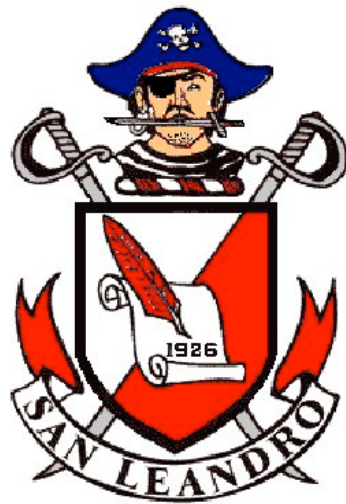


San Leandro High School
2200 Bancroft Avenue
San Leandro, CA 94577
510-618-4600
www.slhs.net

2010-11 Staff Handbook



HOME OF THE PIRATES

INTRODUCTION

History of San Leandro High School

The first San Leandro High School opened at Bancroft and Estudillo Avenues in 1926. In the 1930's, San Leandro changed from an agrarian to a residential community with sub-divisions replacing cherry orchards. San Leandro High was a part of the Oakland School District.

World War II saw rapid transformation of the community. Industrialization and a rapidly growing population created the need for newer and larger schools. On September 12, 1949, students moved into the building which now houses San Leandro High. The old high school building became Bancroft Junior High.

A local election in 1952 unified the two schools under the San Leandro School Board, until then an elementary District. The old building on Bancroft and Estudillo was replaced by the present Bancroft Middle School in 1955 at the same time John Muir Middle School opened on the West side of town. Pacific and Lincoln High schools were added in the 1960's to meet the peak of the post-war baby boom. When enrollments declined, Pacific was closed in 1983 leaving San Leandro High with two feeder Middle Schools and Lincoln Continuation School.

SLHS Vision Statement:

All students are prepared to be productive members of society. All students enter SLHS with a four year plan for high school. All students leave SLHS with options for success:

- 4 year college
- Community College to four year college
- Vocational or Trade School admittance

District Mission and Vision

Mission

The mission of the San Leandro Unified School District is to educate students to achieve and demonstrate academic excellence and become confident, collaborative and competitive in a global society, by utilizing state-of-the-art technologies and innovative teaching strategies within a well-maintained, secure learning environment, in a region rich in heritage and diverse in culture, where we value our traditions while welcoming change.

We believe that:

- all people can learn
- every person has value
- diversity enriches and strengthens our lives
- people have the right to make their own decisions
- individuals are accountable and responsible for their behavior
- helping others helps ourselves
- individuals need to feel safe and secure within their community
- it takes a whole community to raise a child
- respect for self and others is essential
- self-esteem is essential for personal growth
- all individuals have the right to equal access to quality education

The San Leandro Unified School District does not discriminate on the basis of race, color, national origin, mental or physical handicap, age, sex, or sexual orientation in any of its policies or procedures related to admissions, employment, financial aid, educational

SAN LEANDRO HIGH SCHOOL

Frequently Used Telephone Numbers

General Information: 618-4600

Principal: Linda Granger Principal's Secretary: X2162 Zaira Duncan	Attendance Office: Chris Stahowski X2130 Diana Herrera X2152
Associate Principal: Mike Hassett X2322	Assistant Principals: (x2212 & x2168) Discipline:
Assoc. Prin. Secretary: Maria Esparza X2322	Ron Polk X 2212 A - H
Registrar's Office: Stephanie Jones X2374	Patricia Crespo X 2168 I - R
School Bank: Lisa Maral X2129	Elisa X2168 Alvarez S - Z
Student Responsibility Ctr. X2108	Lori Watson X2322 FTK A-Z
Student Activities: Nancy Boissevain X2240	Asst. Prin. Secretaries: Michelle Felarca X2168 Georgette Jackson X2212
Athletic Directors: Jerome X2346 Manos/ Jeanette Wood X2177	COUNSELORS: Amy Olsen, Secretary X2164 (students are assigned counselors alphabetically after 1 st few weeks)
Academy (Business) Mary Styner X2402	X2149 Nik Knudsen A-COU SLAM Social Justice
Adult School 618-4429	Anna Boscacci X2127 FTK--LEA-Z U-Z SLHS
Marketing/DECA: Ms. Maynard 483-7219 FAX: 895-4144 X2413	Barbara Stump X2174 JE-O Avid 10-12 X2178
Librarian/Tech Coordinator: Ms. Ansolabehere X2160	Mark Hamilton P-SE English Lnrs X2125
School Resource Officer X4607	Wanda Armstrong (Head) CRA-JA Bus Acad X2171
ELD Office: X2160	Gerome Evans SF-T
	Tamesha Wise X2376 (Debbie Potmesil) A-LE FTK
Superintendent: Cindy Cathey 667-3522	

Additional SLUSD Personnel Phone numbers are available at 510/667-3500 or on the District Website @ www.sanleandro.k12.ca.us

IMPORTANT DATES 2010-11

First Semester	Second Semester
<p>August</p> <p>25th: First Day for students</p> <p>September</p> <p>6th: Labor Day Holiday</p> <p>27th: Progress reports mailed this week</p> <p>30th: Back to School Night</p> <p>October</p> <p>5th: CAHSEE (ELA) for 11th and 12th grades</p> <p>6th: CAHSEE (math) for 11th and 12th</p> <p>29th: End of 1st quarter grading period</p> <p>November</p> <p>8th: Report Cards mailed this week</p> <p>11th: Veteran's Day Holiday</p> <p>22nd --26th: Thanksgiving holiday</p> <p>December</p> <p>4th: (Sat) CAHSEE (Eng) for 12th grade</p> <p>6th: Progress Reports mailed this week</p> <p>11th: (Sat) CAHSEE (math) for 12th grade</p> <p>20th: Winter Break begins (12/20/10 –12/31/10)</p> <p>January</p> <p>3rd: Return from winter break</p> <p>17th: Martin Luther King Jr. Holiday</p> <p>18th, 19th, 20th: Finals (12:30 Dismissal)</p> <p>20th: End of 2nd quarter grading period</p> <p>21st: Teacher planning day (no students)</p> <p>24th: Report Cards mailed home this week</p>	<p>January</p> <p>24th: Second Term begins</p> <p>February</p> <p>1st: CAHSEE (Eng) for all 10th graders</p> <p>2nd: CAHSEE (math) for all 10th graders</p> <p>21st –25th: President's Week Holiday</p> <p>March</p> <p>8th: CAHSEE for 11/12th (10th make up)</p> <p>9th: CAHSEE (math) 11/12th (10th make up)</p> <p>28th: Cesar Chavez Day (Teacher Staff Development Day)</p> <p>April</p> <p>8th: End of 3rd quarter grading period</p> <p>11th — 15th: Spring Break</p> <p>11th: Report Cards mailed this week</p> <p>22nd: Furlough Friday</p> <p>25th: STAR TEST begins</p> <p>May</p> <p>10th: CAHSEE for 12th ELA</p> <p>11th: CAHSEE for 12th Math</p> <p>12th: Open House</p> <p>20th: STAR TEST ends</p> <p>30th: Memorial Day Holiday</p> <p>31st: Scholarship Tea (2 pm dismissal)</p> <p>June</p> <p>14th, 15th, 16th: Finals (12:30 dismissal)</p> <p>16th: Last Day of School</p> <p>20th: Report Cards mailed this week</p>

BELL SCHEDULE

Regular Day

Period 1	7:15 - 8:10 (55 min)
Period 2	8:15 - 9:10 (55 min)
Period 3	9:17 - 10:12 (55 min)
Period 4	10:19 - 11:19 (60 min)
<i>Lunch</i>	<i>11:19 - 11:54 (35 min)</i>
Period 5	12:01 - 12:56 (55 min)
Period 6	1:03 - 1:58 (55 min)
Period 7	2:05 - 3:00 (55 min)

Minimum Day

Period 1	7:15 - 8:10 (55 min)
Period 2	8:15 - 9:00 (45 min)
Period 3	9:07-9:52 (45 min)
Period 4	9:59 – 10:49 (60 min)
<i>Lunch</i>	<i>10:49 – 11:24 (35 min)</i>
Period 5	11:31 - 12:16 (45 min)
Period 6	12:23 – 1:08 (45 min)
Period 7	1:15 – 2:00

Final Exam Bell Schedule:

Day 1

Period 1/2 Final 8:15-10:15

Break 10:15-10:30

Period 3 Final 10:30-12:35

Day 2

Period 4 Final 8:15-10:15

Break 10:15-10:30

Period 5 Final 10:30-12:35

Day 3

Period 6 Final 8:15-10:15

Break 10:15-10:30

Period 7 Final 10:30-12:35

WHAT DOES San Leandro H.S./Fred T. Korematsu Campus HAVE TO OFFER?

San Leandro High School(SLHS)/Fred T. Korematsu (FTK) offers challenging curriculum and electives, creative opportunities in the arts, and an extensive variety of sports, clubs and extracurricular activities. We also offer several “small schools within a school” academies for students to find a niche and pursue their interests. We continue to work to improve our programs. We recently updated our six-year plan and were accredited by the Western Association of Schools and Colleges (WASC). We encourage you to review these opportunities with your student and encourage them to explore their options further. Full course details are provided in the SLHS Course Directory provided to each student in the spring

AVID - Advancement Via Individual Determination

Avid is an in-school academic support program that prepares students without a college-going tradition in their families for college eligibility and success. It places academically average students in advance classes and gives them the support they need to succeed. To find out more, contact *Barbara Stump, AVID Counselor (ext. 2174)*

Career Technology Department & SLHS Academies

The Career Technology Department offers courses in:

- metal shop
- wood working
- auto mechanics
- graphic arts
- criminal justice
- keyboarding
- computer science

Additional career training courses are offered through the Eden Regional Occupational

Program, ROP (see below). More extensive programs are offered through our academies:

SLAM – San Leandro Academy of Multimedia

SLAM, is a three-year program starting in the sophomore year and ending with graduation as a senior. We teach multimedia skills such as digital photography, animation, web design, video production, 3d graphics, and special effects. Students also take English and social studies within SLAM and complete many different multimedia projects using the English and social studies content. 9th grade students are recruited in the spring. For more info, contact *Phil Hargrave, 618-4600 ext. 2501, phargrave@sanleandro.k12.ca.us*

SLHS Academy for Business & Finance

The Marketing Education Program is a model of Academic & Career Technical Education in a 2-year program for juniors and seniors. This program supports linking school to work, which builds workplace skills and teaches the importance of professionalism, problem solving, self-management and teamwork. Students learn marketing concepts such as selling, advertising, promotion plans, business ownership, management, finance and business plan development. 10th grade students are recruited in the spring. For info, contact *Mary Styner, 618-4600 ext. 2402, mrsstyner@hotmail.com*

DECA – Delta Epsilon Chi-Marketing, Management & Entrepreneurship

DECA is an association of marketing students that is known internationally. They are supported by large corporations and small businesses. Students have the opportunity to compete locally and internationally. Contact *Deborah Maynard, 483-7219, maynardslh@aol.com*

SLHS Academy for Social Justice

The newest academy at SLHS was awarded a three year grant from the California Dept. of Education for Specialized School Programs. This academy provides 10th–12th grade at-risk students with a forum to become catalysts of social, political, and environmental change. In combination with English and History classes that utilize service learning strategies to connect project based learning with standards based instruction, a series of specially designed electives allow the students to form partnerships with over 15 local and national community organizations. 9th grade students should contact *Ari Dolid*, 618-4600 ext. 2222, adolid@gmail.com in the spring.

Eden ROP (Regional Occupational Program) – www.edenrop.org

Eden offers over 135 career training courses in the areas of Business, Health, Home Economics, and Industrial Technology. Students can earn up to 40 credits a year. They are located at 26316 Hesperian Blvd. in Hayward. FREE bus transportation is offered for high school students enrolled in ROP courses. Students interested in these programs should see their high school counselor or call Program Coordinator, *Karen Huff*, 510/293-2903, karenh@edenrop.org

Music Program

- Wind Ensemble
- Orchestra
- Jazz Band
- Choir
- Notables
- SLHS Musical Theater

Art Program

- Drawing & Painting
- Advanced Drawing & Painting
- Sculpture 1 & 2
- Studio Art & AP Studio Art
- Drama & Advanced Drama
- Video Production

Award Winning School Publications:

The Cargo – is our school newspaper. Students produce this newspaper in the Journalism class at SLHS.

SLHS Annual Yearbook – participation in the production of the annual yearbook is offered as a class at SLHS. See your counselor to sign up.

Career & College Center

This is an on-site resource for researching college choices, obtaining application assistance, and exploring careers. Students are welcome to browse through the huge collection of college catalogs and check out the computer system designed to help students decide which career is best for them. The Career Center Technician is available in Room 416.

SLHS CollegeBound

This afterschool program provides speakers on college admissions, interviews, scholarships, & applications. It provides an SAT prep course & practice test, test tips, strategies & SAT essay skills. They visit college campuses. Meets once a month. Nominal fee to join. For more info, contact Amy Olsen at 618-4600 ext.2164 or email aolsen@sanleandro.k12.ca.us.

AP Courses – Full details of AP and Honors courses offered at SLHS are located in the **SLHS Course Directory** provided to each student in the spring. Examples of AP Courses currently offered include:

- AP American Government
- AP US History
- AP World History
- AP Chemistry
- AP Biology
- AP Studio Art
- AP English 4
- AP Calculus
- AP French
- AP Spanish
- AP Computer Science
- AP Statistics

AP Exams – Students in AP courses at SLHS are required to take the AP Exam in May. Exam

dates can be found on the www.Collegeboard.com website under AP Tests.

SOCIAL SUPPORT SERVICES

Conflict Management Consultation:

If you know that your student is having a conflict with another student at the high school, please immediately contact an Administrator at 618-4600 ext. 2168 to arrange mediation. Mediations have proven to be very successful in resolving these issues.

Student Success Teams (SSTs)

SSTs are run through the counseling office and may be requested at any time by a parent. SSTs meet to explore possibilities and strategies that will best meet the needs of students who are struggling academically or behaviorally.

ALTERNATIVE PROGRAMS

San Leandro High offers alternatives to the regular program for Sophomores or students who are 16 years of age to improve attendance and grades. This program is offered off campus. Contact your student's counselor to discuss this option.

Independent Study:

This program is for students with special circumstances that prevent them from attending school during regular hours. This program is off campus. See your student's counselor.

Eden Area Regional Occupational Program (ROP):

This program is for 11th and 12th grades to acquire skills for entry level jobs and advanced technology training. Some of these classes are off campus. See your student's counselor for course options.

S.A.M.: School Age Mothers - See your student's counselor for more info.

Counseling and Support Groups:

San Leandro High School employs counselors and support staff to serve our students. In addition to their services, various school and community groups offer out-reach and support programs. Community Resources are listed in this Guide or see your student's counselor to obtain current information about these services.

TUTORING RESOURCES

San Leandro High School College Bound

Contact: Amy Olsen at 618-4600 ext 2164 or email aolsen@sanleandro.k12.ca.us
Provides SAT prep course at SLHS in February

Girls Inc

2251 Bancroft Ave.
San Leandro, CA 94577
510/357-5515
Website: www.girlsinc-alameda.org
Offers after-school enrichment, counseling & tutoring programs for girls (and boys).

Huntington Learning Center

15071 E. 14th Street
San Leandro, CA 94578
510/278-2222
Website – www.huntingtonlearning.com
Offers individualized tutoring in math, writing, state testing prep, SAT & ACT, etc.

The Quad/RT Fisher and Assoc.

520 3rd Street Suite 109
Oakland, , CA 94607
www.rtfisher.com
College preparatory training and academic resource center. Provides workshops for students to assist with college applications. *Call for private tutors.

San Leandro Boys & Girls Club

401 Marina Blvd
San Leandro, CA 94577
510/483-5581

Eden Youth & Family Center, K-12

680 W Tennyson
Hayward, CA 94544

Contact: Sandy Moniz (Clubhouse Program Director)

Phone: 510/887-1146

Fax: 510/783-0184

Website: <http://www.edenfamilyservices.org>

Score! Educational Center

2210 S Shore Center

Alameda, CA 94501

510/864-2607

Website: www.escor.com

Improve math, reading, or writing skills

Ames Seminars

3249 Mt. Diablo Blvd., Suite 202

Lafayette, CA 94549

800/799-9799

www.amesseminars.com

PSAT test prep seminars at San Leandro High School – offered in the Fall.

Chabot College Tutors – 723-6826

Cal State EastBay Tutors – 885-3500

STAFF RESPONSIBILITIES

Teachers at San Leandro High/FTK are expected to be positive role models. Since teachers exert such powerful influence over student behaviors, it is critical that every effort be made to treat all students and other staff with dignity and respect.

Teachers are expected to:

- Provide quality instruction to all students.
- Be punctual.
- Follow established policies and procedures.
- Maintain accurate and complete student records (Reminder: referrals, notes about students, report cards, grade books, and teacher attendance records are all legal documents). Gradebooks and attendance records will be collected via ABI. (Training in using the system will be provided at the beginning of the school year.)

- Attend faculty, department, and other school related meetings.
- Complete any supervision as assigned.

Athletic Director Responsibilities:

- Coordinate and supervises the scheduling of all interscholastic athletic activities.
- Supervises all organizational details involved in our home contests.
- Develops and implements an athletic philosophy consistent with the total school philosophy.
- Develops the administrative supervision schedule for all athletic contests.
- Supervises and evaluates the performance of the coaching staff. Maintains and evaluates staff to insure consistency with the school philosophy and mission.
- Recommends to Personnel the employment of coaches for the various teams.
- Develops, disseminates and monitors the expenditure of the athletic budget.
- Supervises the purchase and inventory of athletic equipment.
- Works with Assistant Principals in organizing at-home athletic contests.
- Serves as the school's representative on the HAAL Advisory Board and other meetings as required.
- Coordinates busing schedules to away athletic events.
- Serves as a liaison with the Boosters and other members of the school community to promote interest in and the development of the sports program.
- Represents the high school in relations with the Booster Club.
- Supervises and collects all forms required by the HAAL; i.e., eligibility residents, physicals, etc.
- Meets with coaches at the beginning of each season.
- Coordinates the Athletic Awards Program.
- Assists coaches in monitoring the eligibility of all athletes.

- Oversees the timeliness and accuracy of early dismissal lists of athletes.
- Serves on Principal's Cabinet.
- Performs duties as assigned by the Principal.

Director of Student Activities' Responsibilities

Primary Function:

In general, the Director of Student Activities is responsible for coordinating all school co-curricular activities and assisting in providing for effective communication for these activities between the Principal, Assistant Principals, teachers, students, and the community.

Directly Responsible to: Assistant Principals

Supervises all extracurricular activities, operations, and records sanctioned by student government. These activities include:

- Elections
- Rallies/Assemblies
- Noon-Time Activities
- Field Trips and Conferences
- Clubs/Classes
- Dances
- Spirit Week/Homecoming
- Assisting Assistant Principals in assignment of staff supervision of activities
- Revision of School Constitution

Ensures that all student activities are in compliance with state, district and school policies and guidelines, including: State Law, ASB Constitution, and School & Board Policies.

Develops curriculum for and teaches the leadership class. Supervises all teacher assistants and ASB officers assigned to student government.

Assists in developing and maintaining the schools' master calendar, including publicizing events on the school's sign.

Assists in the supervision of all student financial matters. Approves all requisitions for expenditures from Student Body accounts.

Advises and assists class and club sponsors in planning activities.

Attends Principal's Cabinet as student advocate. Proposes field trips, guest speakers and student activities.

Campus Supervisor's Responsibilities:

Definition: Under the general supervision of the assigned Assistant Principal, the campus supervisors patrol the San Leandro High campus to ensure school security and student safety; assist in the enforcement of student attendance rules; and perform all related duties as assigned.

Duties and Responsibilities:

- Patrol a designated area of the campus, including grounds, classrooms, restrooms, parking lots, and other areas to enforce school rules with regard to safety and student behavior.
- Maintain constant two-way radio contact with each other and school officials.
- Stop and question students who are out of class to determine the nature of their activities, and monitor and supervise them during their unassigned periods.
- Report violations of school rules to school administrators.
- Use their conflict management skills to prevent and de-escalate fights.
- Stop visitors to our campus to ensure that they are properly authorized to be here.
- Check for and report actual and potential safety hazards to the appropriate administrator.
- Administer first aid treatment when necessary. Keep inventory of and place order through office manager for first aid supplies.
- Monitor and supervise designated parking lots.

- Work cooperatively with the School Resource Officer.
- Establish rapport with faculty and students in order to gain their trust and confidence.
- Assist the classroom teacher during an emergency.
- Supervise co-curricular activities both on and off campus.
- Attend meetings as required.
- Interpret school philosophy and policies and practices to students and the general public.
- Perform all other related duties as assigned.

Department Chair Duties and Responsibilities:

- Represents collaborative thinking of the department in all issues.
- Provides leadership in curriculum change and adherence to district and state curriculum guidelines.
- Serves as an effective problem solver in addressing departmental issues and concerns which affect instruction.
- Assists in determining staff assignments with the understanding that student needs are the first priority.
- Conducts meetings in such a way as to support and implement the goals and objectives of SLUSD and SLHS.
- Assists in determining appropriate room utilization and inventories equipment yearly.
- Is actively involved in the new teacher selection process within the department.
- Provides input regarding the instructional budget.
- Monitors the staff development component of the School Plan as it relates to the department.
- Assures the representation of the department at all site and district curriculum meetings.

2010-2011 Department Chairs

Department	Name
------------	------

<i>English</i>	Tracey Levy
<i>Fine Arts</i>	Audrey Brown
<i>World Language</i>	Ada Carino
<i>Math</i>	Fred Lebe
<i>Physical Education</i>	Jeannette Wood
<i>Science</i>	Victor Doan
<i>Social Studies</i>	Leo Ocon
<i>Special Education</i>	Lynn Isola
<i>Vocational Industrial Arts Education</i>	Andrew Shyers
<i>Head Counselor</i>	Wanda Armstrong

Principal’s Cabinet:

The Principal’s Cabinet is comprised of the Principal, Associate Principal, Assistant Principals, the Head Counselor, the Office Manager, the Activities Director, the Athletic Director.

This committee makes decisions that influence all master calendar issues including field trips, assemblies, scheduling of staff development, testing, and fire and disaster drills. In addition, this body provides a forum for discussion, monitoring and implementation of strategies that enhance our school climate. Minutes will be taken and made available to all staff members.

Site Leadership Team

Site Leadership Team is comprised of all department chairs, the Principal, Associate Principal, and the Librarian/Tech coordinator. This body makes recommendations to the Principal.

Responsibilities:

- Meets as a council once a month.
- Approves the course directory.
- Approves all new course proposals.
- Approves all textbook adoptions.
- Makes recommendations regarding school wide activities and curriculum innovations as they relate to instruction.
- Reviews the instructional budget.

- Monitors the School Plan, including staff development.

The Staff Advisory (Liaison) Committee is elected and acts as a bond to coordinate the inter-communications between the variety of units represented at our high school, focusing on issues involving safety and school climate. This body meets at least once a month. It is comprised of 5 certificated and 2 classified staff.

Staff Advisory Committee (Staff Liaison Committee)

**SLHS ORGANIZATIONAL CHART
2010-2011 School Year**

LINDA GRANGER	MIKE HASSETT	RON POLK	LORI WATSON	ELISA ALVAREZ	PATRICIA CRESPO
Budget	MST	MST	MST	MST	MST
WASC School Site Council	WASC School Site Council	Measure B Facilities	AVID Safety Drills 9 th grade	21 st century Activities	EL Program Social Justice Academy
Equity Staff Meetings	English Staff Meetings	Substitutes 10-12 SLAM	STAR 9 th grade CBEDS 9 th grade	Technology Intervention Program	AP Testing Advisory Committee
Collaboration	Collaboration	Safety Drills 10-12	Science	CAHSEE	CTE
Math	Parent Outreach 9 th grade	Athletics 10-12	Safe Schools	CBEDS 10-12	Carl Perkins
Business Academy	Edusoft 9 th grade	Attendance 10-12	Athletics 9 th grade	Campus Supervisors 10-12	Art
Communication to Public	Field Trips 9 th grade	Social Studies	Campus Supervisors 9 th grade	504 plans (work with counselors)	Campus Supervisors 10-12
Staff Development	UC/NCAA Course Descriptions	Foreign Language	PE	Parent Outreach	Counseling 10-12
Single School Plan Graduation	Staff Development Single School Plan		Advisory 9 th grade Facilities 9 th grade	Edusoft 10-12 Field Trips 10-12	SIS grade 10-12
Leadership Team	Special Education		SIS 9 th grade	Season of Service	504 plans (work with counselors)
ROP	Attendance 9 th grade		Counseling 9 th grade	Art	Climate and Culture
Career Day United Parents Parent Outreach	Substitutes 9 th grade				

Attendance Reporting

SCHOOL OPERATIONS

Attendance

Teachers are legally obligated to take attendance every day for each period.

Homework Policy when Absent:

After a student has been absent 3 consecutive days, a parent/guardian may request homework for the student's classes. In 48 hours the homework will be ready for pick-up in the Attendance office.

Prior-Arranged Absence Form

- The student will obtain the appropriate endorsement from the Attendance Office, ten days to two weeks in advance of a planned absence.
- The student is to have each teacher sign the form.
- The teacher will stipulate study assignments that are to be completed upon return from absence.
- The student will take the completed form home for parent approval/disapproval.
- The student will return the completed form to the Attendance Office prior to absence. Absences in excess of five (5) days must have endorsement of the Counselor.

Building Repair and Maintenance

A designated Assistant Principal coordinates all requests for repair and maintenance service. A Service Request form may be obtained in the staff mailbox/forms area where forms for your use are kept.

Building Use

Permission to use SLHS facilities must be obtained from the Principal's secretary. The person making the request assumes all responsibility for clarifying exactly when the

facility will be reserved and what additional services or equipment will be required. .

Daily Bulletin

The daily bulletin is read each day over the P.A. system at the beginning of period 4. If you wish to put a notice in the school bulletin send to nboissevain@sanleandro.k12.ca.us and type your notice in. Please be sure to put your name at the end of the notice. All bulletin notices will be put in the next day if received by noon the previous day.

Disaster/Fire Drills/Lockdown

Disaster Drill – Earthquake Instructions State Mandated – At Least Once Each Quarter. Emergency procedures will be distributed and explicitly reviewed with you early in the year.

Phase I – The “**duck, cover and hold**” signal will be a thirty-second staccato ringing of all bells.

- Get down, get under a desk or table, and hold on as best you can. Use a book or binder over the head for fast protection.
- You do not have time during an earthquake to pull shades and turn off lights. The object is to protect yourself and your students from shattering glass and falling objects.

Phase II – Evacuate the building. The signal is the fire alarm five to ten minutes after the “take cover” signal. Use this time to critique the “take cover” phase. Stress keeping together and meeting at the assembly area.

- Evacuate the building using the regular fire drill routes.
- Keep your class together and continue the evacuation to your designated assembly area. Take your roll-book and first aid kit. Do not lock your classroom door.
- Take roll and wait for the “All Clear” bell or announcement.

- Return to your classroom and take roll again.
- Critique the entire drill with your students. Forward any pertinent suggestions to the mailbox of the Assistant Principal in charge of Disaster/Fire Drill supervision.

All teachers on conference period and counselors serve as evacuation monitors. Your job is to report to the designated teacher assembly area.

Remember: You are the visible adult expected to know what to say and do. Fear is to be expected, but hysteria can cause needless injury. Our drill assumes no electric power for communications with you. The safest place for students is with you until safe exit routes are known.

Fire Drills

Teachers are to study the fire drill maps in their classrooms and review it with their students. Pay particular attention to the escape route designated.

Lockdown Drills

Phase 1: You will hear an announcement: This is a lockdown drill. Please duck, cover and hold.”

- Lock your doors and have students get down and take cover under a desk or table.
- Make sure you have taken roll and can tell the campus supervisor or Assistant Principal who is absent or has left your room on a pass.
- Wait for an all-clear announcement.

Please check the disaster/fire drill map posted in your room for an assembly map. Safety officer will review with you early in the school year.

Emergency Lesson Plans

An emergency plan must be submitted to the Registrar at the beginning of each year. This type of planning is to take care of emergencies

which may arise such as car trouble on the way to school, sudden illness during school hours, etc. The emergency plan should include:

- Seating chart
- Class assignments of a general nature
- General information on location of emergency materials

Health Services

San Leandro High School has no health services. District nurses conduct only mandated hearing and vision screening. Health records of students are maintained in the Counseling Office. If you suspect a health problem, contact the student’s counselor.

First Aid

First aid kits have been placed in each work station. You are to administer minor first aid whenever necessary. Rubber gloves are included in the kits for your use as a precautionary measure against the spread of communicable diseases.

Students with more serious injuries should be escorted to the Campus Supervisor’s Office. Call the Assistant Principal’s secretary for an ambulance if student cannot be moved.

Field Trips – State law mandates that first aid kits be taken on all field trips.

Illness or Injury

Students should be encouraged to stay home when ill. Students will not be permitted to lie down or sit in the Counseling Office or the Attendance Office. If the student is not sick enough to go home, he/she is to remain in class. All students who wish to go home because of illness or injury should be referred to the Attendance Office. The parent/guardian, or responsible adult will be notified if the student is to be sent home or sent for emergency treatment.

Permission to Leave School

To leave the school grounds during class time, a student must secure a **Permit-to-Leave** from the Attendance Office. Students will not be given permission to leave until a parent/guardian,

relative or someone on their emergency card has been contacted. TEACHERS MAY NOT GIVE PERMISSION FOR A STUDENT TO LEAVE CAMPUS.

Accident Reports - Students

All accident reports must be completed by the supervising teacher for ALL injuries, whether major or minor. Instructions for completing the form are on the reverse side of the report which is available in the Attendance Office. The report must be completed and returned to the Attendance Office before the end of the day on which the accident occurs. EXCEPTIONS: If the accident occurs during an athletic contest after school hours, the report must be filed in the Attendance Office the first school day after the accident.

Accident Reports – Teachers

If you are injured in any way, report to the Principal's Office for accident forms that must be filled out.

Vision/Hearing Screening

All students in the 11th grade will be tested. All students who have hearing losses known to the counselor will be tested every year. Teachers are urged to refer any student to the Counselor whom they suspect of having hearing or visual defects.

Health Records

The student cumulative health records are filed in the Counseling Office and are available to all faculty members. These records include all past history of the student such as past screening tests, doctors' reports, and his/her present health record.

Keys

Personnel will be issued keys essential to the performance of their assigned duties and responsibilities. Personnel will exercise care to assure that keys issued are not misplaced or lost. While it is recognized that on occasion keys

must be given to students in order that the work of the school may be accomplished, this practice must be carefully controlled. Loss or disappearance of school keys is to be reported to the Principal immediately.

Liability

Any staff member who takes or sends a student off campus during the school day without administrative approval is solely liable for the student's actions and welfare.

Lost And Found

All lost articles should be turned in to the Assistant Principals' secretary in the Assistant Principals' office. Several times a year, unclaimed articles are donated to charitable organizations. The Assistant Principals' secretary will publish dates of planned donation in the Daily Bulletin several days ahead of time.

Mail

Every teacher should plan to report to the office at least twice during the day to pick up mail. Because the mailbox is the normal channel of communication for personal, confidential, and routine matters, teachers are asked to personally empty the box twice a day. Do not send a student to collect your mail.

Outgoing U.S. Mail – if mail needs postage, put it in the basket in the Principal's Office. If it has postage, put it in the slot for U.S. mail in the Staff Mailbox area. If sending mail to another school or to District Office (inter-district mail), put it in the "District Mail" slot in the Staff Mailbox area.

New Students

Accept any student who is sent to your class with a proper enrollment form. Necessary adjustments for over-crowded classes will be made in conference with the counselor(s) and teacher(s) involved.

Parking

Please park in appropriate designated areas.

Pass Procedures

The teacher is responsible for the health, safety, and whereabouts of each student assigned for a particular class period and should know where the student is at any particular moment during the class period. Students should be kept in class at all times except when professional judgment would indicate otherwise. Each classroom teacher is to use a teacher hall pass. We ask that you don't leave students leave class during the first and last 20 minutes of each period.

Do not detain or otherwise keep students from attending other classes. If it is absolutely necessary to detain or keep a student out of another class, prior approval must be obtained from the teacher whose class will be missed. Use your phone.

Period Coverage

At times it is necessary to direct a teacher on conference period to cover another teacher's class. Do not make individual arrangements with other teachers. The Principal is responsible for assigning supervision of periods to be covered. In-lieu time is granted for such assignments.

Program Changes

The master schedule was developed on the basis of student selections, parent requests and teacher/counselor recommendations. Changes in student programs will not be made without a valid reason and administrative approval. Student-initiated requests for a program change must be submitted to the counselor on a Student Petition to Change Program form which is available in the Counselors' Office. Teacher-initiated requests are handled by the counselor.

Substitutes

- If you need a substitute, call (510) 352-1850 and follow the directions on your employee's quick reference sub request form. Please leave special instructions for location of roll book and lesson plans.
- Notify the Assistant Principal's office by 3:00 p.m. on the day prior to your return.
- Your substitute will be expected to teach your classes, not just run study halls, so it is essential that you have a regular and/or an emergency lesson plan for the substitute. Assist your substitute by leaving or sending your rollbook, seating charts, and your own textbooks along with the names of students who can "take over" a discussion or activity. You may not send your class to the library.

Teacher Workday

Any teacher may leave school grounds during the lunch period without authorization from the administration. During class periods, conference periods, or in instances when a teacher is responsible for other duties off the school grounds (mutually agreed upon by the unit member and the Principal), absences shall be recorded on the sign-out sheet in the Principal's Office.

FORMS – WHERE TO FIND THEM

PRINCIPAL'S OFFICE

Accident reports – staff
Building use permits
Bulk Mail Permits
Direct Deposit Forms (*to request*)
Equipment -Temporary Use
Expense Claims
Extra Duty Pay
Incident Forms

Intradistrict Loan (*of equipment*)
Loan of Personal Equipment
Phone lists/repair forms
Professional Growth Approval
Purchase Order Requests
Reimbursements
Request for Outside Speakers
Sign-out sheet
Staff Lists
Supply Request Forms
Sub teacher evaluation
Transportation Insurance
Witness Protection

BANK

Student Body Purchase Orders
Fundraising forms

ATTENDANCE OFFICE

Accident Forms - Students
Prior-arranged absence – student
Student passes
1 day field trip form

COUNSELING OFFICE

Commendations
Class change petitions
Work permits

ASSISTANT PRINCIPALS' OFFICE

Student Insurance forms
Free/Reduced Lunch forms
Guest Bids
Parent/Guardian Contact Form
Parking permit applications
Referral forms
Theft/Loss Report forms

REGISTRAR

Class Roster
Class Schedules
FAX's
Grade Change Forms

CURRICULUM AND INSTRUCTION

Abatement Charges And Recovery Of School Property

The school bank mails a due bill to the parent or guardian.

Board policy does not permit withholding of report cards for bills due.

Duplication of Instructional Materials Policy Guidelines and Policy:

The following guidelines have been developed primarily to affect necessary economics in the use of duplicating supplies and, secondly, to protect the staff as well as the school from charges associated with the reproduction of copyrighted materials. Prescribed procedures apply to work performed by the school office.

Requests for the following kinds of duplicating must be approved by the Principal:

- Materials for professional organizations.
- Materials exclusively for faculty use as opposed to student use.
- Reproduction of the following:
 - Magazine articles
 - Any section of a textbook
 - Any published text
 - Plays (drama)
- Handbooks for pupil use
- Promotional materials
- Any run in excess of 200 copies

Video Policy

(see pg. 34-35 for permission form)

SLHS Video guideline

1. Teachers may show, at any time:

- Instructional videos 30 minutes or less that pertain directly to the subject matter being taught
- Clips of movies (15 minutes or less) to illustrate concepts they are discussing in class

2. Feature length Films

- Must be pre-approved by dept chair and administration if it is not a film accepted as supplementary instruction material by department.
- Lesson plan and movie must be shown to department chair prior to showing the movie to allow dept chair and, if necessary, an administrator a chance to review

lesson plan. Movies must be tied to the curriculum.

- No “R” movies may be shown without administrative approval and a parent permission slip sent home, signed, and returned.

3. To get a film approved as supplementary instructional material:

- Dept must vote and accept it – it must be tied to the standards, the curriculum, and have a department lesson plan attached.
- Leadership Team must approve it.
- A copy must be kept in the library for teachers to check out.

4. Common Sense:

- Do not show movies that have nothing to do with the curriculum!
- Do not have a movie as a substitute lesson plan without a written assignment. This keeps students engaged and in your classroom.

Field Trips – Policy, Procedures, Supervision Guidelines

SAN LEANDRO UNIFIED SCHOOL DISTRICT – BOARD POLICY

Excursion and Field Trips

District sponsored field trips and excursions are considered a vital part of the district’s educational program. They are encouraged as an instructional activity. Field trips shall be considered as instruction and planned with definite objectives. They shall be planned, conducted and supervised by school employees.

Excursions and field trips shall be planned and conducted in accordance with the Education Code. In addition, these district policies are in effect:

- Excursions and field trips scheduled to begin and end on the same day shall have the authorization of the school Principal or a Principal’s Cabinet member. Field trips must be approved at least two weeks prior to the date of

the trip and a list of students attending the trip must be submitted to teachers and the Attendance Office.

- Excursions and field trips within the state, but requiring overnight accommodations, must be approved first by the Principal, or his/her designee, then by the Assistant Superintendent of Education Services. All information must be submitted to the district at least four weeks prior to the actual trip so that approval can be obtained.
- Excursions or field trips out of state, requiring overnight accommodations, shall have the approval of the Board of Education. The trip must appear as a Discussion Item and then as an Action Item for approval. In order to obtain approval for trips in this category, all information must be submitted three months prior to the trip. **No exceptions can be made to this provision.**

Field trip forms are available at the end of this handbook.

Field Trip Procedures

To obtain approval:

- Download or obtain Field Trip Approval Form from the Assistant Principal’s Office.
- After completing the form (including reading special excerpts from Board Policy regarding overnight and/or out-of-state field trips), check the Master Calendar in the Office Manager’s Office. Please check both the date that you would like to schedule your trip AND the dates surrounding it to avoid conflicts or too frequent interruptions of instruction.
- Submit completed form to the A.P. secretary for approval by the Cabinet. You must arrange coverage for classes. Unless special arrangements are made, **the school does not pay for substitutes.** Approved or disapproved field trip forms will be returned to you after the Cabinet decision.

- STUDENTS MUST PAY FOR TRANSPORTATION – THE SCHOOL DOES NOT PAY FOR ANY FORM OF TRANSPORTATION. Any monies for a field trip must be collected and kept in the School Bank. A list of participants for non-curricular field trips must be submitted to the School Bank. Students must pay all bills and satisfy all outstanding disciplinary obligations (detention hours, Saturday Schools, In-School Suspensions) before going on non-curricular field trips.
- If private cars are to be used to transport students, you must:
 - list names of parents who will drive (NO STUDENTS)
 - All persons driving for the field trip must fill out a “Insurance for Transportation of Students” form, available in the Principal’s Office.

After approval:

- Permission slips must be on file in the Attendance Office.
- One week prior to the trip, provide each staff member with a list of students who will be attending the field trip.
- If a teacher notifies you that a student really cannot afford to miss his/her class, discuss this with the student. If the student still wishes to attend, contact the parent/guardian and explain the situation. The parent/guardian will then decide whether or not the student may attend. Notify the teacher who disapproved of the decision ASAP.
- A notice is to be submitted by Friday noon of the week preceding the trip reminding teachers of the trip.
- Provide the Attendance Office with an accurate, updated list the day before the field trip.
- Supervision must include 1 (one) adult supervisor for every 15 (fifteen) students. More supervisors may be required in special circumstances.
- Normal school regulations shall be in effect and reasonable supervision must

be provided. Most infractions can be handled by a friendly word of caution.

- Serious violations are to be reported to the appropriate Assistant Principal upon return to school. Such violations would include, but are not limited to, fighting, insubordination, and use of alcohol or drugs.

During the field trip:

- Take roll before leaving school or after any stops during the day. Notify the Attendance Office of any students on the list who did not attend before you leave the school.
- Emergency situations are to be reported to the appropriate Assistant Principal as soon as possible by telephone. Such situations include, but are not limited to, serious injury, illness, death, intoxication or possession of drugs/alcohol, arrest by police, and extreme cases of belligerence or insubordination that present an immediate threat to the safety and well-being of that student or other persons.
- School District policy requires that local police be notified immediately in cases of intoxication or possession of drugs/alcohol. State law, however, allows the police considerable discretion as to whether a student will be arrested or released to the custody of a school official. The school official should exercise discretion as to whether or not to accept such custody. Normally, such custody should be accepted unless the student’s presence is likely to be dangerous or disruptive.
- After parents/guardians have been contacted, they may authorize sending the student home alone or they may wish to come for their student. No student shall be sent home alone without a parent’s or guardian’s authorization.
- Reasonable precautions shall be taken to prevent problems. Before the excursion, the teacher in charge shall inform the students what will be expected of them. For overnight trips, the parents shall be informed in writing of these

expectations at the time they sign permission notes for their students to participate. No student shall participate on any field trip without signed consent from the parent/ guardian. No exceptions.

Homework Policy

(Instruction, Board Policy)

The Board of Education recognizes the need for homework to develop independent study habits and reinforce basic learning skills. Homework is also a valuable extension of student learning time.

It is the responsibility of the teacher to inform students and parents, **VERBALLY** and in **WRITING**, of homework expectations; to assign homework that is in keeping with the ability level of the student and related to current instruction; to assign work in a consistent pattern that encourages student planning; to check homework in a timely fashion that will promote student learning; and to inform students of the effect homework will have on grades assigned. Homework expectations will be explained to students in class and to parents at the Back-to-School Night program in the Fall. Homework expectations will also be sent home in writing at the start of the new school year.

These procedures shall be adhered to when assigning homework:

- Directions for doing the assignment should be made clear to the student.
- Long-term assignments such as reports and research projects may be assigned in addition to the regular homework assignments. Teachers shall make periodic checks of student progress during long-term assignments.
- In cases of a prolonged, excused absence, the teacher will provide suitable material for home study that will meet the student's particular needs.
- Homework is to be evaluated in a way that is profitable to the student and shall be returned to the student as soon as possible.

Requested Homework: Requests for homework assignments will not be made from a teacher unless a student is to be absent for three consecutive days or longer.

Grading Policy and Practices

NOTE: If questioned, a teacher must be able to explain, via careful documentation, the criteria used in determining a students' grade.

BOARD POLICY

Preamble

The Board of Education believes that good communication between parent, teacher and student is a vital factor in the educational process. Various types of communications should be utilized.

Two methods employed by the District to communicate student performance are the report card and the reporting process. It is the goal of the District to accomplish this communication in a consistent, positive manner. This goal can be reached by having teachers establish and clearly communicate their grading standards and procedures verbally and in writing to their students, as well as parents. Principals are expected to supervise the implementation of the District's grading policy so as to insure equitable and objective grade reporting. Students are expected to take responsibility for their education by completing assignments in a manner that reflects their capabilities. Parents and guardians should also participate in home-school communication regarding their son's and/or daughter's progress in school.

The grading policy in grades 7-12 is as follows:

- Students in grades 7 through 12 will be graded on an A-B-C-D-F system. In specified classes or in special situations, a pass/fail mark may be given. The latter will be determined on an individual basis by the teacher with the approval of the principal.
- Students who have excused absences will be allowed to make up their work. Students who have unexcused absences may not make up their work unless

arrangements are made with the teacher and approved by the building principal or his/her designee. An absence must comply with Section 46010 of the Education Code to be excused unless permission is obtained prior to the absence. In cases of unusual circumstances, exceptions may be made to this policy by the principal or his/her designee, but such exceptions shall be rare. The amount of time granted to make up the work will be established by the teacher with the student.

Under no circumstances shall a failing mark be given unless the students and parents are informed of the specific reasons for the failure at the mid-point of the grading period or at any time when failure appears imminent. Best practice is to send a progress report home and call the parents to inform them of the failing mark.

Grade Changes

The teacher of record for a student is the only person who may submit a grade change for a student. Administrators, counselors, and other staff may not submit grade changes for students, nor can they recommend or suggest a grade change to a teacher.

In order to submit a grade change, forms must be picked up in the registrar's office. The form must be completely filled out, with the previous grade and the new grade clearly stated on the form. The change must be signed and dated by the teacher. A grade can be changed at any time; however, it is strongly recommended that teachers submit grade changes as soon as possible and before the end of the school year to avoid confusion.

Once the grade change is submitted, it will be changed on the student transcript. A copy of the grade change form is kept on file to verify the change and maintain accurate records.

Graduation Requirements

Courses	2011	2012
English 1 (9 th gr.)	20	10
English 2 (10 th gr.)	10	10
English 3 (11 th gr.)	10	10
English 4 (12 th gr.)	10	10
Math (Algebra A & B req.)	20	20

All students this year (2010-2011) must successfully complete the following credit requirements and pass the California High School Exit Exam (CAHSEE). (Class of 2011 will need 230 credits; and Class of 2012 will need 220 credits.

Exceptions to these requirements, for individual students, will be the responsibility of the secondary principal. A faculty committee may serve in an advisory capacity.

CAHSEE – (California High School Exit Exam)

Students must pass the California High School Exit Exam (CAHSEE) by the end of 12th grade in order to earn a diploma.

Students must have a passing score on the ELA portion of the assessment as defined by State (350). Students must have a passing score on the Math portion of the assessment as defined by State (350). Students initially take the test in 10th gr. If they do not pass, students have additional opportunities to take the test in 11th and 12th grades. Students who do not pass the Exit Exam are required to enroll in an intervention program. See your student's counselor for details. All students receive a study booklet to review before the test and a tutorial is available in the library.

Students have five opportunities to take the test beginning in the spring of their sophomore year and followed by two opportunities in their junior and senior year. Once a student passes one portion of the test, they only need to retake the portion in which they have yet to pass.

Home Instruction

The Home Instruction Program is provided by the San Leandro Unified School district as a service to pupils who are confined to their homes because of physical disability for three weeks or more. According to the Education Code, this program may or may not be provided by the School District upon the discretion of the Board of Education. This District believes that this is an important special service to pupils.

For specifics, ask in the Assistant Principals' Office.

Independent Study

All Independent Study programs are arranged through the Counselor, home and administration.

Instruction – Controversial Issues

Controversial issues may be freely discussed in the classrooms in this District in accordance with the prudent judgment of teachers and in conformity with the provision of professional codes of ethics and established school policy. In handling discussions of controversial issues, the school personnel should consider that the students have the following rights in our public schools:

- To study any controversial issues which have political, economic, scientific or social significance, is related to the contents of the course, and concerning which they should begin to form an opinion.
- To have free access to all relevant information that represents the pro and con view including the materials that circulate freely within the community. Balance in the study of issues is essential.
- To study under competent instruction in an atmosphere free of bias, prejudice, emotion, or external pressures.
- To form and express their own opinions of controversial issues without jeopardizing their relations with the teacher or school.
- To discuss problems which seem most vital and best suited to the degree of maturity and capacity for understanding.

Teachers are responsible for selection of topics, instructional procedures and materials which will conform to these criteria.

Instruction – Prohibited

Prohibited Means of Instruction

No teacher shall give instruction nor shall a school district sponsor any activity which reflects adversely upon persons because of their race, color, creed, national origin, ancestry, or sexual orientation.

No textbook or other instructional material shall be adopted by the State Board or by any governing board, for use in the public schools which contains any matter reflecting adversely upon persons because of their race, color, creed, national origin or ancestry.

Prohibited Study of Supplemental Materials

Except as to textbooks approved by the State Board or a county board of education, no bulletin, circular or publication may be used as the basis of study or recitation or to supplement the regular school studies, if the material contained in the bulletin, circular or publication has been disapproved by the governing board of the school district in which the school is situated.

Religious Matters Properly Included in Course of Study

Nothing in this code shall be construed to prevent, or exclude from the public school, references to religion or references to the use of religious literature, art, music, or other things having a religious significance when such references or uses do not constitute instruction in religious principles or aid to any religious sect, church, creed or sectarian purpose and when such references or uses are incidental or illustrative of matters properly included in the course of study.

Prohibited Solicitation on School Premises

During school hours and within one hour before the time of opening and within one hour after the time of closing of school, pupils of the public school shall not be solicited on school premises by teachers or others to work for any organization not directly under the control of the school authorities unless the organization is organized for charitable purposes by an Act of Congress, the purpose of the solicitation is non-partisan and charitable, and the solicitation has been approved by the district in which the school is located.

Instruction – Required

No governing board shall require students to attend a sex education or family life education course.

If such classes are offered, the parent of each student enrolled in such class shall first be notified in writing of the class. Opportunity shall be provided to each parent to request in writing that his/her child not attend the class.

The certification document (credential) of any person responsible for making any instructional material available for inspection or for notifying the parent or guardian of the class to be conducted shall be revoked or suspended upon failure to provide for inspection or notification.

Library

Please let us know how we may help you. We have books, magazines, newspapers, pamphlets, art prints, media and a computer lab for student and teacher use. Please read library bulletins in order to follow instructions for check out, reserving of materials and class use.

Hours: 7:45 a.m. – 6:00 p.m. Mon thru Fri.

School I.D. cards are used to check out books.

Teacher Guidelines for Library Use

Regulations for Students:

- Check out materials 10 minutes before period ends.
- Do not bring food or drinks into the library.
- Do not talk or disturb others.

Discipline:

- The teacher is responsible for maintaining a quiet work/study

atmosphere when his/her class is in the library.

- There are several library study areas. When you sign up, make a note of where you want your students to sit and direct them to that area.
- Teachers are expected to remain with their class.
- Students should remain at tables until the bell rings.
- Do not send students to the library when you have a substitute.

Individual Students:

If you send individual students or small groups of students to the library, be certain that they have specific assignments. The library is not a study hall. Do not send more than three (3) students at a time.

Textbooks:

Teachers must make an appointment with the Librarian/Library Assistant during the first 2 weeks of school to pick up their textbooks.

When books are to be distributed to an entire class, the distribution is made by the teacher. At the beginning of each school year, the librarian will send out instructions on how to get textbooks for students. Please read the information and sign up for a distribution time.

No Mark and Incomplete Grading Symbols

No mark and Incomplete grades may only be given to students after consulting with a counselor and registrar.

Outside speakers, panels, etc.

- Approval for the appearance of persons of this category on campus for the purpose of supplementing classroom instruction must be obtained in advance. Teachers are urged to secure approval prior to finalizing arrangements or committing themselves to such an

appearance. TIMING IS IMPORTANT.

The request for approval should be initiated sufficiently in advance that proper consideration may be given by all parties concerned.

- Where controversial topics are involved, personnel should make certain that the provisions of the District Policy on Controversial Issues (found elsewhere in this Handbook) are observed.
- Obtain Request for Approval - Outside Speakers form from the Principal's Office (sample of form on next page).

Progress Reports

It is mandatory (by law) to notify parents in writing of failing students by the mid-point of the marking period **or at any time after it becomes apparent that a student is failing.** It is assumed that the student is doing acceptable and passing work if the parent does not receive written notice of possible failure. Please call parents of failing students in addition to sending a report home.

Procedure:

- A mark gathering document is prepared for each class listing all students enrolled.
- Three comments can be noted.
- There are individual standard progress report forms available if needed. If you wish to prepare a report on a student prior to the data process report dates, please do so. If it is necessary to send a progress report to a parent after the Progress Reports are sent:
 - Contact the parent by telephone and give the reason for the report.
 - Advise the parent that you will send the appropriate copy of the report home with the student.
 - Prepare a standard progress report and note the day and time you contacted the parent.
 - Review the report with the student.
 - Submit a copy of the report to the counseling secretary.

DISCIPLINE

Student Conduct

Standards for acceptable conduct are necessary to provide an atmosphere that is conducive to the learning process. SLUSD's Uniform Discipline policy (**at the end of this handbook**) has established such standards, in accordance with the goals and philosophy of the district, that are intended to provide such an atmosphere as well as to help instill a sense of character and self-discipline in our students.

These standards are realized through the combined and cooperative efforts of faculty, students, and parents. While the uniqueness of the individual case will determine the appropriate procedure, it is the responsibility of the teacher to resolve behavioral problems at the classroom level whenever possible. It should be emphasized, however, that both the Counseling staff and the Assistant Principals have the responsibility to provide support and service which the teacher may require. Such a policy is intended to enhance an effective learning relationship between teacher and student.

All resources should be utilized in attempts to solve the problem. Parents should be involved at an early stage; all school personnel should be utilized, if necessary, to identify the problem and effect a positive behavioral change. Recognition of a developing problem and prompt remedial action can often prevent serious behavioral problems from emerging.

Teacher Responsibilities – Classroom Discipline – Referral Procedure

In order to guarantee students' rights, due process, teachers will follow a program of positive, progressive discipline. Exceptions include violence, intoxication, weapons or drugs. Good judgment must be used when handling discipline. Classroom matters include misbehavior, leaving class without permission, improper language, tardies, violation of school or class rules, and failure to serve detention.

The following sequence of due process procedures is to be used in progressive discipline. Exceptions are to be referred directly to the Assistant Principal. The steps to follow for each infraction are:

- Identify and define the problem and attempt to resolve the problem at the earliest stage with teacher/student counseling.
- Impose teacher sanction (detention, assignment, contract).
- Teacher/home contact (request conference, phone contact). If progress report is used, it is the teacher's responsibility to ensure such note was received by the home.
- Teacher/counselor contact (referral to indicate previous teacher action taken).
- Refer to Assistant Principals. If above steps (1-4) have not been taken, Assistant Principals will return referral to the teacher for completion. **There are no short cuts to effective discipline nor are others obligated to do it for you.**

If a student's behavior poses an immediate danger to another student, or to teacher safety, hit # # # on your phone or dial the AP office immediately. **DO NOT** try to restrain a student who wants to leave or put yourself in danger.

Discipline and Severance of Attendance - Suspensions

The Board of Education holds all personnel responsible for the proper conduct and control of pupils while under the legal supervision of the school, and supports all personnel acting within the framework of State and Federal law and district policy.

Pupils shall be suspended when other means of correction fail to bring about proper conduct or when the immediate safety of staff and students are in danger.

For the purposes of this policy, "suspension" is defined as removal of a pupil from ongoing instruction for adjustment purposes but does not

include removal from the class for the remainder of the class period more than once every five school days.

Exclusive Causes for Suspension

In order to suspend or recommend expulsion, the Assistant Principal must determine that the pupil has committed any offense specified in Class 1 below, or determine that the pupil has committed any offense specified in Class 2 below and (1) that other means of correction are not feasible or have repeatedly failed to bring about proper conduct, (2) that due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

Class I Offenses

Caused, attempted to cause, or threatened to cause physical injury to another person.

Possessed, sold, otherwise furnished any firearm, knife, explosive or other dangerous object unless, in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by a school administrator.

Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind. Unlawfully offered, arranged, or negotiated to sell any controlled alcohol beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material as a controlled substance, alcoholic beverage or intoxicant.

Committed robbery or extortion.

Class 2 Offenses

Caused or attempted to cause damage to school property or private property.

Stole or attempted to steal school property or private property.

Possessed or used tobacco, except as provided in rules and regulations adopted by the governing board.

Committed an obscene act or engaged in habitual profanity or vulgarity.

Unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.

Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teacher, administrators, school officials, or other school personnel engaged in the performance of their duties.

Sexual Harassment: Effective January 1, 1993, the State of California Education Code has been amended to specify disciplinary actions for students involved in committing sexual harassment. The Education Code defines sexual harassment as: “unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone...in(an)...educational setting under several conditions including the following: if the conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance or of creating an intimidating, hostile...educational environment,” then sexual harassment has been committed.

The law also now adds that a pupil may be suspended from school or recommended for expulsion for sexual harassment.

Suspension by Teacher

A teacher may suspend from the class for the day of the suspension and the day following for either a class 1 or class 2 offense, providing the following is completed before the teacher leaves school for the day:

Immediately report the suspension and send the student to the Assistant Principal. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension.

An assistant principal will attend the conference at the teacher’s request, and whenever practical, a school counselor or school psychologist shall attend the conference.

Work Assignments

The teacher of any class from which a pupil is suspended may require the suspended pupil to complete any assignments and tests missed during the suspension. Students who are pending expulsion and are removed from campus are still SLHS students until expelled by the board. You must provide homework/long term assignments for them. These assignments can be alternative assignments and projects. If the student completes these assignments, the teacher must issue a grade for their work.

Appeal of Suspension

If suspension is ordered by an Assistant Principal, the pupil or pupil’s parent or guardian shall have the right to request a meeting with the Principal. The meeting shall be held within three (3) school days of the time such request is received. If the Principal determines that the penalty imposed was inappropriate for the violation, all records and documentation concerning the suspension shall be revised to indicate only the facts leading to the penalty imposed or destroyed if it is determined that there was no basis for suspension.

2011 Tardy Policy

Definitions/reporting:

- A tardy is defined as a student arriving late to class (within 20 minutes)
- Students who arrive after 20 minutes are considered absent.
- There are no excused or unexcused tardies – the system does not differentiate.
- If a student has some legitimate reason for being late and the teacher does not want them to be “officially tardy”, the teacher

should note the time/day they were late but not mark them tardy in AERIES.

- Teachers should **not** keep a student after class and make them late to the next class. Teachers do not have to see notes from other teachers as “excused” tardies – it is at their discretion.
- Teachers should not allow students out the first or last 20 minutes of class

Consequences for Tardies/Cuts:

- **Tardy Policy** -The Tardy policy is based on progressive disciplinary measures. Tardies will be managed individually by teachers and administratively by Assistant Principals when they become excessive.
- **All Tardies:** Per the individual teachers’s classroom management plan, the teacher will counsel the student, refer the student to a counselor, contact the parent/guardian, assign teacher’s classroom detention, and/or refer to an Assistant Principal for assignment of after school detention for one-hour. Every time a student is tardy they will receive a phone call home from the autodialer.
- **Tenth Tardy:** Will generate a formal letter to the parent/guardian and a referral to the school student attendance review team (SART) for further decisions on assistance, discipline, or disposition on the student
- Every three tardies should equal a cut – three cuts, and the student’s participation grade for that class can be lowered to zero.

School wide activities to support timeliness:

- Warm ups at start of class to earn participation points
- Tardy sweeps at start of one- two random periods every day
- Perfect attendance/no tardy “incentives” – certificates, etc.

Necessities:

- All teacher syllabi will define the participation grade and to state how much of the class grade is based on participation.

Homework Policy when Absent:

After a student has been absent 3 consecutive days, a parent/guardian may request homework for the student’s classes. In 48 hours the homework will be ready for pick-up in the Attendance office.

Smoking — Everyone

Smoking is NOT permitted on school property or at any school sponsored functions.

Closed Campus — Student

No student may leave the campus during the school day without a permission slip to leave issued by the Attendance Office.

Parking — Student

Student parking will be in the south shop parking area and in the parking area between the gym and the tennis courts. The speed limit on campus is 5 miles per hour.

In-School Suspension — Classwork

Under certain circumstances a suspended student will be assigned to In-School Suspension. This sanction provides for 7 hours of supervised study in isolation. The student’s teachers must supply the work to be done. Your prompt response is expected.

After School Detention

Teachers may conduct their own detentions or use the prescribed referral process to refer for administrative detention.

Sexual Harassment Policy

Sexual harassment violates Title VII or the Civil Rights Act of 1964, regulatory guidelines of the Equal Employment Opportunity Commission, California law and District Board policy. Therefore, sexual harassment will not be tolerated.

Examples of Sexual Harassment

- Unwelcome leering, sexual flirtation or propositions
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- Graphic verbal comments about an individual's body or overly personal conversation
- Sexual jokes, stories, drawings, pictures or gestures
- Spreading sexual rumors
- Teasing or sexual remarks
- Touching an individual's body or clothing in a sexual way
- Cornering or blocking of normal movements
- Displaying sexually suggestive objects in the educational environment

Hayward Area Athletic League (HAAL)

San Leandro High School is a member of the Hayward Area Athletic League. Notice of a meet or game will be in the daily bulletin for that day as well as on the San Leandro High School website (www.slhs.net). Students in the athletic program are excused at designated times to participate in the sports program. Teachers are encouraged to attend as many of the sports events as possible. (You will also be assigned to work at Athletic events, or extra-curricular activities.)

Assemblies

The faculty will attend assemblies and assist with student control. Any discipline problems should be handled by you as they would be in the classroom. If assistance is needed, call another teacher, campus supervisor or administrator.

Bank

The bank is located in the Library/Office Wing, and it is operated for students and faculty. All money from school-sponsored activities must go through the bank and be accounted for on a daily basis. Purchase orders are required prior to making any purchase. They may be picked up at the bank. (No reimbursements will be made to those who submit sales slips unless prior approval is received by the Principal and procedures are followed). If teachers are sponsoring a dance, or an activity where tickets are sold, these must be numbered and accounted for at the bank. Small items such as pens and pencils are for sale in the bank.

California Scholarship Federation

This is a state-wide federation of students who have attained the required number of points from academic grades. The motto of this organization is "Scholarship for Service." Teachers are asked to remind students to apply for membership each semester.

Cheerleaders/Rally Squad

Cheerleaders/Rally Squad members are chosen in the Spring after try-outs. Tryouts are open to all students. The rally squad members are to be treated as other students with no special privileges to them because of their rally squad activities. The major exception to this is that they are usually excused early on days of afternoon games.

Class Meetings And Sponsorship

Faculty members are asked to volunteer to share sponsorship and to remain with the same class for the years their class attends San Leandro High School. Contact the Director of Student Activities about becoming assistant or head class sponsor. The class board meetings are usually held before school, during lunch, or after school as frequently as needed. The time, place, and number of meetings are to be decided by the sponsor, class officers, and class board members. The purpose of the class meetings and activities is to promote good school spirit,

work on school projects and for the many class activities.

Club Sponsors

Clubs are important for the co-curricular activity program in our school. Teachers are encouraged to support the co-curricular program by acting as sponsors. The Club Council is represented on the Executive Board. The Executive Board will assist clubs with approved projects by arranging for financial aid.

Co-Curricular Responsibilities

Each teacher is required to assume some co-curricular responsibilities. Before school closes and during the first week of school, there will be sign-ups, giving teachers the opportunity to select the various events they would prefer to supervise throughout the year. Specific duty assignments for events will be made. Teachers are urged to make selections early for co-curricular assignments so that they may have supervision assignments of their choice. Teachers who have no special preference or who do not sign up will be assigned as needed.

Contests

Contests of educational value must be approved by the Principal.

Dances

School dances that are sponsored by classes and clubs are held at regular intervals throughout the school year. There are some basic guidelines which must be observed. See the Director of Student Activities for more information.

Fundraisers

- All school connected money raising activities that involve the sale of products by students are regulated by the Director of Student Activities. Faculty or students desiring to conduct a fundraising activity must have prior approval. This prior approval must precede any advertising of the activity, printing of tickets or reporting to students.

- Club officers, advisors, class officers, sponsors, and coaches are required to submit all proposals to the Director of Student Activities for clearance prior to making any commitment for a selling program.
- Merchandise orders are legal contracts and by school policy must be signed by the administration. The Director of Student Activities has been delegated the responsibility and commensurate authority to coordinate all student sales on or off campus that use San Leandro high School as an identity.
- The Director of Student Activities serves as a central clearing house for money making ideas and a safeguard from wasted effort.
- This policy does not apply to the sale of Yearbooks, Creative Arts and Athletic Department publications.

Insurance

Teachers sponsoring or chaperoning activities are covered by district insurance. Students participating in activities which have a physical hazard potential should be covered by a personal insurance policy. Students may purchase an insurance policy through the individual schools. All athletes and students associated with athletic events are required to have health, accident and accidental death insurance coverage. Specific information can be obtained in the Assistant Principals' Office.

Master Calendar

The Master Calendar is located in the Office Manager's Office. Any staff member responsible for an activity must be sure the event is cleared with the Assistant Principals. All activities must be scheduled on the Master Calendar at least two weeks previous to the first of the month in which the activity will take place. All fundraisers, dances, etc., or activities of any kind must be scheduled on the Master Calendar. A building permit is required for any event held after or which lasts later than 4:00 p.m. (Building permits are available in the Principal's Office) No one but the Principal, Assistant Principals or Director of Student

Activities may make any entries on the Master Calendar.

Publicity

Advertising of any kind must be approved by an Assistant Principal before being posted in the school.

Request for Activities

All activities that are school sponsored, whether the activity takes place on campus or not, must be approved in writing by the sponsor, the Executive Board, and the Director of Student Activities. Request forms are available in the Student Center.

Student Center

The Student Center is the office of the Director of Student Activities and headquarters for the class and student body officers. The Center has its own conference room. The Director of Student Activities and many of the Student body officers are on duty in the Center at scheduled times to aid both students and teachers.

Students Attending Meetings During School Day

The Executive Board and the Legislature are authorized to hold two meetings per month during the school day. Teachers are asked to excuse these students, if possible.

Clubs at San Leandro High School

This list is subject to change, so students should check with Activities Director Nancy Boissevain for a current list. If students can't find their favorite club activity, they can find a teacher/staff mentor and start one.

Ethnic / Cultural:

African American Student Union: The African Student Union club invites all students to come and experience as well as learn about African American history. Everyone is welcome to join.

Airborn: Airborn is a club that studies the Bible with guest speakers that make you think about

the "bigger picture". Learn about the Bible, yourself, and other religions.

Asian Alliance Club/The Asian Pacific

Islander Club: Experience cultures from China, Vietnam, India, the Philippines and other Asian countries. We hold Asian Celebrations, Lion Dancers for Chinese New Year, and an Asian Assembly.

Conflict Mediation: Are you good at solving problems? Do you like to share knowledge with your peers? The peer advisors are a group of trained Conflict Mediators and Tobacco Peer Educators. We organize lunchtime activities and classroom presentations regarding tobacco use, and manage conflict resolutions.

Gay/Straight Alliance: The SLHS Gay/Straight Alliance was the first GSA in California, and works to overcome prejudice and discrimination based on sexual orientation. GSA welcomes all students who believe in human rights for all people.

Latinos Unidos The Latino Student Union invites all students to come experience as well as learn about Latino culture. Experience La Raza Day!!

Service Clubs:

Class Board: Plan class activities. Run for President, V.P., Secretary or Treasurer.

Interact: We are a service club and we love to help our community while having lots n' lots of fun! We are the Interact Club, a nationwide club!

California Scholarship Federation (CSF):

Come join the club where you can do community service, show your academic clout, meet other students just like you!

Key Club: Key Club is the largest internationally recognized high school service club.

Octagon: Octagon is a service club that extends to Elementary (Alpha), Junior High (Jr. Optimist), High School (Octagon), and Adult (Optimist) levels.

Excel Club: A service club affiliated with the San Leandro City exchange club.

Recreational Clubs:

Anime Club: For students who are interested in the world of cartoons.

Art Club: For students interested in art.

Book Arts Club: Love to read? This is the club for you.

Badminton Club: For those who want to learn or love to play the game.

Calligraphy Club: For students interested in calligraphy.

Chess and Game Club: Learn to play Chess and other board games.

DECA: Distributive Educational Clubs of America, not only prepares its members for careers in business, it's one of the most popular, exciting clubs at SLHS.

Dungeons & Dragons:

Science Club: For students interested in science.

CollegeBound: A student organization that meets monthly providing information on colleges, financial aid, how to get scholarships, SAT practice tests, SAT Prep Seminars.

Environment Club: A student organization for students concerned about the environment and global warming.

Urban Dance Club: A student organization for those who love to dance.

Photography Club: For those who love to take and develop pictures.

Poetry Club: A club for those who have a passion for the written word

Robotics Club: Design and build your robots, then enter competitions.

Singer/Songwriter Club: A club for those who love music, songwriting and performing

Instruction
SCHOOL-SPONSORED TRIPS

E(2) 6153

San Leandro Unified School District
PARENT/LEGAL GUARDIAN PERMISSION FOR STUDENT PARTICIPATION IN OFF-CAMPUS SCHOOL-SPONSORED EVENTS

_____ has my permission to attend _____
(Name of Student) (activity/event)

which will take place at: _____

Date of event: _____ Class or group attending: _____

Teacher or leader: _____

Method of transportation: _____

If traveling by automobile/van; name of driver: _____

1. I understand that all students going on this trip will be responsible in conduct to the bus driver, to teachers or adult sponsors. It is further understood that students will go and return from the event on the transportation provided and that every reasonable caution will be maintained on the trip.
2. I hereby acknowledge that I have been advised that the activities involved in this excursion/field trip or event are _____ are not _____ considered by the district to be of "high risk" to the participants.
3. I further understand that this is a voluntary activity and if I choose not to have my student participate, he/she will be provided with alternative instruction during the regular school hours.

(Date)

(Parent or Legal Guardian Signature)

WAIVER OF CLAIM
(To be Completed for Out-of-State Events Only)

In granting permission to attend, I do hereby waive all claims and hold harmless the individual sponsors, the San Leandro Unified School District, and the State of California for any injury, accident, illness, death, or any loss or damage to personal property occurring during or by reason of this excursion/field trip or event.

(Date)

(Parent or Legal Guardian Signature)

Exhibit
version reviewed: August 19, 2003

SAN LEANDRO UNIFIED SCHOOL DISTRICT
San Leandro, California

Instruction
SCHOOL-SPONSORED TRIPS

E(3) 6153

San Leandro Unified School District
FIELD TRIP PERMISSION FORM

School Name: _____

Room # _____

Date: _____

Dear Parent/Legal Guardian:

Our class will be going on a field trip to _____
on _____. Each child will need to bring the following:

Please be sure your child is dressed appropriately. Your child should wear comfortable walking shoes (no sandals or open shoes).

Please check the appropriate box below, sign and return this form. Your child will not be allowed to participate unless this form is completed and returned prior to the field trip.

Teacher

Tear off and return bottom portion

Yes, _____ has my permission to go on the field trip.
Student Name

No, _____ may not go on the field trip.
Student Name

I am available to chaperone, please call me at _____
Daytime telephone number

Parent/Legal Guardian Signature _____ Date: _____

Teacher Name _____ Room # _____

Exhibit
version reviewed: August 19, 2003

SAN LEANDRO UNIFIED SCHOOL DISTRICT
San Leandro, California

SLHS Video Approval Form

Date submitted to department chair _____

Name of Film _____ Rating _____

Date(s) film is to be shown _____

Unit of Instruction _____

Lesson Plan:

- Objectives:

- California Standards that will be addressed:

- Activity:

- Assessment:

**INSTRUCTION
SCHOOL-SPONSORED TRIPS**

E(4a) 6153

San Leandro Unified School District
STUDY/FIELD TRIP CHECKLIST

(Must be submitted with Study/Field Trip Approval Form E(4) 6153)

Name of School: _____ Name of Group: _____

Contact Person: _____ Phone # _____

Date of Trip: _____ Location of Trip _____

Please check the following requirements completed for which you are responsible to ensure students and staff a safe study/field trip:

- Arranged for substitutes (if applicable)
If sub required, how will cost be covered? _____
- Volunteer Requirements met
- Funding for trip
- Proof of Insurance/transportation
- Required Chaperone Ratio (male and female)
- Signed Permission Slips
- Sleeping Arrangements (overnight/out-of-state trips):
Type: _____
- Transportation

Exhibit
version: November 4, 2003
version reviewed: December 2, 2008

SAN LEANDRO UNIFIED SCHOOL DISTRICT
San Leandro, California

Instruction - School-Sponsored Trips

E(5) 6153

San Leandro Unified School District
**TRANSPORTATION OF STUDENTS IN PRIVATELY OWNED VEHICLES
CERTIFICATE AND AUTHORIZATION**

I have agreed to use my private automobile for transporting students to school-related activities. I certify that I possess a valid California Driver's License and that I have presently in force automobile liability coverage. I also accept the terms of the Indemnity Provision stated below

School: _____ Driving for: _____ Date(s) _____

(Teacher/Program)

Name of Driver: _____ Driver's License No. _____

Address of Driver: _____ Home Phone No. _____

Make of automobile: _____ Year/Model/Style: _____

Automobile License No. _____

Name of Insurance Company/Policy No. _____

(proof of insurance must be presented with this form)

SEAT BELTS REQUIRED TO BE USED BY ALL OCCUPANTS

I have met the minimum insurance requirements per occurrence as listed below or have umbrella coverage of at least \$500,000:

- Bodily Injury Liability:
 - Each Individual \$100,000
 - Total Each Accident \$300,000
- Property Damage Liability:
 - Total Each Accident \$ 25,000
- Medical Payments:
 - Each Individual \$ 5,000
- Uninsured Motorist Coverage:
 - Each Individual \$100,000
 - Total Each Accident \$300,000

<p>FOR SCHOOL USE ONLY</p> <p>Authorized by responsible school official.</p> <p>Approved by: _____ Signature</p> <p>Date: _____</p>
--

Drivers should be aware that although there is a liability insurance policy in the District, it is the individual driver's own auto liability insurance that must provide the coverage in case of an accident. See Insurance Code 11580.1. In the event of an accident, the driver shall notify a school official and complete a District accident form.

INDEMNITY PROVISION*

- * Student Drivers shall not transport other students on authorized field trips.
- * The Driver agrees and accepts his/her obligation to operate, manage and control his/her vehicle in a safe and lawful manner while transporting students pursuant to this Certificate and Authorization.
- * The Driver further agrees to DEFEND AND INDEMNIFY The San Leandro Unified School District from any claim, action or lawsuit brought by anyone which arises out of, or is in any way connected to the operation of the vehicle pursuant to this Certificate and Authorization.

Signature of Driver

Date

DISTRIBUTION: Original - Driver

Second copy - School

Third copy - Business Office

Exhibit
version reviewed: August 19, 2003

SAN LEANDRO UNIFIED SCHOOL DISTRICT
San Leandro, California

SAN LEANDRO UNIFIED SCHOOL DISTRICT

2010-2011 HIGH SCHOOL UNIFORM DISCIPLINE POLICY

INFRACTION ED CODE 48900 (A) TO (T)	FIRST INCIDENT	SECOND INCIDENT	THIRD INCIDENT
(A) (1) CAUSED, ATTEMPTED, OR THREATENED TO CAUSE PHYSICAL INJURY TO ANOTHER STUDENT.	CONFLICT MEDIATION 3-DAY SUSPENSION	CONFLICT MEDIATION 3-DAY SUSPENSION & LOSS OF SCHOOL EVENTS FOR REMAINDER OF YEAR.	5-DAY SUSPENSION & POSSIBLE EXPULSION
(A) (2) WILLFULLY USED FORCE OR VIOLENCE UPON THE PERSON OF ANOTHER REQUIRING MEDICAL ATTENTION.	POLICE NOTIFICATION 4-DAY SUSPENSION	POLICE NOTIFICATION 5-DAY SUSPENSION & POSSIBLE EXPULSION.	
(B) POSSESSED, SOLD OR FURNISHED ANY FIREARM, EXPLOSIVE, FURNISHED ANY KNIFE OR DANGEROUS OBJECT.	5-DAY SUSPENSION & RECOMMENDATION FOR EXPULSION/POLICE NOTIFICATION		
(C) POSSESSED, USED, FURNISHED, OR BEEN UNDER THE INFLUENCE OF ANY CONTROLLED SUBSTANCE OR ALCOHOL.	PARENT CONFERENCE 2-DAY SUSPENSION MANDATORY COUNSELING	3-DAY SUSPENSION BEHAVIOR CONTRACT REFERRAL FOR COUNSELING	5-DAY SUSPENSION & POSSIBLE EXPULSION.
(D) SOLD, OFFERED, ARRANGED OR NEGOTIATED TO SELL ANY CONTROLLED SUBSTANCE	5-DAY SUSPENSION & RECOMMENDATION FOR EXPULSION/POLICE NOTIFICATION		
(E) COMMITTED OR ATTEMPTED TO COMMIT ROBBERY OR EXTORTION	3-DAY SUSPENSION; BEHAVIOR CONTRACT & POLICE REPORT	4-DAY SUSPENSION; POSSIBLE EXPULSION & POLICE REPORT	5-DAY SUSPENSION; POSSIBLE EXPULSION & POLICE REPORT
* (F) CAUSED OR ATTEMPTED TO CAUSE DAMAGE TO SCHOOL PROPERTY OR PRIVATE PROPERTY.	RESTITUTION & 2-DETENTIONS	RESTITUTION; POLICE NOTIFICATION & SATURDAY SCHOOL	RESTITUTION; POLICE NOTIFICATION & 1-DAY SUSPENSION
* (G) STOLEN OR ATTEMPTED TO	RESTITUTION, PARENT	RESTITUTION/POLICE NOTIFICATION & 1-	RESTITUTION/POLICE

STEAL SCHOOL PROPERTY OR PRIVATE PROPERTY	CONTACT. ISS	DAY SUSPENSION	NOTIFICATION & 2-DAY SUSPENSION.
(H) POSSESSED OR USED TOBACCO, OR ANY PRODUCTS CONTAINING TOBACCO OR NICOTINE.	PARENT CONTACT & SAT. SCHOOL	SMOKING CESSATION & ISS (1-DAY)	SMOKING CESSATION & 1-DAY SUSPENSION.
(I) (1) ENGAGED IN HABITUAL PROFANITY OR VULGARITY.	1-DAY ISS (ALL DAY)	2-DAY ISS (ALL DAY)	2-DAY SUSPENSION
(I) (2) COMMITTED AN OBSCENE ACT OR VERBAL ASSAULT TOWARD SCHOOL AUTHORITY.	APOLOGY & 1-DAY SUSPENSION OR ISS	APOLOGY & 2-DAY SUSPENSION OR ISS	APOLOGY & 3-DAY SUSPENSION OR ISS
* (J) POSSESSED, OFFERED, ARRANGED, NEGOTIATED TO SELL ANY DRUG PARAPHERNALIA.	CONFISCATION & SATURDAY SCHOOL	CONFISCATION & 1-DAY ISS	CONFISCATION AND 1-DAY SUSPENSION
* (K) DISRUPTED SCHOOL ACTIVITIES OR WILLFULLY DEFIED THE VALID AUTHORITY OF SCHOOL OFFICIALS.	WARNING & SATURDAY SCHOOL	ISS & BEHAVIOR CONTRACT	2 DAY SUSPENSION & LOSS OF SCHOOL EVENTS FOR REMAINDER OF YEAR.
(L) KNOWINGLY RECEIVED STOLEN SCHOOL PROPERTY OR PRIVATE PROPERTY.	RESTITUTION: PARENT CONFERENCE & SATURDAY SCHOOL	RESTITUTION/POLICE NOTIFICATION & 1-DAY SUSPENSION	RESTITUTION/POLICE NOTIFICATION & 2-DAY SUSPENSION.
(M) POSSESSED AN IMITATION/REPLICA FIREARM SUBSTANTIALLY SIMILAR TO A REAL FIREARM.	3-DAY SUSPENSION PARENT CONFERENCE POLICE NOTIFICATION	5-DAY SUSPENSION & POSSIBLE EXPULSION.	
(N) COMMITTED OR ATTEMPTED TO COMMIT A SEXUAL ASSAULT.	5-DAY SUSPENSION & RECOMMENDATION FOR EXPULSION/POLICE NOTIFICATION		
(O) HARASSED/THREATENED, OR INTIMIDATED A STUDENT WITNESS IN A DISCIPLINARY MATTER.	3-DAY SUSPENSION & POLICE NOTIFICATION	4-DAY SUSPENSION & POLICE NOTIFICATION	5-DAY SUSPENSION & POSSIBLE EXPULSION
(P) UNLAWFULLY OFFERED, ARRANGED TO SELL, NEGOTIATED TO SELL, OR SOLD THE PRESCRIPTION DRUG SOMA.	5-DAY SUSPENSION & RECOMMENDATION FOR EXPULSION/POLICE NOTIFICATION		
(Q) ENGAGED IN, OR ATTEMPTED TO ENGAGE IN, HAZING AS DEFINED IN SECTION 32050.	CONFLICT MEDIATION & PARENT CONTACT	2-3 DAY SUSPENSION & BEHAVIOR CONTRACT REFERRAL FOR	5-DAY SUSPENSION & POSSIBLE EXPULSION

		COUNSELING	
(R) ENGAGED IN AN ACT OF BULLYING (CYBER BULLYING).	CONFLICT MEDIATION & PARENT CONTACT	2-3 DAY SUSPENSION & BEHAVIOR CONTRACT REFERRAL FOR COUNSELING	5-DAY SUSPENSION & POSSIBLE EXPULSION
(T) AID OR ABET THE INFLECTION OR ATTEMPTED INFLECTION OF PHYSICAL INJURY.	CONFLICT MEDIATION & PARENT CONTACT	2-3 DAY SUSPENSION & BEHAVIOR CONTRACT REFERRAL FOR COUNSELING	5-DAY SUSPENSION POSSIBLE EXPULSION
48900.2 COMMITTED SEXUALLY HARASSMENT (4-12)	CONFLICT MEDIATION & PARENT CONTACT	2-3 DAY SUSPENSION & BEHAVIOR CONTRACT REFERRAL FOR COUNSELING	5-DAY SUSPENSION POSSIBLE EXPULSION
48900.3 CAUSED OR ATTEMPTED TO CAUSE OR PARTICIPATE IN HATE VIOLENCE.	CONFLICT MEDIATION & PARENT CONTACT	2-3 DAY SUSPENSION & BEHAVIOR CONTRACT REFERRAL FOR COUNSELING	5-DAY SUSPENSION POSSIBLE EXPULSION
48900.4 CREATED, AN INTIMIDATING OR HOSTILE ENVIRONMENT BY ENGAGING IN HARASSMENT, THREATS, OR INTIMIDATION. (4-12)	CONFLICT MEDIATION & PARENT CONTACT	2-3 DAY SUSPENSION & BEHAVIOR CONTRACT REFERRAL FOR COUNSELING	5-DAY SUSPENSION POSSIBLE EXPULSION
48900.7 TERRORIST THREATS AGAINST SCHOOL PERSONNEL OR PROPERTY.	5-DAY SUSPENSION & RECOMMENDATION FOR EXPULSION/POLICE NOTIFICATION		
1. ARGUMENT; NO CONTACT	CONFLICT MEDIATION	CONFLICT MEDIATION, STUDENT CONTRACT & SATURDAY SCHOOL.	CONFLICT/ANGER MEDIATION, & 1-DAY SUSPENSION OR ISS
2. ARSON	5-DAY SUSPENSION & RECOMMENDATION FOR EXPULSION/POLICE NOTIFICATION		
3. FALSE FIRE ALARMS	1-DAY SUSPENSION	3-DAY SUSPENSION	5-DAY SUSPENSION & POSSIBLE EXPULSION
4. CHEATING	ZERO ON ASSIGNMENT & SATURDAY SCHOOL	PARENT CONTACT ZERO ON ASSIGNMENT & ISS (1-DAY)	ZERO ON ASSIGNMENT & 1-DAY SUSPENSION

5. USE OF ELECTRONIC DEVICES	CONFISCATION/WARNING	CONFISCATION/PARENT PICK-UP; 1 DETENTION	CONFISCATION; PARENT PICK-UP & SAT. SCHOOL. ITEM BANNED.
6. CUTTING CLASS OR OUT OF CLASS	SATURDAY SCHOOL	SATURDAY SCHOOL	SATURDAY SCHOOL/SART/SARB
7. BOMB OR TERRORIST THREAT	5-DAY SUSPENSION & RECOMMENDATION FOR EXPULSION/POLICE NOTIFICATION		
8. RIDING BIKES OR SKATEBOARDS ON CAMPUS	VERBAL WARNING CONFISCATION	CONFISCATION & WORK DETAIL	CONFISCATION & SATURDAY SCHOOL.
9. FORGERY OF ANY KIND	SATURDAY SCHOOL	ISS (ALL DAY)	1-DAY SUSPENSION
10. GAMBLING	WARNING AND CONFISCATE DEVICES	CONFISCATION & DETENTION	1-DAY SUSPENSION/ISS
11. GANG-RELATED VIOLATIONS	CONFERENCE & GANG CONTRACT	REFERRAL FOR COUNSELING 3-DAY SUSPENSION	5-DAY SUSPENSION & RECOMMENDATION FOR EXPULSION
12. DRESS CODE VIOLATIONS	WARNING/ CHANGE CLOTHING	CHANGE CLOTHES & DETENTION	CHANGE CLOTHES & SATURDAY SCHOOL
13. KICKING, PUSHING OR SHOIVING (NO INJURY)	CONFLICT MEDIATION & 1-DAY SUSPENSION/ISS	CONFLICT MEDIATION & 2-DAY SUSPENSION/ISS	CONFLICT MEDIATION & 3-DAY SUSPENSION/ISS
14. HAZING	WARNING & DETENTION	SATURDAY SCHOOL	1-DAY SUSPENSION/ISS
15. HARASSING, INTIMIDATION OR BULLYING	ISS (ALL DAY) CONFLICT MEDIATION & PARENT CONTACT	2-3 DAY SUSPENSION & BEHAVIOR CONTRACT REFERRAL FOR COUNSELING	5-DAY SUSPENSION POSSIBLE EXPULSION
16. * SEXUAL HARASSMENT	PARENT CONTACT, WARNING AND DOCUMENTATION	STUDENT CONTRACT & ISS (2-DAY)	3-DAY SUSPENSION/ISS POSSIBLE EXPULSION

<p>17. * HATE MOTIVATED BEHAVIOR: RACIAL</p> <p>SLURS, HOMOPHOBIC STATEMENTS, ETC.</p>	<p>WARNING & PARENT CONTACT & ISS (1-DAY)</p>	<p>3-DAY SUSPENSION</p> <p>REFERRAL FOR COUNSELING</p>	<p>5-DAY SUSPENSION/ISS</p> <p>POSSIBLE EXPULSION</p>
<p>18. * STUDENTS IDENTIFIED INCITING CONFLICTS OR FIGHTS: RUNNING TO & PHOTOGRAPHING A FIGHT, CONTINUED PRESENCE AT A FIGHT, VERBAL ENCOURAGEMENT OF A FIGHT AND INSTIGATING A FIGHT.</p>	<p>ISS (ALL DAY)</p>	<p>2-DAY SUSPENSION</p>	<p>5-DAY SUSPENSION & LOSS OF SCHOOL EVENTS FOR THE REMAINDER OF THE YEAR.</p>
<p>48915 (C) 1-5 MANDATORY EXPULSIONS</p> <ol style="list-style-type: none"> 1. POSSESSING, SELLING, FURNISHING, A FIREARM 2. BRANDISHING A KNIFE AT A PERSON 3. SELLING A CONTROLLED SUBSTANCE 4. COMMITTING/ ATTEMPTING SEXUAL ASSAULT OR BATTERY 5. POSSESSION OF AN EXPLOSIVE 	<p>5-DAY SUSPENSION & RECOMMENDATION FOR EXPULSION/POLICE NOTIFICATION</p>		
<p>48915 (A) 1-5 MAY EXPEL</p> <ol style="list-style-type: none"> 1. CAUSED SERIOUS BODILY INJURY 2. POSSESSION OF ANY KNIFE, EXPLOSIVE OR OTHER DANGEROUS OBJECT 3. POSSESSION OF ANY CONTROLLED SUBSTANCE (EXCEPT 1ST OFFENSE OF LESS THAN OUNCE) 4. ROBBERY OR EXTORTION 5. ASSAULT OR BATTERY OF SCHOOL EMPLOYEE 	<p>5-DAY SUSPENSION & POSSIBLE RECOMMENDATION FOR EXPULSION/POLICE NOTIFICATION</p>		

*** CONSEQUENCES MAY VARY DEPENDING ON THE FREQUENCY AND/OR SEVERITY OF THE INCIDENT.**