 Credits

Website Resources	
California Colleges	www.californiacolleges.edu Learn about all the colleges and universities in California. Fine out about career planning and financial aid opportunities.
California Community Colleges	www.cccco.edu Receive general information and links to all two-year public institutions in California.
California State University	www.calstate.edu Explore all California State University (CSU) campuses, plan for college, apply for admission, take a virtual tour and learn about financial aid.
University of California	www.ucop.edu Obtain information on the University of California (UC) system. Links to all ten campuses, admission information and many other services.
California Independent Institutions	www.aiccu.edu Provides students with information on private institutions, campus matching assistance, and college profiles. Students can also view enrollment statistics and deadlines.
Financial Aid	www.fafsa.ed.gov Students can complete the Free Application for Federal Student Aid (FAFSA) online, renew applications and check FAFSA account. A link to FAFSA in Spanish is available.
Scholarships	www.fastweb.com Fastweb is the nation's largest scholarship search engine. Students can research scholarships, colleges and jobs.
SAT Testing Information	www.collegeboard.com Students can prepare for the SAT I and SAT II by practicing online with actual SAT test questions. Register for the SAT I and SAT II online in order to save time.
ACT Testing Information	www.act.org Register for the ACT online, look up test dates and locations.

ABI – ONLINE GRADES

All students will be given a username and password to access their grade and attendance information online. You cannot create a separate account for the parents; they need to use the same account that is created for the student. You can access the account on any computer that has internet access by:

- Going to the AHS website at www.ahs.muhsd.org
- Click on Aeries on the top right and then click on Students/Parents to log in.
- Username: _____
- Password: _____
- Click on the grades tab
- Click on assignments

The information that is available through the ABI system is a backup copy of their grades and attendance. The system is set up to update information every night but occasionally there are technical problems and the information you see may be up to 2 days older than what the teacher has in their gradebook.

GRADUATION & HONORS

Valedictorian: Any student who, after seven semesters, achieves a cumulative GPA of 4.24 or higher

Salutatorian: The senior(s) (who is/are not a Valedictorian) with second-highest GPA

Graduation Speakers: The Graduation Speakers are selected through a competitive process which is held each year in May.

Gold Cord: A Gold Cord is draped on graduates during the graduation ceremony. The cord is awarded to all graduates who earned a 3.5 GPA through 7 semesters and completed all 6 Year Plan requirements.

California Scholarship Federation (CSF) Stole & Membership: A student earns a Gold Stole, to be worn during graduation ceremony, by becoming a life member of the CSF. Students must apply for CSF every semester. Students must qualify four out of the last six semesters, including once during their senior year. Students with 100% membership, 8 semesters, receive an additional certificate. Be sure to take rigorous courses to qualify.

Career Pathway Cords: Seniors who have completed the requirements for a Career Pathway will wear a colored cord at commencement.

The Career Center is available for student use before, during, and after school. Throughout the school year, many guest speakers from a wide variety of career fields are invited to give

presentations to promote student interest. College catalogs are available in the Career Center.

MUHSD Technology Standards for Graduation

have been Board Approved for the graduating class of 2016 and thereafter. Students will demonstrate proficiency in six areas through coursework/activities during their tenure at AHS and present an ePortfolio during senior year.

CAREER PATHWAYS

- Agriculture and Natural Resources
- Arts, Media, and Entertainment
- Building and Construction Trades
- Business and Finance
- Education, Child Development, and Family Services
- Energy, Environment, and Utilities
- Engineering and Architecture
- Fashion and Interior Design
- Health Science and Medical Technology
- Hospitality, Tourism, and Recreation
- Information and Communication Technologies
- Manufacturing and Product Design
- Marketing Sales and Service
- Public Services
- Transportation

BluePrint For Life

Students will develop an individual BluePrint For Life Plan that will guide them through high school and at least 2 years beyond.

9th Grade: Career Pathway exploration, cyber safety, introduction to community service opportunities, and Aspire to Inspire program with senior mentors.

10th Grade: Intermediate Career and College research, employability skills, Financial Literacy program. Select students will attend the merced county job fair.

11th Grade: Accelerated Career and College finalized research and preparatory application activities and Financial Literacy program. Preparation for senior career pathway project.

12th Grade: Advanced Career and College real time application and certifications, student will complete sample job application job requirements, Aspire to Inspire freshmen mentoring. Senior Project with digital presentation.

**Merced Union High School
District-wide Policies**

Guidance Services

The *team* concept in guidance means that counselors, guidance staff, teachers, administrators and parents work together to meet the needs of students. The goal of the guidance team is to help students develop and work toward their educational, personal, and career goals.

The following are the guidance services for the Merced Union High School District.

Guidance personnel shall:

- Counsel students regarding educational progress.
- Make scheduling and program adjustments as warranted.
- Serve students with special needs.
- Be available for limited personal and social counseling.
- Assist with various achievement testing. Interpret assessment results to students, parents, and staff.
- Arrange parent/student/teacher conferences as requested and/or as needed.
- Be available for consultation with staff.
- Arrange Student Study Teams (SST) for students and determine need for special education consideration.
- Identify at-risk students and facilitate effective academic and behavioral response to intervention services.
- Provide referrals to district and community resources.
- Recommend in-service for staff and parents on identifying students with drug and/or personal problems.
- Provide information about colleges, vocational schools, and career opportunities. Encourage students to explore and refine career goals.
- Update a personalized six-year educational plan with students.
- Evaluate each student's progress toward graduation. Send written notice and schedule conferences with parents and students regarding graduation deficiencies.
- Register new and continuing students.
- Be available informally to students and staff.
- Support students and their families in the areas of discipline and attendance.

Guidance personnel shall provide the following services for students at each grade level indicated:

Ninth Grade

- Develop a 6-year educational plan utilizing prior academic results and other data provided by feeder schools
- Provide academic and behavioral interventions as needed

Tenth Grade

- Continue to develop 6 year educational/careers plan
- Conduct academic, social, and personal growth project and interview
- Develop knowledge of A-G college admission requirements

Eleventh Grade

- Provide information regarding college admission and testing requirements
- Conduct career research activities and interviews

Twelfth Grade

- Assist with high school goals interview project
- Review progress toward graduation requirements and college admission requirements
- Provide all seniors and their parents with a graduation status report
- Assist students with college and vocational, scholarships, and financial aid applications.

Program Changes

Students and parents should work with school personnel and make a special effort to select a program of classes carefully so that a minimum number of schedule changes will be required following their initial selection. Program changes may be initiated by school personnel based upon students' academic and/or behavioral need. **Students may only request schedule changes during the first 2 weeks of school and only under the following circumstances:**

- There will be an attempt to correct program errors and improper placement within the first 3 weeks
- Students presenting a valid need to change their program by dropping one course and adding another will be allowed to on a space available basis. A "**Request for Change of Program**" will not be honored unless an irresolvable conflict or personal issue persists after efforts at resolution have failed.
- Students who withdraw or are dropped from classes after the 30th school day will not be allowed to enroll in another class for credit.
- Second semester course changes are granted on a space available basis. Requests for change of program for the second semester should be completed and turned in to the Counseling Office during the last three weeks of the first semester.

Grade Reporting Calendar

Listed below is the Grade Report Calendar for the 2018-2019 school year. Report cards will be mailed home one to two weeks following the end of the first semester, 3rd quarter, and the end of the semester. Current grades are available on-line.

Oct. 19, 2018	End of 1st Quarter
Dec 19, 2018	End of 1st Semester
Mar. 15, 2019	End of 3rd Quarter
June 6, 2019	End of 2nd Semester

Holidays/Recesses

September 3	Labor Day
November 12	Veteran's Day
November 19 - 23	Thanksgiving Break
Dec. 20 - January 4	Winter Recess
January 21	M.L. King Jr. Day
February 18-22	Presidents' Recess
April 19 - April 26	Spring Recess
May 27	Memorial Day

District Safety Measures

Student Procedures for Reporting Concerns

Students who need to report a problem with a student, teacher, school issue or who have information regarding a potential problem may ask to see a counselor, associate principal or school resource officer. If the problem is urgent and the student feels threatened, harassed or intimidated, students are encouraged to reach out for assistance from any staff member. An investigation of the problem will be conducted and all efforts will be made to achieve a resolution.

Students and/or parents may also use the school's automated tip-line to report concerns and communicate with trusted staff members. In addition, tips can be sent to school administration via anonymous text message by dialing TIP411 (847411) and including the school's "keyword" in the text message. Keywords will be made available to all students at the beginning of each school year.

Search and Seizure

As necessary to protect the health, safety and welfare of students and staff, school officials may

search students, their property and/or district property under their control, and may seize illegal, unsafe and prohibited items. No student shall possess, place, keep or maintain any article or material that is prohibited by law or District Policy in lockers, vehicles, desks, bags, or other items assigned to them or under their control while on District property or at a District sponsored event. The Board believes that the presence of weapons in the schools threatens the district's ability to provide the safe and orderly learning environment to which district students and staff are entitled and has taken measures to prevent such from occurring.

School Lockers

Lockers are available to students for storage of their books and personal property. These lockers are school property provided to students as a convenience only and may be searched periodically for disciplinary, health or safety reasons. Any items contained in a locker shall be considered to be the property of the student(s) to whom the locker was assigned. The school cannot guarantee the safety of the items and assumes no responsibility for the theft of or damage to items stored in these lockers. Students may not decorate or paint lockers and may be held liable for damages which occur from such. Students may not put an additional/personal lock on their locker or the lock may be removed by school officials.

Metal Detectors

In order to deter the presence of weapons and promote safety of all students, staff and visitors, the Merced Union High School District may maintain and use walkthrough metal detectors and hand-held detectors for utilization in schools and at school activities as outlined in the District Policy.

Contraband Canines

The district may also utilize the service of non-aggressive trained detection canines to sniff out and alert to the presence of those substances prohibited by law or District policy.

Automobiles

Any automobile entering district property is subject to search, with or without cause, and without the consent of the student by school officials or police officers.

Surveillance Cameras

Cameras will be used to gather evidence with the hope that the utilization of these types of evidence detection devices may reduce the risk of improper

behavior within a school zone and/or the transporting of something harmful inside the school zone. The presence of dangerous items such as weapons and drugs inside our school zone may be reduced and the cameras may serve as a possible deterrent to student misbehavior including fights.

Use of Tobacco Products

Students shall not use or possess tobacco products during school hours or at school related activities. School officials will enforce this policy for any infractions on or adjacent to campus or at activities off campus. Students in possession of tobacco products are subject to being cited under Section 308 of the Penal Code.

Medication

Students needing to take prescribed and/or over-the-counter medication during the school day are required to register their medication in the Health Office. Trained school personnel will assist with the dispensing of such medication as necessary. The following are required before assistance is given:

- 1) A written statement from the student's physician detailing the method, amount, and time schedule for the taking of the medication
- 2) A written statement from the student's parent/guardian requesting the school to assist the student in taking the prescribed medication (EC Section 49423)
- 3) Medication needs to be in its original container

Students may not carry medication on campus EXCEPT Epi-Pen, Rescue Inhalers and Glucagon (EC Section 48900)

Travel Policy

Members of an activity must go and return in school-provided transportation. The only exception is if a parent or guardian requests permission in writing to the school principal prior to the day of the event/activity. The principal and /or designee must approve the request and inform the coach/advisor that the student is to be released to the parent or guardian. It is the responsibility of the coach/advisor to release the student to the parent.

Services to Students In Transition

The Every Student Succeeds Act (ESSA) and the McKinney-Vento Act of 2015 ensure educational rights and protections for children experiencing homelessness. **Students are guaranteed enrollment in school by the federal law, McKinney-Vento Act, if they live:**

- Doubled-up with another family or individual because of financial issues or loss of housing
- In a shelter or transitional housing
- In a motel, hotel, or weekly rate housing
- In an abandoned building, in a car, campground, or on the street
- In substandard housing (without electricity, gas, water or heat)
- Unaccompanied Youth
- Migrant students qualify if they are living in circumstances described above

Under the McKinney-Vento Act, children and youth in homeless situations have the right to:

- Go to school, no matter where they live or how long they have lived there
- Attend either the local school or the school of origin (based on the best interest of the child)
- Receive transportation assistance to and from school of origin
- Enroll in school immediately, even if missing records, without parent or legal guardian present (Unaccompanied youth), or lack a permanent address
- Have access to the same program and services that are available to all other students
- Automatically qualify for free school breakfast and lunch
- Receive assistance from the Homeless Liaison in regards to enrollment disputes

If you have questions or believe you qualify please contact the Child and Youth Liaison Niza Crispen-Hernandez at (209) 325-2113 or ncrispen-hernandez@muhsd.org

Behavior Guidelines and Discipline

General School Rules

The Governing Board desires to provide a safe, supportive, and positive school environment conducive to student learning and prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, use of effective school and classroom management strategies, and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. Disciplinary measures that may result in loss of instructional time or cause students to disengage from school, such as suspension and expulsion, shall be imposed only when required by law and when other means of correction have failed (Education Code 48900.5)

Definitions

- A. Home suspension from school means removal of a student from ongoing instruction for adjustment purposes.
- B. Expulsion means removal of a student from the immediate supervision and control, or the general supervision, of school personnel. (Education Code 48925)
- C. Day means a calendar day unless otherwise specifically provided. (Education Code 48925)
- D. School day means a day upon which the schools of the district are in session or weekdays during the summer recess. (Education Code 48925)
- E. Student includes a student's parent/guardian or legal counsel. (Education Code 48925)
- F. Principal's designee means one or more administrators or, if there is not a second administrator at one school site, a certificated person specifically designated by the principal, in writing, to assist with disciplinary procedures. The names of such persons shall be on file in the principal's office. (Education Code 48911)
- G. School property includes, but is not limited to; books, computers, equipment, lockers, facilities, electronic files and databases. (Education Code 48900(s))
- H. Other means of correction may include, but not be limited to; Warning, Counseling, Benching, Detention, Class Suspension, Friday/Saturday School, Work Detail, Community Service, Conference, Tutorial, or other intervention-related teams, Participation in a Restorative Justice Programs through Site Intervention Centers, Understanding Drugs and Alcohol (UDA), Creating Opportunities for Personal Empowerment (COPE) or alternative educational programs.
- I. Serious Bodily Injury means a serious impairment of physical condition including, but not limited to; loss of consciousness, bone fracture, protracted loss or impairment of function of any bodily member or organ, a wound requiring extensive suturing, and serious disfigurement.
- J. Electronic Act means the transmission of a communication, including but not limited to, a message, text, sound, or image by means of an electronic device, including but not limited to a telephone, wireless (cell) phone, or other wireless communication device, computer....

Students and staff have a right to learn and teach within a positive learning and working environment. Therefore the Board believes in the importance of establishing discipline and maintaining order to provide safe and civil schools. These rules allow each school the discretion to impose minimum consequences to correct an undesirable behavior. Depending on the seriousness of the first or succeeding

offenses, a student may be recommended for (1) an alternative to home suspension, (2) home suspension, (3) placement into another school or an alternative educational program, or (4) expulsion from all schools in the district.

A student may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including but not limited to any of the following: (Education Code 48900(s))

1. While on school grounds.
2. While going to or coming from school.
3. During the lunch period, whether on or off the school campus.
4. During, going to, or coming from a school-sponsored activity.

During the suspension, the student is expected to remain home under adult supervision and may not attend school activities or be on or around any school campus. Students shall be allowed to make up assignments and tests missed during the suspension by arrangement of the teacher, as provided in Education Code. Suspended or expelled students shall be denied the privilege of participation in all extracurricular and co-curricular activities during the period of suspension or expulsion.

Site administrators have primary responsibility for enforcement, however, it shall be the duty of each employee of the school to enforce the rules and procedures for school discipline.

E-Discipline (Electronic Related)

Administrators may take appropriate action when information becomes available about student misconduct that originates away from school grounds or school activities that has a direct and detrimental effect on or seriously threatens the discipline, educational environment, safety or general welfare of students, faculty, staff and/or administrators of the District. Student conduct originating away from school grounds (including from a home computer, other non-school computer, cell phone or other electronic device), which may be subject to discipline as provided herein includes but is not limited to electronic acts that result in a substantial disruption to the educational environment, or for which a substantial disruption to **the educational environment is reasonably foreseeable under the circumstances.**

Students will be allowed to use cell phones and other electronic communication devices on campus during the school day. The exception will be during instructional time. Appropriate use of such devices during

instructional time will be at the discretion of, and authorized by, the classroom instructor.

Student use of any electronic listening or recording device in any classroom or throughout the school grounds during the school day without prior consent of a teacher and/or administrator of the school given to promote an educational purpose, disrupts and impairs the teaching process and discipline in school, and such use is prohibited. (Education Code 51512)

Electronic communication devices may be confiscated by school personnel, and such items may be searched by administration given reasonable suspicion of a rule violation. The school assumes no responsibility for the theft or damage to such items.

Obligations: It is the student's responsibility to protect and take care of school property or the property belonging to others and report unsafe conditions or damage to school officials. All textbooks and electronic devices are issued through the library. Students will be required to show their student body card at time of issuance. Students are responsible for the proper care of textbooks and electronic devices issued to them. Book covers and device covers are required. Students are financially responsible for books and devices that are lost, stolen, or damaged.

It is recommended that book bags not be left with friends, on the ground near classrooms, or in a classroom unattended. It is also advised that students not lend books or their electronic devices to anyone, since the student will be held accountable for these materials.

Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. (Education Code 48900.1, 48980) (cf. 5144 - Discipline)

Dress Policy

Philosophy

The expression of a student's uniqueness and individuality by means of his/her dress is sanctioned by the Board of Trustees as being consistent with stated purposes of the school. It should be recognized that any apparel, or lack of, which draws undue attention to the wearer, tends to detract from the educational process and is,

therefore, inappropriate. Good taste and good grooming are a part of learning. In addition, it is recognized that the school shares with the parents a responsibility for teaching young people appropriateness of dress. It is a mark of maturity when students can freely choose apparel that demonstrates individuality without deviating from the standard appropriateness.

Restrictions on freedom of student dress will be imposed whenever the mode of dress in question is:

- Unsafe either for himself/herself or those around him/her.
- Is disruptive of school operations and the educational process in general.
- Is contrary to law.

Clothing, jewelry and other accessories:

- All clothing must be worn as to not expose undergarments or midribs standing or sitting. Shorts and skirts must be worn no shorter than the mid-thigh.
- No spandex-type pants or tops which draw attention to the wearer.
- No attire which is sexually suggestive, provocative, or extremely brief, such as low-cut garments, strapless or off the shoulder tops, tube tops, bare midribs, tank tops with straps less than one (1) inch in width, or muscle shirts, sleeveless undershirts, fishnet tops, short shorts or skirts, see through tops, backless tops, etc. Clothes will be sufficient to conceal undergarments at all times.
- No shirts, jackets, etc. displaying profanity, vulgarity, obscene, libelous, slanderous or sexually suggestive language, pictures, or slogans.
- No clothing, accessories, jewelry, etc. that degrades any cultural, religious or ethnic group.
- No clothing, accessories, jewelry, etc. which advertises or encourages the use of illegal drugs, alcohol and/or substances, promotes the use of tobacco or displays weapons.
- No clothing, accessories, jewelry, etc. which designates affiliation with outside groups, organizations, or gangs. This includes, but is not limited to: pants sagging below the hips (whether exposing underwear or not), hanging belts, hair nets, gang related initials or symbols, gang type writing on person, clothing or personal belongings including notebooks and backpacks.
- School administrators have the right to restrict and/or prohibit the color of clothing worn by any student in a documented gang offense. The school also reserves the right to limit dress to no more than one article of clothing known as a gang color i.e. red or blue.
- No chains, spiked collars or bracelets, and rings that could be used as a weapon. Students may wear a single wallet chain having a length of no

more than 12 inches and only heavy enough to adequately protect the wallet.

- No bare feet. Appropriate shoes must be worn at all times.

Headwear

- No bandannas, doo-rags, or wave caps.
- All hats must be school sanctioned. Hats may only be school colors and must bear the school logo. Hats may not be worn indoors.
- No garments or headwear that conceals identity are permitted. However, wearing hoods may be authorized by administration given severe weather conditions (i.e. rain, gusty winds)
- School officials may approve the wearing of headwear for special reasons such as athletics, religious practices, theatrical performances, student rallies and activity weeks or health needs.

Note: The final determination of what constitutes appropriate dress shall be made by the school administration. All borderline cases will be considered a violation.

Truancy Policy

Each person between the ages of 6 and 18 years is subject to compulsory full-time education. Students may not be absent from school without a valid excuse. While every effort shall be made by school personnel to work toward a change in behavior of each truant student, it is recognized that consequences for truancy must be firm and clear to parents and students. Truant means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (Ed. Code Sec. 48260).

First Step - The student will be advised of the mandatory attendance laws and the school prescribed consequences, and instructed to attend all classes. Parent/guardian contact will be made in the most cost-effective method possible, including e-mail or a telephone call.

- School counseling and intervention by attendance liaison and/or counselor.
- Alternative consequences may be assigned.

Second Step - The student's parent/guardian will be informed in the most cost-effective method possible, including e-mail or a telephone call, of their legal responsibilities. The student is again directed to attend all classes and advised of the mandatory attendance laws and the school's prescribed consequences. The student and parents are notified that failure to follow the

school's directives shall be treated as "defiance of authority".

- School counseling and intervention by AP and/or counselor.
- Alternative consequences may be assigned.

Third Step - Student is now a habitual truant. Student will be referred to the Associate Principal who, along with the Attendance Supervisor, will arrange for a School Attendance Review (SART) meeting, where a corrective action plan will be developed with parental input. The student will again be directed to attend all classes unless excused for legal reason. The parents or guardians and student will be informed that failure to follow this directive will be considered "defiance of authority" and the next incident may lead to loss of extracurricular and co-curricular eligibility as well as a referral to law enforcement. Alternative programs, including the need for additional counseling will be discussed.

- Referral to SART (Student Attendance Review Team). A corrective action plan will be developed with student and parent to improve attendance.
- Alternative consequences may be assigned.

Fourth Step- Student will be referred to the Associate Principal. The student is now a legal habitual truant and may fall under the jurisdiction of the juvenile court. (Education Code Section 48200) The Associate Principal shall call and hold a parent conference. Parents/guardians and students are again informed that failure to follow the school's directive to attend classes will be "defiance of authority" and may be grounds for involuntary transfer to an alternative program.

- Student shall be declared ineligible from extra-curricular and co-curricular activities for nine (9) weeks from the date the conference is held.
- Referral to School Resource Officer for arrest.
- Referral to an Alternative Program may be made.
- Alternative consequences may be assigned.

Fifth Step – Student will be referred to the Associate Principal. The parents and the student will be informed that the next incidence of refusal to attend classes upon the direction of school authorities may result in a referral to the District's Alternative Program Screening Committee. It shall be recorded that the student is again truant.

- Student referred to SARB (School Attendance Review Board).
- Loss of extracurricular and co-curricular privileges for additional 9 weeks.
- Work permit revoked.
- Alternative consequences may be assigned.

- Alternative educational programs may be assigned.

Sixth Step- A first class letter shall be sent to the parents/guardians informing them that their student has had additional incidents of truancy since being declared a legal habitual truant (Education Code 48262) and has been in “persistent defiance of authority.” A Corrective Action Plan and sanction recommendation may be initiated.

- Student and/or parent may be referred to Merced County District Attorney for prosecution in juvenile and/or adult court.
- Loss of extracurricular and co-curricular privileges for additional 9 weeks.
- Request for suspension or revocation of driving privileges pursuant to Section 13202.7 of the Vehicle Code submitted.

Grounds for Suspension and Expulsion

See MUHSD District-Wide Polices.

AHS SCHOOL RULES

STUDENT BODY ACTIVITIES

Definitions

Extra-Curricular Activities: Those activities not associated with a grade and not held during school hours. Examples include after-school dances and entertainment events. These activities ARE subject to the school’s eligibility requirements.

Co-Curricular Activities: Those activities or events in which a student actually competes or formally represents the school in a defined manner, such as band review, athletics, cheer, drama productions, choir performance, project showing, etc. These activities ARE subject to the school’s eligibility requirements.

ELIGIBILITY FOR SCHOOL ACTIVITIES

Grades: A minimum 2.0 GPA is required and no more than one —F/I is allowed. Ineligibility due to academic deficiency will become effective on the following:

October 29, 2018	March 25, 2019
January 14, 2019	June 10, 2019

Semester grades will take precedent over second and fourth quarter grades in determining eligibility. Students who become ineligible at the end of the second semester shall not participate in school-sponsored extra-curricular or co-curricular activities during the first quarter period of the

following year. A student may attend summer school to raise his/her grade point average to 2.0. A student ineligible because of failing grades can become eligible by taking a class comparable to the class failed. Prior approval of the class must be obtained. A student may use no more than 10 units from summer school courses to establish eligibility for participation in athletics. Students who become ineligible due to grades while participating on an athletic team may be removed from the team and from athletics.

Citizenship grades: A student who receives two or more U marks for citizenship on any given report card will become ineligible to participate in co-curricular or extra-curricular activities. Ineligibility due to citizenship grades will become effective on the same dates as academic deficiencies.

Regular attendance: Attendance at school is vital to student success. A participant must be in regular attendance on the day of the activity or will be prohibited from participating in the activity. Please contact the Student Body Office at 357-6018 to obtain prior approval for appointments.

Obligations: Students with an incurred obligation will have their semester grade reports withheld. A letter will be mailed instead that explains the obligation, and how it may be cleared. After all obligations are cleared, the grade report will be made available to parents and/or guardians. Students with obligations will not be allowed to participate in or purchase tickets to extra-curricular events.

Athletic Clearance: Before a student may participate in any sport, he/she must receive a clearance at the ASB office which requires: Parent Permission, Academic Eligibility, A Physical Examination, Proof of Insurance, Residential Eligibility, and Cleared Financial Obligations. Students who have transferred from another school must have clearance from the Athletic Director prior to participation. A student will not be allowed to tryout or participate until all requirements are met.

Travel to Activities: Members of an activity must go and return in school-provided transportation, the only exception being if a parent or guardian requests in writing to the school prior to the day of the event/ activity. The release forms are available in the Student Body Office and must be returned to the Student Body Office to be signed by the Athletic Director or Associate Principal.

Codes of Conduct: Students participating in co-curricular activities are expected to obey the Code of Conduct rules or may be declared ineligible to represent the school in co-curricular activities for a minimum of nine weeks. All rules and regulations

set forth by the California Interscholastic Federation and its subordinate bodies will be in force as minimum requirements. Athletes are not allowed to participate in an outside group or team during the high school season of sport, except as provided in CIF Sec. Rule 600.

Senior Activities including Graduation Ceremony:

These activities are a privilege not a right. Any senior who has been declared ineligible for co-curricular and extra-curricular activities due to truancy, excessive absences [90% attendance policy applies (18 days of absence or 126 periods)] or home suspensions may be denied the right to participate in any or all such activities, including the Graduation Ceremony.

Associate Student Body and Class Offices:

Students must meet academic, citizenship and discipline eligibility to run for ASB or Class office. If an elected officer becomes ineligible during their term, they will be required to vacate their office and a replacement will be appointed by the Activities Director.

Athletic Notes:

- Athletes —in season must be with their coach or off campus during 6th period. Athletes not —in season must be with their 6th period PE instructor. Any deviation of this rule may result in removal from sixth period athletics and may affect the student's grade.
- If an athlete tries out for a sport and finds that he/she does not have the ability or just does not like the sport and wishes to change to another sport, he/she must get permission to be released by the coach of the first sport before he/she can take part in another sport during that particular season. Once an athlete has made the change, he/she is not allowed to go back to the sport from which he/she transferred.

CONDUCT AT SCHOOL ACTIVITIES

Activity Rules: Atwater High School Students are expected to dress and behave at school activities in ways that display the proper ideals of courtesy, ethical conduct, and school spirit. The following policies will therefore be in effect for attendance at all school activities:

- Only acceptable school attire will be allowed. The wearing of capes, masks, headgear, or other bizarre costumes will not be allowed for indoor events. No clothing, make-up or paint can be worn that hides a person's identity.
- Courtesy to visitors and officials must be shown at all times.

- The use of vulgar, profane language or obscene gestures will not be allowed.
- Only persons with approval from the director of activities will be allowed to perform in public at school activities.
- Violations of this policy may result in immediate removal from or denial of admittance to the activity. Other consequences may follow in accordance to school policy including police involvement.

Dance Rules

Each student must have both a dance ticket and a student ID card in order to gain admittance to school dances. All dances, including those which are free to student body cardholders, require a ticket for admission. Dance tickets will NOT be sold at the door unless announced otherwise.

- All guests must be accompanied by their host and have a ticket. A guest pass and a photo ID are needed to be admitted to the dance. All guests need administrative approval and guest passes must be obtained from the students Associate Principal prior to purchasing a ticket. No Junior High School students may attend. A minor student bringing a non-student guest over 18 years of age is required to have a parent signature on the guest pass signifying the parent's approval of their guests. Guests MUST be in high school and no older than 20! No alterations on guest passes will be accepted.
- Students must remain inside the dance until such time as they are ready to depart. Students who depart early will not be re-admitted.
- Anyone in possession of, under the influence of, or attends having consumed alcohol or drugs will be removed from the dance and subject to suspension and possible expulsion from school.
- Dancing judged as inappropriate could result in removal from the event.
- The school dress code is in effect at dances.

ID CARDS

An ID card becomes a Student Body Card when an activity sticker is purchased and affixed to it. The purchase of an activity sticker enables the student to attend home athletic contests (except playoffs) for free and provides him/her with discounts on the yearbook and many student store items. Revenue generated is used to support the student activity programs. Students are to carry ID Cards with them at all times during the school day, while attending school activities,

or riding on school provided transportation. Failure to carry ID Cards may result in progressive discipline. Students who lose, destroy, or have ID Cards stolen will be responsible to replace the ID Cards at the cost of \$5.00 in the SBO.

POSTERS & FLYERS

- All posters and flyers must be approved by the Activities Director.
- Each poster or flyer must include the name of the sponsoring organization and must be related to school activities and events.
- All posters shall be in good taste.
- Approved posters and flyers may be placed in classroom with teacher's permission.
- Use tape when hanging posters (Painters tape must be used).
- Do not hang posters on any tile surface.
- Do not climb up on any buildings to put up posters
- Organizations putting up posters or flyers are responsible to take them down the day after the event.

MEDICATION

Students needing to take prescribed/or OTC medication during the school day are required to register their medication in the Health Office. Trained school personnel will assist with the dispensing of such medication as necessary. The following are required before such assistance is given:

- A written statement from the student's physician detailing the method, amount, and time schedule for the taking of medication;
- A written statement from the student's parent/guardian requesting the school to assist the student in taking the prescribed medication. (Ed. Code Sec. 49423)
- Medication needs to be in its original bottle

Students may not carry medication on campus EXCEPT Epi-Pen, Rescue Inhaler, and Glucagon (Ed. Code 48900)

ATTENDANCE POLICY

Any time a student is absent one or more periods the student will be required to clear the absence within 48 hours, or it will become a truancy, which is defined as, —an absence from school without valid excuse or tardy in excess of 30 minutes

(Ed. Code Sec. 48260). Disciplinary action will result from all truanancies.

If a student is late to class and has been marked absent by the teacher it is the student's responsibility to see the Attendance Office is notified of the corrections.

In order to clear an absence a student must have his/ her parent call the Attendance Office on the day of the absence, preferably, or no later than the day the student returns to school. A note written by the parent, on the day of return to school is also acceptable. This note must state the student's name, date, and reason for the absence, and must be signed by the parent. This must be brought to the Attendance Office upon return to school. Please write down a phone number where you can be reached for verification/clarification.

For your convenience, the Attendance Office is open from 7:15 a.m. to 4:00 p.m. to receive phone calls and notes regarding absences. An answering machine will be available to take your calls after hours.

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable period of time. (Education Code 48205)

Students who miss school work because of unexcused absences or suspension shall be given the opportunity to make up missed work. Students who missed school because of truancy shall be given the opportunity to make up missed work for full or reduced credit. Students who are suspended from a class by the teacher of that class may be denied the opportunity to make up work for credit. Teachers shall assign makeup work as necessary to ensure academic progress, not as a punitive measure.

Excessive Absence Policy

After a student has been absent ten (10) days during the school year, the parent will be informed in writing, and must attend a mandatory conference with the Attendance Liaison and the School Resource Officer. Once a student accumulates fifteen (15) absences during one school year the student will be placed on "Attendance Supervision" which requires a student/parent conference with the vice principal and that any additional absences be verified by a

licensed medical practitioner otherwise the absence will be counted as unexcused. (CAC Title 5 Sec. 421 b) The student and parent must attend a mandatory meeting with the Associate Principal. Parents of students on attendance supervision who continue to have irregular attendance are subject to being referred to the Probation Department, and/or the District Attorney's Office (Ed. Code Sec. 48320-48324). Parents are welcome to call the Attendance Office at any time to check on their student's attendance.

Compulsory Full-Time Education

Each person between the ages of 6 and 18 years not exempted under the provisions of this chapter or Chapter 3 (commencing with Section 48400) is subject to compulsory full-time education. Such persons shall attend the public full time day school or continuation school or classes for the full time designated as the length of the school day by the governing board of the school district in which the residency of either the parent or legal guardian is located and each parent, guardian, or other person having control or charge over the pupil shall send designated as the length of the school day by the governing board of the school district in which the residence of either parent or legal guardian is located. (Ed. Code Sec. 48200)

90% Attendance Policy

Seniors are required to maintain a minimum of 90% attendance during the school year. Those seniors who fail to attend school at a 90% rate may be denied the privilege of participating in senior activities and the graduation ceremony. The only excusable absence(s) that will not count against the student are illness accompanied by a medical note, funeral, school activity, and prior approval granted by an administrator. Those seniors who fall below this rate will be placed on a "Rehabilitation Plan". Students who violate the rehabilitation contract will become ineligible for end-of-year senior activities and ineligible to participate in the graduation ceremony.

Tardy Policy

Tardiness is disruptive to the learning process and is the number one reason people are fired from jobs. In order for students to be successful and productive, they must develop habits of punctuality. These habits will contribute not only to academic success, but also to career success in later years. Since tardiness is neither responsible nor productive all MUHSD students will be held accountable for punctuality. Reporting to class on time with books and materials needed for the lesson is the responsibility of the student. Materials include a fully charged device and charging adapter if needed. Tardies will be excused only if

the student is tardy for valid reasons verified by school personnel, as described under the site-specific tardiness and attendance policies of this handbook. Tardies due to oversleeping, missing the bus, car trouble, traffic, etc., are unexcused, even with parent verification. All tardy policies are based on **all tardies acquired for all periods.**

Tardiness in excess of thirty (30) minutes is considered truant according to Education Code 48260.

Tardy sweeps will be conducted randomly, throughout the school year. All students will be assigned Lunch Detention/and or IC if they are outside class without a pass during the sweep, regardless of the step of tardiness. Tardiness may be reflected in the student's citizenship grade.

The student is to be in the classroom in his/her seat or work station when the tardy bell begins to ring. Tardies will be excused only if the student is tardy for medical reasons verified by a parent or doctor. Tardies oversleeping, missing the bus, car trouble, traffic etc., are unexcused, even with parent verification. The tardy policy is based on **all tardies acquired for all periods.** The tardy policy is a semester policy and begins over second semester. Consequences are:

Tardy 1: Warning, parent contact.

Tardy 2: Warning, parent contact.

Tardy 3: Placement in IC, parent contact.

Tardy 4: Placement in IC, parent contact.

Tardy 5: Placement in IC, parent contacted by AP.

Tardy 6: Placement in IC, parent conference with AP.

Tardy 7: Placement in IC, parent conference with A.P.

Tardy 8: Loss of eligibility for 3 weeks, parent contact by A.P., possible SST conference.

Tardy 9: Placement in IC or alt. consequences, loss of eligibility for 6 weeks, parent conference with AP.

Tardy 10+: Placement in IC or alt. consequences, loss of eligibility for 9 weeks, SST with discussion about Alt. Ed. Placement.

Loss of eligibility is the loss of co-curricular activities including but not limited to band, athletics, cheerleading, club activities, and dances. Loss of eligibility is from the date of the last tardy the student received.

Tardy is considered up to 30 minutes. If a student arrives after this time he/she is absent and may be considered truant according to Education Code 48260.

Tardy sweeps will be conducted randomly, throughout the school year. All students will be

assigned a Saturday School if they are outside class without a pass or signed agenda during a sweep.

A STUDENT MUST OBTAIN AN OUTSIDE PASS IN ORDER TO LEAVE CAMPUS ANY TIME DURING THE SCHOOL DAY.

(1) If a student has an appointment during the day, he/ she should bring a note from the parent before school. The note should state the student's name, the time and place of the appointment, what time he/she is to leave campus, and how the student is to get there (i.e., walk, drive, parent will pick up, etc.). A student can only be removed from campus by someone who is either on the student's primary or emergency contact list. This person must be able to validate his/ her identity through picture identification or via satellite link. The Outside Pass (OSP) may be picked up at a later time between classes or during lunch. The OSP should be signed or stamped at her destination and returned to the attendance office. Leaving campus without a valid OSP will result in a 4 HOUR Saturday School.

(2) If a student becomes ill during the day, he/she should come to the Health Office. Students may not use their cell phones to contact parents. The Health Clerk will call a parent or other person specified on the Emergency Procedure Card to determine whether the student will be issued an OSP. If the student goes home, the signed OSP should be returned to the Attendance Office, upon return to school.

If an outside pass is requested, parents/guardians must contact the attendance office, preferably one day prior to the appointment. In order to avoid disruption of the instructional process for all students, passes done on a last-minute basis may have to wait until the last 10 minutes of the class period for the student to be released.

ADAPTED AND REGULAR PHYSICAL EDUCATION POLICY

Requirements—Students are required to:

1. Be in locker room before the tardy bell.
2. Report to roll call within 7 minutes after tardy bell.
3. Dress daily in PE uniform. NO EXCEPTIONS (including medical notes or notes from home).
4. Report all injuries to Physical Education Teacher immediately.

Physical Education Uniforms and Non-Suit Policy

1. Physical Education Uniforms are as follows:

- Shoes – laced or velcro athletic shoes (no platforms, slip-ons, or roller shoes)
 - Socks – optional (nylons are not acceptable)
 - Shirts – plain white T-shirt, designated Atwater logo shirt, or any award PE shirt
 - Shorts – blue athletic gym shorts (no jeans, zippers, or buttons)
 - Sweatpants and Sweatshirts – white, blue, black, or gray or any AHS logo
 - NO JACKETS, SWEATERS, OR LONG COATS MAY BE WORN.
 - ***All clothing must be visibly marked with students' last name.
 - ***Physical Education loaner clothes are only provided on an emergency basis in Physical Education Offices. Students need to present their current ID Card when borrowing clothes. Excessive borrowing will be considered a lack of responsibility on the student's part and thus result in disciplinary action. You need to be responsible and be prepared for physical education by bringing the proper clothes.
2. Student responsibility is to take home physical education clothes on Friday and return on Monday with clean clothes and shoes prepared for class.
 3. All students will dress out daily, including those with a medical note, and will help with the progress of the class any way they can.
 4. If a student wears street clothes under the physical education uniform it is considered a non-suit.
 5. Clean loaner clothes are available daily to all students.
 6. If a student refuses to dress out, it is considered defiance and a non-suit will result in the following consequences:
 - 1st non-suit: Warning, call to parent/guardian
 - 2nd non-suit: Warning parent contact ISS instructor issues lunch detention.
 - 3rd non-suit: Refer student to counselor. ISS instructor assign ½ day IC.
 - 4th non-suit: Parent, teacher, student, counselor conference. Student assigned 1 day IC by ISS instructor.
 - 5th non-suit: Student assigned 2 day IC by ISS, meet with AP.
 - 6th non-suit: Student receives F for the current semester. Parent conference with counselor, AP. Student removed from class for the rest of the semester.

STUDENT BEHAVIOR

Student Responsibilities: Student responsibilities include **regular attendance**, conscientious effort in classroom work and adherence to school and **posted classroom rules and regulations** (Education Code 48921). Most of all students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning. **No student has the right to disrupt the education of fellow students.**

- Respect and take pride in yourself and your school. Set meaningful goals and develop a plan to fulfill your goals. Then set new goals.
- Represent the best interests of all when serving on committees or student government. Actively participate in classroom activities and/or discussions to maximize your academic potential and that of others. Report unsafe conditions or damage of school property.
- Report harassment or threats of any nature to a school official.

Behavior Guidelines: A positive school climate, with clear rules, which are enforced firmly, fairly and consistently, is the best device for promoting excellent student self-discipline and a safe school. When behavioral infractions do occur, the Associate Principal utilizes a variety of disciplinary actions in order to try and get the student to modify their behavior appropriately. These include counseling, benching, class suspension, parent conference, and work detail after school, Saturday School, on campus suspension, schedule change, home suspension, referral to an Alternative Program, and expulsion.

Philosophy: Students and staff have a right to learn and teach within a positive learning and working environment. Therefore the Board believes in the importance of establishing discipline and maintaining order to provide safe, secure, and peaceful schools. These rules allow each school the discretion to impose minimum consequences to correct an undesirable behavior. Depending on the seriousness of the first or succeeding offenses, a student may be recommended for (1) an alternative to home suspension, (2) home suspension, (3) placement into another school or an alternative educational program, or (4) expulsion from all schools in the district. Progressive discipline measures are designed to promote positive changes in student behavior.

General School Rules: No pupil shall be suspended or expelled for any of the acts enumerated unless the act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including, but not limited to, any of the following:

- While on school grounds.
- While going to or coming from school.
- During the lunch period.
- During, or while going to or coming from, a school sponsored activity.

Site administrators have primary responsibility for enforcement; however, it shall be the duty of each employee of the school to enforce the rules and procedures of the AHS Discipline Policy.

Excessive Displays of Affection: Students are not permitted to engage in excessive displays of affection which includes long body to body contact, long kisses or displays that may cause concern from parents, staff, or other students. **On the second offense, parents may be contacted.** (Defiance)

Sexual Harassment See MUHSD District-Wide Polices.

Referral to the Associate Principal When a student receives a pass from the Associate Principal in his/her class, or when the teacher sends a student to the Associate Principal, that student is expected to come to the Associate Principal's office at once (no later than the end of that period). The student is to stay in the office until the Associate Principal has seen him or until the secretary gives the student a pass back to class.

Any student who does not report to the Associate Principal's office after being sent by a school official will be considered to be in defiance of the valid authority of school officials and may face additional disciplinary action. This is also true of any student who leaves the office without permission.

INTERVENTION CENTER

Intervention Center (IC) is intended to provide pupils and parents an alternative to out of school suspension. IC will be served in the Intervention Center (IC). Although students may be removed from regular classes for excessive classroom disruption, IC is designed to provide productive study time. Students will receive full credit for assignments completed in IC and will be allowed makeup for tests or quizzes missed during the suspension. A student assigned to IC by an administrator, must serve the full number of days assigned. Taking a home suspension in lieu of an IC is not an option. Absences will be considered unexcused or truant. Students who fail to bring class work to IC will be assigned work.

Students are required to turn in their cell phones/devices as they enter the IC and will be returned at the end of the day. Failure to do so will result in further disciplinary action.

Time: 8:00 a.m. – 2:37 p.m.

Place: Intervention Center Room # 113

Telephone: 325-1297

Lunch in the IC – Lunch is scheduled at a time other than the regular lunch period, subject to certain restrictions. Students should plan to bring their own lunches or purchase lunch in the cafeteria. **Students failing to return to the IC after lunch may be required to remain in the IC for lunch for future IC dates, will be considered truant, and may be subject to additional consequences.**

Behavioral Requirements:

1. Misbehavior of any type while in the IC may result in the student being removed from the IC and placed on home suspension. This would be considered as a home suspension for that date and the student would be required to serve an additional day of IC upon return to school.
2. Students who are assigned to IC and come on campus but do not report to the IC and attend class instead, may be suspended for up to an additional three (3) days.
3. Any student who arrives late or does not have study materials may be sent home, lose breaks or be assigned additional detentions/IC. This will be considered as an unexcused absence. The student will serve IC as assigned upon their return to school.
4. Students who are ill need to have their parents contact the school by phone on the date of the illness. IC will resume as

assigned upon the date the student returns to school. **A note from the parent, verifying the illness, will be required to excuse the absence.**

Class Assignments

The regular teacher will accept work completed in the IC without penalty to the students upon return to class. Students failing to do the work provided and/or not returning it to the teacher will not be allowed further make-up. Students are expected to have the necessary materials with them when they report to the IC.

- For multiple disciplinary infractions, Associate Principals may recommend alternate actions.
- The Assoc. Principal MAY assign work detail in lieu of IC.

Transfer to Alternative Education Students who accumulate 20 days of suspension, including on-campus suspension, and/or Saturday School, may be subject to an involuntary transfer to an alternative educational program.

ON CAMPUS PARKING

Parking Lot/Use of Vehicles: Students are required to park in authorized student parking on campus during the school day. Students may not park off campus. **STUDENTS MAY NOT USE CARS DURING THE SCHOOL DAY, 8:00 AM – 2:37 PM WITHOUT A VALID PASS.** Students with work experience or ROP, who have special authorization approved by their coordinators, must have a valid sticker allowing them to drive. These students may not transport other students during that time. The parking lot is off limits to all students during the school day. The school does not accept responsibility for theft or damage to vehicles or bicycles parked at school. Secure vehicles, lock your bicycles and report any suspicious activity to school officials.

LIBRARY & COMPUTER LAB POLICIES

Teacher Librarian: Travis Harding
Library Media Technician: Kathleen Gardner/Max Anderson
Hours: Monday – Friday 7:15-3:30
Phone: 325-1249

Library & Lab Guidelines: Students MUST have a pass and ID card to come to the Library during school hours. The library is open before school, at lunch, and after school for tutorials. The following rules are in effect at all times.

- There will be no gum, candy, food, or drinks brought into the library.
- There will be no grooming in the library. This includes make-up, nail polish, hair combing, etc.
- Students must have a pass from classroom teacher if visiting the library during class time.
- Student must sign-in at front desk.
- Only four persons are allowed per table. Do not sit on tables, desks, or countertops. Do not tip in chairs.
- Use front door only to exit the LMC.
- Remain respectful of fellow classmates who are trying to study and keep noise to a minimum
- Discipline problems will be referred to the AP office.

Computer usage in the Library Media Center

- An RUP contract is required for computer use.
- To check out a device, an ID is required.
- Computers are to be used for educational purposes only. This includes, but is not limited to: research, word processing, email, etc.
- Examples of non-educational purposes include, but are not limited to: games, chat rooms, inappropriate material, gambling, etc.
- Report damage to computers immediately to library staff or the last user of that machine may be held responsible.

Atwater High School Textbook/Device Rules

1. Devices/Textbooks will not be issued without a student ID card or schedule.
2. Write your name on the inside of the front textbook cover as soon as possible. Do not write anywhere else in the book; if you do, you will be fined a minimum of \$15.00 for excessive writing.
3. Keep the barcode number of each textbook issued to you in a safe place.

4. Do not share lockers with anyone! If you do, you may accidentally switch your books with the other person.
5. If your textbooks/devices are stolen, report the incident to an administrator and to the library staff immediately. You may be fined for lost, stolen, or damaged books/devices.
6. Do not share textbooks/devices with friends.
7. Keep your textbooks/devices in your possession at all times. Do not leave textbooks/devices in the classroom.
8. Do not store papers, pens, or pencils in the books or devices. They may cause damage and you may be fined.
9. All textbooks must be cleaned before they are returned to the library. A \$5.00 retrieval fee will be assessed on all books/devices left in the lockers after the last day of school.
10. If you find damages to textbooks/devices issued to you, report them to a library staff member immediately! Do not wait until the end of the year to report the damage or you may be fined for it.
11. Students are responsible for all damage not covered by insurance.

Remember- your wet P.E. clothes can ruin your textbooks and devices, and you will be fined for the damage. Please keep your wet clothing separate from your textbooks/devices.

*Insurance is available for student Chromebooks for \$25.00. This covers accidental damage and theft (with a police report)