

### **FIGHT SONG**

In 1902, Princeton University was “King of Sports” with the colors orange and black. Following suit San Mateo High chose the orange and black as its colors, as well as adapting its own words to the music of Princeton’s school song.

*Orange and Black*  
*we honor,*  
*emblem of loyalty.*  
*Proudly waving onward*  
*before us*  
*leading us to victory!*  
*Rah! Rah! Rah!*  
*Fighting for ole*  
*San Mateo,*  
*gladly we do or die.*  
*Loudly the*  
*answering echo*  
*from far and near,*  
*ring out the cheer*  
*For our ole*  
*San Mateo High!*  
*S! M! High!*  
*Fight! Fight! Fight!*

# San Mateo High School Student Handbook 2011-2012

San Mateo High School  
506 North Delaware San Mateo California 94401  
(650) 558-2399 Fax (650) 558-2352  
<http://smhs.smuhsd.org>

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### ADMINISTRATION

Principal.....	Yvonne Shiu
Assistant Principal, A-K, SpEd Students, Instructional Srvc....	Suzanne Woolfolk
Assistant Principal, L-Z, ELD Students, AdminSrvc.....	Cynthia Rapaido
Dean of Students.....	Howie Freiberg
Administrative Assistant to Principal.....	Judy Maddox

### COUNSELING/GUIDANCE

Career Center.....	Terri Fenech
College Pathways Counselor.....	Alexandra Furgiuele
Academic Intervention Counselor.....	Fabian Morales
Counselor (A-G) .....	April Torres
Counselor (H-Q).....	Georgiana Watson
Counselor (R-Z, ELD 1-2) .....	Andrea Booth
Counseling Secretary.....	Tammy Maldonado
Student Data Analyst.....	Shelley Germen

### STUDENT SUPPORT SERVICES

School Attendance Records Clerk.....	Corina Menendez
Athletic Director.....	Jeff Scheller
AVID Program/Academic Intervention Counselor.....	Fabian Morales
Financial Assistant.....	Shirley Wong
Health Office Aide.....	Catherine Hickey
Athletic Homework Center (Mon/Wed).....	Joyce Dickson
Homework Center (Tues/Thurs).....	Shoshana Kalinski
School Resource Officer (SRO) .....	Officer Tracey Unga
School Safety Advocate (SSA).....	Diana de Guzman
Student Government Advisor.....	Sara Catalli
Student Services Secretary.....	Ayde Cervantes

## ATTENDANCE POLICIES

<b>Attendance Clerk:</b>	<b>(650)558-2308</b>
<b>Report student absences:</b>	<b>(650)558-2309</b>
<b>Attendance Office hours:</b>	<b>7:30 a.m.- 3:15 p.m.</b>

The Attendance Office must have current phone numbers and addresses of all SMHS students. If this information has changed, notify the District Office. Automated phone calls home are made daily. If there is an error in the student's attendance, see the attendance clerk for a **CORRECTION FORM**. **This must be corrected within three days** or the student's attendance record will be marked "CUT" and will not be cleared.

### CLEARING AN ABSENCE

After an absence from school, the student is responsible for clearing his or her absence within three days of the absence; **failure to clear an absence within the three days will result in a two hour detention and possible in-suspension**. Students can come to the attendance office before school, during brunch or lunch. On the first day of an absence, the parent or guardian should:

- 1) Report it to the attendance office, **(650) 558-2309**, or
- 2) Have the student bring a note, signed by the parent or guardian, to the Attendance office upon return before they report to class. The note must contain the Student's name, Name of parent or guardian of student, ID#, date of absence, reason for absence, and a phone number to verify the absence.
- 3) Other methods of verifying student absences are (a) home visits by SMUHSD employee or (b) physician verification (Board Policy 5113).
- 4) Students absent more than five days of illness are requested to have a doctor's note to get cleared from cuts. When a student has had 14 days (consecutive or nonconsecutive) absences in the school year for illness, any further absences for illness may be verified by a physician (Board Policy 5113).
- 5) Students coming late or leaving early for a doctor's appointment must bring a note from the doctor's office as proof for SMHS files.

### Excused Absences

ILL\*: Illness- the school may require the certificate of a doctor if it is deemed advisable. This is mandatory after five consecutive days.

ACT\*: School Business/Activity

SUS\*: Suspended

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EXC\*: Excused, non-ill

REL\*: Religious- A student's absence from school for religious reasons must be prearranged at least three days ahead of time.

ETD\*: Excused Tardy- A student has a note from a staff member clearing the tardy or the student has a note from parent with reason for tardy.

\* Students are permitted to make up all work missed.

### **Unexcused Absences**

CUT: Cut/ Truant. No make up work allowed. Cuts are defined as any absence not cleared by parents/guardians.

TDY\*\*\*: Tardy

UNX\*\*\*: Unexcused (Parent is aware but absence reason not excused)

\*\*\*The teacher may or may not permit make up work. Students who are habitually truant may not be allowed to attend any school sponsored event.

### **PERMIT TO LEAVE SCHOOL**

To obtain a *Permit*, a parent/guardian note must be turned into the Attendance Office BEFORE school begins and picked up during brunch or lunch. **Students leaving campus MUST have a *Permit to Leave BEFORE leaving campus.*** Leaving school without a permit from the attendance office is considered a cut and may not be excused by a note or call afterwards. **Students that leave campus without a permit will be subject to disciplinary action.**

### **Illnesses**

A student who feels too ill to remain at school must report to the Health Office to obtain a *Permit to Leave* school. Parent/guardian will be notified. If the parent or guardian cannot be reached, the person listed on the emergency contact must be notified. **Students will be marked CUT if they leave without a permit.**

### **College Classes, Not-at-School (NAS), ROP Classes, and Athletics**

Students who are finished with classes at the end of 4<sup>th</sup>-7<sup>th</sup> period should have a sticker on their ID card for the semester or for the duration of the athletic season to leave campus. Students MUST carry their ID card with them at all times. Stickers may be obtained in the Student Services Office. Students who do not have a class at the beginning of school or end of school for example, the student does not have a 1<sup>st</sup> or 2<sup>nd</sup> period or 6<sup>th</sup> or 7<sup>th</sup> period must obtain a "Not-at-School" sticker from Student Services. Students who have a "Not-at-School" sticker in the middle of their class schedule are NOT allowed to leave campus.

### **TARDY POLICY**

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We have a school-wide tardy policy. Students who do not have an excused tardy slip are marked UNEXCUSED TARDY. Teachers will have consequences for the first three tardies and will notify the parent when the third tardy occurs. Four tardies to the same class will result a 2-hour detention for defiance of the rules. Continual tardies results in an increase in the disciplinary response. Students are late to class unless they have a legitimate note from the parent or staff member. Consequences for defiance of the tardy policy (per semester) are:

<b>Tardies 1-3:</b>	Teacher consequences. Teacher will notify parents/guardians on the third tardy.
<b>Tardy 4:</b>	Referral to the Dean and 2 hours of detention
<b>Tardy 6</b>	Referral to Dean/Administrator, In-house suspension for continual defiance of the tardy policy.
<b>Tardy 8</b>	Referral to Dean/Administrator, in-house suspension, student contract, and parent conference.
<b>Tardy 10</b>	2 day suspension for defiance of school rules
<b>Tardy 12, 14</b>	In-house suspension
<b>Tardy 16</b>	3 day suspension

Note: Students on Student Contract may have different consequences (Discipline Matrix).

### **TARDY SWEEPS**

San Mateo High School conducts unannounced tardy sweeps throughout the school year. Students who are late to class are gathered and collected by school employees. The students are escorted to a designated area and are assigned a one-hour detention for being late without a pass during a tardy sweep. Failure to serve detention results in being placed in In-house suspension. Students must have their student I.D. when arriving on to campus. Students without I.D. will be assigned two-hour detention. For I.D. replacement see *Student Body Identification Card*.

### **TRUANCY/CUT POLICY**

Student attendance at school is required by State law. Illegal absence from school-“truancy”- is a violation of State law. Truancy may result in no make-up work assigned in those classes that were listed as a “CUT”. School consequences are:

- 1<sup>st</sup> offense: 2 hour detention and parent contacted. If on contract: In-House Suspension.

- 2<sup>nd</sup> offense: 4 hour detention and parent contacted. If on contract, in-house suspension (defiance); parent and SRO contacted.
- 3<sup>rd</sup> offense: in-house suspension (defiance), parent meeting, student contract, SRO contacted
- 4<sup>th</sup> offense: two days of in-house suspension, parent meeting, and SARB recommended.

Parents will receive phone calls from the automated phone system reporting the student's cuts for the day. Truancy (T) letters are sent home to the parents/guardians based on the number of cuts during the year.

- T Letter #1: sent when the student has cut 12 periods, parents should contact the student's counselor if there are errors.
- T Letter #2: sent when the student has cut 24 periods, parents are required to attend the scheduled truancy meeting with the School Attendance Review Board Meeting (SARB).
- T Letter #3: sent when the student has cut 36 periods, parents are required to attend the scheduled truancy meeting. Habitual truants will not be allowed to attend any school-sponsored event. These students may be placed on a truancy contract and referred to the District SARB.

### **NEW CURFEW LAW IN SAN MATEO**

The following City ordinance is now in effect: (10.12.020)

".....it is unlawful for any minor to loiter about or in any public place within the city between the hours of 8:30am to 2:00pm on days and times when the school in which the student is registered is in session." (Ord. 2010-5 1,2010)

For complete ordinance visit:

<http://www.cityofsanmateo.org/index.aspx?NID=421>.

The San Mateo Police Department is also issuing admonishments to all truant students and citations (\$160 ticket). Students will be required to appear in Traffic Court. Failure to do so could result in losing driving privileges.

## **ACTIVITIES INFORMATION**

## ATHLETICS

Students interested in playing athletics for San Mateo High School may direct their questions to their counselor, P.E. teacher, or Athletic Director. Athletic clearance packets can be obtained in the Health Office. Tryout dates will be announced in the daily bulletin. All athletes must have the following forms filed with the Health Office: *A Parent Consent Form*; *A Medical Examiner's Statement on Health and Activity Status*, which is valid for one year from date issued; and PAL sportsmanship policy.

### Eligibility

Students who intend to participate in athletics must (1) have at least a 2.0 GPA, (2) pass 25 semester units of work, (3) have no more than one F for the grading period, and (4) have no record of truancy letter #3. A new eligibility declaration is made during each 6-week grading period. Students who are ineligible due to academics will result in not playing at events and may also include restriction from practice.

### Sportsmanship

As defined by the California Interscholastic Federation (CIF): *Sportsmanship* is in its very essence- is **respect**. Respect for others and for one's self. *Sportsmanship* encompasses all that which is good in human nature. *Sportsmanship* is a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity. (\*Girls/\*\*Boys/\*\*\*Girls & Boys Team, \*\*\*\*Co-ed)

#### Fall Sports

Cross Country-\*\*\*\*  
Tennis\*  
Football\*\*\*  
Volleyball\*  
Water polo\*\*\*  
Golf\*  
Cheer Squad\*\*\*

#### Winter Sports

Basketball\*\*\*  
Soccer\*\*\*  
Wrestling \*\*\*  
Cheer Squad\*\*\*

#### Spring Sports

Softball\*  
Baseball\*\*  
Badminton\*\*\*\*  
Golf\*\*  
Tennis\*  
Track /Field\*\*\*\*  
Swimming\*\*\*

### Afterschool Athletic Homework Center

Athletes can attend the afterschool athletic homework center, which are held Mondays and Wednesday in the library, 2:30-3:30 p.m.

## CLUBS

Students can learn about activities and clubs through the student daily bulletin or visiting the Student Government Office and obtain a list of current clubs. Each club has a teacher advisor. Clubs vary from year to

year depending on student interest. The Student Activities Director can provide additional information as well as help you start a new club! All clubs submit a copy of their attendance and minutes to the Assistant Principal of Administrative Services. Here are a few clubs that exist:

<i>American Cancer Society</i>	<i>Art Club</i>	<i>Band Club</i>
<i>BBQ Club</i>	<i>Chess Club</i>	<i>Christian Club</i>
<i>Dodgeball Club</i>	<i>FLOSM</i>	<i>French Club</i>
<i>Gay Straight Alliance</i>	<i>Green Team</i>	<i>Interact</i>
<i>Jew Crew</i>	<i>Junior Statesmen of America</i>	<i>La Raza Unida</i>
<i>Math Team</i>	<i>Mock Trial</i>	<i>Poly Club</i>
<i>Quiz Kids</i>	<i>The Gaming Club</i>	<i>Ukelele Club</i>

## **CO-CURRICULAR OR EXTRA CURRICULAR ACTIVITIES**

Any student who intends to participate in any co-curricular or extracurricular including athletics, school plays, dances, dance team, cheerleading, any school performances during assemblies, or school sponsored events must: (1) have at least a 2.0 GPA, (2) pass 25 semester units of work, (3) have no excessive truancies (truancy letter #3), and (4) good behavior. A new eligibility declaration is made during each 6-week grading period. Students who participate in co-curricular activities are expected to attend school during the school day.

## **DANCES**

### **Dance Policy**

Dances are an opportunity for students to socialize in a safe, supervised, and appropriate environment. Student behavior must reflect the district's mutual respect policy. Failure to comply with the rules will result in removal from the dance and notification of parents, and other disciplinary action as determined by the school administration.

- Doors close half hour after dance begins.
- Students who leave the dance may not re-enter.
- Inappropriate or dangerous dancing is not allowed.
- DRESS CODE ENFORCED. (See Dress Code Policy)
- Selling, possession, or being under the influence of alcohol or a controlled substance will result in immediate removal from the dance and suspension from school along with possible legal consequences.
- The use of a breathalyzer is at the discretion of the administration and may be used randomly during events.
- All students will be searched.

- Failure to comply with the rules during a dance will result in removal from the dance, notification of parents, and other disciplinary action as determined by the school administration.
- Dance contracts must be current for the school year and on file in Student Services.

### **Dance Contract**

All students must complete and follow the rules in the Dance Contract. Parent and student must sign it and it is valid for the current school year. Students who violate the Dance Contract may lose privileges to future dances. Below are the rules of the contract:

1. I am free from any outstanding detentions, In-House suspensions, community services, or behavioral referrals.
2. I am free from **all**, school debts, including textbooks, fees and materials of any kind.
3. I will obey all school rules including the code of conduct. Regular school rules regarding smoking, alcohol, and drugs will be in effect. ANY signs of smoking, alcohol, or drug use will result in immediate disciplinary action. If I violate the code of conduct I will be barred from future dances for the remainder of the semester.
4. I will not be allowed to attend any dances if I am on the Truancy #3 list.
5. I will present my photo I.D. at the door with the ticket.
6. I will dress appropriately because the dress code will be strictly enforced. Dresses must not “rise up” while dancing. No private parts may show including cleavage, front or back.
7. I will wear shoes at all times. I may bring spare shoes if needed but absolutely no bare feet or socks/ nylons etc.
8. I will avoid bringing valuables to the dance. SMHS is not responsible for any lost or stolen items.
9. I will dance and behave appropriately. I will not dance suggestively. Examples include but are not limited to:
  - ✓ No bending over beyond 90 degrees
  - ✓ No hands on knees or on the floor
  - ✓ No sitting on laps
  - ✓ Both feet must remain on the floor

Consequences for inappropriate dancing:

1<sup>st</sup> offense- warning, I will be escorted to administration

2<sup>nd</sup> offense- 10 minute time-out, administration records my name, parent contacted and warned that if behavior or dancing continues, I will have to leave or sit-out

entire time.

3rd offense- parent notified; I must leave the dance.

10. I will be on time and I am aware that the doors close promptly at ½ hour after the dance starts.
11. Once I leave the dance I will not be allowed to reenter.
12. I will not loiter in the parking lots after the dance. My transportation for pick up will arrive no later than 15 minutes.
13. I will follow guest pass procedures if I bring a guest to the dance. Guest passes are available from Student Services, A-130. Deadline for Guest passes is two Mondays before the dance.
14. Wristbands may be issued to all students to enforce inappropriate dancing. Same consequences apply (see 9 above).

### **Dance Procedures**

Students must (1) have no behavior issues, (2) have no more than 36 cuts on their attendance, and (3) not have their name on the 3<sup>rd</sup> Truancy Letter list. Students must be clear of all school debts & bills prior to purchasing a dance ticket.

#### **Check list:**

- Tickets must be purchased in advance.
- Student and guest must present their current student I.D. card
- Do not bring or leave valuables unattended
- Bring comfortable spare shoes
- No suggestive dancing (1<sup>st</sup> offense-warning. 2<sup>nd</sup> offense-parents notified and student time-out. 3<sup>rd</sup> offense- must leave dance)
- Arrange transportation to pick up student IMMEDIATELY after the dance has ended.
- No loitering in the parking lots of dance facilities.
- Must attend school (240 minutes) to be allowed to attend dances.

### **Guest Pass Procedures**

Guest passes are available in the Student Services Office. The procedures to bring a guest are:

- Guest passes must be properly completed and returned to Student Services no later than 3:30 p.m., TWO Mondays before the dance (or as stated in the daily bulletin).
- A copy of a current guest I.D. must be attached to the guest pass. Guest must be between the ages of 14-20 years old. Parent of guests must also sign guest pass.
- Guest Pass requests are subject to the discretion of an administrator.

- The Guest Pass must be shown when purchasing the ticket. One guest per SMHS student.
- The guest must be accompanied by the SMHS student listed on the pass when entering the dance. SMHS student who brings the guest is held responsible for their guest's behavior, dress code, dancing. Bringing a non-student to the dance to be with another non-student as a date is not allowed.
- No elementary or middle school students.
- No suggestive dancing ((1<sup>st</sup> offense-warning. 2<sup>nd</sup> offense-parents notified and student time-out. 3<sup>rd</sup> offense- must leave dance)
- Approval of guest is based on the guest's discipline/behavior history.

Approval signature of both administrators from guest school and SMHS is required. Parents of student and guest must also sign the guest pass.

### **FIELD TRIP PROCEDURES**

Field trips are an extension of the school day. Appropriate dress and behavior are expected. Any student who will be participating in a field trip must follow these procedures:

- Obtain a "Parental Consent for Student to Take School sponsored Field Trip" form from Student Services.
- Parents must approve and sign the form
- The student's teachers must approve and sign the form.
- Return the completed form to their teacher/activity sponsor no later than five days before the trip.
- It is the student's responsibility to obtain homework from their teacher.

### **INTRAMURAL SPORTS**

During lunch, students may play intramural sports under supervision of a staff member who organizes the event.

### **STUDENT GOVERNMENT AND STUDENT COUNCIL**

Student Government consists of four class councils with 8 elected officers for each class. There are eight elected Associated Student Body Officers and twenty appointed officers. Student Council is composed of elected representatives from each Tutorial class. Representatives are elected once a semester.

Student Government sponsors many school activities including dances, lunch time activities, rallies and assemblies, fundraisers at restaurants and school-wide events.

## **SCHOOL RESOURCE INFORMATION**

### **ASSEMBLIES AND RALLIES**

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Assemblies and rallies are part of the school routine. Attendance of all students and teachers is required. All classes that attend are responsible to and remain under the direct supervision of the instructor. Seating assignments for the assembly/rally are prepared by the Student Services Department.

#### **APPEARANCE IN THE MEDIA**

Because the district and school personnel may not be able to intervene, it is recommended that parents/guardians who object to student's being filmed or photographed, instruct the student not to allow him/herself to be filmed or photographed. The form can be obtained from the Counseling Office.

#### **BEARCAT SERVICE COMMISSIONERS**

Bearcat commissioners are a group of 20-40 students who dedicate their time and efforts in making SMHS and its surrounding better through school and community service. The Service Commissioners aid in setting up school wide events such as Back to School Night, 8<sup>th</sup> Grade Parent Night, athletic events, as well as basic services such as brunch and lunch campus beautification. For more information about receiving elective credit and applying, see the Dean in Student Services, Rm. A-130.

#### **BIKES, SKATEBOARDS, SKATES, SCOOTERS, ETC.**

Bicycles are not to be ridden on campus at any time. The school cannot accept responsibility for bikes parked on the school campus. Bicycles which are ridden to school MUST be parked in a bike rack during school hours. Bikes should be registered with the police and locked securely. The school does not guarantee the safety of bikes. The bike rack is available and is located in various locations on campus. Skateboards, roller skates, scooters, shoes with skates which are ridden to school MUST NOT be ridden on campus. If they are used during the day, they will be confiscated and held for parents to pick up.

#### **BOOK BILLS/DUES/FEEES**

Any school items, such as textbooks, athletic apparel etc., that are checked out to a student and are lost or damaged, must be paid for by that student. Students must be clear of debts and book fines one week before certain school events including dances and graduation if they are planning to participate. Late fees will be applied to each book checked out or student may pay the entire cost of the book to replace it.

#### **BUS TICKETS/ BUS TRANSPORTATION**

Bus tickets may be purchased at the District Office. Individual bus tickets may be purchased at the Financial Office, Room A-115. Bus transportation is provided for students who live in Foster City. Bus pick up takes place on Poplar Street near the clock tower ten minutes after the school day ends.

Using the bus transportation is a privilege not a right. Privileges can be revoked if a student is inappropriate at the bus pick up site and/or on the bus. Inappropriate student behavior is subject to school disciplinary procedures.

### **CHANGE OF ADDRESS**

Please call Attendance and Welfare at 558-2259 or go to the District website [www.smuhsd.org](http://www.smuhsd.org) to verify which documents to bring with you to make a change of address. For phone number changes only - call 558-2259.

### **COLLEGE AND CAREER CENTER**

Students can obtain current and accurate information about their future career and educational plans. Many handouts also available include the SAT and ACT testing booklets for colleges and universities. The College and Career Center is prepared to help with work permits, social security applications, college applications, scholarships and financial aid.

### **COMPUTER LAB**

The Computer Lab is available for teachers to sign up a class or students to research information on the Internet. All students using the computers must have parent permission to use school computers. Computer labs are located in the library, A148, and C013.

### **COUNSELING OFFICE/ GUIDANCE**

All students are assigned to a counselor who will help with information about courses and schedules. Students who need to discuss a personal matter or are experiencing a crisis, or would like help in planning their academic program to fit college or career options, can meet with their counselor. The Counseling Office has a detailed list of course offerings and graduation requirements. The Counseling Office assignments for 2011-2012 are as follows:

Mrs. April Torres *A-G*

558-2313

Ms. Georgiana Watson *H-Q*

558-2316

Ms. Andrea Booth *R-Z, ELD 1-2*  
558-2317

Mrs. Alexandra Furgiuele *Barbara Snider College Pathways*  
*Counselor* 558-2314

Mr. Fabian Morales *9<sup>th</sup> & 10<sup>th</sup> Academic Intervention Counselor*  
558-2312

### **DAILY ANNOUNCEMENTS**

The daily announcements are read over the Public Announcement System during the period that follows brunch. It contains all school activities and important information related to school. A hard copy is available in the Main Office.

Students interested in publicizing information in the daily bulletin must see the Office Assistant in the Main Office. If you are interested in receiving the bulletin, you may request it by e-mailing: [sanmateohighschool@hotmail.com](mailto:sanmateohighschool@hotmail.com).

### **EMERGENCY CONTACT INFORMATION**

Each student is required to have an accurate and current Emergency Contact Sheet which was completed on the online registration at the District Office, Attendance and Welfare Office. This is especially important to have when a child is sick, injured, or needs to contact parent for an emergency situation. If there are any changes of family members on the emergency contact sheet, a new one should be filed in its place as soon as possible. See *Change of Address* information.

### **FIRST AID/ ILLNESS**

Students who have been given written permission may go to the health office. With the permission of the Health Clerk, students are allowed to rest for 20 minutes. Medications, such as aspirin, are not given to students. Students taking medication during school hours must have a note from their doctor and parent. All medication must be kept in the health office.

### **FOOD SALES/ FUNDRAISING**

All clubs or organizations interested in selling foods as a fundraiser must have the approval of the Nutrition Services and the Assistant Principal of Administrative Services (Rm. A-130). All clubs must also complete an Activity Request form and submit it to Student Services ten days before the event.

### **GUESTS/VISITORS ON CAMPUS**

Students wishing to bring a student visitor must obtain clearance two days in advance at the Dean's Office. Young children are not permitted as campus visitors. All visitors must be registered at the Main Office before going elsewhere on campus. Former students who wish to visit the campus must have a pre-approved visitor's pass and follow the procedures below:

- 1) Student must email the faculty or staff member(s) that he/she wishes to visit and state why they want to visit.
- 2) The teacher responds with either yes/or no.
- 3) The staff member will inform the visitor of the date, time, and period of the visit.
- 4) Note: There are no visitations allowed during brunch and lunch.
- 5) The visiting student must come to school with the "responsive email" sent by the staff member.
- 6) Visitors arriving without teacher/staff response will not be allowed on campus.
- 7) Teachers must also inform the Dean of Students, Administrative Assistant, and administration by sending a copy of the "responsive email" to them.

### **HALLWAYS**

Hallways and stairwells should be kept clear from any person or object blocking the flow of traffic. These areas should remain clear before and after school, and during brunch and lunch.

### **HEALTH OFFICE**

Students who are ill or need medical attention should request for a pass to go to the health office. Ill students wishing to go home must have a *Permit to Leave* before leaving campus. All school accidents and injuries must be reported to the Health Office. The Health Office also has applications packets for athletes, free and reduced lunch, school insurance, medication forms, and health pamphlets.

### **HOMEWORK CENTER**

Students can get help on homework at the Tuesday/Thursday after-school homework center, located in the library.

### **INTERNET LICENSE**

In order to use school computers, each student must: (a) sign the required section of the Registration Form, which was one of the forms required for registration, stating he or she has read and understands the Acceptable Use Policy (AUP); (b) complete the online registration

through the District Office and agree to the terms of the Acceptable Use Policy (AU); and (c) a parent signature is required. Upon approval, the student must have a sticker placed on their I.D. which they can obtain from the school librarian. School computers are to be used in a responsible, efficient, ethical and legal manner. Students who visit inappropriate websites will be sent to the Dean of Students.

### **LIBRARY**

The library is available for use before the school day, during brunch and lunch, and after school. Students wishing to use it during class time must be accompanied by their teacher, have *Not at School (NAS)* period sticker on their I.D. card, or have a valid pass. Inappropriate behavior in the library will result in disciplinary action.

### **LOCKERS**

Locker use is a privilege and convenience; not a right. Students may obtain a locker from Student Services. Students are to use their assigned lockers and are not to share lockers. SMHS is not responsible for items lost or stolen from lockers, including school books, due to theft or vandalism. Valuables or large amounts of money should not be left in lockers or brought to school. Lockers are to be kept clean and free of stickers and graffiti at all times. Lockers are school property and may be searched as needed for disciplinary, health, or safety reasons. Lockers and the contents in the locker are the sole responsibility of the student. Students who damage lockers will be responsible for repair costs. **KEEP YOUR COMBINATION A SECRET!** It is highly recommended not to share lockers. Students are responsible for all items in it!

### **LOST AND FOUND**

It is helpful that all personal items such as clothing, books, sports equipment, etc, are clearly labeled in indelible ink. The school cannot be responsible for any of these items. Items turned in to the office that are plainly marked will be returned to the owner. Unmarked items will be placed in the Lost and Found in the Student Services Office.

Students may report items lost or found at any of the main offices of administration. Lost and Found items can be turned in to the main office. Larger items can be returned to the Custodial Office. Textbooks can be turned in or reported to the textbook clerk or librarian. Unclaimed items are donated to worthy charities.

### **FOOD/NUTRITION SERVICES**

Snacks are sold during breakfast, brunch, and lunch. There are vending machines, hot meals, and a` la carte meals available. Vending machines are off limits during class time. Free and reduced meals are available to those who qualify. Applications for reduced or free lunch meals are available in the health office.

If you are interested in working part time in food services they always need assistance. Students are paid for their services. You can see the Lead Person in Nutrition Services (cafeteria), for an application. Students can use their student I.D. card to purchase their meals. To add money to student account, please go to the District website: <http://www.smuhsd.org>

### **P.A.L. STICKERS**

The P.A.L. sticker is available for purchase through Student Government. This sticker permits admission to games, dances and other student activities at a reduced rate.

### **PARKING PERMITS/ DRIVING ON CAMPUS**

There are a limited number of parking spaces on campus that are available on a first-come, first-served basis. Students arriving after 7:45 a.m. may not be able to find parking on campus. All vehicles parked on campus must have a parking permit and registered with the secretary of Student Services. The parking permits are \$10/semester and are valid for one semester. Parking permits must be visible at all times during school hours. Vehicles without a permit will be subject to the following consequences:

- 1<sup>st</sup> offense- warning,
- 2<sup>nd</sup> offense- warning sticker, and
- 3<sup>rd</sup> - vehicle will be towed away to a private garage at the owner's expense.

Illegally parked vehicles may be cited by San Mateo Police and towed at owner's expense. For tow information, contact the secretary of Student Services. Please note, the driving speed on campus is 10 MPH. Violators will be cited by San Mateo Police Department.

Students are not allowed to enter their cars during school hours without proper authorization. Students are not allowed to move their cars or transport students on or off campus. Students who leave campus without a pass will be subject to violating closed campus policy and are subject to consequences. See *Closed Campus*.

### **RENAISSANCE LEADERSHIP TEAM AND RENAISSANCE VOLUNTEERS**

Renaissance Leadership is a class offered during the day that promotes a positive climate on SMHS. At the beginning of each semester, the Renaissance Leadership Team identifies and recognizes students based on their grade point average (GPA). Students who have been identified for their academic standing, have no referrals, suspensions or detentions are given a Renaissance Perk Card as a reward. Additionally, the Renaissance Leadership Team identifies and recognizes students after the first progress report of each semester (Sept. and Feb). Each Renaissance Perk Card is color coded based on the academic GPA achievement level:

Platinum (4.0+), Gold (3.5 – 3.99), Silver (3.0 – 3.49), Orange (.5+Improvement)

Students can volunteer to help the Renaissance Leadership Team with the different events they host throughout the year. For information, see the RLT advisor in room A001.

### **SCHOOLLOOP**

Parents, teachers, students, staff and administration can communicate with each other through SchoolLoop. Only bearcat family members are allowed access to SMHS SchoolLoop. You can access the website by going to San Mateo High School's web page and clicking on SchoolLoop or go directly to the website: [www.smhs.schoolloop.com](http://www.smhs.schoolloop.com)

### **SCHOOL SAFETY ADVOCATE (SSA)**

Our School Safety Advocate is located in Room A-136. To contact the SSA regarding concerns about anger management, depression, suicide, or other emotional or physical safety issues, students may fill out a conference request form. If it is an emergency, contact the SSA, 558-2376 or another adult on campus immediately.

### **SCHOOL RESOURCE OFFICER (SRO)**

The SRO's are employed by the San Mateo Union High School District and San Mateo Police Department. The role of the SRO is to deal with all law enforcement related matters and criminal violations at school and school repeated activities. The SRO also promotes open communication and understanding between SMHS students and the San Mateo Police Department.

### **SCHOOL SAFETY**

Students who have a concern with school safety should contact a staff member or administrator so it can be addressed. Any student or staff member concerned about dangerous activity, dangerous students, suspicious or scary situations, overhear a dangerous plan, hear about a

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weapon on campus, or other safety problems should report it to school officials.

### **SCHOOL TELEPHONES**

School telephones are not to be used for personal use by the students. If a student needs to call home for an important reason, the phone in the front office may be used with the staff's permission.

### **STUDENT BODY IDENTIFICATION (ID) CARDS**

Students are required to carry the SMHS photo identification card at all times when they are on campus and while attending school events. Photos are taken at registration and distributed by September. Students can replace their lost I.D. by reporting to the Counseling Office Secretary and paying \$5 replacement fee. Students enrolled in off campus classes must carry a copy of their schedule during school hours that verifies the student is enrolled in that class and allowed to leave. Students who have "Not at School" on their schedule must have a sticker placed on the back of the card and can obtain the sticker from Student Services. Students must remain on campus if the "Not at School" period is between scheduled classes. Student I.D. cards are also required to use the library, check out books, purchase food from Food Services, leave campus during school hours, and to attend school functions. Damaged ID cards will be replaced at no additional cost but must turn in as an exchange for replacement.

### **TEXTBOOKS**

Students are responsible for the care of all books issued to them. The condition of the book received will be marked on the inside cover. Textbooks must be covered to protect them from damage. Students will be charged for lost or damaged books. Students will be billed if books not returned or replaced.

### **TRANSCRIPTS**

Students may obtain their high school transcripts from the Student Data Analyst. There is a \$3 fee for each official transcript request. Seniors can also purchase transcript packages to assist in the college application process.

### **VISITORS**

*See Guests.*

### **WITHDRAWALS**

Withdrawals from SMHS are not official until the student goes to the Counseling Office and completes the necessary forms. Parent verification is required and all books must be returned.

### **WEBSITES**

The SMHS website has information on staff directory, email addresses, calendar of events, various programs, counseling information, and athletics. Websites related to SMHS are: SMHS website: <http://smhs.smuhsd.org>

SMHS School loop website: [www.smhs.schoolloop.com](http://www.smhs.schoolloop.com)

SMHS calendar of events: <http://sanmateo.postman.com>

SMHS Naviance: <http://connection.naviance.com>

San Mateo Union High School District: [www.smuhsd.org](http://www.smuhsd.org)

### **WORK PERMIT**

Labor law requires that young people from age 13-17 must obtain a special work permit in order to be employed and must follow the law in terms of work conditions and time limits. To obtain a Work Permit, students must submit a completed application, picture ID and original Social Security card to the Career Center or District Office. Forms are available in the Career Center or on the SMUHS website. Only students in good standing, minimum 2.0 GPA, with good attendance can be issued a Work Permit, which can be revoked if warranted. No work permits are issued without verification of employment. Work Permits are valid for one year. Work permits may be revoked if student's attendance is poor or if GPA drops below 2.0.

### **YEARBOOKS**

Yearbooks are sold throughout the year and distributed in May. Buy early at a discounted price.

## **EXPECTED STUDENT BEHAVIOR: SUSPENSIONS, EXPULSIONS, & SCHOOL RULES**

Students at SMHS are subject to all the rules and regulations of the San Mateo Union High School district and the California Education Code. In addition, there are rules and regulations that may be specific to San Mateo High School. Students are expected to conduct themselves in a manner conducive to a positive learning environment and reflect the mutual respect policy of the district. There are specific rules and regulations that apply to students while they are on campus as well as

when they participate in school activities that are held off campus including athletic events. Students and their parents are required to familiarize themselves with the rules and regulations that govern their conduct both on campus and at off campus school events.

Our school rules are based on the responsibilities assigned to us by the State Education Code. Students are expected to follow school rules to/from school, at school and school events. In all California schools, students must respond to the authority of all school personnel and follow their directions. In cases where there is reasonable suspicion to believe students are carrying illegal material on their person, in their school lockers or in their vehicles, a search by school authorities is legally permissible.

### **SUSPENSIONS AND EXPULSIONS**

When a student is suspended from school, the parents/guardians are notified and in some cases, the police department is involved. Students who are suspended must comply with the following regulations 1) be at home for the time period they normally would be at school, and 2) not to attend any schools, or any school sponsored event during their suspension. Students may be suspended or recommended for expulsion for violation of California Education Code 48900 or 48915:

- Caused, attempted to cause, or threatened physical injury to another person.
- Willfully used force or violence upon the person of another, except in self-defense.
- Possessed, sold, or furnished firearms, explosives or other dangerous objects.
- Possessed, sold, or furnished or under the influence of a controlled substance, alcoholic beverage or intoxicant.
- Offered, arranged, or negotiated to sell a controlled substance, then sold, delivered, furnished a substance in lieu of a controlled substance.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to private or school property.
- Stole or attempted to steal private or school property.
- Possessed or used tobacco.
- Committed an obscene act or engaged in habitual profanity/vulgarity.
- Offered, arranged or negotiated to sell or possessed any drug paraphernalia.
- Disrupted school activities, or willfully defied school personnel in the performance of their duty.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm.
- Committed or attempted to commit a sexual assault or sexual battery.

- Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
- Offered, arranged to sell, negotiated to sell or sold the drug Soma.
- Engaged in, or attempted to engage in, hazing.
- Engaged in an act of bullying, including but not limited to bullying committed by means of an electronic act, directed toward a pupil or school personnel
- Aids or abets the infliction or attempted infliction of physical injury to another person.
- Committed sexual harassment.
- Caused, attempted to cause, threatened to cause or participated in an act of hate violence.
- Harassment, threats, or intimidation directed against a pupil or a group of pupils.
- Committing terroristic threats against school official, school property or both.
- 

## **SCHOOL RULES**

### **ADVISORY PERIOD PASSES**

During advisory period, students may go to an alternate teacher's class for academic help. Students must obtain an advisory pass from the main office or teacher and complete it. Both the advisory teacher and alternate teacher must sign the pass before students pass during advisory period. All students are required to have an advisory pass. All students must FIRST report to their assigned class, remain in class until announcements are read, then proceed to the alternate class.

### **CELL PHONES/ COMMUNICATION DEVICES/ ELECTRONIC DEVICES School Board Policy #BP 5131**

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

### ***Possession/Use of Cellular Phones and Other Mobile Communications Devices***

Students in the district may have in their possession cell phones, pagers, and other electronic devices during the school day and during - sponsored activities and events. However, except with the written permission of the principal or his/her designee, **all such devices must be turned off during instructional time and passing periods except during an emergency such as a natural disaster. Cellular telephones and other electronic devices which may have the**

**capability of taking pictures or visual or audio recordings may not be used for that purpose at school without the written permission of the site administrator.** Students who do not comply with this policy are subject to discipline, including the confiscation of device and/or withdrawal of permission to possess such a device at school.

Students using electronic devices as instructional tools in the classroom must be pre-approved by administration. Specific examples, of an electronic device as an instructional tool are they are used as calculators or timers. At no time during instructional time and passing periods are students allowed to text message or listen to music.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. (Education Code 48901.5)

In accordance with Board Policy/Administrative Regulations 5145.12 - Search and Seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures. (cf. 5145.12 - Search and Seizure)

Students shall not use mobile communications devices, even in hands-free mode, while driving on school grounds or to and from a school-related activity.

A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to further discipline in accordance with Board policy and administrative regulation.

- 1<sup>st</sup> offense: referral to the Dean of Students for confiscation, parent to pick up during school hours in Student Services office.
- 2<sup>nd</sup> offense: referral to the Dean of Students for confiscation, parent to pick up at the end of the semester. If student defies school official and does not turn in the electronic device, it will result in a school suspension for defiance.
- 3<sup>rd</sup> offense: Suspension. Items will be held until the end of the school year. Items not retrieved by the last day of school will be discarded.

Also, calling 911 on a cell phone will delay the response to San Mateo Police Department because cell phones use a satellite. It is wise to program SMPD dispatch non-emergency numbers to the cell phone (650-522-7700)

### **CHEATING/ PLAGERISM/ BEARCAT HONOR CODE**

We at San Mateo High School want this to be a place where people act with honesty and integrity. When people cheat they undermine this goal, compromising themselves and the school. We hope that this honor

code clarifies what behavior is acceptable and sends a clear message: grades are meant to be a reflection of what students have learned.

### **What exactly is cheating?**

Cheating is taking (or lending) at inappropriate times a person's work, information, ideas or research without properly identifying the originator. If the student is unsure about a specific situation, the student should ask the teacher for clarification BEFORE the action. The teacher will gladly explain what is allowable. The student can also ask himself/herself, "Would I do this if my teacher were standing next to me?"

- 1<sup>ST</sup> offense: Referral to dean, two hour detention, grade of zero or F, parent notification
- 2<sup>nd</sup> offense: Referral to an administrator, in-house suspension, grade of zero or F, parent conference, student contract, referral to School Safety Advocate.
- 3<sup>rd</sup> offense: Referral to an administrator, parent conference, loss of CSF eligibility, 2-5 day suspension and drop F from the course.

In each case, the teacher's professional judgment will determine whether cheating has occurred. Students are reminded not to give the instructor reason to suspect that cheating has taken place.

### **CLOSED CAMPUS**

The San Mateo High School campus is a closed campus. Students may not leave campus without a valid permit obtained from the Attendance Office. The campus is also closed to all visitors unless they obtain a Visitor's Pass in the main office or in the Dean's Office.

- Students may **not** leave campus during school hours.
- Students who do not have a class at the beginning of school or end of school; for example the student does not have a 1<sup>st</sup> or 2<sup>nd</sup> period, or a 6<sup>th</sup> or 7<sup>th</sup> period, must obtain a "Not At School Sticker" from Student Services. Students who have a "Not At School Sticker" in the middle of their class schedule are NOT allowed to leave campus.
- School hours are defined as the bell schedule for the day which include brunch and lunch.
- Students are **not** to enter their cars during school hours without proper authorization.
- Students are **not** allowed to move their cars or transport students on or off campus.
- Students are **not** allowed to be in areas that are off-limits or restricted areas. (For example: District offices, SMART Center/ Adult Education, Gyms, Athletic fields and tennis courts, parking lots, and construction zone areas.)

All students who are caught leaving campus without a proper pass or are in off-limit areas without proper authorization will be subject to the following disciplinary action:

- 1<sup>st</sup> offense: 2 hour detention, parent contact
- 2<sup>nd</sup> offense: 4 hour detention, parent contact, counselor, SRO and SSA notified
- 3<sup>rd</sup> offense: 1 day In House suspension, parent contact, counselor, SRO, SSA notified, Student Contract
- 4<sup>th</sup> offense: 1 day suspension for defiance and possible loss of privileges for two weeks. Referral to Assistant Principal, parent mandatory meeting

NOTE: Students on Behavior Contracts will be subject to the following disciplinary action:

- 1<sup>st</sup> offense: In-House suspension
- 2<sup>nd</sup> Offense: In-House suspension
- 3<sup>rd</sup> offense: 2 day suspension

### **DANGEROUS HORSEPLAY**

Dangerous horseplay such as playing rough on school grounds, chasing each other, play fighting, having water fights, and throwing things are not allowed during school hours or school events. This is a safety issue which can result in detention or suspension.

### **DRESS CODE**

#### **District Policy Category 343**

The district recognizes that the type of clothing and style of hair are a matter of personal choice. Three primary factors influence the District's expectations for what is acceptable. Students are expected to dress in a manner which is not disruptive to the learning process, is safe, and does not construe gang affiliation. Violations will result in a change of clothing. Students may be required to go home and parents will be notified. Repeated violations will result in disciplinary actions. Listed below are examples of what the school district considers **inappropriate**. This list is representative but not all-inclusive.

- Suggestive, revealing, or transparent attire that could divert attention from the learning process or may contribute to inappropriate conduct. (Examples: front or back cleavage exposure, short skirts/shorts/high-slit skirts, spaghetti straps, halter or strapless clothing.)
- Clothing that does not cover undergarments completely (Examples: baggy or low cut pants or tops that expose undergarments. Straps should be one inch.)
- Clothing that does not cover midriff (Examples: shirts that rise and expose skin around the waist/back, or cropped tops.)

- Clothing that promotes obscenity, drugs, alcohol, tobacco, sex, or violence
- Clothing that demeans others with regard to gender, race, sexual orientation, religion, etc.
- Clothing that indicates gang involvement as determined by the school administration and based on consultation with the local law enforcement agency (examples: Hair nets, do-rags)
- Clothing, jewelry or accessories which are potentially dangerous (Example: spiked rings, necklaces, or bracelets, or sharp studs on clothing.)
- Being barefoot.

**Consequences:**

- 1<sup>st</sup> offense: warning, parent notified, change of clothes
- 2<sup>nd</sup> offense: warning, parent notified, change of clothes, 2 hour detention
- 3<sup>rd</sup> offense: in-house suspension for defiance, parent notified

**HALL PASSES**

Students must have a hall pass from a teacher or a summons from an authorized school person while passing through the halls at all times during school hours. Failure to have proper authorization may result in detention/suspension.

**LITTERING**

All students are expected to be responsible to throw away their own trash, specifically during brunch and lunch. Failure to do so may result in detention/suspension.

**LOITERING**

All students are prohibited from loitering on private property (ex., a house across the street) or in the halls without a pass or class.

**MUTUAL RESPECT POLICY**

The District shall take all steps necessary to provide a positive educational and employment environment which encourages equal educational opportunities. The District will not permit the harassment of an individual or specific individual on the basis of their race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical or mental disability.

**NON-STUDENTS/TRESPASSERS**

Non-students/ "walk-ons" on campus are not allowed during the school day (8:00 a.m.-3:15 p.m.). Unauthorized visitors who fail to leave

upon direction are subject to arrest by the police for trespassing and/or loitering on a school campus.

#### **Board Policy 347**

In accordance with the laws of California and the California Penal Code, no person shall be on school premises, except as a properly enrolled student or upon lawful business, unless he has first presented himself to the administration office. (See *CLOSED CAMPUS*).

### **SEARCH AND SEIZURES**

#### **BP/AR 5145.12 - Search and Seizure**

##### Individual Searches

School officials may search any individual student, his/her property, or district property under his/her control when there is a **reasonable** suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. **The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.**

Any search of a student, his/her property, or district property under his/her control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.

Employees shall not conduct strip searches or body cavity searches of any student. (Education Code 49050)

Searches of individual students shall be conducted in the presence of at least two district employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search. If a student is found to be in violation of law or school policy, disciplinary action will follow.

## **SEXUAL HARASSMENT OF STUDENTS AND STAFF**

Students, faculty and staff of a school district must be able to study and work in an atmosphere of mutual respect and trust. The District is actively committed to creating and maintaining an environment which respects the dignity of individuals and groups. The District should be free of sexual harassment and all forms of sexual intimidation and exploitation. All students, staff and faculty must be assured that the District will take action to prevent misconduct. Anyone who engages in sexual harassment shall be subject to disciplinary actions.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual and physical conduct of a sexual nature when the conduct is sufficiently severe, persistent or pervasive to limit one's ability to participate in or benefit from the education program, or to create a hostile or abusive education environment.

Students who engage in activities which are harassing to others are subject to discipline such as suspension, expulsion, involuntary transfer to another school site, or other discipline at the discretion of the site administration and/or the District office.

The District will not tolerate retaliation against anyone who reports sexual harassment. Any student may be subject to discipline if there is retaliation against a complaining student or any other student, including witnesses, siblings, etc. for reporting or participating in this procedure.

Every effort shall be made to protect the privacy of the parties involved in any complaint, and all complaints are kept confidential and will only be discussed on a need to know basis, as required by any investigation and resolution of the matter.

- 1<sup>st</sup> Offense: 3-5 days suspension, referral to SSA, police notified, IRC, possible expulsion
- 2<sup>nd</sup> Offense: 5 day suspension, police notified, expulsion recommended

## **SMOKING OR POSSESSION OF TOBACCO**

Smoking and/or possession of tobacco is not permitted on campus or at school events. All violations will be reported to the Dean of Students (Ed Code 48900 and 48901). Violations may result in detention, suspension, citation from SMPD, or a referral to the smoking cessation clinic, In-House suspension, and community service.

## **THEFTS OR STOLEN PROPERTY**

Report any property that is stolen, missing, or damaged to the Dean of Students. It is important to keep all personal belongings locked up at

all times. Do not leave items unattended in locker rooms, desks, or out of sight. Anyone involved in a theft, stealing, or receiving stolen property will result in suspension, police notification, restitution, and possible expulsion.

### **UNIFORM COMPLIANT PROCEDURES/ ANTI-DISCRIMINATION POLICY**

The San Mateo Union High School does not discriminate against any person in the provision of any program or service based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status or physical or mental disability. It is the policy of the district to provide an education, employment and business environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by Federal and State law. The district has a uniform complaint procedure and copies of the district's Unlawful Harassment and Discrimination Complaint forms are available in the District Human Resources and Administrative Services Office and the Principal's office at each campus. For further information, contact the Associate Superintendent, Human Resources and Administrative Services, (650)558-2299.

### **VANDALISM/GRAFFITI/ DESTRUCTION OF SCHOOL OR PERSONAL PROPERTY**

Students who are responsible for damage to school property, including graffiti, will be required to pay for that damage, and will be subject to disciplinary action by the administration, police report, referral to the School Safety Advocate, and possible expulsion.

### **PROGRESSIVE DISCIPLINARY ACTIONS**

Students who misbehave will be subject to certain disciplinary actions. Depending on the problem, one or more of the following actions may be taken. The action taken will be in accordance with school regulations, district policies, and state law.

#### **Informal Talk/Warning**

A school official (teacher, dean, counselor or administrator) will talk to the student and try to reach an agreement regarding how the student should behave.

#### **Conference**

A formal conference is held with the student, parent and one or more school officials. During this conference, the student must agree to correct his or her behavior. The student and parent may be asked to sign a behavior contract.

**Detention**

Minor classroom disruptions or defiance may result in detention assigned by the teacher or administrator. Chronic problems will be referred to the Dean and may result in the suspension of the student. Students report to detention in the cafeteria at the end of the school day. All missed detentions are doubled. Persistent failure to serve detentions will result in suspension. Detentions are held Mondays and Wednesdays, in the cafeteria for a maximum of two hours, 2:30-4:30 p.m.

**Temporary Removal from Classes**

The student is removed from one or more classes but remains at school during these class periods or receives appropriate disciplinary action.

**Student Contract**

The student may be placed on a Student Contract to address student's behavior. The Student Contract is valid for one year from the date it was signed. A student may be placed on a Student Contract based on his/her behavior that needs to be addressed. Students are expected to follow the rules of the contract until it expires. Violation of the contract may lead to suspension, a formal reprimand, or expulsion.

**Drop F**

The student is removed from class for the remainder of the semester with a Drop F.

**In-House Suspension**

Students who have excessive tardies or cuts may be given in-house Suspension. In-house suspension is held on Fridays, 8:00 a.m. - 3:15 p.m. Students must report to In-House promptly. Students are expected to work on their assigned work given from their teachers, bring their own sack lunch and materials needed to work. There is no talking or sleeping allowed during in-house suspension. Students who fail to follow directions or report to in-house suspension will be suspended.

**Suspension**

For various reasons a student is informed that he or she is subject to a suspension (no more than five days). The student is also informed regarding the due process procedure. A reasonable effort will be made to contact the student's parent(s) or legal guardian by telephone to notify him or her that the student is subject to a suspension. Written notification to the parent(s) or legal guardian must include clear instructions regarding the due process procedure.

#### **Police Involvement/Notification**

It is important to know that many offenses that result in suspensions are also against the law. Whenever a student is involved in an illegal activity, the police will be notified. Consequences for violating the law are determined by the juvenile court system and are separate from the consequences imposed by the school.

#### **Formal Reprimand**

The Formal Reprimand is a district behavioral contract that is signed by the student, parent, the school administration and the district administration. The purpose of the Formal Reprimand is to provide an alternative intervention to expulsion. This intervention includes a letter of reprimand that is mailed home and is placed in the student's file. Violation of the Formal Reprimand may lead to an expulsion.

#### **Administrative Transfer to Another Comprehensive High School**

The principal may decide that it is necessary to administratively transfer the student to another comprehensive high school in the district. This action is usually taken under the following circumstances: the student has had chronic discipline issues at the school, there is a safety issue, or the student has committed a serious offense that warrants such a transfer in lieu of expulsion.

#### **Transfer to Alternative Education Program**

The parents and the administration may concur on a voluntary transfer to an alternative education program. A proposed involuntary transfer notice may be sent to the parent/guardian to initiate the transfer. Parents/students have an opportunity to appeal per District Policy.

#### **Expulsion**

- The principal or his/her designee shall inform the student that he or she may be recommended for expulsion and is informed of his/her due process rights.
- The student's parent or legal guardian is notified by telephone and letter that the student may be recommended for expulsion.

- The principal conducts an incident review hearing with the parent/guardian, student and appropriate administrative staff to determine if the situation warrants expulsion.
- The Superintendent or his designee will recommend to the Board of Trustees that the student be expelled.
- The expulsion does not become effective until the due process procedure has been completed.

## EMERGENCY PREPAREDNESS

In times of disaster, such as a major earthquake, it is extremely important to know the whereabouts of the students. To ensure the safety and location of the students, the District's policy to **require students to stay at school until they can be reunited or released to or by a parent/guardian, or the person(s) listed on the student's Emergency Contact Sheet.** The District will arrange for the care of students until that is accomplished. Students should discuss this and their family emergency plan with their family members.

If the student takes a medication necessary for physical or mental problems, such as insulin, seizure medication, psychotropic drugs, or any medication taken daily to prevent life-threatening consequences, it is recommended that the parents/guardian contacts the school's health clerk to discuss the possibility of keeping an emergency supply at school.

### CODE RED: SECURE THE BUILDING

"Code Red: Secure the Building" is used in the event of a crisis situation, which could endanger the lives of students and staff.

#### Procedures:

1. Student in the hall should enter the closest classroom and remain there until further notice.
2. When under desks, face away from any windows. Stay out of view.
3. Lock windows and close blinds. Move away from windows.
4. Termination of code **Secure the Building** and resumption of regular schedule will be indicated by one bell ring **followed by an announcement.** If evacuation to the fields or other alternatives is needed, staff will be notified and students follow instructions.

### FIRE EVACUATION PLAN

When the fire alarm sounds, all students are to follow the evacuation route from their location, posted in each classroom and walk to the designated field area.

1. Everyone must leave the buildings.
2. Students lead the class and the teacher at the end closes the door.
3. Speed should be subordinate to control and order.
4. Stay with the class by following the designated lead person.
5. Report to the designated area.
6. Stay away from the building and heated units.
7. Keep flow of traffic moving. No running or pushing.

8. Students who may not be with their class when the fire alarm is sounded should leave the building promptly and report to their regular class at the designated area.
9. Attendance will be taken to be sure all of the students, staff and faculty have made it safely to the field.
10. Wait for clearance before entering the building.

### **FULL EVACUATION/ EARTHQUAKE PROCEDURES**

Full Evacuation/ Earthquake procedures are similar to the fire evacuation plan; however, designated areas on the Football field are assigned to each classroom for accountability of all students and staff.

#### **Procedures:**

1. Duck and cover.
2. Exit the building with the teacher once tremors have stopped.
3. Students lead the way and the teacher at the end closes the door.
4. Report to designated area on the football field
5. **SIT** down on the field at the designated area.
6. For safety of others, no balls, toys, or throwing objects allowed.
7. During drills, no i-pods or phones allowed.
8. All students are expected to stay with their class at the designated area.
9. Student members on Evacuation Teams must first report in with their teachers and then report to their team on the field.
10. If a parent/guardian comes to pick up the student, the student will be located on the field and directed to the Student Release gate.

#### **Inside of building/ classrooms:**

1. Move away from windows. Avoid glass and falling objects.
2. Move from under suspended light fixtures and skylights.
3. If possible, open doors to prevent jamming if the building shakes.
4. Get under desks or tables where available. If there are no tables, drop to the floor against an interior wall or doorway.
5. Drop to knees with back to the windows and knees together.
6. Clasp both hands firmly behind the head, covering the neck. Cover ears with forearms. Bury face in arms, protecting the head. Close eyes tightly.
7. Stay in the above position until the earthquake is over or until further instructions.
8. All students will be kept at school during an earthquake emergency.
9. Parents/Guardians should not try to pick up their children from school until the emergency is officially declared to be over.

#### **Outside of buildings:**

1. Move away from the building, trees, and exposed wires.
2. On the stairs, sit down, hold onto handrail and cover eyes.
3. In the hallway, take the protective position alongside the walls.

Date	Event	Time
Aug. 6	Coach Clinic (Cafeteria)	8:00am-3:30pm

4. Try to avoid earthquake hazards such as unsecured shelves.

#### **Between passing periods, brunch or lunch**

Students who are out of the classroom should report to the football field to the designated location of the students' previous class.

#### **En-route to and from School**

If students or adults are walking to or from school at the time of an earthquake, they should get clear of all buildings and remain alert to dangers.

#### **Riding the School Bus**

School bus drivers, at the time of an earthquake, will immediately stop the bus and have the occupants assume the "**DROP**" position in the aisles or under the seats.

Aug. 8-12	Band Camp (Football Field & Small Gym)	9:00am-3:00pm
Aug. 10	New Parent/Student Orientation (Small & Main Gym)	8:00am-1:00pm
Aug. 11	Registration (10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup> ) – Gym	9:00am-2:00pm
Aug. 14	Colorguard Rehearsal (Main Gym)	1:00pm
Aug. 15	Welcome Back Luncheon (Cafeteria)	11:00am-2:00pm
Aug. 16	<b>First Day of School</b>	
Aug. 16	PTO Board Meeting (C-100)	6:30 pm
Aug. 19	<b>Picture Day (Main Gym)</b>	8:00am-3:00pm
Aug. 19	Welcome Back Dance (Amphitheatre)	7:00pm-10:00pm
Aug. 20	USA Dance Workshop (Dance Studio, Main Gym)	8:30am-5:00pm
Aug. 20	Revolution SAT Diagnostic Test	9:00am-1:00pm
Aug. 21	USA Dance Workshop (Dance Studio, Main Gym)	8:30am-5:00pm
Aug. 21	Colorguard Rehearsal (Main Gym)	1:00pm
Aug. 22	Fall Play Auditions (Wrestling Room)	3:15pm-6:30pm
Aug. 23	Revolution SAT class	6:00pm-9:00pm
Aug. 23	Fall Sports Night (Main Gym)	6:00pm
Aug. 23	General Athletic Booster Meeting (Library)	7:00pm
Aug. 23	Music Booster: Ice Cream Social (Music Bldg.)	7:00pm
Aug. 24	Fall Play Auditions (Wrestling Room)	3:00pm
Aug. 24	SMHS Foundation Meeting (Career Center)	7:00pm
Aug. 26	Drama Booster Potluck (Library)	6:30pm
Aug. 27	Revolution SAT Practice Test	9:00am-1:00pm
Aug. 28	Colorguard Rehearsal (Main Gym)	1:00pm
Aug. 29-30	Fall Musical Rehearsal	5:00pm
Aug. 30	<b>PTO General Meeting (Library)</b>	7:00pm-9:00pm
Aug. 30	Revolution SAT class	6:00pm-9:00pm
Sept. M-F	Fall Musical Rehearsal (Wrestling Room)	6:30pm-9:30pm
Sept. 1	Varsity Football vs. Los Gatos (scrimmage)	3:15pm-6:00pm
Sept. 1	F/S Football @ Los Gatos (Scrimmage)	5:00pm-8:00pm
Sept. 1	<b>Back to School Night (Dance Studio)</b>	6:00pm
Sept. 1	<b>Back to School Night</b>	7:00pm
Sept. 2	<b>Minimum Day</b>	
Sept. 5	<b>School Holiday: Labor Day</b>	
Sept. 6	Athletic Hall of Fame Mtg. ( C-100)	5:30pm
Sept. 6	PTO Board Mtg. (C-100)	6:30pm-8:30pm
Sept. 6	Revolution SAT class	6:00pm-9:00pm
Sept. 7	Latino Parent Mtg. (Library)	6:00pm
Sept. 8	Drama Booster Mtg. (Career Center)	6:30pm
Sept. 8	Pacific Island Parent Group Mtg. (Career Center)	6:30pm
Sept. 9	F/S Football vs. Aragon	4:00pm-7:00pm
Sept. 9	Varsity football vs. Aragon	7:00pm-9:30pm
Sept. 10	Revolution SAT Practice Test	9:00am-1:00pm
Sept. 11	Colorguard Rehearsal (Main Gym)	1:00pm
Sept. 12	Fall Rally Rehearsal	10:00am

Sept. 13	<b>Freshman Parent Night (Library)</b>	7:00pm
Sept. 13	Revolution SAT class	6:00pm-9:00pm
Sept. 14	Rally (Main Gym)	11:20am
Sept. 14	<b>Grad Night Mtg. (Library)</b>	7:00pm
Sept. 15	Bearcat Dance Association Mtg. (Main Gym)	6:00pm
Sept. 15	<b>Junior Parent Mtg. (Library)</b>	7:00pm
Sept. 16	F/S Football @ Woodside	4:00pm-7:00pm
Sept. 16	Varsity Football @ Woodside	7:00pm-9:30pm
Sept. 17	PS Volleyball Tournament (Main Gym)	
Sept. 17	Revolution SAT Practice Test	9:00am-1:00pm
Sept. 18	Colorguard Rehearsal (Main Gym)	1:00pm
Sept. 19	Athletic Hall of Fame Mtg. (C-100)	5:30pm
Sept. 20	Music Booster Mtg. (Music Bdg.)	7:00pm
Sept. 20	<b>Sophomore Parent Mtg. (Library)</b>	7:00pm
Sept. 20	Club Faire	11:20am
Sept. 20	Revolution SAT Class	6:00pm-9:00pm
Sept. 21	Black Parents Association Mtg. (C-100)	6:30pm
Sept. 21	SMHS Foundation Mtg. (Library)	7:00pm
Sept. 22	International Club Faire	11:20am
Sept. 22	Dance Association Mtg. ( Dance Room)	6:00pm
Sept. 23	F/S Football @ Terra Nova	5:00pm-7:30pm
Sept. 23	Varsity Football @ Terra Nova	8:00pm-10:30pm
Sept. 24	Revolution SAT Practice Test	9:00am-1:00pm
Sept. 24	Catalyst SAT Bootcamp	8:00am-1:00pm
Sept. 25	Catalyst SAT Bootcamp	8:00am-1:00pm
Sept. 25	Colorguard Rehearsal	1:00pm
Sept. 26	Ames PSAT Prep Seminar	7:00pm-9:00pm
Sept. 27	Volunteer Faire	11:20am
Sept. 27	Senior College Night (Library)	6:00pm
Sept. 27	Revolution SAT Class	6:00pm-9:00pm
Sept. 28	Senior College Night (Library)	6:00pm
Sept. 28	Revolution SAT Class	6:00pm-9:00pm
Sept. 30	Renaissance Rally	11:55am
Sept. 30	F/S Football SM vs. The Kings Academy	3:15pm
Sept. 30	Varsity Football vs. The Kings Academy	7:00pm-9:30pm
Oct. M-F	Fall Musical Rehearsal ( Wrestling Room)	6:30pm-9:30pm
Oct. 1	SAT Testing	7:00am-1:30pm
Oct. 3	Athletic Hall of Fame Mtg. (C-100)	5:30pm
Oct. 3	Ames PSAT Prep Seminar	7:00pm-9:00pm
Oct. 4	CAHSEE (12 <sup>th</sup> Grade) (Room E-116)	
Oct. 4	PTO Board Mtg. (C-100)	6:30pm-8:30pm
Oct. 5	CAHSEE (12 <sup>th</sup> Grade) (Room E116)	
Oct. 5	Latino Parent Mtg. (Library)	6:00pm
Oct. 5	Revolution SAT Class	6:00pm-9:00pm
Oct. 6	F/S Football @ Carlmont	5:00pm

Oct. 6	Choir Pops Rehearsal @ Burlingame High School	6:00pm
Oct. 7	Varsity Football @ Carlmont	4:00pm
Oct. 10	Professional Development Day-No School	
Oct. 10	Ames PSAT Prep Seminar	7:00pm-9:00pm
Oct. 11-14	Peace Week	
Oct. 11	<b>PTO General Mtg. (Library)</b>	7:00pm
Oct. 12	Revolution SAT Class	6:00pm-9:00pm
Oct. 13	Drama Booster Mtg. (Career Center)	6:30pm
Oct. 13	Pacific Island Parent Group (Career Center)	6:30pm
Oct. 13	Choir Pops – Concert	7:00pm
Oct. 14	F/S Football vs. Hillsdale	5:00pm-7:30pm
Oct. 14	Varsity Football vs. Hillsdale	8:00pm-10:30pm
Oct. 15	Revolution SAT Practice Test	9:00am-1:00pm
Oct. 15	Bearcat Benefit @ Crowne Plaza Burlingame	6:30pm
Oct. 17	Athletic Hall of Fame meeting (C-100)	5:30pm
Oct. 18	Music Booster meeting (Music Building)	7:00pm
Oct. 19	Black Parents Association (C-100)	6:30pm
Oct. 19	Revolution SAT Class	6:00pm-9:00pm
Oct. 20	F/S Football vs. Cap	3:00pm-5:30pm
Oct. 21	Varsity Football vs. Cap	3:00pm-5:30pm
Oct. 22-30	Drama Fall Show Tech & Performance (Bayside PAC)	
Oct. 22	Revolution SAT Practice Test	9:00am-1:00pm
Oct. 25	Dance Audition Workshop	3:15pm
Oct. 25	<b>Grad Night Mtg. (in Library)</b>	7:00pm
Oct. 26	SMHS Foundation (Career Center)	7:00pm
Oct. 26	Revolution SAT Class	6:00pm-9:00pm
Oct. 27	F/S Football @ El Camino	3:00pm-5:30pm
Oct. 28	Multicultural Dance (Small Gym)	
Oct. 28	Renaissance Rally	11:55am
Oct. 28	Varsity Football @ El Camino	3:00pm-5:30pm
Oct. 29	Fall Musical showing off campus (Bayside PAC)	2:00 & 7:30pm
Oct. 29	Revolution SAT Practice Test	9:00am-1:00pm
Oct. 29	Catalyst SAT Bootcamp	8:00am-1:00pm
Oct. 30	Catalyst SAT Bootcamp	8:00am-1:00pm
Oct. 30	Colorguard Rehearsal (Main Gym)	1:00pm
Oct. 30	Fall Musical showing off campus (Bayside PAC)	2:00pm
Oct. 31	Halloween Rally	12:15pm
Oct. 31	Auditions for Winter Musical (Dance/Wrestling rooms)	3:00pm
Nov. 1-2	CAHSEE (11 <sup>th</sup> & 12 <sup>th</sup> )	
Nov. 1-2	Auditions for Winter Musical (Dance/Wrestling rooms)	3:00pm
Nov. 1	Athletic Hall of Fame meeting (C-100)	5:30pm
Nov. 1	PTO Board meeting (C-100)	6:30pm
Nov. 2	CAHSEE Tutorials (C013 & E116)	9:50am
Nov. 2	Revolution SAT Class	6:00pm-9:00pm
Nov. 2	Latino Parent meeting (Library)	6:00pm

Nov. 4	<b>6-Week Marking Period</b>	
Nov. 5	F/S Football vs. Mills	11:00am-1:30pm
Nov. 5	Varsity Football vs. Mills	1:00pm-3:30pm
Nov. 5	Grid Dance	8:00pm
Nov. 6	Band Rehearsal (Football Field)	
Nov. 7-9	Spirit Week	
Nov. 7	CAHSEE Tutorials (C013 & E116)	9:50am
Nov. 7	Athletic Hall of Fame meeting	5:30pm
Nov. 7-30	Drama Play Rehearsal (Wrestling Room) Mon-Fri	6:30pm-9:30pm
Nov. 8	<b>Sophomore Parent meeting (Library)</b>	7:00pm
Nov. 9	CAHSEE Tutorials (C013 & E116)	9:50am
Nov. 9	LBG/CFD Rally	11:20am
Nov. 10	F/S Little-Little Big Game (BHS)	5:00pm
Nov. 10	Pacific Island Parent Group meeting (Library)	6:30pm
Nov. 11	Athletic Hall of Fame Reception (Main Gym)	5:00pm
Nov. 12	Varsity Football Little Big Game	11:00am-2:00pm
Nov. 12-30	Drama Play Rehearsal (Wrestling Room) Saturdays	1:00pm-5:00pm
Nov. 14	PTO Bearcat Awards Luncheon (Library)	11:00am
Nov. 14	<b>Freshman Parent Meeting (Library)</b>	7:00pm
Nov. 15	Fall Sports Awards (Cafeteria)	5:30pm
Nov. 15	Winter Sports Night (Main Gym)	6:00pm
Nov. 15	Music Booster meeting (Music Building)	7:00pm
Nov. 16	CAHSEE Tutorials (C013 & E116)	9:50am
Nov. 16	Black Parents Association (C-100)	6:30pm
Nov. 17	<b>Junior Parent meeting (Library)</b>	7:00pm
Nov. 18-30	<b>Canned Food Drive</b>	
Nov. 18	Musical Dance Rehearsal (Dance Studio)	6:30pm
Nov. 19	Musical Dance Rehearsal (Dance Studio)	1:30pm
Nov. 20	Colorguard Rehearsal (Main Gym)	1:00pm
Nov. 23	<b>Staff Recess – No School</b>	
Nov. 24	<b>Holiday</b>	
Nov. 25	<b>Holiday</b>	
Nov. 28	CAHSEE Tutorial (C013 & E116)	9:50am
Nov. 29	<b>General PTO Mtg. (Library)</b>	7:00pm
Nov. 30	CAHSEE Tutorials (C0113 & E116)	9:50am
Nov. 30	SMHS Foundation meeting (Career Center)	7:00pm
Dec. 1-3	Girl's Basketball – Lady Bearcat Invitatnl (Main Gym)	3:00pm
Dec. 1	Choir Winter Rehearsal (Burlingame High School)	6:00pm
Dec. 1	General Athletic Booster meeting (Library)	7:00pm
Dec. 1-9	Drama Play Rehearsal (Wrestling Room) M-F	6:30pm-9:30pm
Dec. 3-10	Drama Play Rehearsal (Wrestling Room) Saturdays	1:00pm-5:00pm
Dec. 3	SAT Testing	7:00am-1:30pm
Dec. 4	Winterguard Rehearsal (Main Gym)	1:00pm
Dec. 5	CAHSEE Tutorials (C013 & E116)	9:50am
Dec. 6	PTO Board meeting (off site)	6:30pm

Dec. 7	CAHSEE Tutorials (C013 & E116)	9:50am
Dec. 7	Latino Parent meeting (Library)	6:00pm
Dec. 7	Drama Boosters Holiday Showcase (Old Biotech Bldg.)	6:30pm
Dec. 8	Pacific Island Parent Group meeting (Career Center)	6:30pm
Dec. 8	Choir Winter Concert (BHS)	7:00pm
Dec. 9	Renaissance Rally	11:55am
Dec. 9	Winter Music Concert (BHS)	7:00pm
Dec. 12	CAHSEE Tutorials (C013 & E116)	9:50am
Dec. 13	Music Booster meeting	7:00pm
Dec. 14	CAHSEE Tutorials (C013 & E116)	9:50am
Dec. 16	<b>1-7 Minimum Day with 1<sup>st</sup> period finals</b>	
Dec. 19-21	<b>Finals – Minimum Day</b>	
Dec. 22- Jan. 9	<b>School Holiday / Winter Recess</b>	
Jan. 7	Winterguard Mini-Camp	10:00am
Jan. 7-21	Drama Play Rehearsal (Wrestling Room) Saturdays	1:00pm-5:00pm
Jan. 8	Winterguard Mini-Camp	10:00am
Jan. 9	<b>Teacher Workshop – No School</b>	
Jan. 9-20	Drama Play Rehearsal (Wrestling Room) M-F	6:30pm-9:30pm
Jan. 10	PTO Board Mtg. (C-100)	6:30pm-8:30pm
Jan. 11	CAHSEE Tutorial (C013, E116)	9:50am
Jan. 11	Latino Parent Mtg. (Library)	6:00pm
Jan. 11	Ames PSAT Prep. Test Followup	7:00pm-8:30pm
Jan. 12	Drama Boosters Mtg. (Career Center)	6:30pm
Jan. 12	Pacific Island Parent Group Mtg. (Library)	6:30pm
Jan. 14	Winterguard Mini-Camp	10:00am
Jan. 15	Winterguard Rehearsal (Gym)	1:00pm
Jan. 16	<b>School Holiday – Martin Luther King Jr. Day</b>	
Jan. 17	Music Boosters Mtg. (Music Building)	7:00pm
Jan. 18	CAHSEE Tutorial (C013, E116)	9:50am
Jan. 18	Black Parent Association Mtg. (C-100)	6:30pm
Jan. 18	College Financial Aid Seminar (Main Gym)	7:00pm
Jan. 21	Winter Musical Tech Rehearsal (Bayside Theatre)	3:00pm
Jan. 21	Catalyst SAT Bootcamp	8:00am-1:00pm
Jan. 22	Catalyst SAT Bootcamp	8:00am-1:00pm
Jan. 22	Winterguard Rehearsal (Gym)	1:00pm
Jan. 22	Winter Musical Tech Rehearsal (Bayside Theatre)	3:00pm
Jan. 25	Winter Sports Rally	11:54
Jan. 23-26	Winter Musical Rehearsal (Bayside Theatre)	6:30pm-9:30pm
Jan. 23	Winter Sports Rally Rehearsal	9:45am
Jan. 23	CAHSEE Tutorial (C013, E116)	9:50am
Jan. 25	CAHSEE Tutorial (C013, E116)	9:50am
Jan. 25	SMHS Foundation Mtg. (Career Center)	7:00pm
Jan. 26	Winter Musical Performance (Bayside Theatre)	7:30pm
Jan. 27	Renaissance Rally	11:55am

Jan. 27	Winter Musical Performance (Bayside Theatre)	7:30pm
Jan. 28	SAT Testing	7:00am-1:00pm
Jan. 28	Winter Musical Performance (Bayside Theater)	2:00pm & 7:30pm
Jan. 29	Winterguard Rehearsal (Gym)	1:00pm
Jan. 29	Winter Musical Performance (Bayside Theatre)	2:00pm
Jan. 30	CAHSEE Tutorial (C013, E116)	9:50am
Jan. 31	<b>Sophomore Parent Night (Library)</b>	7:00pm
Feb. 1	CAHSEE Tutorial (C013,E116)	9:50am
Feb. 3	Winter Musical Performance (Bayside Theatre)	7:30pm
Feb. 4	Winter Musical Performance (Bayside Theatre)	2:00pm & 7:30pm
Feb. 4	Ames SAT Practice Test	8:00am-1:00pm
Feb. 5	Winterguard Rehearsal	1:00pm
Feb. 5	Winter Musical Performance ( Bayside Theatre)	2:00pm
Feb. 6-10	International Week	
Feb. 6	CAHSEE Tutorial (C013,E116)	9:50am
Feb. 6	Athletic Hall of Fame Mtg. (C-100)	5:30pm
Feb. 7	PTO Board Mtg. (C-100)	6:30pm-8:30pm
Feb. 8	CAHSEE Tutorial (C013,E116)	9:50am
Feb. 9	Choir Cabaret Rehearsal (Burlingame High School)	6:00pm
Feb. 9	Pacific Island Parent Group Mtg. (Library)	6:30pm
Feb. 9	<b>Freshman Parent Mtg. (Library)</b>	7:00pm
Feb. 12	Winterguard Rehearsal (Gym)	1:00pm
Feb. 13	Winter Sports Awards (Old Biotech Bdg.)	5:30pm
Feb. 13	Spring Sports Night (Main Gym)	6:00pm
Feb. 14	Music Boosters Mtg. (Music Bdg.)	7:00pm
Feb. 15	Black Parents Association Mtg. (Cafeteria)	6:30pm
Feb. 15	Ames SAT Prep. Class	7:00pm-9:00pm
Feb. 16	Drama Boosters Mtg. (Career Center)	6:30pm
Feb. 16	Blood Drive (Small Gym)	8:00am
Feb. 16	Choir Cabaret Concert (Burlingame High School)	7:00pm
Feb. 17	Six Week Marking Period	
Feb. 17	SMHS Football Crab Feed	5:00pm
Feb. 19	Winterguard Rehearsal (Main Gym)	1:00pm
Feb. 20	School Holiday – President’s Day	
Feb. 20	Winterguard Dress Rehearsal (Gym)	11:00am
Feb. 21-24	Health Week	
Feb. 22	SMHS Foundation Mtg. (Career Center)	7:00pm
Feb. 22	Ames SAT Prep. Class	7:00pm-9:00pm
Feb. 23	Town Hall	11:20am
Feb. 23	General Athletics Booster Mtg. (Library)	7:00pm
Feb. 24	Music Boosters Winter show (Gym, Football Field)	2:00pm
Feb. 26	Winterguard Rehearsal (Gym)	1:00pm
Feb. 27	Spring Play Auditions (Wrestling Room)	3:00pm
Feb. 28	Renaissance Mandatory Mtg.	11:20am
Feb. 28	<b>PTO General Mtg. (Library)</b>	7:00pm

Feb. 29	Spring Play Auditions ( Wrestling Rom)	3:00pm
Feb. 29	Ames SAT Prep. Class	7:00pm-9:00pm
Mar 2	TENTATIVE Minimum Day TBD	
Mar. 2	Dance - MORP (Small Gym)	7:00pm
Mar. 4	Winterguard Rehearsal (Gym)	1:00pm
Mar. 5 – 30	Spring Play Rehearsal ( Wrestling Room)	3:00pm-6:00pm
Mar. 5	Athletic Hall of Fame Mtg. (C-100)	5:30pm
Mar. 5	<b>Junior Parent Mtg. (Library)</b>	7:00pm
Mar. 6	PTO Board Mtg. (C-100)	6:30pm-8:30pm
Mar. 7	Latino Parent Mtg. (Library)	6:00pm
Mar. 7	SMHS Foundation Orange Alert (Library)	7:00pm
Mar. 7	Ames SAT Prep. Class	7:00pm-9:00pm
Mar. 8	9 <sup>th</sup> /10 <sup>th</sup> Grade Information Night	6:00pm
Mar. 8	Drama Boosters Mtg. (Career Center)	6:30pm
Mar. 8	Pacific Island Parent Group Mtg. (Library)	6:30pm
Mar 9	Dance TENTATIVE	TBD
Mar. 10	SAT Test	7:00am-1:00pm
Mar. 10	In Concert XV	7:00pm
Mar. 11	Winterguard Rehearsals (Gym)	1:00pm
Mar. 12	<b>School Holiday-Professional Development Day</b>	
Mar. 13	CAHSEE (10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup> )	
Mar. 14	CAHSEE (10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup> )	
Mar. 14	Ames SAT Prep. Class	7:00pm-9:00pm
Mar. 15-30	Star Testing	
Mar. 15	Spaghetti Feed (Cafeteria)	5:30pm
Mar. 15	<b>Open House</b>	6:00pm
Mar. 16	<b>Minimum Day</b>	
Mar. 16	Senior Takeover Day	
Mar. 18	Winterguard Rehearsal (Gym)	1:00pm
Mar. 19	SSR Rehearsal	9:45am
Mar. 19	Bearcat Awards Luncheon (Library)	11:00am-1:00pm
Mar. 20	Music Boosters Mtg. (Music Bdg.)	7:00pm
Mar. 21	Spring Rally (Gym)	11:20am
Mar. 21	Black Parents Association Mtg. (C-100)	6:30pm
Mar. 21	Music:Carnegie in the Library	7:00pm
Mar. 21	Ames SAT Prep. Class	7:00pm-9:00pm
Mar. 24	Renaissance Leadership Team Celebrity Waiter Dinner	TBD
Mar. 22-24	Choir Spring Tour	
Mar. 25	Winterguard Rehearsal (Gym)	1:00pm
Mar. 26-28	WASC Visits SMHS	8:00 a.m.- 5:00 p.m.
Mar. 27	PTO General Mtg. (Library)	7:00pm
Mar. 28	Ames SAT Prep. Class	7:00pm-9:00pm
Mar. 30	<b>Six Week Marking Period</b>	
Mar. 30	Renaissance Rally	11:55am

Apr.2-6	<b>Spring Break</b>	
Apr. 9-30	Star Testing	
Apr. 9-30	Spring Play Rehearsal (Wrestling Room)	3:00pm-6:00pm
Apr. 10	PTO Board, Mtg. (C-100)	6:30pm-8:30pm
Apr. 11	Latino Parent Mtg. (Library)	6:00pm
Apr. 11	Ames SAT Prep Class	7:00pm-9:00pm
Apr. 12	Pacific Island Parent Group (Library)	6:30pm
Apr. 12	Drama Booster Mtg. (Career Center)	6:30pm
Apr. 16-20	TENTATIVE PTO Staff Appreciation WEEK	
Apr. 16-20	Green Week	
Apr. 17	Music Booster Mtg. (Music Bdg.)	7:00pm
Apr. 18	College Essay Writing Workshop (Library)	9:45am
Apr. 18	Black Parents Association Mtg. (C-100)	6:30pm
Apr. 18	Ames SAT Prep. Class	7:00pm-9:00pm
Apr. 21	Tentative PROM	
Apr. 23-27	Renaissance: Staff Appreciation Week	
Apr. 25	SMHS Foundation Mtg. (Career Center)	7:00pm
Apr. 25	Ames SAT Prep. Class	7:00pm-9:00pm
Apr. 27	Renaissance Rally	11:55am
Apr. 27	Mateo in Motion IX (Main Gym)	3:15pm
Apr. 28	Mateo in Motion IX (Main Gym)	9:00am
Apr. 29	Mateo in Motion IX (Main Gym)	9:00am
May 1	Athletic Hall of Fame (C-100)	5:30pm
May 1	PTO Board Mtg. (C-100)	6:30pm-8:30pm
May 2	Latino Parent Mtg. (Library)	6:00pm
May 3	Spring Play	7:30pm
May 4	Spring Play	7:30pm
May 5	SAT Test	7:00am-1:00pm
May 5	Spring Play	7:30pm
May 6	Spring Play	2:00pm
May 6	Mateo in Motion IX	9:00am
May 7-17	AP Exams	
May 7	Athletic Hall of Fame (C-100)	5:30pm
May 7	Choir Rehearsal (Burlingame High School)	6:00pm
May 7	<b>Jefferson Awards (Old Biotech Bdg.)</b>	6:00pm
May 7-11	Mateo in Motion IX (Main Gym)	6:00pm
May 8	Spring Sports Awards (Old Biotech Bdg.)	6:30pm
May 9	Spring Music Concert (Burlingame High School)	7:00pm
May 10	Pacific Island Parent Group Mtg. ( Library)	6:30pm
May 11	Senior Activity Day and Boat Dance	All Day
May 12	Mateo in Motion (Main Gym)	11:00am
May 13	Mateo in Motion (Main Gym)	10:00am
May 14	Senior Awards Night	7:00pm
May 15-19	Mateo in Motion (Main Gym)	5:00pm
May 15	Athletic Hall of Fame ( C-100)	5:30pm

May 15	Music Booster Mtg.	7:00pm
May 16	Black Parents Association Mtg. (C-100)	6:30pm
May 18	Renaissance Rally	11:55am
May 19	Music Awards (Cafeteria)	5:00pm
May 20	Drama Banquet (Off Campus)	5:00pm
May 21	Musical Theatre Final (Wrestling Room)	7:00pm
May 22	PTO Board Mtg. (Off Site)	6:30pm
May 23	Musical Theatre Final (Wrestling Room)	7:00pm
May 28	Holiday – Memorial Day	
May 29-31	<b>Minimum Day – Final Exams</b>	
May 30	Graduation Rehearsal (Football Field)	1:00pm
May 31	Graduation Ceremony (Football Field)	7:00pm
May 31	Last Day of School	
June 2	SAT Test	7:00am-1:00pm