

PIEDMONT

HIGH

SCHOOL

PARENT & STUDENT

HANDBOOK

2011-2012

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SCHOOL YEAR HIGHLIGHTS

2011-12

FALL SEMESTER

Aug. 15	First Day Fall Sports
Aug. 24	First Day of School
Aug/Sept. 29-2	ASB Welcome Back Week
Sept. 5	Labor Day – School Holiday
Sept. 7	Last Day to Add/Drop Classes
Sept 6-8	MHS Camp Augusta
Sept. 7-8	Yom Kippur begins at sundown
Sept. 14	MHS Back to School Night
Sept. 15	PHS Back-to-School Night
Sept. 21	Senior Picnic
Sept. 23	Progress Reporting Period Ends
Sept. 28	ASB Club Day
Sept. 28-30	Rosh Hashanah begins at sundown
Oct 3-4	Every 15 Minutes
Oct. 12	C&CC Community Service Day
Oct. 24-29	Homecoming Week
Oct. 26	End of First Quarter
Oct. 28	Homecoming Football Game
Oct. 29	Homecoming Dance
Nov. 6	Daylight Savings
Nov. 7	First Day of Winter Sports
Nov. 8-9	Fall Dance Showcase
Nov. 11	Veterans Day – School Holiday
Nov. 21-25	Thanksgiving Break
Dec. 6	Progress Reporting Period Ends
Dec. 8-11	Fall Drama Festival
Dec. 14	Acappella Holiday Concert
Dec. 15	Acappella Orchestra Holiday Concert
Dec. 16	Winter Recess Begins
Jan. 3	Classes Resume
Jan. 10	8th Grade Parent Orientation
Jan. 14	Winter Ball
Jan. 16	Martin Luther King, Jr. Holiday
Jan. 18	PHS Winter Instrumental Concert
Jan. 24-27	Final Exams
Jan. 27	End of Fall Semester

SPRING SEMESTER

Jan. 31	Beginning of Spring Semester
Feb. 6	First Day of Spring Sports
Feb. 9-12	All School Musical
Feb. 13	Last Day to Add/Drop Classes
Feb. 20-24	February Break
Mar. 5	Progress Reporting Period Ends
Mar. 7	C&CC Junior Orientation: Parents
Mar. 8-11	Winter Drama Festival
Mar. 11	Daylights Savings
Mar. 13-14	CAHSEE 10th-12th Exit Exams
Mar. 17	MHS Fundraising Dinner
Mar. 28	C&CC Senior Trans. into College
Mar. 31	Spring Fling Dance
Apr. 2	End of Third Quarter
Apr. 9-13	Spring Break
Apr. 18	10th Grade Planning Night
Apr. 19	AP Art Show and Reception
Apr. 26-28	Dance Concert
May 4	Bird Calling Contest
May 5	Senior Ball
May 7-11	Teacher Appreciation Week
May 7-18	AP Testing
May 9	Progress Reporting Period Ends
May 10-13	Spring Drama Festival
May 17	Dance Student Choreography Showcase
May 23-25	STAR testing
May 23	C&CC Sr. Parents to Jr. Parents
May 24	8th Grade Athletic Orientation
May 24	All School Art Show & Reception
May 24	PHS Spring Orchestra/ Band Concert
May 25	Day on the Green
May 28	Memorial Day – School Holiday
May/June 29-1	ASB Election Week
May 29	Senior Awards Night
June 1-3	A Cappella Revue
June 8-13	Final Exams
June 12	MHS Graduation
June 13	Last Day of School/ Graduation

**PIEDMONT HIGH SCHOOL
CLASS SCHEDULE BY DEPARTMENT – 2011-12**



Rich Kitchens, Principal
To Be Named, Assistant Principal
Karyn Shipp, Assistant Principal
Susan Stutzman, Library Media Services

Counselors:
A-H: Amanda Carlson
I-R: Chris Hartford (Head)
S-Z: Ashley English
Wellness Center: Ting Hsu Engelman

TEACHER	ROOM	CLASS 1	CLASS 2	CLASS 3	CLASS 4	CLASS 5	CLASS 6	CLASS 7
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CREATIVE ARTS

Visual Arts

Bailey	40	Art I-IV	Art I-IV	Art I-IV	Art I-IV	AP 2D Art		
Simonds	41	Ceramics/Studio Art-3D&AP	Ceramics	Ceramics	[MHS]		Ceramics	

Performing Arts

DeVos	503	Orchestra						
Moorhead	DS	PE 9 th grade		PE 9 th grade]	PE 9 th grade	Intermed Dance	Adv Dance	
Mullan	501	Sym Band	Jazz Band (Sem 2 only)					
Piazza	502/AUD	A Cappella (B)	A Cappella Adv	A Cappella Adv Chamber	AP Music		A Cappella (G)	

ENGLISH

Black	30 / 35	English 5-6 Hon (30)	Eng 1-2 [Co-taught] (30)		Eng 1-2 [Co-taught] (30)	ROP Journ (30)	English 1-2 (35)	Co-Prep with McCarthy
Foster	34			English 7-8	English 3-4	English 7-8	ASB	English 3-4
Hill	33 / 39	Co-Prep with Stark	English 7-8 (33)	Eng 3-4 [co-teach] (39)	English 7-8 (33)		English 3-4 (33)	
Hirsch	33 / 32	English 3-4 (33)	English 5-6 (32)	English 5-6 (33)				English 3-4 (33)
Labberton	36 / 35			Public Speaking (1 st sem) Intro to Pubs [2 nd sem] (36)	Public Speaking (35)	English 5-6 (36)		English 5-6 (36)
Marks	32 / 30 / MHS	English 5-6 (32)		Creative Writing (1 st sem) (30) MHS Yearbook (2nd semester)	AP English (32)	MHS English		MHS English
Reid	34 / 32		ELL (34)	AP English (32)		English 1-2 (32)	English 3-4 (32)	English 1-2 (32)
Taylor	AUD			Acting II		Acting I	Acting III-IV	Acting I
Weverka	35 / 30	English 1-2 (35)		English 1-2 (35)		English 5-6 Honors (35)	Clan-o-log (30)	English 1-2 (35)

**MATH
& COMPUTERS**

Branisa	48					Computer Skills (2 nd sem)	Computer Skills (1 st sem)	
Hayden	37 / 38	Special Assignment (WC)	Special Assignment (WC)			Algebra I (37)	Algebra I (37)	Geometry (38).
Mahoney	31	AP Calc AB	AP Calc BC	AP Calc AB	AP Calc AB			Algebra II
Marthinsen	39	Math Analysis			Math Analysis	Geometry	Geometry	Geometry
Mattix	48	AP Computers	Comp Prog	Computers Skills (Sem)	Computers Skills (Sem)			Web Design
Miller	37	Algebra II (37)	Algebra II (37)	Algebra I [co-teach] (37)	Algebra I [co-teach] (37)		Co-prep with Mohagen	Algebra II (37)
O'Regan	38	Statistics (38)	Math Analysis (38)	Math Analysis (38)	Hon Statistics (38)		Algebra II (38)	
TBD	36 / 31	Geometry (36)	Geometry (36)		Algebra II (36)	Algebra II (31)	Geometry (31)	

PHYSICAL EDUCATION

Humphries	GYM			PE 9	PE 9	PE 10-11 (sem 1 only)	PE 10-11 (sem 2 only)	
Moorhead	Dance Studio	PE 9		PE 9	PE 9	[Intermediate Dance]	[Adv Dance]	
Lane	GYM	PE 9						

TEACHER	ROOM	CLASS 1	CLASS 2	CLASS 3	CLASS 4	CLASS 5	CLASS 6	CLASS 7
				SCIENCE				
Chamberlain	26/28	AP Bio (26)	Intro to Phys Sci. (28)	Intro to Physical Sci. (26)	Intro to Physical Sci. (26)	Anatomy (26)		
Huffaker	24	Chemistry	Chemistry	Chemistry		Biotech		
Melnik	28			Hon. Physics	Physics	Hon. Physics	Hon. Physics	Hon. Physics
Nakahara	24						Sports Med	Sports Med
Rohmer	25	Hon. Chem (25)	Hon. Chem (25)	Hon. Chem (25)	Hon. Chem (25)	Intro to Physical Sci. (25)		
Seto	27/28	Intro to Physical Sci. (28)	Biology (27)			Biology (27)	Biology (27)	Intro to Physical Sci (27)
Willats	26/27	Biology (27)	AP Envir Sci (26)	Biology (27)	Biology (27)			Biology (26)
				SOCIAL STUDIES				
Brown	13 / 14 / MHS(45)			MW History (13)	MW History (14)	MW History (14)	Civics @ MHS (45)	World History @ MHS (45)
Cota	17		US History	US History	Psychology	Psychology		Psychology
Cowherd	14	MW History	MW History	MW History			MW History	AP Euro Hist
Goen	22			AP US History	US History	US History	US History	AP US History
Kashani	15	Econ	Econ			Econ		
Keller	16	Civics	Civics			Civics	Law & Society	WASC
Sohn	13 / 16		World Cul (13)	World Cul (16)	World Cul (16)			
				SPECIAL EDUCATION				
Headley	43 / 42	Learning Center (43)	Learning Center (42)		Learning Center (42)	Learning Center (43)		
Kao	44					Home Base Math		
McCarthy	42 / 30		English 1-2 [co-teach] (30)	Learning Center (42)	English 1-2 [co-teach] (30)		Learning Center (42)	Co-Prep with Black
Mohagen	42 / 37	Learning Center (42)		Algebra I [co-teach] (37)	Algebra I [co-teach] (37)	Consult	Co-Prep with Miller	Learning Center (42)
Peters	43	Facilities	Learning Center	Learning Center		[Athletic Director]	[Athletic Director]	
Ritchie	44	Home Base	Home Base	Home Base	Home Base			Consult
Stark	43 / 37 / 39	Co-Prep with Hill	Consult	Eng 3-4 [co-teach] (39)	Learning Center (43)		Push-in Geo (39)	Learning Center (43)
				NON-DEPARTMENTAL				
Blanpied (2 nd sem)	14 / 31				Social Psych (2 nd sem) (14)	Social Psych (2 nd sem) (31)		
Peacock	15 / 31			Social Psych (1 st sem) (15)	Social Psych (1 st sem) (15)	Social Psych (1 st sem) (31)	Social Psych (2 nd sem) (15)	Social Psych (2 nd sem) (15)
				WORLD LANGUAGE				
Alper	10		French IV-AP		French III	French II		French III
Guillen-Donohoe	11	Spanish I		Spanish II	Spanish I	Spanish I		
Hutin-Lee	13				AP Spanish	Spanish II	French I	Spanish II
Leskowski	12		Spanish III		Spanish III	Spanish III	Spanish II	Spanish IV
Privat-Gilman	11		Spanish II					
Yu	23	[PMS]		AP Mandarin	Mandarin III	Mandarin I-II		Mandarin IV

SCHOOL DIRECTORY

Numbers listed are actual phones unless Voice Mail (VM) only is noted.

MAIN OFFICE

Richard Kitchens	Principal	594-2625
TBD	Assistant Principal	594-2647
Barbara Broadnax	Admin. Assist. AM	594-2630
NaTayna Mitchell	Admin. Assist. PM	594-2630
LaTayna Lloyd	Atten./Campus Sup.	594-2628
Attendance Answering Machine		594-2629(VM)
Che	Atten./Campus Security	*594-2626 x#415
FAX		450-0425

COUNSELING OFFICE & COLLEGE CENTER

Karyn Shipp	Assistant Principal	594-2762
AshleyEnglish	Counselor(S-Z)	594-2648
Chris Hartford	Counselor(I-R)	594-2895
AmandaCarlson	Counselor(A-H)	594-2649
MelanieReed	Registrar	594-2646
Michael L	Data Processing	594-2650
Sandra Brod	College Center	594-2651
FAX		652-9983

WELLNESS CENTER

Ting Hsu Engelman,	594-2798
Karen Blanpied	594-2569
Kech Carera	594-2769

LIBRARY

Susan Stutzman	Librarian	594-2781
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TECHNOLOGY COORDINATOR

Jana Branisa	594-2626 x#541
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ASB ACCOUNTANT

Ed Mahoney	594-2765
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ASSOCIATED STUDENT BODY

Faculty Advisor – Mercedes Foster	594-2562
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NUTRITION CENTER

Aaron Sears	655-8356
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SCHOOL PUBLICATIONS OFFICE

Publication Office	594-2884
Highlander Advisor (Beth Black)	594-2777
Clan-o-log Advisor (Jody Weverka)	594-2845

MILLINIUM MAIN OFFICE

Ting Hsu	Principal	594-2703
Veronica Hsieh	Admin Assist.	594-2702
Pam Brandau	Counselor	594-2878
		594-2882

SCHOOL SPORTS & PHYSICAL EDUCATION DEPARTMENT

To reach a teacher, call the departmental office during one of his/her prep periods, or leave a message in his/her voice mail box.
 *Numbers with asterisks cannot be dialed directly. Dial 594-2626, and at the prompt **press the pound sign (#) and the extension number** without further waiting.

Athletic Directors

Jeff Peters	594-2744
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Gymnasium

Boys' Locker Room Office	594-2658
Girls' Locker Room Office	594-2638

Witter Field House

Boys' Locker Room Office	*594-2626 x #400
(also rings to Weight Room & Football Office)	
Girls' Locker Room Office	594-2747
(also rings to Trainer's Room)	

COACHES:

V. Baseball (TBD)	tbd
JV Baseball (Nate Weidkamp)	915-1057
V. Boys' Basketball (Chris Lavdiotis)	433-2600
JV Boys' Basketball (John Kirby)	655-1846
Frosh Boys' Basketball (Steve Wuebbens)	922-1434
V. Girls' Basketball (Bryan Gardere)	428-1121
JV. Girls' Basketball (Lindsey Bronson)	710-0755
Cross Country (Chris Thayer)	339-6712
Track (TBD)	tbd
V. Football (Kevin Anderson)	290-5511
JV. Football Coach (Bruce Roberts)	860-6116
V. Girls' Golf (Michael Karasik)	415-710-7511
V. Boys' Golf (Max Bublitz)	415-486-6539
Boys' Soccer (David Villalobos)	378-5700
Girls' Soccer (Dan Chubbock)	861-0107
Softball (Frank Haskel)	415-740-7930
Swimming (TBD)	tbd
V. Girls' & Boys' Tennis (Neil Rothenberg)	654-0315
Girls' Volleyball (Petra Martinez)	562-896-5892
Girls' Water Polo (Aileen Finney)	419-0805
Boys' Water Polo (Brett Lane)	594-2675
Boys' Lacrosse (Jeremy Strothers)	415-990-8651
Girls' V. Lacrosse (LaNon Gillans)	214-293-2427
V. Cheerleading (Katrina Morris)	332-2267

TEACHER DIRECTORY:

To reach a teacher, call the departmental office during one of his/her prep periods, or leave a message in his/her voice mail box.*Numbers with asterisks cannot be dialed directly. Dial 594-2626, and after making a connection **press the pound sign (#)** and the extension number without further waiting.

ART

Departmental Office Phone 594-2643

Voice Mail Boxes:

Gillian Bailey 594-2659
Susan Simonds *594-2626 x#555

COMPUTERS

Departmental Office Phone 594-2749

Voice Mail Boxes:

Jana Branisa 594-2626 x#541
Nathan Mattix 594-2804

ENGLISH

Departmental Office Phone 594-2635

Voice Mail Boxes:

Beth Black 5942777
Mercedes Foster (ASB) *594-2626 x#562
Deborah Hill 594-2759
Janet Labberton 594-2623
Elise Marks 594-2776
Rosie Reid *594-2506 x 506
Jody Weverka 594-2845
Dina Hirsch 594-2861

FOREIGN LANGUAGE

Departmental Office Phone 594-2637

Voice Mail Boxes:

Christine Alper (French) 594-2709
Joanne Guillen-Donahoe (Spanish)*594-2626 x #557
Christelle Hutin-Lee (Spanish) *594-2626 x #564
Marcella Privot Gillman (Spanish) 594-2756
Virginia Leskowski (Spanish) 594-2656
Sunny Yu (Mandarin) 594-2850

MATH Dept, Office Phone 594-2641

Voice Mail Boxes:

Diana Miller 594-2763
John Hayden 594-2788
Edmund Mahoney 594-2765
Bill Marthinsen 594-2761
Doyle O'Regan 594-2768
Michael Predovic *594-2626 x#560

*General email address for faculty and staff e.g.
first initial Lastname@piedmont.k12.ca.us
Piedmont High School address
800 Magnolia Ave
Piedmont, Ca 94611*

MUSIC/DRAMA/DANCE

Departmental Office Phone 594-2844

Voice Mail Boxes:

Catherine DeVos 594-2827
Andria Mullan 594-2626 x#413
Amy Moorhead 594-2771
Joe Piazza 594-2642
Kim Taylor 594-2846

PHYSICAL EDUCATION

Voice Mail Boxes:

Mike Humphries 594-2640
Brett Lane 594-2675
Amy Moorhead 594-2771

SCIENCE

Departmental Office Phone 594-2644

Voice Mail Boxes:

Marna Chamberlain 594-2764
Tom Huffaker 594-2774
Glen Melnik 594-2767
Stan Nakahara 594-2755
Eileen Rohmer 594-2758
Shelley Seto 594-2748
Andrew Willats 594-2775

SOCIAL PSYCHOLOGY

Karen Blanpied 594-2626 x#569
Anne Peacock 594-2552

SOCIAL STUDIES

Departmental Office Phone 594-2645

Voice Mail Boxes:

Allison Cota 594-2760
Mark Cowherd 594-2626 x#503
Courtney Goen 594-2770
Gabrielle Kashani 594-2626 x#533
Ken Brown 594-2766
Janine Sohn 594-2405
Dave Keller 594-2861

SPECIAL EDUCATION

PUSD Special Education Office:

Cece Lasky Special Ed Director 594-2733
Lauren Del Rosario, Admin. Assist. 594-2893
Psychologist 594-2894
Patsy Kao 594-2750

PHS Special Education Offices:

Voice Mail Boxes:

Anne Battersby 594-2632 Nicole Stark 594-2624
Harlan Mohagan 594-2773 Elizabeth McCarthy 594-2633
Jeff Peters 594-2744 Elif Ritchie 594-2525
Korynne Headley TBD

SPECIAL SCHEDULE 2011– 2012

Wednesday, Sept. 21	Not a special schedule, but a special event, the senior picnic, will mean that all seniors will miss the entire day. Scheduled to be back to school by 3pm			
Thursday, Sept. 15 Back to School Night (program starts at 7:00 pm)	8:00 – 9:30am Class 2	9:30 – 9:35am Brunch	9:45 – 11:15am Class 4	11:25 – 12:55pm Class 6
	12:55 Dismissal			
Monday, Oct. 3	8:00-9:30am Class 1	9:30-9:35am Brunch	9:45-11:45am Special Assembly	11:45-12:15pm Lunch
	12:25-1:55pm Class 4	2:05-3:05pm Staff Development		
Tuesday, Oct. 4	8:00-9:30am Class 2	9:30-9:35am Brunch	9:45-11:15am Class 3	11:25-12:15pm Special Assembly
	12:25-12:55pm Lunch	1:05-2:35pm Class 6	2:45-3:45pm Tutorial	
Wednesday, Oct. 26	8:00-9:00am Class 1	9:00-9:05am Brunch	9:15-10:15am Class 3	10:25-11:25am Fire Drill
	11:35-12:35pm Class 5	12:35-1:05pm Lunch	1:15-2:15pm Class 7	2:25-3:25pm Tutorial
Thursday, Oct. 27	8:00-9:00am Class 2	9:00-9:05am Brunch	9:15-11:15am Class 4 & Rally	11:25-12:25pm Class 5
	12:25-12:55pm Lunch	1:05-2:05pm Class 6	2:15-3:15pm Class 7	
Friday, Oct. 28	8:00-9:00am Class 1	9:00-9:05am Brunch	9:15-10:15am Class 2	10:25-11:25am Class 3
	11:35-12:35pm Class 4	12:35-1:05pm Lunch	1:15-2:15pm Class 6	2:25-3:25pm Staff Development
Friday, Jan. 20	8:00 – 9:30am Class 2	9:30 – 9:35am Brunch	9:45 – 11:25am Class 3	11:35am-12:05pm Lunch
	12:05-1:45pm Class 7	1:55-2:55pm Staff Development		
Monday, Jan. 23	8:00 – 9:40am Class 1	9:40 – 9:45am Brunch	9:55 – 11:35am Class 4	11:45am-12:15pm Lunch
	12:25-2:05pm Class 6	2:15-3:15pm Tutorial		
Tuesday, Jan. 24	8:00-10:00am Final 3	10:00 – 10:05am Brunch	10:15 – 11:55am Class 2	11:55-12:25pm Lunch
	12:35-2:15pm Class 5			
Wednesday, Jan. 25 – Friday, Jan.27	Final Exams: School Dismissal each day at 12:15pm	Wednesday 1/25 Classes 1 and 7	Thursday 1/26 Classes 4 and 6	Friday 1/27 Classes 2 and 5
STAR TESTING Monday, April 23	8:00-12:10pm STAR	12:10-12:40pm Lunch	12:50-2:00pm Class 2	2:10-3:20pm Class 6
STAR TESTING Tues., April 24	8:00- 11:55pm STAR	11:55-12:25pm Lunch	12:35-1:45pm Class 3	1:55-3:05pm Class 5
STAR TESTING Wed., April 25	8:00-12:05am STAR	12:05-12:35pm Lunch	12:45-1:55pm Class 2	2:05-3:10pm Class 7

Thursday, April 26	8:00-9:30am Class 1	9:30-9:35am Brunch	9:45-11:15am Class 3	11:25-12:55am Class 5
	12:55-1:25pm Lunch	1:35-3:05pm Class 7		
Friday, April 27	8:00-9:30am Class 1	9:30-9:35am Brunch	9:45-11:15am Class 2	11:25-12:55pm Class 4
	12:55-12:25pm Lunch	12:35-3:05pm Class 6		
Wednesday, May 23	8:00-9:30am Class 2	9:30-9:35am Brunch	9:45-11:15am Class 4	11:25-12:55pm Class 6
	12:55-1:25pm Lunch	1:35-3:05pm Class 7		
Thursday, May 24	8:00-9:30am Class 1	9:30-9:35am Brunch	9:45-11:15am Class 3	11:15-11:45am Lunch
	11:55-1:25pm Class 5	1:35-2:35pm Tutorial	2:35-3:35pm Staff Development	
Friday, May 25 Day On The Green	8:00 – 9:30am Class 2	9:30 -9:35am Brunch	9:45 – 11:15am Class 4	11:25- 3:05pm Day On the Green
Thursday, June 7	8:00 – 9:30am Class 1	9:30 -9:35am Brunch	9:45 – 11:15am Class 3	11:25 - 12:55pm Class 5
	12:55 – 1:25pm Lunch	1:35 – 3:05pm Class 7		
Friday, June 8	8:00 – 10:00am Final 3	10:00-10:05am Brunch	10:15-11:45am Class 2	11:45-12:15pm Lunch
	12:25-1:55pm Class 4	2:05-3:35pm Class 6		
Monday, June 11 – Wednesday, June 13	Final Exams 12:15pm	Tuesday, Classes 1 and 5 Wednesday, Classes 2 and 4	Thursday, Classes 6 and 7 School Dismissal each day at	

There will also be other special schedules as other events, such as assemblies and testing.

Grading Schedule 2011 - 2012

Friday, Sept. 23	<i>First Progress Reporting Period Ends</i>
Tuesday, Sept 27	Portal Closes
Friday, Sept 30	Progress Reports Mailed. (Progress Reports are intended to inform parents when students are in danger of failing.)
Tuesday, Oct. 25	<i>First Quarter Ends</i>
Monday, Oct 31	Portal Closes
Wednesday, Nov 2	First Quarter Grades Mailed. (Only fall and spring <i>sem.</i> Grades appear on the students' transcripts. Quarter grades are intended as an indication of how students are doing in the middle of the sem.)
Tuesday, Dec. 6	<i>Second Progress Reporting Period Ends</i>
Friday, Dec. 9	Portal Closes
Tuesday, Dec. 13	Second Progress Reports Mailed.
Friday, Jan. 27	End of Final Exams and the <i>End of the Fall Semester</i>
Wednesday, Feb 1	Portal closes
Friday, Feb 3	Fall Semester Grades Mailed.
Monday, March 5	<i>Third Progress Reporting Period Ends</i>
Thursday, March 8	Portal Closes
Monday, March 12	Progress Reports Mailed
Monday, April 2	<i>Third Quarter Ends</i>
Wednesday, April 4	Portal Closes
Friday, April 6	Third Quarter Grades Mailed.
Wednesday, May 9	<i>Fourth Progress Reporting Period Ends</i>
Friday, May 11	Portal Closes
Tuesday, May 15	Progress Reports Mailed.
Wednesday, June 13	End of Final Exams and the <i>End of the Spring Semester</i>
Mon, June 18	Portal Closes
Thursday, June 21	Spring Semester Grades Mailed.

Expected School wide Learning Results – ESLRs

Piedmont High School will prepare graduates to be:

- 1) Able communicators who:
 - a) convey information and ideas to others integrating oral, written and research skills
 - b) listen objectively and empathetically to the ideas of others
 - c) use a variety of means and resources to structure and present logical arguments
 - d) demonstrate thoughtful applications of current technologies
- 2) Complex and creative thinkers who:
 - a) apply a wide range of problem-solving skills to real life situations
 - b) access information from a variety of sources, evaluate it and use it to produce quality work
 - c) analyze, evaluate, interpret, and synthesize information suitably in various contexts, applying new technologies when appropriate
 - d) integrate information into a finished piece of quality work
 - e) express themselves creatively and artistically
 - f) develop original solutions and ideas in response to questions or circumstances
- 3) Collaborative workers who:
 - a) use appropriate leadership skills to foster, develop, and maintain relations within diverse settings
 - b) establish and achieve challenging but realistic common goals with others
 - c) appreciate various viewpoints and belief systems
 - d) solve problems successfully within a group process
- 4) Self-directed life-long learners who:
 - a) effectively understand themselves, assess their needs, and apply appropriate strategies including technology to learn new concepts and skills
 - b) demonstrate self-discipline and perseverance in accomplishing challenging but realistic goals for themselves
 - c) evaluate and improve upon their own work and continually maintain high standards
 - d) set priorities, organize themselves and their work, and use time effectively
 - e) demonstrate a strong sense of self-worth and confidence
- 5) Contributors to their community who:
 - a) demonstrate a global knowledge that fosters tolerance and appreciation for individual differences
 - b) volunteer their time, energies, and talents to improve the quality of life in local and global communities
 - c) act with personal integrity and compassion, and show an appreciation of social ethics in diverse settings
 - d) respect diversity including gender, culture, race, sexual orientation, religion, and socioeconomic status
 - e) act responsibly and accept responsibility for their own actions
 - f) practice ethical behavior in regard to the use of information and information technology
- 6) Capable citizens who:
 - a) demonstrate a common core of knowledge in mathematics, science, language arts, social science, foreign language, fine arts, and computer applications that promotes their ability to understand, participate in, and enhance the community in which they live
 - b) demonstrate achievement of district and state standards

General Information

Block Schedule & Tutorial Periods

PHS has a block schedule that optimizes instructional time. Each class meets for three 90-minute periods and one 75-minute period every seven school days. A tutorial period is also scheduled at the end of each seven-day rotation. Although it is primarily a voluntary period, students are strongly encouraged to take advantage of it. Parents and students should also be aware that teachers might require attendance at a tutorial period if they feel it is critical to a student's success, or to schedule a make-up test.

Block Schedule

A	B	C	D	E	F	G
1	2	1	2	1	2	1
8:00-9:30	8:00-9:30	8:00-9:30	8:00-9:30	8:00-9:30	8:00-9:30	8:00-9:15
Brunch	Brunch	Brunch	Brunch	Brunch	Brunch	Brunch
9:30-9:35	9:30-9:35	9:30-9:35	9:30-9:35	9:30-9:35	9:30-9:35	9:15-9:20
3	4	3	4	3	3	2
9:45-11:15	9:45-11:15	9:45-11:15	9:45-11:15	9:45-11:15	9:45-11:00	9:30-10:45
5	6	5	5	4	5	4
11:25-12:55	11:25-12:55	11:25-12:55	11:25-12:55	11:25-12:55	11:10-12:25	10:55-12:10
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
12:55-1:25	12:55-1:25	12:55-1:25	12:55-1:25	12:55-1:25	12:25-12:55	12:10-12:40
7	7	6	7	6	7	6
1:35-3:05	1:35-3:05	1:35-3:05	1:35-3:05	1:35-3:05	1:05-2:20	12:50-2:05
					Staff Development	Tutorial
					2:30-3:30	2:15-3:15

Counseling and Guidance Services

PHS maintains a Counseling Department with one of the best public school counselor/student ratios in the state. Extensive services are available including counseling for academic issues, personal issues, college and career selection, etc. These services are described in detail in a brochure available from the Counseling Office. Students wishing to see their counselor should go to the Counseling Office, sign up for an appointment and await the pass that will be sent to them at the appropriate time by the Counseling Office. Counselors are assigned to students according to last name:

(A-H) /Amanda Carlson (I-R) / Mr. Chris Hartford (head) (S-Z) /Ashley English

The Counseling Office also oversees the College and Career Center, which is staffed by parent volunteers and which offers services to students seeking help with college applications and career guidance.

The Wellness Center

The Wellness Center provides a range of resources to support students and families in meeting the challenges of adolescence through prevention, early-intervention and education. The Wellness Center offers free, confidential counseling on-campus and connects students and families to vital community resources. Common issues addressed include academic stress, parent/child communication, peer relationships, anxiety and depression, grief and loss, substance abuse, resiliency and self-advocacy. Students may access the Wellness Center directly by drop-in or appointment, or through referral from a parent, teacher or peer.

Adding and Dropping Classes

PHS has the following procedures for students to drop/add classes.

- Students who drop a class within the first ten school days of the semester do so without any mark on their report card or transcript;
- Students who drop a class after the first ten school days of a semester or up to five school days after the end of the next quarter will receive a "W" (Withdraw) on their transcript.
- Students who drop after the five school day grace period at the beginning of the 2nd or 4th quarter receive a "F."

Community Service Participation

PHS strongly encourages community service. To earn a community service award, a student must perform hours of community service by grade level, as noted below. Students can visit the College Center to learn more about community service and which local agencies are looking for volunteers. (Please see the PHS website Community Service under College Center tab, or email questions to phscommunityservice@gmail.com.) PHS community service award levels are as follows:

- Freshman Award: Perform at least 25 hours during 9th grade
- Sophomore Award: Perform at least 50 hours cumulative from 9th-10th grade
- Junior Award: Perform at least 100 hours cumulative from 9th-11th grade
- Senior Award: Perform at least 200 hours cumulative from 9th-12th grade

To become a member of the PHS Honors Society, a student must not only earn a 3.65 GPA but also perform hours of community by grade level, as noted below. For PHS Honor Society, service levels are:

- 10th grade – 15 hours
- 11th grade – 25 hours
- 12th grade – 35 hours

If you have any questions, please contact Sandra Brod in the College & Career Center (594-2651).

1st Semester	10th Grade	11th Grade	12th Grade
	3.60 GPA	3.60 GPA	3.60 GPA
2nd Semester	10th Grade	11th Grade	12th Grade
	3.60 GPA	3.60 GPA	3.60 GPA
	Perform 15 hours of community service*	Perform 25 hours of community service*	Perform 35 hours of community service*
	*must be submitted by May 1 st to the College & Career Center	*must be submitted by May 1 st to the College & Career Center	*must be submitted by May 1 st to the College & Career Center

Lockers and Thefts

Lockers are provided strictly for students' convenience. PHS strives to ensure that they are secure, but is not responsible for thefts from lockers or from any other location on campus. Combinations to newly assigned lockers are changed every summer. Students who share their combinations with others, and students who do not promptly report broken lockers jeopardize the security of locker contents. Students are also provided lockers for use during physical education, which they may secure with their own padlocks if they wish.

Schoolbooks and other school materials checked out to students are the responsibility of students at all times. If stolen or lost, these materials will only be replaced at the student's expense. The school is not responsible for lost or stolen personal items.

News and Announcements

The student newspaper, *The Piedmont Highlander*, is published approximately every three weeks. It is available free of charge at school and can be sent home (first class mail) by paid subscription. A separate *College and Career Center Newsletter* is published every other week and emailed to PHS parents (and students upon request). The e-highlander, a news bulletin for students written by members of the Associated Student Body (ASB) class, is edited by faculty and emailed to PHS students (and parents upon request).

Announcements are made daily over the public address system or by teachers in the classrooms, as well as on the marquee at the school entrance.

Student Body Cards

Two types of Student Body Cards are available. Students who pay the ASB fee receive a photo ID card validated for free admission to all on-site athletic events except playoff games. They are also eligible to receive discounts to athletic events at other schools and at other PHS events. The card also functions as a debit card, which students can load with money and use at the Piper Café for

food purchases. Students who do not wish to pay for this card may request a free student ID card that is not valid for free or lowered price admissions to school events. Lost cards of either type can be replaced for a \$3 fee at the Counseling Office.

The Piper Café

Students have the option to use their PHS Student Body Card as a debit card for the Piper Café. Students wishing to use their Student Body Card to purchase food must hand their card to the cashier at the time of purchase. No exceptions! Sharing or borrowing someone else's card is not permitted and photo ID's will be checked. Photos will be checked to make sure it matches the student who hands it to the cashier.

Funds are added to student ID card by visiting <https://secure.ossi.com/piedmont/foodservice>. The process is very simple, using the student ID number, home telephone number, and a Visa or MasterCard to add funds to this debit system. All transactions are delivered over a secure network. Funds can be added at any time and a student can come to the Student Center during brunch or lunch to find out how much they have remaining on their fast pay account.

Emergency Procedures in the Event of a Major Disaster

Phone lines will need to remain open for communication purposes; please do not call the school. In the event of a major disaster, such as an extensive earthquake, students may be evacuated under staff supervision to the lawn area of the Community Center adjacent to the campus. Staff will take roll, and then if conditions allow for their safe release, students will be signed out to their destination.

Campus Policies

Bicycles, Razors or Motor Scooters, Skates, Roller Blades and Skateboards

Bicycles must be stored at the bicycle rack at the entrance to the school. They must not be ridden on campus.

Skateboards, skates, roller blades or Razor scooters must not be ridden on any part of the PHS campus at any time. Students are permitted to bring skateboards or scooters to school only if they place them in their lockers prior to their first class of the day. They must remove them from their lockers only after their last class of the day and only when leaving campus directly.

Motor scooters and motorcycles must not be ridden or parked anywhere on campus at any time. Violation of these rules can result in detention or suspension from school and revocation of the privilege of storing a bicycle or skateboard on campus.

Copying Machines

A coin operated copying machine for student use is provided in the Library. No other student use of school copying machines is allowed.

Fundraising

No sales of any kind, whether for group or individual fundraising, may take place on or off campus without prior permission from the school administration. See an administrator to request an exception.

Library Fines

The PHS Library reserves the right to charge fines or send students to detention for failing to return or renew library books or textbooks. Before fines or detentions are issued, students are emailed overdue or lost notices and allowed a grace period to renew or return the item(s). Printed overdue notices are not delivered to students at school nor mailed home. Students are taught (during English class) how to create library accounts so they can monitor materials they have checked out and renew items as needed. Students must make sure their email address is correct, and are responsible for checking that address for overdue or lost notices. Fines for overdue materials are twenty cents a day for regular items and fifty cents a day for reference materials. Detentions may be issued if a student receives three or more overdue notices for the same item and fails to return or renew it. Detentions are revoked as soon as the item is returned.

Open Campus, Off Limits Areas

Piedmont High School is a closed campus. However, students may leave the campus during lunch as long as this does not interfere with their attending all their classes on time. No students, including T.A.s, may be off campus during class-time without explicit approval from authorized school authorities. Certain areas on or adjacent to campus represent supervision problems and are off limits to students immediately before, during, and immediately after school hours. The following off limits rules apply throughout the school year:

➤ Standing or sitting in walkway and stairway areas in the central campus that are necessary for the flow of pedestrian traffic is not allowed during passing periods or at the beginning and end of brunch and lunch.

➤ On school days, students may not congregate in the following areas between 7:30 a.m. and 4:00 p.m.:

- The street, sidewalks, and walls along Magnolia Avenue between the stairs to the swimming pool and Highland Avenue, except the sidewalk on the south side of the street directly adjacent to the PHS marquee;
- The parking lot for Recreation Department employees located at Magnolia and Bonita Avenues;
- The collection area for Dress Best for Less (DBFL) and the surrounding areas in the immediate vicinity of the DBFL building;
- The stairs between the DBFL building and the Recreation Department courts;
- The green top directly behind the DBFL building;
- The walkway between the swimming pool and Magnolia Avenue.

- Bonita Avenue and its sidewalks between Magnolia and Vista Avenues.

➤ On school days between 7:30 a.m. and 4:00 p.m. and during school events at Witter Field, whether during school hours or not, students may not congregate in these areas:

- The area behind the John Morrison Gym at Piedmont Middle School, and the hillside between the back of this gym and the park pathway to the softball field;
- The hillside behind the PUSD maintenance buildings;
- The park pathway behind the PHS Student Center. This pathway may be used to go to and from school or to and from the fields with a class. It is closed for other purposes during the school day, including at brunch and lunch. (The patio area on school grounds behind the Student Center remains open for students to congregate);
- The area behind the PHS gym and the hillside between the gym and the park pathway; this also includes the hillside below the gym blacktop.

In addition to these defined areas, students must respect as off limits any other areas designated by campus or district administrators during the year. Students must also move from any area when requested to do so by campus or district administrators and generally abide by the campus behavior requests of administrators, teachers, the campus supervisor, and other school authorities.

Visitors to PHS

All visitors (parents, guest speakers, alumni, volunteers), including those at lunchtime, must register at the main office when arriving to the campus. Students who wish to have friends from other schools join them for the day must pick up a permission form from the Attendance office and should seek permission from their teachers at least a week ahead of time and must register their friends at the main office, where they will be given a visitor's permit. *Permit requests will be denied during busy times of the year, when it is not in the best interests of the school to approve them, or when the visitor's own school is in session.*

Posting Flyers and Notices

All organizations or individuals wishing to post flyers or notices must use only the indoor or outdoor bulletin boards provided for this purpose. The original of the flyer must be brought to the office before it is duplicated so that clarifying information can be added if necessary, and so the Principal or an Administrator can approve it for posting. All flyers must be dated and must be posted using staples. (Staple guns may be checked out from the office for this purpose.) Tasteless and offensive flyers will not be approved. These regulations will be reviewed with all school clubs at the beginning of the school year.

Weight Rooms

Students may use either of the two PHS weight rooms only under the direct supervision of a qualified and authorized teacher, coach, or supervising employee. Students who are in the weight rooms under any other circumstances are subject to school discipline and removal from their athletic team. The Witter Field weight room is open and supervised after school. The Morrison Gym weight room is not available except for use by PE classes or by athletic teams with the coach or designated adult present in the room.

Student Conduct Guidelines

Academic Integrity Policy

Philosophy

“Achieve the Honorable,” the PHS motto, means that the Piedmont High School community behaves with honesty and integrity. Honesty is a value that holds each person to tell the truth and to defend the truth. Honesty supports intellectual growth and creates a fair learning environment. Integrity is firm adherence to our values with or without the presence

of others. In an environment of honesty and integrity, the work we turn in as our own is our own.

Teachers and administrators at PHS understand that pressure to get good grades can sometimes create the incentive to cheat. However, we firmly believe that cheating denies the value of education, damages the ethical character of the individual student, and undermines the integrity of our school community. This Academic Integrity Policy affirms that we value learning for its own sake, and that we therefore demand personal integrity and intellectual honesty in all academic work.

Definition

Having academic integrity means valuing and demonstrating positive regard for:

- Intellectual honesty
- Personal truthfulness
- Learning for its own sake
- The creations and opinions of others (i.e., intellectual property)

You are acting with academic integrity to the extent that you demonstrate these values, and in particular:

- Take full credit for your own work, and give appropriate credit to others who have helped you or influenced you, or whose work you have incorporated into your own.
- Represent your own work honestly and accurately.
- Collaborate with other students only as specifically directed and authorized.
- Report breaches of academic integrity to a teacher, counselor, or administrator.

What is cheating?

Cheating is defined as seeking to obtain (or aiding another to obtain) credit or improved scores using any unauthorized or deceptive means.

Some examples of what cheating looks like:

- Presenting information collected, organized, or envisioned by someone else as your own (with or without the author's permission) or allowing someone else to present your work as his or her own.
- Taking shortcuts (such as unauthorized use of study aids) that allow you to bypass steps of an assignment.
- Using forbidden material to "help" during an exam, such as cheat sheets, graphing calculators, or personal electronic devices
- Asking about or sharing questions and/or answers to quizzes and exams.
- Submitting the same work for more than one assignment without express permission from your teacher(s).
- Altering corrections or scores with the intent of changing your grade.
- Misrepresenting yourself in any way to your teachers concerning the work you have done, such as saying you have turned in an assignment when you did not, or that you have worked hours longer than you actually did to complete an assignment.
- Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam.

- Missing class in order to avoid turning in an assignment or taking a test.
- Completing more or less than your share of a group project without permission from your teacher.

Student, Teacher, Parent, and Administrator Responsibilities

Students' Responsibilities

- Read and know the school's Academic Integrity Policy.
- Observe the PHS Academic Integrity Policy, and all course-specific rules and consequences established by your teachers.
- Report to the teacher when and how cheating is taking place.
- Do not copy homework or let someone else copy your homework.
- Do not use study aids (such as Spark Notes) as an alternative to completing an assignment.
- Work with others only when the teacher has specifically given permission.
- Check with the teacher prior to receiving the help to know what help and assistance is appropriate and from whom
- Ensure that assignments reflect your individual honest effort, unless collaboration has been specified as permissible,
- Take responsibility for doing your fair share on a collaborative assignment.
- On papers, do not summarize, paraphrase or quote without proper documentation on papers. (Refer to the PHS Style Guide for further information.)
- Keep your paper covered and your eyes on your own paper during tests and quizzes.
- Clarify with the teacher what aids may be used on the test (calculator, notes, etc.).
- Do not talk during the test or quiz except to the teacher.
- Do not discuss any aspect of the test until the teacher has returned it or given permission to discuss it.

Teacher Responsibilities

- Be precise about expectations for students, including stating the Academic Integrity Policy verbally and in writing.
- Communicate the range of consequences for Academic Integrity Policy violations to the students.
- Address the use of study aids (e.g., Spark Notes, tutors, etc.) in course work.
- Clearly specify when collaboration with other students is or is not permitted on an assignment.
- Review student work regularly for violations of the Academic Integrity Policy.
- Report violations of the Academic Integrity Policy regarding your own class assignments to an administrator.
- Report violations of the Academic Integrity Policy regarding another teacher's class assignments to that teacher (i.e., when an English teacher observes students copying Math homework in English class, the English teacher should report that to the Math teacher).
- Tell students when they are allowed to discuss a test after it has been given.

Parent Responsibilities

- Read and know the school's Academic Integrity Policy.
- Help the student understand that you value academic integrity and expect the student to comply with the school's Academic Integrity Policy.
- Support the imposition of consequences if the Academic Integrity Policy is violated.
- Require students to do their own work.
- When helping students with assignments, ensure that their work remains their own.

Administrator Responsibilities

- Make available to all students, teachers and parents a copy of the school's Academic Integrity Policy.
- Facilitate ongoing conversations and reflection about the Academic Integrity Policy.
- Administer fair and consistent consequences for violations of the Academic Integrity Policy.
- Maintain records of Academic Integrity Policy offenses.

Procedures and Consequences

Procedures

The teacher's professional judgment will determine whether a violation of the Academic Integrity Policy has occurred. Whenever a student violates the Academic Integrity Policy and/or course-specific rules, these procedures will be followed:

- The teacher will document the violation and report it to an Administrator via email.
- An Administrator will record the violation in Infinite Campus as part of the student's permanent disciplinary record.
- An Administrator will review the student's disciplinary record and determine whether the violation in question is the student's first (or subsequent) offense.
- The teacher will confer with the student and may contact the student's parents. The purpose of the teacher-student conference is to review the Academic Integrity Policy, clarify why the work or behavior in question violates the Policy, and help prevent future violations.
- According to the stated expectations of individual teachers, an appropriate penalty for the offense will be imposed. Consequences for first time and subsequent offenses are outlined below.

Consequences

Consequences for a first-time violation may include (but are not limited to):

- Point deduction on a quiz, test, paper, project, or homework assignment; this may result in a zero or negative points assigned as the grade.
- Detention(s).
- Citizenship of "U" on a quarter or semester report card.
- Grade lowered one (1) letter grade for the quarter or semester report card.
- A teacher may decline to write a letter of recommendation or may report it in a letter. A teacher may also rescind a recommendation after it has been sent.

Consequences for subsequent violations may include (but are not limited to) any of those above as well as the following:

- Repeat offense in same class: Conference called by an Administrator with student, teacher, parent, and counselor.
- Repeat offense, but not in the same class: Appropriate action taken by an Administrator (e.g., detention and Saturday school).
- Grade lowered several letter grades for the quarter or semester report card.
- Suspension and/or exclusion from extracurricular activities including removal from ASB office and disqualification from PHS Honor Society.

Detention

PHS has a detention program designed to encourage attendance and discourage inappropriate behavior. Detention periods are 50 minutes long and are held before and after school. In accordance with state law, students may be required to assist in picking up litter or helping with minor office tasks as part of detention when school personnel are available to supervise such work. Students assigned detention must report to the main office the day they receive a detention assignment, and sign up to attend detention on a specific date within one week. They are expected to be present on the assigned day on time and to bring study materials with them. Students failing to follow these rules and to behave as directed by an Administrator or campus supervisor in charge of detention will be benched from extracurricular activities, required to attend more detentions and/or suspended from school. Saturday detentions may be assigned in some instances.

Personal Electronic Devices (smartphones, cell phones, etc.)

PED's may not be visible or used during class time. If a PED becomes visible, the teacher may ask the student to turn the device over to her/him until the end of the period. If there is a repeat offense, the teacher can ask the student for the device and then will turn the PED into an administrator until the end of the day. The administrator may contact a parent about the confiscation and give the device to the student at the end of the day. On the second offense, the administrator may keep the device until the parent comes in for a conference about the repeat offenses. If there is resistance, the student can be sent to an administrator. This policy limits classroom disruptions and distractions, and eliminates opportunities for students to use PED's for conversation, cheating, and picture taking.

Dress Code

PHS students are expected to be appropriately dressed at all times. If at any time a student's dress or grooming is judged by an administrator to be disruptive or inappropriate to the school's educational mission and program, the student can be sent home. In addition, the following specific requirements will be in effect:

1. State law requires that all students wear shoes or sandals.
2. Clothes must be sufficient to conceal undergarments and not draw inappropriate attention to the wearer. Jeans or other pants with gaping holes, and/or pants worn so low on the hips that they reveal undergarments are prohibited on campus.

3. Clothing or jewelry that promotes behavior or practices that is illegal (or illegal for minors) or that is inappropriate for our educational mission is not permitted. Graphics and slogans promoting the use of illegal substances are obvious examples.
4. Obscene pictures, slogans, or graphics that convey explicit sexual messages or which demean males or females are not appropriate on clothing,
5. Garments with slogans or graphics that demean any individuals or groups of people, or which may be reasonably perceived as intending to be demeaning or derogatory are contrary to our school's mission to accept and honor diversity in our community.
6. PHS has a system that asks students to think about the effect their clothing may be having on others as an ordinary first step in redressing problems of inappropriate clothing. This process may be set in motion by referrals from staff members or peers to administrators.

Illegal Drugs and Alcohol

No alcohol or illegal drugs are allowed on the school campus or at school events, including “on” and “off” campus events. Nor may a student be under the influence of alcohol or illegal drugs at school or at school events. Possession, use, furnishing or sale of alcohol or illegal drugs or drug paraphernalia, or being under the influence of drugs or alcohol at school, or an on- or off-campus school event will result in suspension and/or expulsion, loss of activity eligibility, and/or referral to an appropriate law enforcement agency. Subsequent offenses may be referred for an expulsion hearing.

Students also are prohibited from being in the presence of persons who are using illegal drugs or alcohol, and from being in the presence of students who are openly in possession of illegal drugs or alcohol during the school day or at school events. For example, when a group of students is observed passing around a marijuana pipe, all students will be deemed to be in violation of school rules, not just the one apprehended with the illegal drugs.

All students expecting to attend PHS dances, senior picnic, and Grad Night will take a breath alcohol test before being admitted. Students who show evidence of *any* alcohol on this test will be refused admission, released to their parents or guardians, and/or reported to the Piedmont Police Department. Students will also be subject to school discipline.

Illegal Drugs and Alcohol on Overnight Field Trips or Activity Trips

These policies and procedures are designed to ensure drug- and alcohol-free overnight trips, including trips related to a particular class, sports trips, or other extra-curricular trips.

1. All students' bags, suitcases, backpacks, etc. must be submitted for inspection when requested by a chaperone.
2. If alcohol or illegal drugs are plainly visible in a room when a chaperone enters it, all students in the room will be deemed to be in possession. A student innocent of possession may avoid problems by insisting to the student owning the drugs or alcohol that they be removed, or by reporting their presence to a chaperone immediately.

3. Students found to be in possession of alcohol or illegal drugs or under the influence during a trip will be sent home at the parents' expense.
4. Students in possession of illegal drugs or alcohol will also be subject to school discipline and to the school Activities Code. The usual penalty for such possession is a suspension and/or expulsion, loss of activity eligibility, and/or referral to the appropriate law enforcement agency.

Education Technology Code & Student Use of the Internet on Campus Computers

1. Personal Safety
 - a. Students will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc. No purchases may be made from school computers.
 - b. Students will not agree to meet with someone they have met on-line without parental approval. It is recommended that parents accompany students to any such meeting.
 - c. Students will promptly disclose to their teacher or other school employee any computer message they receive that is inappropriate or makes them feel uncomfortable.
2. Illegal Activities:
 - a. Students will not attempt to gain unauthorized access to the school network or to any other computer system through the school network or go beyond their authorized access. This includes attempting to log in through another person's account even with his or her permission or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
 - b. Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
 - c. Students will not use the school network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of persons, etc.
 - d. Possession or use of software tools that are expressly written to perform any of the actions described in section 2b and 2c is not allowed.
 - e. Physical vandalism including any modification of hardware or software not specifically authorized by a faculty member is forbidden.
3. System Security:
 - a. Students may not use school computers for e-mail purposes unless under the direct supervision of a teacher. All E-mail on the school network is the property of the school district. E-mail is not confidential.
 - b. Students will immediately notify a teacher or the system administrator if they identify a possible security problem. Students must not go looking for security problems, as this may be construed as an illegal attempt to gain access.
 - c. Students will avoid the inadvertent spread of viruses by following the District virus protection procedures if they download software. Downloads of any software require explicit faculty supervision.
 - d. Network servers are property of the school district and all information stored on them is confidential.
4. Inappropriate Language:
 - a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.
 - b. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
 - c. Students will not post information that could cause damage or a danger of disruption.
 - d. Students will not engage in personal attacks, including prejudicial or discriminatory attacks.

- e. Students will not harass another person. Harassment is persistently acting in a matter that distresses or annoys another person. If a student is told by a person to stop sending them messages, he/she must stop.
 - f. Students will not knowingly or recklessly post false or defamatory information about a person or organization.
5. **Respecting Resource Limits:**
- a. Students will use the school network only for educational and career development activities.
 - b. Students will not download large files unless absolutely necessary and approved by a faculty member. If necessary and approved, they will download files at a time when the system is not being heavily used and immediately remove the files from the system computer to their own personal computer. Downloads must be supervised by a faculty member.
 - c. Examples of unacceptable use are games, bulletin boards about games, fantasy leagues, real-time sports, puzzles, shopping, personal e-mail, instant messages, etc.
6. **Plagiarism and Copyright Infringement:**
- a. Students will not plagiarize works, including those that they find on the Internet. (Plagiarism is taking the ideas or writings of others and presenting them as the student's work.)
 - b. Students will respect the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is copyright protected. If a work contains language that specifies appropriate use of that work, one should follow the expressed requirements. If unsure whether or not a work can be used, permission should be requested from the copyright owner. If there are questions, students should ask the librarian.
 - c. Copyright infringement includes unauthorized distribution of application software
7. **Access to Material:**
- a. Students will not use the school network to access material that is profane or obscene (pornography), or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of access is to conduct research and both the teacher and parent have approved.
 - b. If inappropriate information is mistakenly accessed, the student should immediately tell a teacher or an administrator. This will protect students against a claim that they have intentionally violated this policy.
 - c. Parents should instruct their student if there is additional material that they think would be inappropriate to access. The District fully expects that students will follow their parents' instructions in this manner.
8. **Use of Personal Laptop Computers:**
- a. Using a personal computer to access the school network or the Internet through a PUSD connection requires adherence to the PUSD Acceptable Use Policy.
 - b. Personal computers should be registered with the school Technology Coordinator before being used to access the network or the Internet.
9. **Consequences**
- Students who violate these rules will be disciplined under the same guidelines as for other inappropriate behavior.

Harassment, Including Bullying

Students who are being harassed or bullied on campus and who feel unable through their own efforts to end the harassment or bullying (including cyber bullying) should inform a counselor, teacher, administrator, or other school adult in whom they have confidence. School authorities will take appropriate action, including a full investigation and application of school discipline if necessary. All reported incidents will be taken seriously and retaliation against complainants will not be tolerated.

Sexual harassment, such as unwelcome sexual advances, requests for sexual favors, unwanted verbal, visual, or physical conduct of a sexual nature, represents an especially destructive form of harassment and should not be tolerated by anyone in the school community. The school's goal is to provide an atmosphere free of all the following behaviors and any other degrading and harassing behaviors not explicitly listed:

- Name-calling of a sexual nature, whistling, catcalls
- Teasing about body development
- Poking, pinching, patting
- Inappropriate references to body parts
- Bra snapping, “pantsing,” sexual gesturing or grabbing
- Leering or sexual gestures
- Pressure for sexual activity
- Comments that boys/girls are better at some subjects than boys/girls are
- Wearing of clothing, buttons, etc., with sexually offensive slogans
- Comments by a teacher or other school adult about how “good” a student looks when made in an inappropriately personal or familiar manner
- Continued expression of sexual interest after being asked to stop or making threats on receiving a negative response to expressed sexual interest
- Making insulting or degrading remarks to or about someone because of their sexual orientation.
- Texting or posting messages on Facebook or Twitter
- Spreading sexual rumors and sexually descriptive graffiti, sexual “slam” books

When instances of these and other similar behaviors *do* occur on campus, it is important for all members of the school community to help bring them to a stop. In some instances, bringing these behaviors to the attention of school authorities is important because this is the *only* way for repeat occurrences to be avoided.

Smoking

Piedmont High School strongly discourages smoking and other uses of tobacco by students. In accordance with state law, smoking, use of chewing tobacco, or use of any non-medically prescribed substance containing nicotine on any part of the campus or at school events is illegal for all students, including 18 year olds. Violations will result in suspension. Students found smoking or chewing tobacco, even if off campus, during assigned class time will be suspended. Parents and students are reminded that state law prohibits the *possession* of tobacco by persons under the age of 18.

Sportsmanship at Athletic Events

Piedmont High School has high expectations for the behavior of its student spectators as well as its athletes and spirit squads. All students are expected to participate in a manner that positively represents their school and reflects the best interests of athletes in the Bay Shore Athletic League (BSAL). Students are generally expected to take directions from supervisors at gyms or fields where contests are being played. Yells and signs designed to taunt the opposition are in poor taste and are prohibited. During athletic events, the team bench and sidelines are out of bounds to student spectators. Noisemakers are not allowed at athletic events (this includes, but is not limited to drums, air-horns, etc.). Additionally, spectators and the spirit squad are not permitted to gather under baskets, gather too near the outside lines during the game, or throw objects onto the court. Derogatory remarks and yells or gestures directed toward the officials in any contest are not allowed. Students behaving inappropriately will be asked to leave the game and are subject to school discipline.

The following text presents the official BSAL Notice Concerning Sportsmanship:

BSAL Notice Concerning Sportsmanship

The member schools of the BSAL aspire to high standards of sportsmanship. Coaches, players, spirit squads, fans and school officials are responsible for safe and orderly athletic contests that promote fair play and healthy competition. In games, BSAL expectations must be honored:

- Athletes are alcohol and drug free.
- Treat opposing teams with respect.
- The integrity and judgments of officials are appreciated.
- Game rules are observed.
- Players, coaches, fans and officials exhibit composure.
- Contests are free of trash talk, taunts and abusive gestures.
- Spirit signs and cheers show only positive support for teams.
- Noise-makers are prohibited

Thank you for supporting the BSAL to ensure the best of sportsmanlike environments. Piedmont High School abides by the North Coast Section Ejection Policy which every student participating in sports signs at the beginning of the school year.

Transferring from one school to another school may affect a student's athletic eligibility under NCF, CIF and/or State CIF rules. It is the student's responsibility to see the school Principal for a copy of the rules.

Suspension and Expulsion

Students involved in more serious infractions or repeated minor infractions are subject to suspension from school for limited periods of time or expelled from the school district altogether. Students who are suspended are prohibited from attending classes and from being present on the campus or at any school-sponsored activity during the period of the suspension. They are also prohibited from being in the areas immediately adjacent to the school during the suspension or expulsion.

While not every circumstance leading to expulsion or suspension is listed below, parents and students are urged to be particularly aware that ***an expulsion recommendation to the Board of Education is mandated by the state of California*** if a student causes serious physical injury to another person, possesses or furnishes any firearm or other weapon or dangerous object, brandishes a knife, sells illegal drugs, robs or extorts money from another student or engages in any other specified suspendable offense. In addition, state law prohibits the possession of any knives whatsoever on any public school campus or at any school event – some knives that are legal to purchase are illegal to possess on a public school campus. Kung Fu sticks, brass knuckles, and other such objects are also illegal and their possession, if discovered, requires an expulsion hearing. Possession of laser pointers is not allowed on campus or at school events. Students are subject to detention assignment for possession and to suspension for shining one into the face of another person.

The Board of Education strongly encourages students to report promptly the presence of weapons, injurious objects, or other suspicious activity to school authorities. The identity of any student who reports such activity will remain confidential to the extent allowed by law.

Students will be suspended or expelled from school when they have:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Willfully used force or violence upon the person of another, except in self-defense.
- Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the Principal or the designee of the Principal.
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stolen or attempted to steal school property or private property.
- Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
 - (1) While on school grounds.
 - (2) While going to or coming from school.
 - (3) During the lunch period whether on or off the campus.
 - (4) During, or while going to or coming from, a school sponsored activity.

- A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a) above.
- As used in this section, "school property" includes, but is not limited to, electronic files and databases.
- A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
- It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.48900.2.
- In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purposes of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.
- 48900.3. In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.
- 48900.4. In addition to the grounds specified in Sections 48900 and harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.
- 48900.7. (a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.
- For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

Attendance Policies

Regular attendance and classroom participation are essential to the educational process. Missing class presentations, discussions, lectures, demonstrations and laboratories can be detrimental to student achievement, to grades, and even to the progress of the class itself because students with poor attendance slow down the pace at which the class can advance. Piedmont High School attendance policies and procedures are outlined below. Please review them carefully so that parents and students are all aware of the rules, routines, and consequences.

Reporting and Excusing an Absence

When a student is absent, PHS requires the parent/guardian either to phone the Attendance Office recorder (**594-2629**) or send a note explaining the reason for the absence. If an absence is cleared by phone, it is not necessary to follow up with a note. *Pre-printed absence forms are also provided for your convenience.* **Only the signature(s) of the parent/guardian on the student emergency card are permitted.** Please provide the first and last name of the student, name of parent, date of absence, specific classes missed and reason for the absence. Parents/Guardians must excuse their student's absence within three days after they return. If an absence is not cleared within that time, the absence will be marked as unexcused. **Students are not permitted** to excuse themselves on the recorder or by note. (Exception: See section on 18 year olds.)

Excused Absences

Like other public school systems, the Piedmont Unified School District is financed through a state system based on attendance. The state pays the district for any day a student is present. Since the state does pay for excused partial-day absences, please be specific when reporting and absence i.e., all day or part of a day and periods missed.

The state does not reimburse districts for any all-day absences, even if excused by parents. The only exceptions are absences accompanied by an Independent Study Contract (see below).

PHS, however, accepts as excused for purposes of teacher roll books and school records a limited and reasonable number of absences for illness, medical appointments, or personal reasons. Examples of legitimate personal reasons include transportation problems, a parent's need for the student at home, religious holidays, etc. An absence or tardy due to oversleeping is unexcused. Similarly, when parents attempt to excuse the student to remain on campus but to miss a specific class (e.g. to "study in the library" or "finish a paper"), the absence or tardy is unexcused. Students who are on campus *must* be in their assigned classes or at approved appointments with school officials.

Students absent for an excused reason are permitted to make up missed work, tests, etc., assuming that the work missed lends itself to make-up without placing an undue extra burden on the teacher. Parents who are planning any absence of five days or more are strongly urged to utilize the Independent Study Contract process so that the District does not lose state funding for the absence.

Unexcused Absences

Students who are absent for unexcused reasons may not receive credit for work missed, and are subject to school discipline and exclusion from participation in extra-curricular activities.

Unexcused absences include:

1. Absences due to truancy, i.e., cutting class or leaving class once it has started without permission of the instructor.
2. Absences for which no excuse is received from the parent within three school days after the student's return to school.

3. Absences excused by a forged note or fraudulent phone call. The student is subject to school discipline even when parents later validate the excuse. Students may never represent themselves in writing or over the phone as their parents.
4. Absences excused by a parent for reasons unacceptable to the school.
5. Absences of 18 year olds, even when excused, if the school deems them excessive.

Consequences for Unexcused Absences

Teachers are expected to inform students in writing of their grading policies. Students should pay careful attention to these policies and how attendance might affect their grades in each class. In many courses, students with large numbers of absences cannot meet the academic goals set by the district and by the individual teacher, whether these absences are excused or not. In addition, most teachers adhere to a voluntary faculty standard that two unexcused absences in one quarter result in an "unsatisfactory" citizenship grade for that quarter.

Students face a graduated schedule of consequences for unexcused absences:

1. Each unexcused absence may result in assignment of two detentions, which must be served within one week of the absence.
2. Within a semester, the third unexcused absence in one class and all subsequent unexcused absences in that class may result in suspension of the student from school for one day.
3. Within a semester, the tenth unexcused absence in all classes and all subsequent unexcused absences may result in suspension of the student from school for one day.
4. If Saturday School is offered, it may be substituted for some suspensions or detentions at the discretion of the school administration. Please see the sections on "Detention" in this handbook.
5. Good attendance is required of all students participating in extra-curricular activities. Please consult the Activities Code for the complete rules regarding attendance and eligibility.

Consequences for Excused Absences

There are also consequences for large numbers of excused absences. The primary consequence is that the student is unlikely to do very well in his or her courses. In addition, when a student accumulates an excessive number of excused absences, depending on the circumstances, the Assistant Principal or the counselor may call for a conference with the student's parent(s) if it appears such a conference could result in an attendance improvement. (This conference will not be called when the absences are due to extended illness or to a hospital stay unless intervention is necessary in order to get the student back on track academically.) The goals of such a conference would be:

1. To determine why large numbers of absences are occurring.
2. To explore alternative educational placements if appropriate.
3. To warn the student and parent that exclusion from participation in extra-curricular activities may result in the event of further absences.
4. To consider whether any further school or parent intervention is warranted in order to improve attendance.

Keeping Track of Absences

When a teacher reports their student absent the previous day and no written or phoned excuse has been received, the Attendance Office, using a phone auto-dialer, sends out courtesy calls to parents. On the third day, these un-cleared absences are automatically labeled as unexcused – with important consequences for students' grades and eligibility. Families receiving such notices should act the following day to correct any reporting errors or to have the absences excused. Students are held responsible for their attendance record, whether it is their fault or the fault of their parents.

Within the limits of what is possible with existing school personnel, the school attempts to keep parents informed of student absences. Whenever possible, parents will be called by school officials concerning absences as follows:

1. When no excuse has been received from the parent regarding an all-day absence.
2. When school officials suspect that an excuse received is fraudulent.
3. When a student is in danger of serious consequences with a further cut.

Parents should note that total absences are printed on report cards for their information.

Students should consult the daily and/or weekly attendance postings in their classrooms and at the attendance office in order to make sure they are not assigned unexcused absences in error. A student's failure to keep careful watch on his/her attendance record can have very serious consequences.

Tardies

Students should know each teacher's tardy policy. They may find themselves subject to poor citizenship grades, loss of academic points, or disciplinary penalties imposed by the teacher. In addition, after the fifth tardy in a class in any semester, the teacher may also assign the student to school detention for each further tardy. Parents are asked to work with students, especially on first period tardies. All tardies are disruptive to the educational program, but first period tardies can be especially damaging when they delay the beginning of instruction.

Leaving School before the End of the School Day

Piedmont High School cannot discharge its legal duty to parents and students when students leave campus without the school's knowledge. Students who need to leave during the day must bring a note to the office prior to leaving campus. Students feeling ill must call a parent/guardian from the office before going home.

Rights of Eighteen-Year Olds

Eighteen-year-olds are adults, and as such may legally excuse themselves for absences under certain conditions. As with excuses presented by parents, however, state law requires that school authorities accept only a believable, reasonable excuse. Eighteen-year-olds wishing to exercise this privilege must meet with the Assistant Principal when they turn eighteen.

Eighteen-year-olds attempting to excuse tardies should be aware that the school will not accept such excuses unless accompanied by a note from a doctor or dentist's office or unless corroborated by some other responsible adult. Like other students, eighteen year-olds must sign out at the office when they leave school early.

Religious Holiday Policy

As with other absences, parents must notify the school that their student is excused for religious holidays. Failure to take this step will result in the absences being treated as unexcused.

No tests, quizzes, or review sessions will be administered in classes on the first day of Rosh Hashanah or Yom Kippur. No tests or quizzes will be administered on the day following each of these celebration days.

Students who are absent for observance of a religious holiday are expected to make up any class assignments missed within a reasonable time. No homework will be due in classes on the day students will be returning from the Jewish holidays unless it was assigned in time for students to have a full day before the holidays to complete the homework.

Administrators will notify staff of the holiday dates in a timely manner and give appropriate reminders of the policy elements.

Activities Code

Activities Covered by the Code

The Principal determines which school activities are subject to the Activities code and will make clear to each activity director, coach, and club sponsor, etc. whether the code applies to his/her activity. The following considerations guide the Principal in making this determination:

1. All extra-curricular activities, including sports, are covered by this code. The Principal shall inform all activity sponsors in a timely manner as to whether their particular activity is covered by the code.
2. Activities that include only occasional lunchtime meetings are not covered by this code unless so stipulated by the principal or the advisor of the activity. If, however, a club or activity of this nature participates in off-campus events in which students represent Piedmont High School, student participation in the activity is covered by this code in two ways:
 - a. A student ineligible to participate in extra-curricular activities because of earlier violations of the code will not be eligible to participate in the club off-campus activity.
 - b. A student who violates this code in the course of participating in the off-campus activity will be declared ineligible for other extra-curricular activities as provided for in this code and may be declared ineligible for continued membership in the club at the discretion of the Principal.
3. Attendance at school dances, including the Homecoming, Senior Picnic, Junior Prom, Spring Fling, and Winter Ball, is covered by the Activities Code. Ineligible students may not attend these events. (Attendance at the Senior Ball may be permitted to ineligible

seniors by applying for probation through the Assistant Principal. No underclassmen are eligible for this process) Attendance as an audience member at athletic and dramatic events is not, however, covered by the code. Students who are ineligible to participate in extra-curricular activities are eligible to attend these events unless forbidden to do so for school disciplinary reasons not related to the activities code.

4. A student may not run for elective ASB office or try out for Spirit Squad if he or she is ineligible at the time of the election or tryout. ASB officers who are declared ineligible may be removed from the ASB at the Principal's discretion.

Conduct

Students participating in extra-curricular activities on and off campus assume responsibility for knowing and following this code and for accepting the penalties if they violate the code.

1. Abide by the school's academic integrity policy.
2. Behave in ways that will bring credit and honor to PHS and to themselves, their teachers, coaches, parents and fellow students.
3. Don't use alcohol or illegal drugs
4. Attend all classes regularly.
5. Play fairly and cleanly in athletic competitions.
6. Follow regulations, cooperate with officials, and display good sportsmanship in both wins and losses.

Eligibility

Participation in extra-curricular activities is a privilege extended to students who are progressing adequately toward their primary goals at Piedmont High School--the goals of getting a good education and of preparing for the pursuit of a higher education and/or a satisfying career. Eligibility for extra-curricular activities is determined by the student's grades and by student adherence to the code of conduct outlined below. An Administrator makes the final determination of eligibility in any particular case.

Grades

To be eligible for participation in extra-curricular activities, a student must have met the following grade requirements during the last regular grade reporting period preceding the student's participation in the activity:

1. The student must have received a passing grade in courses representing at least 20 units.
2. The student must have attained at least a 2.0 GPA in all coursework attempted.
3. The student must not have received a "U" (unsatisfactory) citizenship grade in more than one course.
4. In the event of an incomplete grade, the conditional grade submitted by the teacher will be used in determining eligibility until the Incomplete is cleared.

A "U" citizenship grade in Library study hall is counted against a student in determining extra-curricular eligibility. Interim progress reports, whether positive or negative, do not affect eligibility, which is based solely on regular grade reports unless the student is eligible only on a probationary basis. (See "**Probation,**")

An equivalent course taken in summer school may help to re-establish eligibility if a 2.0 GPA is achieved when the grade for the made-up course is substituted for the grade which caused the student to have less than a 2.0 GPA in the first place. A "U" citizenship grade on the June report card may be cleared if the course for which the grade was assigned is repeated in summer school, and if the student's conduct during the course is satisfactory. An academic grade in an equivalent correspondence course may also be used to substitute for a poor grade in a regular course for purposes of determining eligibility. However, no correspondence course, whether taken during the regular year or summer school, can clear an unsatisfactory citizenship grade. If the student is ineligible due to incompletes the student has until the deadline on the incomplete form to complete the class for a letter grade to have the GPA recalculated to determine eligibility.

Prohibited Activities with Specific Penalties

Behavior:

Behavior that in the judgment of the Principal seriously discredits the student or the school, whether this behavior is on or off campus, is prohibited. The Principal will review on-campus behavior that warrants suspension from school and off-campus behavior that warrants citation by the police in order to determine whether the student's continued participation in extra-curricular activities is appropriate. In response to such behavior, the Principal may impose penalties ranging from a brief suspension from extra-curricular activities to a full suspension from activities for current and/or future semesters.

Attendance:

1. Absences on the day of an event.
 - a. A student may not have any unexcused absences on the day of an extra-curricular event in order to participate in the event.
 - b. Failure to attend at least 1/2 of a student's assigned classes prior to time for dismissal for the extra-curricular event, even when the absences from these classes are excused by the parent, will make the student ineligible to participate in the event. In compelling circumstances, an Administrator may make exceptions to this rule.
 - c. For purposes of determining eligibility for extra-curricular events, excuses for eighteen year-olds excusing themselves on the day of an event will not be accepted unless accompanied by documentation such as a medical appointment slip, etc.
 - d. These provisions will apply to events such as games or performances and not to practices or rehearsals unless the advisor of the activity is so notified in advance by an Administrator.

2. Provisions a and b above will be monitored. The administration will monitor student attendance on a spot-check basis on the day of an event and may declare a particular student ineligible for that day's event based on the facts discovered. In making spot-checks, administrators may legitimately pay particular attention to the attendance of students who have had a poor record of compliance with school attendance rules. When a student is discovered to have violated a and/or b above and still participated in the event(s) in question in the previous week, the student will be declared ineligible for the next similar event. In the case of a sport, the next similar event will mean the next game in the schedule. In the case of a dramatic or musical performance, the Principal or an Administrator will exercise discretion in assigning a penalty, which may range from detention to a declaration of ineligibility for future dramatic or musical events.

3. Students will become ineligible for all extra-curricular participation at the quarter if 2 ***unexcused*** absences in any one class or a total of 4 ***unexcused*** absences in all classes in a quarter. This provision will be monitored by the school administration in the following way: Any student who is in danger of being declared ineligible because of this rule will be notified in person, time permitting, by the school administration when one further cut will cause this rule to be enforced. In the event the school administration has not issued such a warning, eligibility will be revoked without warning after a student accumulates 4 ***unexcused*** absences in one class at the quarter, 8 ***unexcused*** absences in all classes in the quarter.

4. Whenever a student accumulates 4 ***excused*** absences in any one class at the quarter or 20 ***excused*** absences in all classes, and Administrator may review that student's attendance, extra-curricular and academic record and will make a determination whether it is in the student's or the school's best interests for the student to be allowed to continue in extra-curricular activities. An Administrator will consider the reasons for the absences and the pattern of the absences in making this determination.

Sportsmanship

Coaches and activity sponsors will punish minor violations of good sportsmanship themselves and will report serious violations to the An Administrator. The Principal may impose a penalty ranging from suspension from the activity for a brief time to suspension for the duration of the activity.

Alcohol and Drugs

The school does not condone *any* use of alcohol or illegal drugs by students. The category of illegal drugs includes steroids not prescribed by a physician as well as such mind-altering substances as marijuana, cocaine, LSD, psychedelic mushrooms, etc. The school also recognizes the difficulty of monitoring student use of these substances outside of the school day or outside of school events. Therefore, the rules below address primarily the use of illegal drugs or alcohol that is broadly school related. The following specific rules will guide the school administration in dealing with use of alcohol and drugs by students involved in extra-curricular activities:

1. When an administrator is presented with convincing evidence that a student has done any of the following, the student will be suspended from all extra-curricular activities:

- Possessed, consumed, or been under the influence of alcohol or illegal drugs in any amount, or possessed, used, furnished, or sold alcohol or illegal drugs or drug paraphernalia, at any time during school or at any school sponsored event,
- Possessed, consumed, or been under the influence of alcohol or illegal drugs in any amount, or possessed, used, furnished, or sold alcohol or illegal drugs or drug paraphernalia on the day of an extra-curricular event prior to or during that event, even if such use did not take place during school,
- Possessed, consumed, or been under the influence of alcohol or illegal drugs in any amount, or possessed, used, furnished, or sold alcohol or illegal drugs or drug paraphernalia at any time on the grounds of any school in the Piedmont Unified School District, or
- Knowingly been present in a group of persons using alcohol or illegal drugs during the school day or on school or PUSD grounds at any time without immediately absenting him or herself from such a group upon discovery of such illegal use,

The following rules will guide the suspension from extra-curricular activities:

- a. Athletes will be dropped for the remainder of the sports season.
 - b. Creative arts performers in an *extra-curricular* creative arts program such as Birdcalling, the Musical, Jazz Band or/and clubs such as Mock Trial or Mathletes, etc., may be dropped through the final performance of that program.
 - c. School officers will be removed from office and from the leadership class.
 - d. A student not currently involved in any extra-curricular activities at the time of the infraction will be suspended from all extra-curricular activities for six weeks after the date of the infraction or the date of the discovery of the infraction, whichever is later. If the suspensions referred to in a-d above occur with less than six school weeks left in the remainder of a season/activity in which the student *is* involved, the student will also be suspended from any further extra-curricular activities until a date six school weeks after the date of the original suspension.
 - e. When students go on overnight events such as athletic tournaments, they are to understand that the entire trip from time of departure to time of return, whether by school bus or private vehicle, is part of the event, and any use or possession of alcohol or illegal drugs during this time will be deemed to be a violation occurring during school time. Rules governing chaperones' procedures on such trips and definitions of what constitutes possession of illegal drugs or alcohol appear on page 17 of this handbook.
2. All directors of extra-curricular activities and all coaches *must* report all instances of alcohol or drug use (as outlined above) by students involved in their activity or sport to an Administrator.

Use of Tobacco

The school strongly discourages the use of tobacco by students. Students smoking or chewing tobacco or using any products containing tobacco or nicotine on school grounds or at any school-sponsored activities are subject to school discipline. They are also subject to whatever team discipline their coach or activity director may feel is appropriate because of the nature of their activity. They are not, however, subject to any exclusion from extra-curricular activities by the

school administration unless their use of tobacco on school grounds results in their repeated suspension from school itself.

Probation

Under specific circumstances, three types of probation are available to students who have been declared ineligible. These are as follows:

Probation for Incoming Freshmen

Incoming freshmen with less than a 2.0 GPA or more than one citizenship “U” on their final 8th grade report card and who wish to participate in a sport or extracurricular activity may request a probationary eligibility period during the first quarter of their 9th grade year only. Interested freshmen may apply to the assistant principal for this probationary status. If granted probation, the student's behavior and academic progress are monitored. Permission to begin to participate in games will be at the discretion of an administrator. Freshmen granted this status also do a minimum of one work detail for the team coach during this time. Details are available from the assistant principal.

Ineligible with Permission to Work Out with Team

Students who are ineligible for participation in athletic competition solely because of academic or citizenship grades are sometimes allowed to practice with the team even though they cannot suit up, play in the games, or travel with the team if such travel means missing classes. In order to apply for “practice” probation, a student-determining report card may not contain an “F” grade in any subject. This probation must be sought first from the individual coach, and then from the Principal or designee, who will determine whether it is in the student's or the school's best interest to permit this exception. If granted this permission, a student who becomes ineligible midseason and who is receiving P.E. Athletics credit for playing a team sport will not receive credit.

Regular Probation

All students declared ineligible solely because of unsatisfactory citizenship grades or because of excessive unexcused absences may apply for probationary eligibility for extra-curricular activities under the circumstances outlined below. (Students with less than a 2.0 academic average may not apply for this probation.) The intent in establishing this probationary system is to alter self-destructive student behavior or attendance problems in a positive direction while simultaneously providing for full student participation in extra-curricular activities.

1. A student may apply for probation for the current quarter if he/she has no more than three citizenship "U's" on his/her most recent report card. (This refers to regular quarter grades only, not to interim progress reports.)
2. A student may apply for probation for the current quarter if he/she has not been on regular probation at any time in the past two years or on freshman probation during the current year.

The application for regular probation shall consist of a letter written by the student and addressed to the Principal or Administrator, stating

- a. The reasons that probation is being requested,
- b. Why, in the student's view, he/she has received the unsatisfactory citizenship grades, or why the particular behavior or attendance problem leading to a declaration of ineligibility took place, and
- c. How his/her behavior will be changed to avoid unsatisfactory grades in the future.

The letter must be signed by the student and by the student's parent or guardian. While the application is being considered, the student will be ineligible for participation in any games, performances, or events. The Principal or Administrator will determine at the time of the application whether the student may or may not practice with the team while the application is being considered, if that is an appropriate issue.

The application for probation must be filed within one week after the original declaration of ineligibility (except in the summer when school is not in session), whether that ineligibility was declared on a schoolwide list based on grades posted for a regular grading period or was declared in the middle of a quarter because of excessive cutting or other behavior by a particular student.

The student's behavior between the declaration of ineligibility and the consideration of the application for probation will be a factor in the Principal's or Administrator's decision whether to grant the probation. The intent of this aspect of the rule is to alter the student's behavior as soon as possible. It is hoped this will discourage a student with already poor attendance from continuing the poor attendance pattern for a long period before he/she applies for probation just in time for the beginning of a particular sports season or other extra-curricular event.

If the Principal or Administrator grants the student's request for probation, he/she will state in writing to the student the expiration date of the probationary period, the penalties which will accompany the probation (such as being benched for a limited number of games or events), and the conditions under which the probation will be revoked. It is to be expected that the administrator will impose conditions pertinent to individual student problems and will require public service to the school or community throughout the sport or activity season from each student approved for probation.

The Assistant Principal will monitor a student who is granted probation for the entire sport or activity season. Students on probation will present to the Assistant Principal a weekly evaluation of their work signed by each teacher. After reviewing these evaluations, the Assistant Principal will determine whether the student is eligible for the next game or event and will issue a permission slip to those deemed eligible, which must be presented by the student to the coach or activity director. No coach will permit a probationary student to participate in a game or event unless the student presents such a valid permission slip approved by a school administrator.