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PUSD NON-DISCRIMINATION POLICY NON-HARASSMENT POLICY

The Piedmont Unified School District (PUSD) believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

The PUSD is committed to creating and maintaining a community free of harassment. All students are entitled to an atmosphere at school that is free of harassment, including sexual harassment and sexual violence.

Students who are being harassed and who feel unable through their own efforts to end the harassment should bring it to the attention of a counselor, teacher, administrator, or other school adult in whom they have confidence. It is a PUSD policy that school authorities will take appropriate action, including a full investigation and application of school discipline if necessary. All reported incidents will be taken seriously.

NON-BULLYING POLICY

The PUSD believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.

The PUSD will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The PUSD expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff witnessing such acts must take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to

students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

NOTICE OF NON-DISCRIMINATION

PUSD programs, activities, and practices shall be free from discrimination based on actual or perceived race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Sukanya Goswami
PHS Principal
800 Magnolia Avenue
Piedmont, CA 94611
(510) 594-2630

Shannon Fierro
MHS Principal
760 Magnolia Avenue
Piedmont, CA 94611
(510) 594-2878

Donald Evans, Ed.D.
PUSD Superintendent
760 Magnolia Avenue
Piedmont, CA 94611
(510) 594-2614

Cheryl Wozniak, Ed.D.
Assistant Superintendent
of Educational Services
760 Magnolia Avenue |
Piedmont, CA 94611
(510) 594-2687

For further information on the notice of non-discrimination, call the **Office of Civil Rights Hotline** at (800) 421-3481.

SPEAK UP! FORM

Initial reports of discrimination may be submitted anonymously on the

Speak Up! PUSD form: <http://bit.ly/speakuppUSD>.

Speak Up! is managed by the Assistant Superintendent of Educational Services who is also the District Title IX Coordinator. Individuals who report discrimination on this form remain anonymous unless choosing otherwise. Any report involving PHS is shared with school administration so they can take appropriate action.



Speak Up! QR Code

SCHOOL DIRECTORY*

PIEDMONT HIGH SCHOOL

MAIN OFFICE

Sukanya Goswami, Principal594-2630
Erin Igoe, Assistant Principal594-2762
Darlene Low, Administrative Assistant594-2630
Michael Bell, Campus Supervisor594-2626 x415
Latanya Lloyd, Attendance Secretary594-2628
Attendance Reporting Line594-2629 (VM)
Fax.....450-0425

ATHLETICS

Bradley Smet, Director594-2626
Instagram @piedmontathletics

COLLEGE & CAREER CENTER

Gwenly Carrel, Director594-2651

COUNSELING OFFICE

Irma Muñoz, Assistant Principal594-2647
Amanda Carlson, Counselor (A-G)594-2649
Chris Hartford, Counselor (H-O, P Seniors) .594-2648
Ashley English, Counselor (P-Z)594-2895
Ellen Fraser, Registrar594-2646
Fax.....652-9983

LIBRARY

Kathryn Levenson, Librarian594-2781
Jacob Stahl, Library Assistant594-2781

MILLENNIUM HIGH SCHOOL

MAIN OFFICE

Shannon Fierro, Principal594-2702
Bernadette Navarro, Administrative Asst.....594-2878
Stefanie Manalo-LeClair, Counselor594-2882
Attendance Reporting594-2889 (VM)
Fax594-2791

WELLNESS CENTER

Alisa Crovetti, Clinical Supervisor594-2728
Sari Sanghvi, Clinical Supervisor594-2831
Victoria Salazar, Secretary594-2803

PUSD NURSES

Carol Menz, Amy Jo Golfarb & Claudia García
Direct Line594-2751

PUSD SPECIAL EDUCATION

PUSD Special Education Office.....594-2892
Douglas Harter, Director594-2733
Franki Davies, Administrative Asst.....594-2893
Jen Rinna Hildreth, School Psychologist.....594-2754
Austen Lambe, Behavior Analyst594-2745
Dena McManis, Mental Health Coord.594-2639
Carrie Poole, Program Specialist594-2672
Fax595-9097

STUDENT SERVICES

The Highlander Hub Room 139*
Instagram @piedmonthigh

PUSD TECHNOLOGY

For Questions & Support, email @piedmont.k12.ca.us
Debbi Hill..... dhill
Chromebooks. chromebookhelp
Infinite Campus IChelp
General Helphelp

**To email the above school personnel, use first letter of first name plus last name @piedmont.k12.ca.us.*

STAFF DIRECTORY

Last Name	First Name	Department	Email (@piedmont.k12.ca.us)
Adams	Hayley	Social Studies/English	<i>hadams</i>
Alvarado	Pilar	Custodian	<i>palvarado</i>
Badal	Laura	Special Education	<i>lbadal</i>
Bailey	Gillian	Visual Arts	<i>gbailey</i>
Barbera	Michelle	Special Education	<i>mbarbera</i>
Bell	Michael	Campus Supervisor	<i>mbell</i>
Bjork	Hannah	Visual Arts	<i>hbjork</i>
Black	Beth	English/TPH	<i>bblack</i>
Bonnin	Dan	Directed Studies	<i>dbonnin</i>
Bouhedda	Nour	Special Education Para	<i>nbouhedda</i>
Boyes	Emily	Mathematics	<i>eboyes</i>
Branisa	Jana	Computer Science/Tech	<i>jbranisa</i>
Brennan	Travis	Health Science (Social Psychology)	<i>Tbrennan</i>
Calierno	Gabriel	Custodian	<i>gcalierno</i>
Carlson	Amanda	Counseling (A-G)	<i>acarlison</i>
Carrel	Gwenly	College & Career Center	<i>gcarrel</i>
Carroll-Browne	Colleen	Special Education Para	<i>ccarroll-browne</i>
Chamberlain	Marna	Science	<i>mchamberlain</i>
Christensen	Flint	Computer Science	<i>fchristensen</i>
Colburn	Sam	Mathematics	<i>scolburn</i>
Cota	Allison	Social Studies	<i>acota</i>
Crovetti	Alisa	Clinical Supervisor, Wellness Center	<i>acrovetti</i>
Cruz-Eriksson	Florence	Culinary Arts	<i>ccruzeriksson</i>
D'Annunzio	Jan	Performing Arts	<i>jd'annunzio</i>
Davidhazy	Jennifer	Athletics Clerk	<i>jdavidhazy</i>
Deluca	Pamela	Special Education	<i>pdeluca</i>
Dittmer	Mark	Mathematics	<i>mdittmer</i>
English	Ashley	Counseling (Q-Z)	<i>aenglish</i>
Foster	Kendra	Special Education	<i>kfoster</i>
Foster	Mercedes	English	<i>mfoster</i>
Frascati-James	Carole	Special Education	<i>cfrascatiames</i>
Fraser	Ellen	Counseling	<i>efraser</i>
Freeman	Hillary	Social Studies	<i>hfreeman</i>
García	Claudia	School Nurse	<i>nurses</i>
Giler	Yudith	Custodian	<i>ygiler</i>
Giordano	Jeff	Special Education	<i>jgiordano</i>
Goldfarb	Amy Jo	School Nurse	<i>nurses</i>
Goswami	Sukanya	Principal	<i>sgoswami</i>
Green	Viviana	World Language	<i>vgreen</i>
Gudino	Alma	Custodian	<i>agudino</i>

Guillén	Joanne	World Language	<i>jguillen</i>
Hartford	Christopher	Counseling (H-P)	<i>chartford</i>
Hayden	John	Mathematics	<i>jhayden</i>
Hazer	Amy	Special Education/CEC Therapist	<i>ahazer</i>
Hill	Debora	Tech/MTSS TOSA	<i>dhill</i>
Hnin	Aye Aye	Special Education Para	<i>ahnin</i>
Holt	Marla	Special Education Para	<i>mholt</i>
Hook	Emily	Special Education	<i>ehook</i>
Ibarria	Priscilla	Science	<i>pibarria</i>
Igoe	Erin	Assistant Principal, Student Services	<i>eigoe</i>
Kashani	Gabrielle	Social Studies	<i>gkashani</i>
Keller	Dave	Social Studies	<i>dkeller</i>
Kelley	M ^l Lisa	School Nutrition Director	<i>mkelley</i>
Klein	Matthew	English	<i>mklein</i>
Ladu	Daniel	Engineering Lab Manager	<i>Dladu</i>
Levenson	Kathryn	Library	<i>klevenson</i>
Lloyd	Gerald	Special Education	<i>glloyd</i>
Lloyd	Latanya	Attendance	<i>llloyd</i>
Low	Darlene	Principal's Admin Assistant	<i>dlow</i>
Marks	Elise	English	<i>emarks</i>
McCauley	Melanie	Social Studies/Yearbook	<i>mmccauley</i>
McMillen	Jessica	World Language	<i>jmcmillen</i>
Menz	Carol	School Nurse	<i>Nurses</i>
Miller	Diana	Mathematics	<i>dmiller</i>
Mockel	Jamieson	English	<i>jmockel</i>
Molina	Marcos	Head Custodian	<i>mmolina</i>
Moorhead	Amy	Dance/Physical Education	<i>amoorhead</i>
Mullan	Andria	Performing Arts	<i>amullan</i>
Muñoz	Irma	Assistant Principal, Counseling	<i>imunoz</i>
Newell	Jennifer	Computer Science	<i>jnewell</i>
Ortak	Irfan	Computer Science	<i>iortak</i>
Palsa	Thomas	Mathematics	<i>tpalsa</i>
Perez	Dionysis	Science	<i>dperez</i>
Peters	Jeff	Physical Education	<i>jpeters</i>
Poole	Carrie	Special Education	<i>cpoole</i>
Porreca	Camille	Mathematics	<i>cporreca</i>
Premnath	Gautam	English	<i>gpremnath</i>
Randick	Suzanne	Special Education	<i>srandick</i>
Rinna Hildreth	Jen	School Psychologist	<i>jrinnahildreth</i>
Ruby	Stephen	Mathematics	<i>Sruby</i>
Sahagon	Deysi	World Language	<i>dsahagon</i>
Salazar	Victoria	Wellness Center	<i>vsalazar</i>
Sanghvi	Sari	Clinical Supervisor, Wellness Center	<i>ssanghvi</i>
Savage	John	Science	<i>jsavage</i>
Seto	Shelley	Science/MTSS TOSA	<i>sseto</i>
Smet	Bradley	Director of Athletics	<i>bsmet</i>

Smith	Bryan	World Language	<i>bsmith</i>
Sohn	Janine	Social Studies	<i>jsohn</i>
Spinks	Gitara	Director of Food Service	<i>gspinks</i>
Stahl	Jacob	Library Assistant	<i>jstahl</i>
Taylor	Kimberly	Performing Arts	<i>ktaylor</i>
Weisenberg	Erika	MTSS TOSA	<i>eweisenberg</i>
Whitman	Rachel	Special Education Para	<i>Rwhitman</i>
Wilde	Samantha	Performing Arts	<i>swilde</i>
Willats	Andy	Science	<i>awillats</i>
Willats	Auban	Mathematics	<i>aubanwillats</i>
Wolbert	Eduardo	English	<i>ewolbert</i>
Xia	Xinjia	World Language	<i>xxia</i>

STANDARDIZED TESTING DATES

Due to possible changes in testing dates, you are encouraged to visit the ACT and College Board (SAT/AP) websites for updated information. Use the QR Codes below for easy access.

ACT



www.act.org

SAT & SUBJECT TESTS



www.collegeboard.org

PSAT

October 15, 2022

PRE-ACT

October 22, 2022

SMARTER BALANCED STATE TESTING

MATH, ELA (CAASPP)

SCIENCE (CAST)

Spring Semester 2, TBD

ADVANCED PLACEMENT EXAMS

Administration of the 2022 AP exams is scheduled for the first two full weeks of May with late testing occurring during the third week of May. The detailed exam calendar will be ready for review on the College Board website after the 2022 exam administration has completed in August 2022.

Planning Tip! Use the space below to write down your exam schedule once it is available.

MY AP EXAM SCHEDULE



AP Central

PHS GRADUATION REQUIREMENTS

CREDIT REQUIREMENTS

225 CREDITS: 1-YEAR COURSE (10 CREDITS) | 1 SEMESTER COURSE (5 CREDITS)

SUBJECT REQUIREMENTS*

Subject	# of Semesters	Credits	Courses
English	8	40	English 1–8
Mathematics	4	20	Including one (1) year of Integrated Math I
Science	4	20	Including 1 physical science and 1 life science course
Social Science	6	30	Including Modern World History, United States History or AP United States History, one (1) semester of Civics, and one (1) semester of Economics
Physical Education	4	20	10 credits must be completed during 9 th grade year, 5 credits completed during 10 th grade year, and 5 credits completed during 11 th grade year.
Breadth	4	20	(a) 10 credits of World Language and 10 credits of creative arts or (b) 20 credits earned from 2 different courses in creative arts (not different levels of the same course. E.g., Acting I, II).
Computer Studies	1	5	
Health Science*	1	5	
<i>(*formerly Social Psychology)</i>			

*These subject requirements are the **minimum** prescribed by our Board of Education for a high school diploma. Most students choose to exceed these minimum standards during their four (4) years at Piedmont High School.

LIBRARY DATABASE PASSWORDS

- ♦ All subscription resources are available to PHS & MHS Students with user ID and password.
- ♦ Databases can be accessed from the PHS Library website: <http://www.piedmont.k12.ca.us/phs/library>.
- ♦ Database passwords may change during the school year. Updated password lists are available in the PHS Library and on its website.

SITE	DESCRIPTION	USERNAME	PASSWORD
College Prep Step, EBSCO http://lexpr.es/home?AuthToken=a7d3a998-5dba-45f3-a770-27dc7a38042c	Use this link to create your own account. Practice tests for AP, SAT, ACT and more.	User created	User created
Destiny Discover (PHS & MHS) www.DestinyDiscover.com	A more "colorful, creative" way to view the library catalog.	student	phs
EBSCO Discovery Search	Overall search engine including library database content & print resources.	phsstudent	HighLanderz4evah!
Gale Student Resources in Context		pedmonths	pedmonthsrpa
The New Grove Dictionary of Music and Musicians https://www.oxfordmusiconline.com/grovemusic;jsessionid=4FDF4FC3C55DC79D6B47862FB31AE984		pedmonths	pedmonths

PASSWORDS FOR DATABASES COURTESY OF THE STATE OF CALIFORNIA

Site	Username	Password
Encyclopedia Britannica school.eb.com	!@#pedmonths	Ktwelve
Britannica Escolar (in Spanish) escolar.eb.com	!@#pedmonths	Ktwelve
ProQuest	Phs-library	R3se@rch

Noodle Tools: Make your own account attached to their Google account, using Google sign in & password.



Oakland Public Library

Research Tip! You can access many more specialized databases by searching the OPL's E-resources and online learning at <http://oaklandlibrary.org> or with the QR code.



Remote Access to ProQuest: <https://www.proquest.com/#>. At the top of the page, click on *Login through your library* to access more features, then *More access options* and enter the username & password. Or access this site by scanning the QR code.

Subscription Resources: Available to PHS & MHS students with Google user ID and password.

SEMESTER GRADING SCHEDULES, DATES & DEADLINES

PHS GRADING SCHEDULE | ADD/DROP DEADLINES | ELIGIBILITY DETERMINATION DATES

DATE	SEMESTER 1 PROGRESS REPORTING PERIOD & IMPORTANT DATES
08/10/22	First Day of School (Semester 1)
09/07/22	Last Day to Add/Drop Semester 1 Classes
09/07/22	S1 Progress Report 1 Period Ends
09/14/22	Grades Available in Infinite Campus
10/06/22	S1 Progress Report 2 Period Ends S1 PR2 Eligibility Determination Window Opens
10/14/22	Grades Available in Infinite Campus
10/18/22	S1 PR2 Extracurricular Eligibility Determination Date
11/09/22	S1 Progress Report 3 Period Ends
11/16/22	Grades Available in Infinite Campus
12/22/22	Semester 1 Ends

DATE	SEMESTER 2 PROGRESS REPORTING PERIOD & IMPORTANT DATES
01/09/23	First Day of Semester 2
01/13/23	Grades Available in Infinite Campus
02/08/23	Last Day to Add/Drop Semester 2 Classes S1 PR3 Eligibility Determination Date
02/08/23	S2 Progress Report 1 Period Ends
02/15/23	Grades Available in Infinite Campus
03/17/23	S2 Progress Report 2 Period Ends S2 PR2 Eligibility Determination Window Opens
03/24/23	Grades Available in Infinite Campus
03/28/23	S2 PR2 Extracurricular Eligibility Determination Date
04/26/23	S2 Progress Report 3 Period Ends
05/03/23	Grades Available in Infinite Campus
06/02/23	Semester 2 Ends S2 PR3 Eligibility Determination Window Opens
06/05/23	Grades available in Infinite Campus
06/09/23	S2 PR3 Extracurricular Eligibility Determination Date (for Fall 2022)

* Please note: PHS no longer mails report cards or progress reports home. If you would like one sent to your home, please contact the PHS Main Office.

MHS GRADING SCHEDULE

DATE	MARKING PERIODS
09/02/22	Marking Period 1 Progress Reports
09/23/22	Marking Period 1 Grades Close
10/14/22	Marking Period 2 Progress Reports
11/04/22	Marking Period 2 Grades Close
12/02/22	Marking Period 3 Progress Reports
12/22/22	Marking Period 3 Fall Semester Grades Close
01/27/23	Marking Period 4 Progress Reports
02/18/23	Marking Period 4 Grades Close
03/17/23	Marking Period 5 Progress Reports
04/07/23	Marking Period 5 Grades Close
05/05/23	Marking Period 6 Progress Reports
06/02/23	Marking Period 6 Spring Semester Grades Close

*Please note: MHS no longer mails report cards or progress reports home. If you would like one sent to your home, please contact the MHS Main Office.

ASB LEADERSHIP 2022-2023

Room 30A | Instagram @asblovesyou

Faculty AdvisorMs. Hayley Adams
ASB President° Wilson Wong*
ASB Vice President° Lila Town*
Secretary° Izzy Grimmer*
ASB Treasurer° Sadie Rosen*
Community Outreach Director° Sara Broach
Technology Coordinator Friedie Schickendanz
Publicity Charlotte Davies*
Historian Lilly Caldwell
Millennium Representative Xiaowei Elias*
Social Justice Liaison Siena Riddell
Senior Class President Lindsay Kottle
Senior Class Vice President Zachary Berg
Junior Class President Jack Cramer*
Junior Class Vice President Hailey Marshburn*
Sophomore Class President Genevieve Hiller*
Sophomore Class Vice President Juliana DeYoung
Members At-Large Jane Hempeck*
Members At-Large Eliza Hammond
Freshmen Representative Sydney Olsen
Freshman Representative Vivian Burke

° Executive Board Positions

* Veteran Council Members

CLASS COLORS
Class of 2023 RED
Class of 2024 GREEN
Class of 2025 ORANGE
Class of 2026 BLUE

SCHOOL COLORS
Primary: Purple
Secondary: White

SPIRIT FRIDAYS
Wear Class/School Colors

THE PIEDMONT HIGHLANDER



Student Newspaper
Room 32 | tphnews.com
Faculty Advisor, Ms. Beth Black

THE PRIDE

Piedmont Yearbook
Room 127 | piedmonthighyearbook@gmail.com
Faculty Advisor, Ms. Melanie McCauley

STUDENT SERVICES

The Highlander Hub (find us online soon!)
Room 139 |
phs.studentservices@piedmont.k12.ca.us
Assistant Principal Erin Igoe

STUDENT & PARENT HANDBOOK

2022 • PIEDMONT & MILLENNIUM HIGH SCHOOLS • 2023

PUSD MISSION

It is the mission of the Piedmont Unified School District to provide quality preparation that challenges students to achieve honorably and realize their present and future potential. Four assets support this mission and high academic standards:

- *A qualified, inventive and student-oriented staff*
- *A generous, involved and supportive parent community*
- *A K-8 program that prepares students effectively for the rigors of high school*
- *A bright and motivated student body of high school students who are diverse in their talents and their contributions to our educational setting*

PHS & MHS MOTTOS

PHS MOTTO: ACHIEVE THE HONORABLE

The long-standing motto of Piedmont High School means that all students demonstrate academic and personal integrity in their work. Being honest in all situations promotes learning, supports growth in intellect as well as character, and signifies each student's responsibility to respect peers, teachers, staff, and the administration.

MHS MOTTO: WE RISE TOGETHER

Millennium High School's motto calls all students to embody the values of **Respect** by honoring themselves, their commitments and their environment; **Impact** by recognizing their responsibilities within the community; **Skills** by developing the academic and social abilities to achieve success; and **Engage** by courageously taking ownership of their personal growth and future.

COUNSELING & GUIDANCE SERVICES

COUNSELING AND GUIDANCE

PHS maintains a counseling department with one of the lowest student/counselor ratios for a public school in the State of California. Extensive counseling services include but are not limited to personal issues, academic concerns, and college and career selection. For more information, contact your counselor to arrange a time pick up

a brochure in the Counseling Department office and visit the PHS website under the counseling tab.

Students wishing to see their counselor during school hours should make an appointment in the Counseling Department, then wait for a pass to be sent to them during the school day. Students are also encouraged to contact their counselor via email to make an appointment. A counselor is assigned to each student according to the first initial of the student's last name.

LAST DAY TO ADD/DROP CLASSES

Semester 1 | 09/07/22

Semester 2 | 02/08/23

COLLEGE AND CAREER CENTER

The *College and Career Center* is in Room 20 and offers services to students seeking help with college applications and career guidance, as well as Naviance, college representative visits, community service hours, and more.

COMMUNITY SERVICE PARTICIPATION

PHS recognizes the efforts of any student who volunteers their time and energy to service organizations and projects. Examples include volunteer work with church or temple organizations, hospitals and convalescent homes, public agencies such as the police or recreation departments, social service agencies such as the American Cancer Society or Goodwill Industries, or community projects such as Meals on Wheels or the Berkeley Emergency Food Project. A comprehensive list of volunteer service opportunities is in the College and Career Center.

BELL SCHEDULE

2022-2023 CHANGES

A new bell schedule has been adopted. Visit the PHS websites for the bell schedule and check the PHS Google Calendar for the daily schedule, being sure to pay attention to all announcements and communication regarding bell schedules and be prepared to adjust in the event of an emergency.

OFFICE HOURS/TUTORIAL

Please note the change in available Office Hours during the 1st semester. Office Hours (called Tutorial in the 1st semester bell schedule) are synonymous and offered by all teachers Tuesday mornings from 8-9am. Prior to final exams, additional Office Hours may be offered on Fridays. Office Hours are opportunities for students to access their teachers for additional support outside of the instructional day and to make up missed instruction due to absence, including essential curriculum, assignments, and assessments. Students are strongly encouraged to take advantage of Office Hours and may be required to attend by a teacher, counselor, and/or administrator.

SCHOOL SAFETY

EMERGENCY PREPARATION

Students & staff will review emergency procedures and participate in drills throughout the school year. Students and parents with interest and/or experience in emergency preparation are encouraged to join the PHS Emergency Action Team. Please contact Assistant Principal of Student Services for more information.

EMERGENCY PROCEDURE FOR MAJOR DISASTER

In the event of an emergency categorized as a major disaster, such as a major earthquake, students may be evacuated under staff supervision to the lawn area of **Piedmont Park** adjacent to campus. If this area is not available, students will be evacuated to Witter Field. Staff will take roll, and if conditions allow for the safe release of students, students may be signed out and permitted to leave. **Please note** that students will only be released to parents/guardians or their Infinite Campus emergency contacts who arrive at the evacuation site.

SURVEILLANCE CAMERAS

The Piedmont Unified School District is committed to providing a safe environment for students, employees, and visitors; preventing crime and violence on school premises; and protecting school facilities and equipment from vandalism and theft. To this end, PUSD has developed school safety plans that include the use of surveillance cameras. The primary purpose of the surveillance cameras is to deter vandalism and other crimes. Recordings may be used in disciplinary proceedings and referred to local law enforcement when required or appropriate. To the extent that recordings (or still images from the recordings) become part of a student record or personnel record, PUSD is required to ensure that the recordings and images are accessed, preserved, disclosed, and protected in accordance with law, School Board policy, administrative regulation, and applicable collective bargaining agreements.



STUDENT SERVICES

NEWS & ANNOUNCEMENTS

Daily, special and emergency **announcements** are made over the public address system by ASB Leadership Council or Administration, and/or by teachers in classrooms.

The student newspaper, ***The Piedmont Highlander*** (TPH), is published approximately once every three weeks. It is available in print and online. Print editions are available free of charge at school and with a paid subscription can be sent home by first class mail. Visit tphnews.com to read its online publication and to access their social media accounts.

The **PHS Bulletin** is issued to families every week and includes calendar updates, school, athletic and activities announcements, as well as links to the PHS Parents Club and the Piedmont Portal for community news. The PHS Bulletin is also available on the PHS website under News and Announcements.

The **College and Career Center Newsletter** is published weekly and can also be found on the PHS website by selecting the College Center tab at the top of the homepage.

LOCKERS

Lockers in academic buildings are available for student use by individual request only on

a first come, first served basis. Students requesting a locker will have choice of location pending availability. P.E. lockers will be assigned only to those students enrolled in a P.E. or weight training classes for the current school year. Use this QR Code to request a locker.

THEFTS: LOCKERS AND OTHERWISE

Lockers are provided strictly for the convenience of students. While making every effort to ensure their security, the school cannot accept any responsibility for thefts from lockers or from any other location on campus. Students with P.E. lockers are advised to use them for storing P.E. items only and academic lockers for all other belongings.

Combinations to newly assigned lockers are changed every summer. Students who share their combinations with others, as well as students who do not promptly report broken lockers, jeopardize the security of the belongings/contents stored within their lockers. Students are advised to leave valuables at home and to always store their belongings in lockers as opposed to leaving them unattended, including in locker rooms, the gym, Witter Complex, and classrooms.

SECURING POSSESSIONS

Students are advised to always secure their possessions, especially their backpacks and Chromebooks. School textbooks and other school materials checked out to students are always the responsibility of students. If stolen, lost or damaged/broken beyond repair, students are required to replace these materials at their own expense. The school also cannot and does not assume any liability for stolen, lost or broken personal items. Examples of personal items include but are not limited to athletic equipment, calculators, jewelry, clothes, wallets (and their contents within), and personal tech devices such as cell phones, AirPods/headphones, traditional/smart watches, iPads/tablets, and personal laptops which are prohibited from campus anyway per schoolwide technology norms outlined in this handbook.

For lost or stolen personal possessions, students should stop by the Main Office as soon as they notice anything missing to look in the lost and

found and/or submit a written incident report. If Campus Supervisor or Assistant Principal of Student Services are not available, students should submit a Student Incident Report via Google Form and one of them will follow up. For instant access, use this QR code, or visit the Highlander Hub or PHS website.

STUDENT ID CARDS

All students are asked to pay a voluntary Associated Student Body (ASB) fee entitling them to a photo ID card validated for free admission to all on-site athletic events (except playoff games) and at other PHS events. Students who do not wish to pay for this card will receive a free student ID card not valid for free or lowered price admissions to school events. A one-time free replacement ID card (with or without ASB validation) is available in the PHS Main Office. Subsequent lost cards incur a \$20 fee.

STUDENT CONDUCT GUIDELINES

MHS students should also refer to their handbook supplement for additional student conduct guidelines.

ON/OFF CAMPUS CONDUCT CODES

ON CAMPUS CONDUCT

Students are permitted in most common areas on campus except for *staff only* designated areas, and areas outlined in this section as off limits or closed to students. Please note that throughout the school year, campus or district administrators may limit or restrict access to other areas of campus typically accessible to students and not outlined in this section. Students should also note that an administrator, teacher, campus supervisor, and/or another school/district official may request they move from a specific area at any given time. Students are expected to honor themselves and the student conduct expectations, by respectfully complying with any such request.

OFF CAMPUS CONDUCT

While off campus, students are permitted in When present in areas adjacent to campus or in the neighborhood surrounding campus, students are expected to always behave respectfully and honorably. When congregating in permitted areas, such as Piedmont Park, Mulberry's Market, etc. all students are expected to represent themselves and their school community well by using appropriate language, cleaning up after themselves and each other, and being polite to other community members. Students who disregard these expectations may have their off-campus privileges revoked.

AREAS OFF LIMITS TO STUDENTS

Certain on- and off-campus areas adjacent to the school are also off-limits to students immediately before, during, and immediately after school hours. Specific off-limits rules include but are not limited to the list below. Students may utilize all these areas in order to go from one place to another place, but these areas are off limits for congregating.

CAMPUS WALKWAYS & STAIRWAYS

During passing periods and at the beginning and end of brunch and lunch, students may not stand or sit in designated walkway and stairway areas in

the central campus, which are necessary for the flow of pedestrian traffic.

ON CAMPUS & ADJACENT AREAS

On school days, from 7:30 am to 4:00 pm and during school events at Witter Field, whether during school hours or not, students are prohibited from congregating in the following areas:

- *Areas near or on construction sites*
- *Area behind John Morrison Gym at Piedmont Middle School & hillside between back of this gym and park pathway to softball field*
- *Hillside behind PUSD maintenance buildings*
- *Park pathway behind PHS Student Center: Pathway to fields may be used to go to & from school or to & from fields with a class, and is closed for other purposes during school day, including at brunch & lunch. (Patio area on school grounds behind Student Center remains open for students to congregate during brunch & lunch.*
- *Area behind Binks Gym (PHS campus) hillside, below its blacktop, and between Binks & park pathway*

OFF CAMPUS & NEIGHBORHOOD AREAS

On school days, from 7:30 am to 4:00 pm, students are prohibited from congregating in the following areas:

- *Street, sidewalks, & walls along Magnolia Avenue between stairs to the swimming pool & Highland Avenue, except sidewalk on south side of street directly adjacent to STEAM main campus entrance*
- *Parking lot for Recreation Department employees located at Magnolia & Bonita avenues*
- *Dress Best for Less (DBFL) collection area & surrounding areas in immediate vicinity of DBFL building*
- *Stairs between DBFL & Recreation Department courts*
- *Green top directly behind DBFL building*
- *Walkway between swimming pool & Magnolia Avenue*
- *Bonita Avenue & its sidewalks between Magnolia and Vista avenues*

CLOSED CAMPUS

Once students arrive at school at the start of the day, they may not leave the school campus until dismissal time with exception of lunch. Pursuant to EC §44808.5 and Governing Board policy, the school district, school, and staff are not liable for the conduct or safety of any student during this time. However, the school is authorized to hold students accountable for their conduct during this time. All students, including 18-year-olds, must remain on campus during brunch and the instructional part of the school day. Students who

violate this policy, become habitually tardy, and/or have behavior issues may have this privilege revoked.

Students who must leave campus for a valid reason, such as personal health appointment, must have parental permission and follow school policy and procedure pertaining to leaving campus during the school day, including checking out and back in at the Attendance Office. When returning from a personal healthcare appointment, students must bring official verification from the healthcare provider for the absence to be cleared in the Attendance Office. No students, including T.A.s, may be off campus during class time except at the explicit request/approval of authorized school personnel

DANCES

ASB holds several dances throughout the year. Students are required to take a Breathalyzer test and are subject to search of belongings before entering each dance (see Drugs & Alcohol). Students are required to enter the dance within one hour of the start time and are not permitted to leave until within one hour of the end time. Only PHS & MHS students may attend school dances except for specific dances during which guests are allowed. Guest pass forms may be obtained in several different ways: (1) Main Office for hard copy form; (2) QR Code in this handbook and on the Student Services Hub; and (3) PHS website under Campus Life. Fully completed forms must be returned to the Main Office at least five (5) days prior to the dance. All guests must receive prior approval to attend.

DRESS CODE

PHS students are expected to be appropriately always dressed. If at any time a student's dress or grooming is determined by the principal or designee to be disruptive or inappropriate to the school's educational mission and program, the student may be sent home. In addition, the following specific requirements will be in effect:

- *State law requires that all students always wear shoes or other protective footwear.*
- *Clothing associated with unsanctioned social clubs cannot be worn or distributed on-campus. Violation of this code may result in a student being sent home and the subsequent application of disciplinary consequences, if appropriate.*
- *Clothes must be sufficient to conceal undergarments. Jeans or pants that reveal undergarments may not be worn on campus*

- *Clothing or jewelry that promotes behavior or practice 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.*
- *Obscene pictures, slogans, or graphics, which convey explicit sexual or demeaning messages, are not appropriate or permitted. Garments with slogans or graphics which 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 and motto to accept and honor diversity in our community.*
- *A student may be sent home at any time by an administrator for inappropriate clothing.*

PHS asks students to remember that we are an institution of higher learning and a school community that seeks to embody our motto every day in every way, including honoring ourselves and those around us.

FUNDRAISING

All athletic teams, clubs or individuals wishing to fundraise on- or off-campus must have prior administrative and Associated Student Body (ASB) approval. No sales of any kind may take place on- or off-campus without permission from the school administration and the Associated Student Body (ASB) Executive Board. See the Assistant Principal of Student Services in the Main Office for information about the fundraising approval process and to obtain a Fundraising Approval Form.

LIBRARY FINES

Library books are checked out for three (3) weeks. Textbooks are checked out for the semester or school year, depending on the course. English texts are checked out per the timeline established by the teacher. Students receive overdue notices via school email. At the end of the school year, seniors need to clear their accounts prior to graduation, or they may not receive their diploma pursuant to EC §48904(a)(1). All other students who end a school year with outstanding account balances are required to clear their accounts on **Walkthrough Registration** the following school year.

MODES OF TRANSPORTATION

Students are expected to abide by certain rules of conduct with modes of transportation that are motorized and otherwise, including but not limited to bicycles, Razor/motor scooters, motorcycles,

skates, roller blades, skateboards, and Hoverboards.

Motorized vehicles of any kind are never allowed anywhere on campus, including walked, parked, or ridden.

Skateboards, skates, roller blades, Razor scooters, and Hoverboards may not be ridden on any part of campus at any time, whether or not school is in session. Students are not permitted to carry them from class to class or during brunch or lunch. Students are required to store them in their lockers prior to their first class of the day and remove them from their lockers only after their last class of the day and only when leaving the campus directly. Students may not have scooters or skateboards in their possession before or after school while they are on campus except for the few moments it takes to store them or remove them from storage and leave campus.

Bicycles are permitted on campus with the following stipulations: (1) Ride with caution while approaching campus; (2) Descend at school entrance and walk to bike rack; (3) Store at the rack explicitly provided for bicycles; (4) Riding on campus is strictly prohibited.

Modes of Transportation Policy Violations may result in disciplinary consequences including but not limited to detention, loss of the privilege of storing a bicycle or skateboard on campus, and/or suspension from school.

PUBLICITY MATERIALS APPROVAL PROCESS

All organizations or individuals, including teachers, students, parents, and community partners wishing to publicize on campus must gain approval from the school administration. In collaboration with ASB Leadership, the school administration will work together to implement this process.

For **traditional publicity** (hard copy), only those publicity materials with **authorized initials** have approval to be posted in designated areas on campus. Any publicity material without authorized initials and/or posted in unauthorized areas will be taken down immediately. For **electronic publicity**, such as @piedmonthigh Instagram, Highlander Hub, and school email, sharing

publicity materials is at the discretion of the school administration.

Publicity materials include but are not limited to posters, flyers, notices, images, shout outs, and banners displayed physically on campus and/or on platforms officially affiliated with PHS and MHS, such as social media, communication publications, email, and Schoology. The Assistant Principal of Student Services oversees the approval process, which can take up to five (3) school days. For more information on publicity approvals, visit the Main Office.

VISITORS TO CAMPUS

All visitors, including those at lunchtime, are expected to register at the Main Office before spending any time on the campus, including volunteers and invited guests. PHS is a closed campus to anyone who is not a student or school employee.

Shadowing of a PHS student is allowed for students from out of state and country, as well as those students who live in Piedmont but attend a private school and are considering enrollment at PHS. Students who wish to have guests from other schools shadow them for a day must pick up a permission form from the Attendance located in the Main Office.

Students are required to request permission from their teachers at least one week ahead of the shadow date. Final permission is granted by the school administration. Students must register their guest at the Main Office where a visitor's permit will be provided. Visitor permit requests will be denied during times of the year when it is not in the best interest of the school to approve them, when the visitor's own school is in session, or when there is an influx of visitors on campus.

PUSD STUDENT HEALTH SERVICES

NURSE

The School Nurse's Office is in the Wellness Center. PUSD has three part-time school nurses who serve all district schools. The PUSD School Nurses are Registered Nurses with specialized credentials in School Health and post-graduate level education. The School Nurse's Office has facilities for students who become ill, need first aid, or require medical assistance. In addition, the

nurses are often available to meet with PHS/MHS students to discuss health related concerns.

PUSD SCHOOL NURSE SERVICES INCLUDE:

- *Student health/medical issue management*
- *Medication administration & staff training*
- *Hearing & Vision Screening*
- *Care Coordination, including Individualized Healthcare Plans for students with significant health problems (diabetes, seizures, asthma, severe allergies)*
- *First aid & emergency care, including Student Injury Reports*
- *Health & Safety Programming*
- *Individual & group education and counseling regarding health-related matters*

WELLNESS CENTER

The Wellness Center offers free, confidential counseling on-campus and connects students and families to vital community resources, providing a range of resources to support students and families in meeting the challenges of adolescence through prevention, early-intervention and education. Students may access the Wellness Center directly by drop-in or appointment, or through referral from a parent, teacher or peer. For more information and resources, visit the Campus Life section on the PHS Website and follow @piedmontwellness on Instagram.

TECHNOLOGY NORMS & RESOURCES

SCHOOL-WIDE CLASSROOM COMMUNITY NORMS

Tech Tip: Set a daily reminder on your phone to check your email at the same time of day.

STUDENT CHROMEBOOK RESPONSIBILITIES

- *Bring to school fully charged*
- *Open in class only as directed by teacher*
- *Bring to library if in need of repair*
- *Check school email & Schoology daily*

PROHIBITED ITEMS IN THE CLASSROOM

- *Cell phones & Smartwatches must be OFF and in wall pockets*
- *Airpods/Earbuds/Headphones (all varieties & unless explicitly permitted by teacher)*
- *Personal Laptops (unless students have prior approval from Tech Coordinator & Assistant Principal of Student Services or are in designated classes with exceptions)*

For Tech Questions & Support

Email @piedmont.12.ca.us

Mrs. Hill for Schoology | *dhill*
Chromebooks | *chromebookhelp*
Infinite Campus | *IChelp*
General Tech | *help*

TECHNOLOGY RESOURCES

We will act in a responsible, ethical and legal manner consistent with the mission and motto of Piedmont: "Achieve the Honorable".

PUSD is pleased to offer access to technology resources to promote educational excellence and innovation. While using District technology resources on or near school property, in school vehicles and buses, at school-sponsored activities, as well as using district technology resources off-campus, **the general rules of school behavior apply**. Just as students are responsible for behavior in a classroom or on school grounds, they must also be responsible when using school computer networks or technologies on or off campus. By virtue of usage, users agree to the terms and conditions of this policy.

A detailed description of each responsible use agreement can be found on the **PHS website under Tech@PHS**. The website also provides other important technology information and resources.

PUSD RESPONSIBLE USE POLICY STUDENT AGREEMENTS & COMMITMENTS

I AM RESPONSIBLE FOR

- ⇒ My computer account and email account.
- ⇒ How I treat other people.
- ⇒ My use of the PUSD network.
- ⇒ Respecting other people's property online.
- ⇒ Educational use while at school.
- ⇒ My language.
- ⇒ My conduct online.
- ⇒ Being honest while I am online.
- ⇒ Protecting the security of the PUSD network.
- ⇒ Following school rules publishing anything online.

All codes of conduct in School Board Policy and student handbooks apply when accessing the network and/or utilizing computers and electronic devices. Students and parents/guardians should also recognize that PUSD technology resources extend outside of the school itself and into off-campus remote locations, such as homes via the Internet. PUSD's jurisdiction to enforce student behavior & discipline policies and rules shall apply whether the misuse or violation is at school or away from school as long as PUSD's technology

resources are being used in the inappropriate behavior.

Students are accountable for honoring their commitments and each agreement herein for the entirety of their enrollment in PUSD. Students who break their commitments and any of the agreements herein risk consequences, such as loss of tech privileges for any length of time specified by PUSD and disciplinary action in accordance with existing discipline policies that may include suspension or expulsion in accordance with the laws of the State of California and PUSD policy. If possible criminal activity is discovered, the proper law enforcement authorities will be notified.

STUDENT ATTENDANCE ABSENCES AND TARDIES

MHS students should also refer to their handbook supplement for additional attendance policies and procedures.

ATTENDANCE POLICIES & PROCEDURES

PHS attendance policies and procedures are outlined in this section. Students and parents/guardians are expected to familiarize themselves with the information herein and honor required protocols and deadlines, as well as partner with the school to support their student(s) in doing the same, consequences violation of attendance policies and procedures.

The Attendance Secretary and Assistant Principal of Student Services (located in the Main Office) work together to ensure compliance with the law. For any questions on policy and procedure, please contact the Attendance Office and we will be happy to assist you.

COMPULSORY EDUCATION AND EC §48200

"Each person between the ages of 6 and 18 years shall attend the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district in which the residency of either the parent or legal guardian is located and each parent, guardian, or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the

governing board of the school district in which the residence of either the parent or legal guardian is located.”

ABSENCE PROCEDURES

Regular school attendance plays a key role in student achievement and every effort should be made for students to be in class daily. *EC §48205* and *AR 5113* outline the types of absence that qualify as excused and unexcused, including truancy. See the *Legal Definition of Absences* table for details.

DAILY NOTIFICATION OF ABSENCES

Courtesy Notification of Absences via Auto-Dialer

As a courtesy, the school's auto-dialer phone message system notifies parents/guardians (Infinite Campus priority 1 contacts) if a teacher reports their student absent during the school day and if the school has not yet received a message from the parent/guardian via phone, email or written note excusing the student from class.

The first courtesy call occurs at 10:30 a.m. for the first few classes on a given day and the second courtesy call occurs at 5:00 p.m. for all remaining classes on a given day.

Parents/Guardians should not rely solely on courtesy notifications to monitor their child's attendance. If monitoring is necessary, they are encouraged to check Infinite Campus, contact the Attendance Office, and/or check in with teachers. Please note that tardies are not currently included in this courtesy notification system. Please see the section on tardies to learn more.

REPORTING AND EXCUSING AN ABSENCE

When a student is absent, a parent/guardian is required to report the absence and may do so in one of three ways:

- **Email:** phsattendance@piedmont.k12.ca.us
- **Attendance Reporting Line:** (510) 594-2629
- **Send a note** to the Attendance Office

Absences cleared via email or phone do not require a note. Pre-printed absence forms are available in the Attendance Office. Only the signatures of the parent(s)/guardian(s) on the student emergency cards are permitted on absence notes and forms.

REPORTING AN ABSENCE

Include This Essential Information:

First and last name of the student

Name of parent

Date of absence

The specific classes missed and the reason for the absence.

Parents/Guardians must excuse their child's absence within three (3) days of the time 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, with a note, or by email except for students with 18-year-old Attendance Agreements in good standing. Please note that excusing absences within three (3) days of an absence is extremely important for maintaining proper attendance procedures for ADA reporting, and compliance with California Education Code and PUSD Board Policy.

EXCESSIVE EXCUSED ABSENCES

Students who have fourteen (14) or more excused absences, not including verified medical appointments will be required to provide verification from a physician to clear additional absences. Excessive absences can have a detrimental effect on a student's coursework. Depending on the circumstances, the Assistant Principal of Student Services or the student's counselor may call for a conference with the student's parent(s)/guardian(s) if it appears such a conference could result in an attendance improvement.

EXCESSIVE EXCUSED NOTIFICATION PROCESS

- *An Excessive Excused Notification will be issued via email or mailed home when a student exceeds fourteen (14) excused absences as allowed by law.*
- *After receiving EEA notification, parents/guardians are encouraged to call or email the Attendance Secretary to resolve.*
- *A conference will be held between the student and the Assistant Principal of Student Services.*
- *If a student's EEAs are not resolved, further absences will be considered truancies, resulting in disciplinary and potential academic consequences.*

ABSENCE 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.

Parents are encouraged to plan vacations during school holidays.

TEACHER POLICIES ON STUDENT ABSENCES

Teachers are expected to inform students in writing of their grading policies. Students should pay careful attention to these policies and to the ways attendance might affect their grade in each class. In many courses, the academic goals set by the PUSD and by the individual teacher cannot be met by students with large numbers of unexcused absences.

STUDENT ABSENCES DUE TO SUSPENSION

EC §48913.5 requires teachers to provide homework to any student suspended from school for two (2) or more schooldays the homework that they would otherwise have been assigned if requested by their “parent, a legal guardian or other person holding the right to make educational decisions for the pupil, or the affected pupil.” In addition, any requested homework assignment turned into a teacher by a student upon returning to school from suspension “or within the timeframe originally prescribed by the teacher, whichever is later, is not graded before the end of the academic term, that assignment shall not be included in the calculation of the pupil’s overall grade in the class.”

EXCUSED ABSENCES

Absences not cleared after 72 hours will be recorded as Unexcused/Truancies.

- *Students absent for an excused reason are permitted to make up assignments, tests, etc.*
- *Students should expect assignments and tests to be a reasonably equivalent alternate version to the ones given in class.*
- *Students who miss three (3) or more days of school in succession due to illness must present a doctor’s note to the Attendance Office upon returning to school or email a PDF version.*
- *Students must sign in and out in the Attendance Office whenever coming to or leaving campus during the school day for any reason, including being late to the first period of the school day.*

UNEXCUSED ABSENCES/TRUANCIES

- *Students absent for an unexcused reason may not receive credit for work missed, including assessments. Teachers have discretion in this area.*
- *Students absent for an unexcused reason are subject to school discipline (see consequences chart) and exclusion from participation in extra-curricular activities.*

EXTRA-CURRICULAR CONSEQUENCES

Students may become ineligible for all extra-curricular participation at the grading period if two (2) unexcused absences in any one class or four (4) unexcused absences in all classes combined within a progress-reporting period.

TARDY POLICY & PROCEDURE

If a student is 15 or more minutes late to any given class period, they must check in at the Attendance Office. If they do not, their teacher will send them back to obtain a time stamped tardy slip. It is the responsibility of students who are tardy to follow up with their teachers to ensure they were marked tardy and not absent.

All students should know the tardy policy of each of their teachers. **Unexcused** tardies may result in the loss of academic points and/or minor disciplinary consequences imposed by the teacher. In addition to these teacher-imposed consequences, when a student receives **excessive tardies within a given semester**, determined by the classroom teacher and administration, a mandatory intervention conference with the Assistant Principal of Student Services is held to determine next steps, such as possible consequences such as community service, peer tutoring, some other assigned educational activity, detention, and are examples of possible intervention consequences to address student tardies. Students who are 18 years old are not exempt from this policy and should continue to arrive to class on time.

Tardies can only be excused when accompanied by a medical note or corroborated by another responsible adult. After five (5) tardies total in a given semester, only tardies accompanied by a medical note are considered excused.

LEAVING CAMPUS DURING SCHOOL DAY

PHS has a legal duty to ensure the safety of its students during the school day. As such, the school is responsible for always knowing the whereabouts of each student during the school day. When leaving campus during the school day, students and parents must always adhere to the following procedure:

- *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.*

- *Students that leave campus without checking out with the attendance office will receive a cut (truancy) for the classes they miss.*

RIGHTS OF 18-YEAR-OLD STUDENTS

Students who are 18 years old are legal adults and, under certain conditions, may excuse their own absences per *California EC§46012*. *As required of parents/guardians, excuses must be believable and reasonable for school officials to determine them valid.*

Eligible students wishing to exercise this right must do the following:

- *Meet with the Assistant Principal of Student Services when they turn 18 and upon request.*
- *Obtain parental signature of the 18-Year-Old Attendance Agreement form allowing them to excuse themselves from school.*
- *Adhere to all attendance policies and procedures outlined within this handbook.*

The *18-Year-Old Attendance Agreement* form is kept in the Main Office. Eligible students should remember excused absences are limited by the State and consequences for trancies/unexcused absences and excessive tardies still apply despite a student's age.

RELIGIOUS HOLIDAY ABSENCE PROCEDURES

As with all anticipated absences, parents must notify the school that their student is excused for a religious observance. Failure to take this step may result in the absence being treated as unexcused. Students who are absent due to a religious observance are expected to make up any class assignments missed within a time period that is reasonable per EC §48205. (See *Legal Definitions of Absences* and *Consequences for Unexcused/Trancies tables*.) Students are encouraged to notify staff in advance so that necessary accommodations can be made to minimize the effect of the absence(s).

LEGAL DEFINITIONS OF ABSENCES

CALIFORNIA EDUCATION CODE SECTION 48205 | BOARD POLICY ADMINISTRATIVE 5113

EXCUSED ABSENCES	TRUANCIES/UNEXCUSED ABSENCES
<ul style="list-style-type: none"> - ILLNESS - QUARANTINE - MEDICAL/DENTAL/OPTOMETRICAL/CHIROPRACTIC APPOINTMENTS - ILLNESS/MEDICAL APPOINTMENT FOR CHILD OF WHOM STUDENT IS CUSTODIAL PARENT - FUNERAL SERVICES (IMMEDIATE FAMILY) - JURY DUTY - JUSTIFIABLE PERSONAL REASONS - RELIGIOUS HOLIDAYS - RELIGIOUS RETREATS MAX 4 HOURS/SEMESTER - COURT APPEARANCES - EMPLOYMENT INTERVIEW/CONFERENCE - EDUCATIONAL CONFERENCE - ELECTION PRECINCT SERVICE - SPENDING TIME WITH IMMEDIATE FAMILY ON ACTIVE DUTY IN THE UNIFORMED SERVICES AND ON LEAVE/CALLED TO DUTY/IMMEDIATELY RETURNED FROM COMBAT - U.S. CITIZENSHIP NATURALIZATION CEREMONY 	<ul style="list-style-type: none"> - ABSENCES EXCUSED BY A PARENT/GUARDIAN FOR REASONS NOT DEFINED AS EXCUSED IN EC §48205 AR 5113 - EXCUSED ABSENCES EXCEEDING THE MAXIMUM NUMBER FOURTEEN (14) IN A GIVEN SCHOOL YEAR WITHOUT MEDICAL DOCUMENTATION - TARDIES OVER 30 MINUTES - CUTTING A CLASS OR ENTIRE SCHOOL DAY (EVEN IF REMAINING ON CAMPUS) - LEAVING CLASS ONCE IT HAS STARTED WITHOUT PERMISSION OF THE TEACHER - ABSENCES NOT CLEARED WITHIN 72 HOURS - LEAVING CAMPUS WITHOUT PERMISSION FROM AUTHORIZED SCHOOL PERSONNEL - ABSENCES EXCUSED BY A FORGED NOTE, FRAUDULENT PHONE CALL, OR BY PARENT/GUARDIAN NOTIFICATION AFTER STUDENT LEFT CAMPUS WITHOUT CHECKING OUT FIRST

CONSEQUENCES FOR UNEXCUSED ABSENCES/TRUANCIES

RESTORATIVE & PROGRESSIVE ♦ 3, 6, 9, 10+ ABSENCES

3	<ul style="list-style-type: none"> ♦ Restorative conference with Assistant Principal of Student Services ♦ One (1) hour of service ♦ Truancy Notification 1 ♦ Possible extra-curricular ineligibility
6	<ul style="list-style-type: none"> ♦ Restorative conference with Assistant Principal of Student Services, student, parent, teacher counselor ♦ Two (2) hours of service ♦ Truancy Notification 2 ♦ Extra-curricular ineligibility
9	<ul style="list-style-type: none"> ♦ Restorative conference with Principal, Assistant Principal of Student Services, and student ♦ Truancy Notification 3 ♦ Extra-curricular ineligibility ♦ Possible in-house suspension
10+	<ul style="list-style-type: none"> ♦ District level intervention

ACADEMIC INTEGRITY

MHS students should also refer to their handbook supplement for additional academic integrity guidelines.

PHILOSOPHY

Achieve the Honorable, the PHS motto, means that the PHS 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.

Teachers and administrators at PHS understand that there is significant pressure to earn good grades. However, we firmly believe that academic dishonesty denies the value of education, damages the character of the individual student, and undermines the integrity of our school community.

The Academic Integrity Policy affirms that we value learning for its own sake, and that we, therefore, expect personal integrity and intellectual honesty in all academic work.

DEFINITION OF ACADEMIC INTEGRITY

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)*

EXAMPLES OF ACADEMIC INTEGRITY

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

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

DEFINITION OF CHEATING

Cheating is defined as seeking to obtain (or aiding another to obtain) credit or improved scores through the engaging in unauthorized or deceptive means.

EXAMPLES OF CHEATING

Include but are not limited to:

- *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 their own.*
- *Taking shortcuts (such as unauthorized use of study aids) that allow you to bypass steps of an assignment.*
- *Using prohibited materials to "help" during an exam, such as cheat sheets, graphing calculators, or cell phones.*
- *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 regarding the work you have done, such as saying you have turned in an assignment when you did not, or that you have worked longer hours 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.*
- *Doing more or less than your share of a group project without permission from your teacher.*
- *If collaboration has not been specified as permissible, the assignment must be your individual honest effort.*
- *Take responsibility for doing your fair share on a collaborative assignment.*
- *On papers, do not summarize, paraphrase or quote without proper documentation. (Refer to the PHS Style Guide for further information.)*
- *During tests and quizzes, do not share your answers with others or use someone else's answers as your own.*
- *When in doubt, clarify with the teacher what aids may be used on the test (calculator, notes, etc.).*
- *Do not talk during a test except to teacher.*
- *Do not discuss any aspect of the test until the teacher has returned it or given permission to discuss it.*

COMMUNITY AGREEMENTS AND RESPONSIBILITIES

STUDENTS

Read and know the school's Academic Integrity Policy.

In addition to observing the PHS Academic Integrity Policy, observe all course-specific rules and consequences established by your teachers.

- Report to the teacher if cheating is taking place and how it is being done.
- Do not copy homework or let someone else copy your homework.
- Do not use study aids (such as SparkNotes) as an alternative to completing an assignment.
- Only work with others when the teacher has specifically given permission.
- Seek only appropriate help from parents, tutors, or other students; check with the teacher prior to receiving the help to know what help and assistance is appropriate.

TEACHERS

- Be precise about expectations for students by clearly stating the Academic Integrity Policy, orally and in writing.
- Communicate the range of consequences for Academic Integrity violations to the students.
- Address the use of study aids (e.g., SparkNotes, tutors, etc.) in course work.
- Clearly specify when collaboration with other students is 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. Parents
- Read and know the school's Academic Integrity Policy.
- Help the student understand you value academic integrity and expect the student to comply with the school's Academic Integrity Policy.
- Support the disciplinary consequences assigned to your student 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.

ADMINISTRATION

- 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 offenses of the Academic Integrity Policy.
- Maintain records of Academic Integrity Policy offenses. Academic Integrity Procedures

- All parties concerned—students, parents, and administrators—are to understand that the teacher's professional judgment will determine whether a violation of the Academic Integrity Policy has occurred.
- The following procedures will be followed when it is determined that the Academic Integrity Policy has been violated:
 - The teacher will document the violation and report it to the Assistant Principal via Infinite Campus. The violation will be part of the student's permanent disciplinary record.
 - The Assistant Principal 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 will 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 constitutes a violation of it, and help prevent future violations.
- According to the stated expectations of individual teachers, an appropriate consequence for the offense will be imposed.
- Consequences for first-time and subsequent offenses are outlined below.

ACADEMIC INTEGRITY VIOLATIONS

CONSEQUENCES FOR FIRST VIOLATION

- May include but are not limited to:
 - Point deduction on a quiz, test, paper, project, or homework assignment, receiving a zero or being required to re-do the assignment for no credit.
 - Detention(s).
 - Grade lowered one (1) letter grade for the quarter or semester report card.
 - A teacher may decline to write a letter of recommendation or 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 those listed above as well as the following:
 - Repeat offense in same class: Conference called by administrator with student, teacher, parent, and counselor.
 - Repeat offense, but not in the same class: Appropriate disciplinary consequence assigned by the administrator (e.g., detention and Saturday school).
 - Grade lowered several letter grades for the quarter or semester report card including the possibility of receiving an "F".
 - Suspension and/or exclusion from extracurricular activities.

STUDENT DISCIPLINE

MHS students should also refer to their handbook supplement for additional discipline policies and procedures.

PHS student discipline is managed through the Office of the Assistant Principal of Student Services. For questions or guidance, contact this office, which includes Campus Supervision.

ADMINISTRATIVE PHILOSOPHY

The PHS Administration believes all school community members can consistently **achieve the honorable** and is committed to a partnership engages in restorative practices, rooted in the belief that every moment is a teachable one and an opportunity for growth.

STUDENT RESPONSIBILITIES

Each student is responsible honoring themselves by making every effort to live their values as much as possible. At school, whether in or outside of class, and anywhere outside of school where a student is representing PHS, such as an organization, team, club, etc. each student is responsible for engaging in behavior that demonstrates their best effort to live (achieve) their school's foundational value of honor.

When this does not happen and a student's actions are contrary to their responsibility, the PHS Administration will offer them an opportunity to engage in a restorative discipline process as long as the following conditions are met within a pre-designated number of days as determined by PHS Administration:

- *Take responsibility and be fully accountable to making amends for any harm done.*
- *Work collaboratively in an authentic way with the administration and any relevant school community member to repair any harm done to the school community and/or its members. Members of the school community include students, all school and district staff, parents, the School Board, and the larger Piedmont community.*
- *Accept the idea that our choices and actions have both positive and negative consequences and are opportunities to learn about how we impact our own lives and the lives of others.*
- *Actively and authentically engage in reflection.*
- *Understand that actions out of compliance with student discipline guidelines may initiate progressive discipline, resulting in consequences*

pursuant to California Education Code and/or Governing Board Policy.

By participating authentically and wholeheartedly in the restorative discipline process, and valuing the opportunity to learn and grow, students *achieve the honorable*.

DISCIPLINE POLICIES

In all cases of disciplinary action (restorative or progressive), the PHS Administration adheres to California Education Code and Governing Board policy. All students are given due process and treated according to its core philosophy and values outlined in this section under Philosophy.

SCHOOL SERVICE TIME

Students may be referred to school service time, including detention or other service assignments for disruptive conduct, forging notes, cutting class, cutting in the lunch line, being frequently tardy, or as determined by the administration. During detention or alternative service assignment, students are expected to do schoolwork, engage in another productive activity approved or assigned by the administration, complete an educational activity/assignment, or perform service for the school community.

SCHEDULING SCHOOL SERVICE TIME

Detention and other school service time are held weekly. Students are required to make arrangements with the Campus Supervisor and/or Assistant Principal and must serve within the week of their discipline conference. Students are not permitted to use Office Hours/Tutorial to serve detention but may be required to serve their detention in a teacher's Office Hours/Tutorial for academic or behavioral intervention and support.

CONSEQUENCES FOR TARDY/ABSENCE

Students who are late or disruptive will be excused and subject to additional consequences. Failure to attend detention or school service time results in an administrative conference and additional time assigned. Students failing to honor their responsibilities and actions/behavior as directed by the administrator or campus supervisor in charge of detention and/or school service time may incur additional consequences,

such as loss of extra-curricular privileges and/or in-house suspension.

DRUGS AND ALCOHOL

No alcohol or illegal drugs are allowed on the school campus or at school events, whether it is “on” or “off” campus events. A student may not 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, at school events, or off campus school events may result in suspension and/or expulsion, loss of activity eligibility, referral to brief intervention, and/or referral to the appropriate law enforcement agency. Subsequent offenses may be referred for an expulsion hearing.

SCHOOL ACTIVITIES & EVENTS

It is the policy of PHS that all students participating in extra-curricular activities, such as school dances, take a breathalyzer test before admittance. Students who show evidence of any alcohol on this test will be refused admission, released to their parent(s)/guardian(s), and/or reported to the Piedmont Police Department. Students may also be subject to school discipline.

OVERNIGHT FIELD TRIPS & ACTIVITY TRIPS

These policies and procedures are designed to ensure drug and alcohol-free overnight trips, whether they are trips related to a particular class, club, sports trip, or other extra-curricular trip:

- *All students' bags, suitcases, backpacks, etc. are subject to search.*
- *If alcohol or illegal drugs are plainly visible in a room when a chaperone enters it, all students in the room may 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.*
- *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.*
- *Students in possession of illegal drugs or alcohol will also be subject to school discipline and to the school activities code upon return.*

Consequences for such possession typically include restorative discipline, loss of activity eligibility, referral to brief intervention, suspension and/or expulsion, and/or referral to the appropriate law enforcement agency.

When students are observed engaging in this behavior as a group, all students may be deemed in violation of school rules, not just those apprehended with the drugs and alcohol.

HARASSMENT

All students are entitled to an atmosphere at school that is free of harassment. Students who are being harassed and who feel unable through their own efforts to end the harassment should bring it to the attention of a counselor, teacher, administrator, or other school adult. It is a PUSD policy that school authorities will take appropriate action, including an 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*
- *Wearing of clothing, buttons, etc., with sexually offensive slogans*
- *Spreading sexual rumors or sexually descriptive graffiti*
- *Inappropriate open public displays of affection*
- *Leering or sexual gestures*
- *Pressure for sexual activity*
- *Continued expression of sexual interest after being asked to stop or the making of threats on receiving a negative response to expressed sexual interest*
- *Insulting and degrading remarks to or about someone because of their sexual orientation.*
- *Hazing*
- *Sending or distributing sexually explicit messages, photos or videos through any means including electronic devices.*

When instances of these and other similar behaviors occur on campus, it is important for all members of the school community to help bring them to a stop. In some instances, incidents may be reported to the appropriate law enforcement agency.

In accordance with state law, smoking, use of chewing tobacco, use of electronic vaporizers, 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-old students. Violations may result in suspension. Students found smoking, chewing tobacco or using an electronic vaporizer, even if off campus, during assigned class time may also be suspended. In addition, parents and students are reminded of the new state law that changed the legal smoking age to 21.

SPORTSMANSHIP AT ATHLETIC EVENTS

BEHAVIOR EXPECTATIONS

PHS has high expectations for the behavior of its student spectators, as well as its athletes and spirit squads. **All students are expected to:**

- *Act honorably by participating in a manner that positively represents their school, themselves, and reflects the best interests of athletes.*
- *Respectfully take and follow directions from supervisors at the gyms or fields where contests are being played.*

PROHIBITED ACTIVITIES

The California Interscholastic Federation–North Coast Section (CIF-NCS) sets the rules for spectators and athletes at sporting events. Violating these rules at an athletic event may lead to consequences for the team.

The following is prohibited at all athletic events:

- *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.).*
- *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 directed to leave the athletic event and venue and are subject to school discipline. Students refusing to leave the event and venue as directed will be escorted out by an authorized school official.*
- *All school rules and regulations are applicable at all school sanctioned athletic events whether on or off campus.*

LEAGUE NOTICE & SPORTSMANSHIP

The member schools of the athletic league 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, these expectations must be honored:

- *Athletes are alcohol and drug free.*
- *Opposing teams receive respect.*
- *The decisions made by officials are respected.*
- *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.*
- *Noisemakers are never used.*

EXPECTATIONS OF ATHLETES

PHS expects all athletes to abide by the NCS 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 your athletic eligibility under North Coast Section, CIF and/or State CIF rules. It is **your responsibility** to see your school principal for a copy of the rules.

PIEDMONT ATHLETIC COUNCIL (PAC)



The Piedmont Athletic Council (PAC) is a community of student athletes that embodies the core values of Piedmont Athletics and

promotes character and leadership development, teamwork, school spirit, and academic excellence. Executive Council members and all athletes who participate in PAC make a commitment to embrace the Council's core values, plan and execute PAC activities according to its mission and vision, adhere to its by-laws, and represent PHS, MHS and Piedmont Athletics honorably both on and off campus. Established in the 2019-2020 school year, PAC operates jointly through the Office of Student Services and the Athletic Department. Assistant Principal of Student Services and Director of Athletics share staff leadership and advising roles. For more information on PAC, visit the Student Services Hub, Athletics Department website, and follow **@piedmontathleticcouncil** and **@piedmontathletics** on Instagram.

CALIFORNIA EDUCATION CODE: STUDENT DISCIPLINE

Students involved in more serious infractions or repeated minor infractions may be suspended 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 several other of the listed causes for suspension. Of specific note is the fact that the possession of any knives whatsoever on any public school campus or at any school event is prohibited by state law. Even knives that are legal to purchase are illegal to possess on a public school campus. Martial arts sticks, brass knuckles, and other such objects are not only illegal, 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 promptly report the presence of weapons, injurious objects, or other suspicious activity to school authorities. The identity of any student who reports such activity shall remain confidential.

SUSPENSION AND EXPULSION (EC §48900)

A student may be subject to suspension or expulsion when it is determined that they:

- A. (1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- A. (2) Willfully used force or violence upon the person of another except in self-defense.
- B. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless in the case of possession of any object of this type the student had obtained written permission to possess the item from a certificated school employee with the principal or designee's concurrence (*cf.5131.7 - Weapons and Dangerous Instruments*).
- C. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, an alcoholic beverage, or intoxicant of any kind (*cf.5131.6 - Alcohol and Other Drugs*).
- D. Unlawfully offered, arranged, or negotiated to sell any controlled substance (as defined in Health and Safety Code 11053-11058), an alcoholic beverage, or intoxicant of any kind and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcohol beverage, or intoxicant.
- E. Committed or attempted to commit robbery or extortion.
- F. Caused or attempted to cause damage to school property or private property.
- G. Stole or attempted to steal school property or private property.
- H. Possessed or used tobacco or any products containing tobacco or nicotine products including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products.
- I. Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia as defined in Health and Safety Code 11014.5.
- K. 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.
- L. Knowingly received stolen school property or private property.

- M. Possessed an imitation firearm, i.e., 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.
- N. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289 or committed a sexual battery as defined in Penal Code 243.4.
- O. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- P. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Q. Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- R. Engaged in an act of bully/cyber bullying as defined in Section 32261, directed towards a pupil or school personnel.
 - a. Sexual harassment (Ed Code 48900.2).
 - b. Committed an act of hate violence (Ed Code 48900.3).
 - c. Harassment, threats, intimidation, creating an intimidating or hostile educational environment (Ed Code 48900.4).
 - d. Terrorist threat against school official or school property (Ed Code 48900.7).
- S. A pupil who aids and abets the infliction or attempted infliction of physical injury to another person.
- T. Possessed and/or used any electronic signaling device, including but not limited to paging and signaling equipment, without prior consent (Ed Code 48901.5). This offense must also be accompanied by a 48900 offense in order to suspend.

OTHER MEANS OF CORRECTION (EC §48900.5)

The site administration may use "other means of correction," include, but are not limited to, the following:

- *A conference between school personnel, the pupil's parent or guardian, and the pupil.*
- *Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling.*
- *Study teams, guidance teams, resource panel teams, or other intervention-related teams that assess the, and develop and implement individualized plans to address the behavior in partnership with the pupil and his or her parents*
- *Referral for a comprehensive psychosocial or psycho-educational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).*
- *Enrollment in a program for teaching pro-social behavior or anger management.*
- *Participation in a restorative justice program.*
- *A positive behavior support approach with tiered interventions that occur during the school day on campus.*
- *After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including, but not limited to, those operated in collaboration with local parent and community groups.*
- *Any of the alternatives described in Section 48900.6. The principal or designee may use discretion on the length of suspension not specified in the matrix.*

A student (in grades 4 through 12) is also subject to suspension or recommendation for expulsion when it is determined that the student:

- *(Education Code 48900.3) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233.*
- *(Education Code 48900.4) Intentionally harassed, threatened, or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment.*
- *(cf.5145.3 - Nondiscrimination/ Harassment)*
- *(Education Code 48900.7) Made terrorist threats against school officials and/or school property.*
- *(Education Code 48901.5) Possessed and/or used any electronic signaling device, including but not limited to paging and signaling equipment, without prior consent of the principal.*

A student may be suspended or expelled for any of the acts listed on the preceding page if the act is related to school activity or school attendance occurring at any district school under the jurisdiction of the superintendent or principal or within any other school district including, but not limited to, the following circumstances:

While on school grounds

While going to or coming from school

During the lunch period, whether on or off the school campus

During, going to, or coming

ACTIVITIES CODE

ACTIVITIES COVERED BY THE CODE

The principal or designee shall determine which school activities are subject to the Activities Code and shall make clear to each activity director, coach, club advisor, etc. whether the code applies to their activity. The following considerations shall guide the principal in making this determination:

All school **athletics** including cheerleading are covered by this code. All activities, which are **extra-curricular** in nature, are covered by this code. 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 are representing Piedmont High School, student participation in the activity is covered by this code in two ways:

- *A student ineligible to participate in extra-curricular activities because of earlier violations of the code may not be eligible to participate in the club off-campus activity.*
- *A student who violates this code while participating in the off-campus activity may 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.*

ATTENDANCE

The Activities Code covers attendance at all school dances. Students who are declared ineligible may not attend these events.

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 prohibited to do so for school disciplinary reasons not related to the Activities Code.

ASB LEADERSHIP COUNCIL

A student may not run for elective ASB office or try out for Spirit Squad if the student 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 or designee's discretion.

CONDUCT

Students participating in extra-curricular activities assume responsibility for knowing and following this code and for accepting the penalties if they violate the code. Students participating in activities are expected to:

- *Behave in ways that will bring credit and honor to Piedmont High School and to themselves, their teachers, coaches, parents and fellow students.*
- *Appropriate conduct is always expected both on and off campus. Students are expected to abide by the school's Academic Integrity Policy.*
- *Attend all classes regularly.*
- *Play fairly and cleanly in athletic and club related academic competitions. Students will follow regulations, cooperate with officials, and display good sportsmanship in both wins and losses.*
- *Not use alcohol, electronic vaporizers, tobacco related products, or illegal drugs.*

ELIGIBILITY

Participation in extra-curricular activities is a privilege extended to students who are progressing adequately (both academically and behaviorally) toward their high school diploma. Eligibility for extra-curricular activities is determined by the student's grades and by student adherence to the Code of Conduct outlined below. The principal or designee determines final determination of eligibility in any case. In addition, students receiving Athletic P.E. credit and become ineligible mid-season will not receive credit.

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:

- *The student must have received a passing grade in courses representing at least 20 units.*

- *The student must have attained at least a 2.0 grade point average in all coursework attempted.*
- *The student must not have received two more than failing grades (F's).*

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.

An equivalent course taken in summer school may help to reestablish eligibility if a 2.0 GPA is achieved when the grade for the made-up course is substituted for the grade that caused the student to have less than a 2.0 GPA in the first place. An academic grade in an equivalent correspondence course may also be used to substitute for a low grade in a regular course for purposes of determining eligibility.

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.

Grade changes that allow a student to become eligible must be officially changed on a student’s transcript by no later than the school’s date of determination for a given grading period. On the date of determination, ineligible students will not be able to become eligible for the next grading period until the next date of determination.

ELIGIBILITY DETERMINATION DATES

Eligibility is determined after Semester 1 Progress Report 2 grades, Semester 1 grades, and Semester 2 Progress Report 2 grades. Semester 2 grades determine eligibility for the following school year’s fall season. See the table below for the applicable grading periods.

Grading Period	Grading Pd. End Date	Date of Determination
S1 PR 2	10/06/22	10/18/22
S1 Ends	12/22/21	02/08/22
S2 PR 2	03/17/23	03/28/23
S2 Ends	06/02/23	06/09/23

PROHIBITED ACTIVITIES & CONSEQUENCES BEHAVIOR

Behavior deemed by the principal or designee as seriously discrediting the student or the school, whether this behavior is on or off campus, is prohibited. On-campus behavior, which may warrant

suspension from school, and off-campus behavior, which warrants citation by the police, will be reviewed by the principal or designee in order to determine whether the student’s continued participation in extra-curricular activities is appropriate. In response to such behavior the principal or designee may impose consequences ranging from restorative justice, a brief suspension from extra-curricular activities to a full suspension from activities for current and/or future semesters.

ATTENDANCE & ABSENCES

DAY OF EVENT

A student participating in extra-curricular activities may not have any unexcused absences on the day of an extra-curricular event in order to participate in the event.

Failure to attend the majority (+51%) 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, the principal or designee may make exceptions to this rule.

For purposes of determining eligibility for extra-curricular events, 18-year-old students may not excuse themselves on the day of an event unless accompanied by documentation such as a medical appointment verification form, etc.

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 the principal or designee.

MONITORING ATTENDANCE

The administration will monitor student attendance on a spot-check basis on the day of an event and may event on the basis of the facts discovered. In making spot-checks, it is expected that particular attention may legitimately be paid by administrators to the attendance of students who have had a poor record of compliance with school attendance rules.

VIOLATING ATTENDANCE REQUIREMENT

These provisions will be monitored by the school administration in the following way:

- *When a student is discovered to have violated these attendance requirements 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 or competitive club, the next similar event will mean the next game or competition in the schedule. In the case of a musical performance, the principal or designee will exercise discretion in assigning a consequence, which may include restorative discipline, detention, and/or declaration of ineligibility for future musical events.

INELIGIBILITY DUE TO ABSENCES

Students may become ineligible for all extra-curricular participation at the date of determination if two (2) unexcused absences in any one class or four (4) unexcused absences in all classes combined by within the window of determination. (*Formerly known as a quarter.*)

MONITORING INELIGIBILITY

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. This rule will then be enforced when a further cut has taken place after such notification has occurred.*
- *In the event the school administration has not issued such a warning, eligibility will be revoked without warning after a student accumulates four (4) unexcused absences in one class at the end of the grading period, or eight (8) unexcused absences in all classes in the grading period.*

SPORTSMANSHIP

Coaches and activity sponsors will respond to minor violations and will report serious violations to the principal. The principal may impose a consequence ranging from suspension from the activity for a brief time to suspension for the duration of the activity.

ALCOHOL & 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 any controlled substance. 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.

VIOLATION AND ENFORCEMENT OF RULES

The following specific rules will guide the school administration in dealing with use of alcohol and drugs by students involved in extra-curricular activities when the principal or designee is presented with convincing

evidence that a student has done any of the following, the student may be suspended from all extra-curricular activities.

- *Possessed, consumed, or under the influence of alcohol or illegal drugs in any amount, or possessed, used, furnished, or sale of alcohol or illegal drugs or drug paraphernalia, at any time during school or at any school sponsored event.*
- *Possessed, consumed, or under the influence of alcohol or illegal drugs in any amount, or possessed, used, furnished, or sale of 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 under the influence of alcohol or illegal drugs in any amount, or possessed, used, furnished, or sale of alcohol or illegal drugs or drug paraphernalia at any time on the grounds of any school in the PUSD.*
- *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 removing oneself from such a group upon discovery of such illegal use.*

SUSPENSION FROM EXTRA-CURRICULAR ACTIVITIES

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

- *Athletes may be dropped for the remainder of the sports season.*
- *Performing arts students participating in an extra-curricular performing arts program may be dropped through the final performance of that program. For example, Bird calling, a musical, the jazz band, and/or clubs, i.e., Mock Trial, Debate, JSA, etc.*
- *School officers may be removed from office and from the ASB leadership class.*
- *A student not currently involved in any extra-curricular activities at the time of the infraction may be suspended from all extra-curricular activities for six weeks from the date of the infraction or from the date of the discovery of the infraction, whichever is later. If the suspensions referred to in lines 1-4 above occur with less than six school weeks left in the remainder of a season/activity in which the student is involved, the student may also be suspended from any further extra-curricular activities until a date six school weeks from the date of the original suspension.*
- *When students go on overnight events, such as athletic tournaments, conferences, and/or competitions, they are informed and are expected to remember that the entire trip from time of departure to time of return, whether by school bus or private vehicle, is considered part of the event, and any use or possession of alcohol or illegal drugs during this time will be deemed a violation occurring during school time.*
- *All coaches and directors of extra-curricular activities are required to report to the principal or designee any instance of alcohol or drug use (outlined herein) on the part of all students involved/participating in their activity or sport.*

USE OF TOBACCO

The school strongly discourages the use of tobacco by students. Students smoking or chewing tobacco, using electronic vaporizers or using any products containing tobacco or nicotine on school grounds or at any school-sponsored activity are subject to school discipline. They are also subject to whatever discipline their coach or activity director may feel is appropriate because of the nature of their activity.

EXTRA-CURRICULAR PROBATION

Academic Probation CANNOT be granted to a student at PHS who did not earn at least a 2.0 GPA or has earned less than twenty (20) school credits for within windows of determination. However, under specific circumstances, probation is granted to students who have been declared ineligible.

PROBATION FOR INCOMING 9TH GRADERS

Incoming 9th graders with less than a 2.0 GPA or more than one citizenship "U" upon their final 8th grade report card who wish to participate in a fall sport may request a probationary eligibility period by the first determination date of their 9th grade year only.

9TH GRADERS APPLYING FOR PROBATION

Interested 9th graders may apply to the Assistant Principal of Student Services for this probationary status except in cases of athletic probation, which the Director of Athletics manages. If probation is granted, the student's behavior and academic progress will be monitored by the Assistant Principal of Student Services, the student's counselor, and (if athletic probation) the Director of Athletics until the end of the first progress report period. If the student is maintaining a GPA above a 2.0, the probationary status will be removed. If the student is not maintaining a GPA of 2.0 or above, the student will be deemed ineligible and will be removed from the team.

REGULAR PROBATION

All students who have been declared ineligible solely unexcused or excessive excused absences may apply for probationary eligibility for extra-curricular activities under the circumstances outlined below. The intent in establishing this probationary system is to alter self-destructive student behavior and/or attendance problems in a positive direction while simultaneously providing for full student participation in extra-curricular activities.

APPLYING FOR REGULAR PROBATION

A student may apply for probation within a specific window of determination only if regular probation has NEVER been granted at PHS, excluding 9th grade fall semester probation. Probation can only be granted ONCE during high school.

- *The application for regular probation shall consist of a letter written by the student and addressed to the principal or designee, and if athletic probation, the Director of Athletics stating:*
- *The reasons that probation is being requested*
- *The reasons, from the student's view, for excessive excused or unexcused absences (cuts/truancies)*
- *Action steps the student will take to change behavior to avoid unsatisfactory grades in the future and maintain a GPA above a 2.0 during the period of probation and beyond.*
- *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 designee and (if applicable) the Director of Athletics 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 of the original declaration of ineligibility (except in the summer when school is not in session), whether that ineligibility was declared on a school-wide list based on grades posted for a regular grading period or was declared in the middle of a grading period because of excessive cutting or other behavior by a particular student.

PROBATION REQUEST APPROVAL

If granting a student's probation request, the principal or designee and (if applicable) the Director of Athletics shall state in writing to the student, the expiration date of the probationary period, the penalties which shall 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. The administrator is expected to 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.

MONITORING REGULAR PROBATION

The Assistant Principal of Student Services, (if applicable) the Director of Athletics, and counselors monitor those students granted probation for the entire sport or activity season.

ACADEMIC MONITORING

The Assistant Principal of Student Services, Director of Athletics, and counselors monitor the grades of all probationary students. Probationary students must raise their GPA to a 2.0 or above and earn at least twenty (20) credits within windows of determination in order to regain their eligibility status to participate in any remaining extra-curricular activities, such as athletic and/or academic competitions.

Probationary students must submit a weekly evaluation of their work signed by each teacher to the Assistant Principal of Student Services if on non-athletic probation. Students on athletic probation must follow this procedure with the Director of Athletics. After reviewing these evaluations, a determination will be made on the students' eligibility status.

If deemed eligible to participate in extra-curricular activities, the Assistant Principal of Student Services or the Director of Athletics will issue permission slips to eligible students. Students must present permission slips to coaches and activities advisors/directors in advance of formal approval to participate in any extra-curricular activities or events, including but not limited to a competition, trip, performance, etc. Coaches and activities advisors/directors are NEVER permitted to grant probationary students permission students to participate unless valid permission slips from the Assistant Principal of Student Services or the Director of Athletics have been presented.

BEHAVIORAL MONITORING

Students' behavior between the declaration of ineligibility and the consideration of the application for probation shall be a factor in the principal or designee's and (if applicable) the Director of Athletics decision whether or not to grant the probation. The intent of this aspect of the rule is to alter the students' behavior as soon as possible in midstream. If attendance is the primary issue, the goal is to discourage students with already poor attendance from continuing this attendance pattern for a long period of time before they apply for probation just in time for the beginning of a particular competitive season, or other extra-curricular event. Probation must be granted prior to the school's dates of determination.

PERMISSION FOR TEAM WORKOUTS IF INELIGIBLE

Students who are ineligible for participation in athletic competition solely because of academic grades are sometimes allowed to practice with the team even though they cannot suit up or play in the games or travel with the team for games and competitions.

Permission to do so must be sought first from the individual coach, then from the Director of Athletics who shall determine in conjunction with the principal or designee whether it is in best interest of the school and ineligible students to permit this exception.