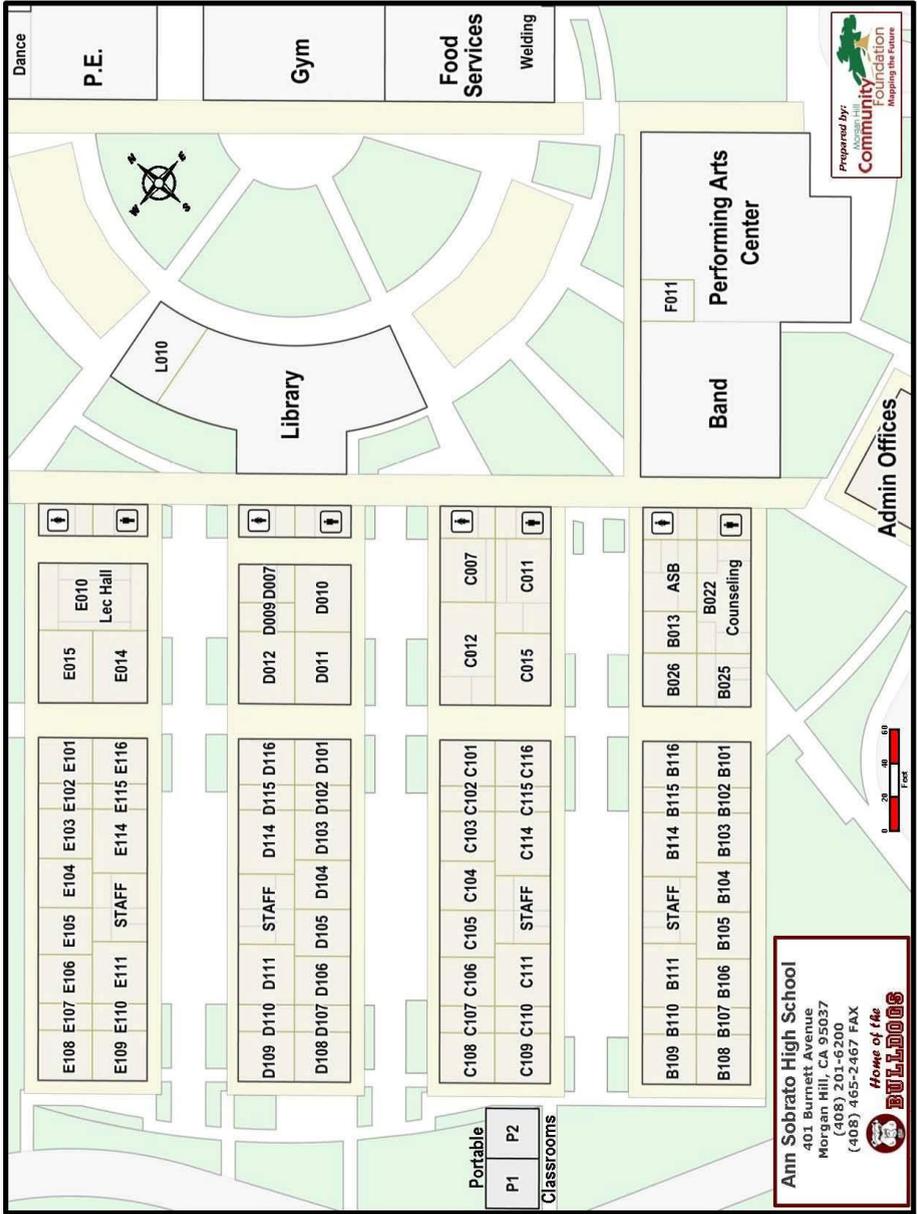


ANN SOBRATO HIGH SCHOOL
401 Burnett Avenue
Morgan Hill, CA 95037
Tel: (408) 201-6200
Fax: (408) 201-6241

Student Handbook

2017-2018





Prepared by:
 Action 111
Community Foundation
 Mapping the Future

Ann Sobrato High School
 401 Burnett Avenue
 Morgan Hill, CA 95037
 (408) 201-6200
 (408) 465-2467 FAX

Home of the BULLDOGS

Portable
 P1 P2
 Classrooms

TABLE OF CONTENTS

Campus Map.....	2
Vision & Mission Statements/Beliefs.....	4-5
Contact Numbers	6
Bell Schedule	7

Academics

Grading & Report Cards	8-9
Graduation Requirements.....	10
Graduation Alternatives and College Admissions	11
Testing Dates	12

Athletics

Ann Sobrato High School Eligibility	13
NCAA Eligibility	14
Ann Sobrato High School Sports	14

General Information.....	15-18
---------------------------------	--------------

Student Conduct	19-21
------------------------------	--------------

Rules & Regulations

Attendance Policy.....	22-23
Aeries Portals	24
Code of Conduct	25-26
Anti-Harassment Policy	27-28
MHUSD Non-Discrimination	29
MHUSD Special Ed	29

Community Resources

Student Assistance.....	30
-------------------------	----

The Sobrato Way	31
------------------------------	-----------

ANN SOBRATO HIGH SCHOOL

MISSION STATEMENT

The mission of the Morgan Hill Unified School Districts' high schools is to provide all students with a safe learning environment, learning opportunities, and academic support so that each student achieves at high levels, graduates from high school, and is prepared for challenging post-secondary options.

Guiding Principles:

To achieve our mission, we believe that the following principles should guide the work of our high schools

Standards, Expectations and Assessments

We believe there should be a challenging curriculum for all students that reflects:

- Clear expectations
- High academic standards that clearly states what a student is to know and be able to do
- Meaningful assessments that are tied to course standards

Personalization

We believe students learn best when they:

- Are known well
- Are trusted, respected and understood
- Are connected to their teachers, counselors, staff, administrators, parents, and other students
- Have adults who can serve as advocates and/or mentors
- Have a variety of electives to meet their needs

Learning

We believe students learn best when:

- Students take responsibility for their learning
- Students are actively engaged in their learning
- Accommodations are made for students' learning styles
- A variety of instructional strategies and supports are used to address the individual and special group needs
- Students are provided information about their academic progress
- Teachers not only present content but also serve as coaches and facilitators during the learning process

Culture and Environment

We believe that students learn best in an environment which:

- Is emotionally and physically safe
- Is mutually respectful
- Is prejudice-free
- Promotes a sense of belonging
- Has well maintained and up to date facilities, equipment, and instructional materials

Life Long Learning

We believe that students must develop the skills, knowledge and enthusiasm to:

- Be life long learners
- Fulfill their civic responsibility in a democratic society
- Expand their post-secondary career and educational opportunities

Professional Development and Collaboration

We believe that all staff members:

- Must be well qualified and, in the case of teachers and administrators, credentialed
- Must be life long learners
- Must have opportunities and resources to continue to develop their skills and knowledge of instructional practices, assessments and content
- Must have time to meet, plan, reflect, and collaborate with other staff members

Continuous Improvement

We believe that school staff members must:

- Annually review student achievement data to identify successes and gaps in student achievement
- Share the data, successes and achievement gaps with the community
- Plan instructional and systemic changes around the annual data analysis
- Have clear criteria for evaluating the impact of instructional and systemic changes on student achievement

ANN SOBRATO CONTACT NUMBERS

For contact numbers and email address for all staff members, go to our website at sobrato.mhusd.org

Main Number

Receptionist	201-6200
Fax	201-6241

Administration

Principal's Office	201-6201
Assistant Principal's Office	201-6202

Counseling Department

Counseling Office	201-6203
Registrar's Office	201-6228
Student Data Specialist	201-6227
Health Clerk	201-6233

Attendance

Attendance Clerk	201-6204
Attendance Clerk	201-6221
Bilingual Community Liaison	ext. 41509

Associated Student Body

ASB Office	201-6205
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Athletics

Athletic Director	201-6240
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Library

	201-6230
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IMPORTANT INFORMATION FOR PARENTS

Messages for Students

We are unable to deliver messages to students. In case of emergency, you should direct your request the Assistant Principal's Office for assistance. Please be prepared to state the nature of your emergency.

Aeries Portals

Aeries Portals is a Website **that connects parents to teachers** with any device. The main aim of this program is to increase communication between parents and teachers to help **ensure student success**. Parents and students can easily access critical information 24 hours a day, including real-time attendance, grades, and other information. Through Aeries Portals parents can request automated emailed weekly progress reports to stay informed on student progress. Aeries Portals also helps parents and students **stay up-to-date** with school events and assignments with the portal calendar. See Page 24 for more information about how to login to Aeries Portals.

Ann Sobrato High School Bell Schedule

MONDAY

Period	Starting Time	Ending Time
0	7:00	8:05
1	8:10	9:06
2	9:13	10:13
Brunch	10:13	10:28
3	10:35	11:31
4	11:38	12:34
Lunch	12:34	1:04
5	1:11	2:07
6	2:14	3:10

TUESDAY

Period	Starting Time	Ending Time
0	7:00	8:05
1	8:10	9:50
Brunch	9:50	10:05
3	10:12	11:52
Tutorial	11:52	12:21
Advisory	12:28	12:53
Lunch	12:53	1:23
5	1:30	3:10

WEDNESDAY (late start)

Period	Starting Time	Ending Time
2	8:50	10:36
Brunch	10:36	10:51
4	10:58	12:43
Lunch	12:43	1:18
6	1:25	3:10

THURSDAY

Period	Starting Time	Ending Time
0	7:00	8:05
1	8:10	9:58
Brunch	9:58	10:13
3	10:20	12:05
Tutorial	12:05	12:48
Lunch	12:48	1:18
5	1:25	3:10

FRIDAY

Period	Starting Time	Ending Time
0	7:00	8:05
2	8:10	9:58
Brunch	9:58	10:13
4	10:20	12:05
Tutorial	12:05	12:48
Lunch	12:48	1:18
6	1:25	3:10

ANN SOBRATO HIGH SCHOOL

STUDENT HANDBOOK

This handbook was put together for use by our students and it is required that students have received and reviewed a copy (either an electronic copy or a hard copy) and have signed the agreement form. The general policies and procedures observed by the students, teachers, staff and administration of Ann Sobrato High School are contained herein. The information contained in this handbook will help each student be successful at Sobrato.

ACADEMICS

The Governing Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty. (MHUSD BP 5131.9) Disciplinary consequences will result whenever it is determined that a student has cheated, lied, plagiarized, or committed any act of academic dishonesty. Consequences may include, but are not limited to, receiving a failing mark on the assignment in question.

Grading & Report Cards

Report cards and interim progress reports are posted online via Aeries Parent Portal one week after the date shown below. Only grades of C- and lower are reported on Interim Progress Report. ALL grades are reported at the end of the quarter and semester. Only semester report cards are mailed home. For information about how to log on to Aeries Parent or Student Portal, please see page 24 of this handbook.

Progress Reports & Semester Grade Dates – 2016-2017

First Quarter Interim Progress Report-----	09/15/17
First Quarter Grades -----	10/13/17
First Semester Interim Progress Report -----	11/9/17
First Semester Grades -----	12/21/17
Third Quarter Interim Progress Report-----	02/9/18
Third Quarter Grades -----	03/16/18
Second Semester Interim Progress Report-----	05/4/18
Second Semester Grades -----	06/8/18

Schedule Adjustments

It is Sobrato's policy that student class changes are made for these reasons only:

1. The student is misplaced based upon departmental criteria for the class in which he/she is enrolled.
2. The student is missing a class in his/her schedule.
3. The student requires more advanced course work because of course results.
4. A student needs a class to complete the requirements for graduation.

Academics (continued)

Advanced Placement (AP) courses are based on college curricula and require college level work. Students taking an Advanced Placement course are expected to take the Advanced Placement Exam in May. It is our expectation that all students that take an AP class will take the exam. If the cost of the exam is a financial hardship, please see one of the assistant principals for assistance. Because of the extra work involved in Advanced Placement classes, students who achieve a “C” or better will receive an additional grade point towards the grade point average. The Advanced Placement course will be noted on the student’s transcript.

Failed Classes

Failed classes (grade of “F”) earn no units. Required classes for high school graduation that are failed must be repeated until they are passed. An equivalent course may satisfy this requirement.

W/F – Withdrawal Fail

After the second week of a semester, any student who believes he/she cannot remain in a class may (**with parent permission**) be removed from that class and be given a W/F (Withdrawal/Fail). The “F” grade will become a permanent grade on the transcript, will affect GPA calculation and will affect eligibility for the entire semester in which it was earned.

Courses that are repeated earn units only once, unless otherwise noted in the course description. Example: A student receives a “D” in Integrated Math 1 and then repeats the course the next year earning a “B”. The “D” grade will remain on the permanent record but will earn no units. The “B” grade will be placed on the permanent record and will be used to calculate the GPA. Students receiving a grade below a “C” are required to repeat the course if it is to be used for college eligibility. However, it is of **no value** to repeat a course where the grade is a “C” or better, as colleges recognize only the original grade given.

Concurrent Enrollment at Gavilan Community College or other Community College

Some students take the opportunity to concurrently enroll at Gavilan College (or other community college) while still attending Sobrato. Concurrent enrollment is a way to earn both high school credit and college credit for the same class. The Counseling Center has more information regarding this program. **All concurrent classes must be pre-approved by the counseling department and the principal.**

Transcripts

Transcripts may be requested from the Sobrato registrar, in the Administration Building. Outside the registrar’s door you can find the Transcript Request form that should be filled out and returned. It is the policy of this school district to issue three copies of the complete high school transcript free of charge to present and former students. Subsequent to the three free copies, there is a **\$3.00** fee for **each copy**, which **must be paid prior** to the processing of the requested copy(ies). A \$5.00 fee will be charged for each copy for all previous graduates.

No transcript can be issued on demand. You must leave a request with the registrar and pick up the copy(ies) the next day. If you must have it on the same day, there is a **\$3.00 fee for same day service**.

Students may also request transcripts through [Naviance](#) for colleges, NCAA and scholarships.

High School Code: 053906
CDS Code: 43-69583-0102368

Graduation Requirements

Subject Area	Graduation Requirements Units
English	40
Social Studies	30 (World History, US History, Econ, and Civics)
Math	30 (Integrated Math 1, 2 and 3 required)
Science	20 (10 Physical and 10 Life Science)
Physical Education*	20 (PE 9 Required)
World Language**	20
Visual & Performing Art	10
CTE (Career Tech Education)	10
Additional Credits of Students' Choice	40
Total Credits	220

* All students must successfully pass the California Fitness Test.

** Up to one year of the World Language requirement may be taken in middle school. However, these middle school courses cannot be used to meet the 220 high school credit graduation requirements.

Credits earned above and beyond the required credits in the subject area will be applied to the Additional Credits of Students' Choice area.

Students must complete all year-long courses.

Student Classification

Student classification is based upon the number of units completed, not the number of years attended. Below is the criteria for classification:

- Grade 9: 0 to 39 credits
- Grade 10: 40 to 99 credits
- Grade 11: 100 to 159 credits
- Grade 12: 160 to completion

Graduation Alternatives

Supplemental Methods of Earning Credit for Graduation

In addition to credits earned through attendance at district schools, a maximum of 20 credits may be accepted **upon prior approval by the principal** for work successfully completed through the following:

1. courses offered by other accredited public high schools;
2. courses offered by accredited private high schools;
3. concurrent enrollment in college coursework as provided for in the Education Code;
4. courses offered by regional occupational centers or programs;
5. accredited correspondence or online courses;
6. courses offered by an accredited adult school; and/or
7. courses offered through the district's Independent Study program.

General Education Diploma (GED)

The General Education Diploma (GED) is offered through the **Community Adult School**. Contact their office at 779-5261.

California High School Proficiency Exam (CHSPE)

The CHSPE is offered twice per year. CHSPE applications are available in the Counseling Center. Contact your counselor for more information.

Admission Criteria to a California Community College

Minimum requirement is any **one** of the following:

1. High School Diploma
2. 18 years of age
3. Successful completion of the (CHSPE) California High School Proficiency Exam
4. General Educational Development Examination (GED) with an overall average of 55 and no score below 50

CALIFORNIA STATE/ UNIVERSITY OF CALIFORNIA College Entrance Requirements

COURSE	CSU	UC SYSTEM
US History/Social Studies	2 years	2 years
English	4 years	4 years
Foreign Language	2 years in same language	2 years in same language (3 years recommended)
Math	3 years thru Integrated Math 3	3 years thru Integrated Math 3 (4 years recommended)
Visual and Performing Arts	1 year	1 year
Laboratory Science	2 years	2 years (3 years recommended)
College Preparatory Elective	1 year	1 year

College Information

Check the following Websites listed below for College Requirements.

University of California ----- <http://www.ucop.edu/pathways/>
California State Universities ----- <http://www.csumentor.edu/>
Community College ----- <http://www.cccco.edu/>
MyCollege. ----- <http://www.collegeboard.org>

TESTING DATES 2017-2018

PSAT

Wednesday, October 11, 2017

The PSAT will be administered on campus on Wednesday, October 11, 2017. All 10th graders will take the PSAT at no charge. All 9th graders and 11th graders are encouraged to register (fee required) for this PSAT; contact the Counseling Office for more info.

ACT

www.act.org

9/9, 10/28, 12/9, 2017

2/10, 4/14, 6/9, 2018

SAT and SAT Subject Test

www.collegeboard.com

October 7, 2017

November 4, 2017

December 2, 2017

March 10, 2018

May 5, 2018

June 2, 2018

Smarter Balanced Assessment Consortium (SBAC)

April 2018 – exact dates TBD, please check back

AP Exams

Testing window May 7 – 17 2018

(Registration information will be available in February through all AP classes.)

High School Code:

053906

CDS Code:

43-69583-0102368

ATHLETICS

Are You Eligible for Sports?

To Be Eligible for Sports at Ann Sobrato High School:

1. You must maintain a 2.0 G.P.A, based on most recent quarter or semester report card.
2. You must have taken 4 classes prior to and be enrolled in at least 4 classes in Morgan Hill USD while playing a sport.
3. You must be eligible in your last grading period of 8th grade if you want to play as a fall freshman (**you must have passed 4 courses and have a 2.0 GPA**).
4. If you have taken summer classes to make up grades, they must be of like type. Check with your counselor to verify class substitutions.
5. You must be meeting minimum standards toward graduation. At the beginning of each semester, you must have the following minimum units completed towards graduation.

Grade	Beginning Semester #	Total # of Credits Minimum
10	3	50
	4	75
11	5	100
	6	130
12	7	160
	8	190

6. You must have a physical examination after July 1st and before the season for each year of eligibility.
7. You must have medical insurance coverage on file with Ann Sobrato High School.
8. You must have started 9th grade in Morgan Hill Unified School District or, if not, then you must fill out paper work to make you eligible.
9. A student has only 4 years of sport eligibility from the first day they enter the 9th grade.
10. All students must meet CIF eligibility found on CIF Central Coast website <http://www.cifstate.org>

There is NO PROBATION PERIOD OF ANY KIND for 9th-12th grade athletes. Ineligible athletes may not attend any practices, team meetings, or any other team function. All athletes participating in sports must have their parents attend an orientation meeting. Dates are to be announced at the beginning of each season. As with all extracurricular activities, a student will lose the privilege of participating in a sport (practice, meeting, contest or any other team activity) for at least 6 weeks for any of the following offenses...

- any drugs, alcohol or other illicit substances
- acts involving any physical violence
- and/or any behavior resulting in a suspension from school for 3 or more days.

Attendance at athletic events is a privilege that may be revoked at any time. This revocation may be for the remainder of the season. Any behavior that is inappropriate; inclusive of but not limited to gestures, noises, comments, signs or apparel, that draws attention away from the players and/or contest or conveys negative messages about opponents, athletes, other spectators or officials is not permitted.

NCAA ELIGIBILITY

All college athletic programs are regulated by the National Collegiate Athletic Association (NCAA) that has established rules on eligibility, recruiting and financial aid. The NCAA has these membership divisions – Division I, Division II and Division III. Institutions are members of one or another division according to the size and scope of their athletic programs and whether they provide athletic scholarships.

If you are planning to enroll in a college as a freshman and you wish to participate in Division I or Division II athletics you must be certified by the NCAA Initial-Eligibility Clearinghouse. The Clearinghouse ensures consistent application of NCAA initial-eligibility requirements for all prospective student athletes at member institutions.

https://web3.ncaa.org/ECWR2/NCAA_EMS/NCAA.jsp

It is your responsibility to make sure the Clearinghouse has the documents it needs to certify you. These documents are your completed and signed Student Release Form and fee, your official transcript, and your ACT or SAT scores. Pick up the NCAA Student Release Form and information from the Sobrato Registrar, located in the Administration Building. If you want to participate in Division I or II sports, it is recommended that you start the certification process after your final junior year grades are posted on your transcript. Check with your counselor, in your freshman year, to ensure you are taking a core curriculum that meets NCAA requirements; also, register to take the ACT or SAT as a junior. Your Student Release Form should be submitted early in your junior year.

ANN SOBRATO HIGH SCHOOL CIF SPORTS

Fall Sports

Football
Girls' Volleyball
Boys' Water Polo
Girls' Water Polo
Boys' Cross Country
Girls' Cross Country
Girls' Field Hockey
Girls' Golf
Girls' Tennis

Winter Sports

Boys' Basketball
Girls' Basketball
Boys' Soccer
Girls' Soccer
Coed Wrestling

Spring Sports

Coed Badminton
Baseball
Softball
Boys' Track & Field
Girls' Track & Field
Boys' Volleyball
Boys' Golf
Boys' Swimming
Girls' Swimming
Coed Diving
Boys' Tennis
Boys' Volleyball

Sports availability may change based upon minimum participation requirement, funding availability, and Board approval.

For information on Sobrato sports, please check the Athletics website www.sobratoathletics.com

GENERAL INFORMATION

Closed Campus

Ann Sobrato High School is a closed campus. **STUDENTS ARE NOT ALLOWED TO LEAVE CAMPUS FOR LUNCH/BRUNCH/TUTORIAL, or after arriving on campus on late start days.** The parking lot, front of the school, tennis courts, sports fields, and any other unsupervised areas are off limits during school hours. **The only time students may be in the parking lot is when arriving to and leaving campus.**

Access to Students

Direct access to students is not permitted. All access to students must be arranged and approved through the Administration Office. Parents dropping off any item, including lunches, must do so via the front office.

Deliveries for Students

No deliveries of non-school related items will be accepted.

Messages for Students

We are unable to deliver messages to students. In case of emergency, you should direct your request to the Administration Office (201-6204). Please be prepared to state the nature of your emergency.

Procedures for Leaving Campus

Students who have doctor, dentist, or other off-campus appointments must have a parent call or write a note to the Attendance Office prior to 8:00 am on the day the student must be released early from school. Except for extreme emergencies, **class time will not be interrupted to call a student to the office to leave school.** Parents/guardians must be prepared to show a picture ID to verify information on the student's emergency card when picking up a student to leave campus during the school day. **Students must check out through the Attendance Office when leaving campus. Failure to do so will result in an unexcused absence regardless of reason.** Students will be given an off-campus pass when they leave.

Visitors

Students are not allowed to have visitors, pets or children on campus. All visitors to campus must check in with the receptionist in the administration building upon arrival. Salespeople are not allowed to solicit business on campus.

Volunteers

Volunteerism is appreciated and encouraged. All volunteers must have prior approval from an administrator and must sign in at the front office and receive a visitor's badge every time they arrive on campus to volunteer. Volunteers on campus and at school events are required to have fingerprints and tuberculosis test results on file at the Morgan Hill Unified School District office. This includes volunteers helping in classrooms, at afterschool tutoring, driving on field trips, helping with lunchtime club activities, etc.

Attendance

Daily attendance is important to success in school. **Students are expected to have an attendance rate of 90% or higher to remain in good standing.** Please see Ann Sobrato High School's Attendance Policy on Page 22.

Remember...in any one class:

- At 6 unexcused absences, student loses all extracurricular privileges for the current semester.
- At 8 unexcused absences, students may lose credit for the class
- **3 unexcused tardies are equivalent to 1 unexcused absence**

Parents/guardians must to log on to their Aeries Portal page (24/7) or to call the Attendance Office between the hours of 7:30AM and 3:30PM to monitor their student's attendance. Please call 201-6204, or 201-6221. Parents/guardians are also encouraged to leave messages for individual teachers regarding attendance or other issues of concern. Please call 201-6200, dial 1, then the extension number. Teachers should respond within 2 days.

On Time Policy

Students are on time if they are sitting at their assigned seats and prepared for class when the bell rings. In Physical Education, students are on time if they are inside the locker room when the bell rings.

Consequences for not being on time:

Tardies 1-5 in any one class: Students may lose participation points for each tardy. Each teacher will explain their participation point system to the students so that students are aware of the impact the loss of participation points will have upon their final grade. **Three tardies equal one unexcused absence.**

Tardies 6 and on in any one class: Students may lose participation points, and in addition, students may be referred to the administration.

As a consequence for **each additional tardy**, students will be assigned either 1 hour of after school cleanup, 1 day of suspension, or 1 day of a parent shadowing their student. The 8th tardy in any one class will result in a parent-student intervention.

Failure to be on time for a physical education class will constitute a non-dress day.

Agenda Hall Pass

Students are **not** permitted out of class during instructional time unless they have a **signed hall pass** stating the time and date of the release.

Photo ID Cards

Each student **must carry** his/her Ann Sobrato High School photo ID card at all times while on campus during the school day and also at school functions and events. **This card must be shown upon demand to any teacher, campus monitor or supervising adult.** Your photo ID will also be needed for purchasing items from ASB, borrowing books from the library, using the Internet, and participating in school ASB activities.

Cell Phones and other Electronic Devices

Any personal electronics (cell phones, iPods, CD players, gaming devices, and other similar items) brought to school are done so at student's own risk. The school takes no responsibility for stolen or lost items. Students are allowed to have cell phones and other electronic devices at school; however, they may be used only at brunch, lunch, passing periods, before and after school outside of buildings. **In the classroom, electronic devices may only be audible or visible by explicit permission of the classroom teacher. They are never to be stored in the P.E. locker rooms.** In the case of an emergency, students may request to use the front office phone.

- **First offense:** Device is confiscated and held by the assistant principal's (AP) office until the end of the school day.
- **Second and third offense:** Device is confiscated and sent to the assistant principals' office. Parents will be notified that the student has violated the policy and the student's parent must pick up the device in the assistant principals' office.
- **Further offenses:** The student is considered in defiance of valid school authority and will be subject to more severe disciplinary consequences.
- Students may be required to surrender their cell phone to the school administration during the school day.

Chromebook Policy

MHUSD is pleased to provide a Chromebook to every student for his/her exclusive use at school and at home. Unauthorized or misuse of Chromebooks during class will result in an electronic device violation (see electronic device policy above).

Lost/left Chromebooks will be logged into student's discipline record.

- **First offense** the Chromebook is confiscated and held by the assistant principal's (AP) office until the end of the school day
- **Second offense** will result in phone call to parent/guardian with explanation of incident and notification that they may want to consider purchasing Chromebook insurance.
- **Third Offense** will result in loss of use; the Chromebook will be taken from the student and parent will be required to meet with an administrator to discuss alternate plan Chromebook use in the classroom.

Facility Care & Maintenance

Ann Sobrato High School takes pride in its facilities. In order to preserve a clean, attractive campus, the following rules must be observed.

- ◆ Students are not to post flyers around campus unless ASB approved.
- ◆ No duct tape may be used (it pulls the paint off!). Blue tape ONLY.
- ◆ Students are to respect classroom rules and assist in maintaining a tidy appearance.
- ◆ Students must dispose of their garbage in the garbage cans deposited throughout campus.
- ◆ Students must clean up after themselves after eating lunch or brunch. Littering will lead to disciplinary consequences, possibly including a citation by the Morgan Hill Police Department.
- ◆ Students are encouraged to recycle.
- ◆ Students are not to deface or vandalize any school property in any way. This includes decorations of lockers for any celebration.

Students refusing to follow these rules will be considered in defiance of authority and will be subject to disciplinary action and will be responsible for the cost of repair.

Health Services

Students who become ill will be referred to the Health Office where a staff member will contact a parent or guardian. All students entering the Health Office must have a pass from the previous or current class. The school is only equipped for minor cuts and bruises. 911 will be called for emergencies at the discretion of the administration or if unable to contact any persons listed on the student's emergency form. All other decisions will be made by the parent or guardian contacted.

Immunizations

All students new to Santa Clara County schools must show evidence of immunization. Required immunizations are poliomyelitis; DPT/TD (diphtheria, pertussis, and tetanus) or tetanus and diphtheria, the Tdap booster, Hepatitis B, measles and proof of a negative Mantoux/PPD Tuberculosis test or clear chest x-ray, unless immunization is contrary to religious beliefs (Health Code Title 17, Chapter 4, Section 6000).

Food Service – Subsidized Lunches

The Sobrato cafeteria offers hot food, sandwiches, snacks, and milk each school day during brunch and lunch. The federal program for reduced price or free lunches is available. Applications are available in the school office or by going online to www.mymealtime.com.

Library

The library is open during school hours. Students must have an Ann Sobrato High School photo ID to use the library. A signed agenda is required when class is in session. No food or drinks are allowed. Books are checked out for 2 weeks, with renewals as needed. After a 5-day grace period, a fine of 10 cents per day will be charged for overdue books (up to a maximum of the book price). Lost books must be paid for in full. Computers are to be used for schoolwork only. Printing and copier fees are 10 cents per page for black and white, 25 cents for color. Use of the computers implies that you agree to the Acceptable Use Policy. Any use which violates the Acceptable Use Policy will lead to loss of computer use privilege.

Lockers

Students are assigned a locker and must not use any other locker on campus. Students are not to share lockers; students who violate this policy and are found to be sharing a locker will lose their locker privilege. Students are responsible for maintaining the locker in good working order free of graffiti and decorations. Student should report any malfunction to the school office immediately.

Lost & Found

Lost and found items are stored in the ASB Office. Please turn in or retrieve items there. Any unclaimed items stored after 30 days will be donated to Goodwill.

Textbooks and Chromebooks

Textbooks and Chromebooks are issued free of charge to students; however, lost, damaged or stolen books or Chromebooks must be paid for. The school is not responsible for books, materials or personal items placed in a student's locker or car.

Student Parking

PARKING IS A PRIVILEGE – NOT A RIGHT AT SOBRATO, AND IS BY PERMIT ONLY. STUDENTS MAY PARK A CAR, AT THEIR OWN RISK, UNDER THE FOLLOWING CONDITIONS:

- ◆ Student possesses a valid California driver's license and can show insurance coverage for the vehicle
- ◆ Student must have all school fines cleared
- ◆ Student agrees to park in the student parking lot only
- ◆ Student will not access parking lot during the regular school day, nor violate the closed campus policy.
- ◆ Student will not engage in reckless driving in parking lot
- ◆ Student will arrive to school on time
- ◆ Any incident involving drugs/alcohol may result in the loss of parking privilege
- ◆ Students must be in good standing

Student Parking Permits may be obtained through the ASB Office for a fee of \$40.00 with an ASB card or \$60.00 without and must be visibly displayed in the vehicle. Senior spots are \$60 with an ASB card or \$80.00 without. **Permits are not transferable.** *Permit cost is not prorated for mid-year purchases.* A replacement fee is charged for lost or stolen permits. Permits may be withdrawn or suspended for failing to comply with the conditions cited at the discretion of the administration. Students who violate the parking rules or who park without a permit, may be cited by the MHPD. A car may be towed away at student's expense.

The only time students may be in the parking lot is when arriving and leaving campus. Sobrato is not responsible for theft or damage to vehicles. Students park at their own risk.

Work Permits

All students under the age of 18 must have work permits in order to be employed. **To get a work permit:** pick up a blank application from the Counseling Office, have your parent/guardian sign, and return the application to the Counseling Office. Actual work permits may be picked up the following day. **A work permit may be denied/revoked at any time if the student's school work, attendance or behavior becomes unsatisfactory. You must maintain a minimum 2.0 GPA to have a work permit.**

MHUSD Transportation

Fee-based* school bus transportation to Sobrato is available through our district Transportation Department. Families must make their own arrangements for their student's transportation to school. **Please visit www.mhusd.org or call the MHUSD Transportation office with specific questions (201-6320).**

*(Free transportation is available for students who qualify.)

Applications for transportation are available at your child's school or at:

**MHUSD Transportation Division
105 Edes Court
Morgan Hill, CA 95037
Phone: (408) 201-6320**

Valley Transit Authority (VTA)

VTA transit also provides service to and from Ann Sobrato High School. Accurate schedules and fees can be found on the VTA website <http://www.vta.org> or call (408) 321-2300.

STUDENT CONDUCT

The rules you are about to read in the code of conduct supplement are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.

Dress Code

Good grooming and positive personal appearance is an important part of the Sobrato learning environment. Students should project an appearance that is conducive to a safe and positive learning environment. Transgender and gender nonconforming students have the right to dress in a manner consistent with their gender identity or gender expression.

In order to provide guidance for students, and assist parents and guardians in monitoring students' grooming and dress, the school has established the following guidelines:

Shirts/Blouses/Tops

- No underwear showing
- No bare midriffs
- No net shirts
- No tank tops with extra large arm holes or "A" shirts.
- No spaghetti straps; halter, tube, or over-one-shoulder tops; low necklines, or tight blouses showing cleavage.

- Blankets may not be used

Inappropriate clothing is not allowed even if a jacket or other clothing is worn over the inappropriate clothing.

Pants/Overalls

Pants must be worn in a manner which underwear is not exposed or would be exposed if the shirt was raised. The following are examples of inappropriate clothing that are not allowed:

- No sagging pants
- No overalls without appropriate shirt worn underneath
- No pajamas
- No Spandex as outerwear

Skirts/Shorts

Skirts and shorts must be mid thigh in length or longer (after longer finger-tip test).

Shoes

Outdoor shoes with substantial soles must be worn at all times.

- No bare feet
- No slippers
- No steel toed shoes/boots
- No shoes with wheels

Hats/Headgear & Accessories

- No hats, hoods, sunglasses may be worn in class. Bandanas used or worn in any form are not allowed on campus. Long chains, metal spikes or sharp accessories are not allowed on campus.

Lettering or Drawings

We encourage students to wear Sobrato High School logo clothing. The following are examples of lettering or drawings on clothing that are not allowed:

- No graphics that degrade the integrity of individual or groups
- No sexual expressions, actions, silhouettes, or images
- No profanity or obscenity
- No violence, weapons, or any reference to violent behavior
- No drugs/alcohol/tobacco
- No gang related apparel or accessories (MHUSD BP 5514,5516)

Disciplinary Actions

Students violating the Sobrato dress code will be directed to change into appropriate clothing or parents may be called to either bring a change of clothing or to authorize the student to go home to change. Students repeatedly violating the dress code will be subject to disciplinary action.

PE Dress Policy:

All students are required to dress out in clothes specifically for Physical Education (no “street clothes”). All PE clothes must follow the current Sobrato High School dress code policy found in school handbook. In addition to that, the PE uniform required for class is as follows:

- Sobrato PE t-shirt OR plain gray t-shirt or appropriate tank top
- Sobrato PE athletic shorts OR plain black athletic shorts (7 inch seam)
- Athletic shoes with proper arch support and shock absorption (no Vans or Toms-type shoes)

In cold weather, students may wear over their uniform*:

- Sobrato P.E. sweatshirt OR plain gray sweatshirt
- Sobrato P.E. sweatpants OR plain black sweatpants or black yoga pants

*Students choosing to wear sweatshirts must also wear their PE shirt underneath. Students choosing to wear sweatpants are encouraged to wear their PE shorts underneath. Should the student become overheated during class, they will be able to remove the sweatshirt or sweatpants in an effort to cool down quickly to minimize the chance of a heat related illness.

Bicycles/Skateboards

Students are not permitted to ride their bicycles or skateboards on campus. **Ann Sobrato High School is not responsible for lost, damaged, or stolen bicycles or skateboards.** Bicycles may be locked up in the bike rack, which is located next to the Administration building. Skateboards must be kept in lockers.

Rallies

Rallies will be held in the gym throughout the year. All students must follow general school rules at the rallies. Students are expected to:

1. Show respect and courtesy to the presenters/speakers/performers.
2. Sit in assigned areas.
3. Remain seated until the end of the rally.
4. Never bring food, drink and/or backpacks or other bags to the rallies.

Dance Policies

All school rules apply at all dances. In addition to the general school rules, the following applies to all students participating in school dances.

1. School dances are limited to Ann Sobrato High School students **in good standing** and their guests. To be in good standing and be eligible for dances and other extracurricular privileges, a student must have a **90% attendance rate**. See attendance policy for complete details.
2. Each Ann Sobrato High School student must present a valid Ann Sobrato High School photo ID upon entrance.
3. A guest must have photo ID and a **guest pass** from the ASB office to enter. Guest must be high school age, under age 21 and have prior approval by administration in order to attend.
4. Backpacks will not be allowed into the gym.
5. No student will be allowed in 60 minutes or more after the start of the dance.
6. Students leaving early for any reason will not be allowed to re-enter the dance.
7. Students who engage in inappropriate behavior during the event, including inappropriate dancing, will be asked to leave the school premises immediately. This includes grinding and back-to-front dancing.
8. Any student who is involved in any of the following types of incidents while at school or at any school function will lose the privilege of participating in any and all extracurricular activities for a period of at least 6 weeks, inclusive of the first day of suspension:
 - any drugs, alcohol or other illicit substances – students may be subject to drug or alcohol testing
 - acts involving any physical violence
 - and/ or any behavior resulting in a suspension from school for 3 or more days.
9. All fees must be paid before purchasing tickets to any dance and prior to participation in any extracurricular event, including graduation.
10. All dance tickets are pre-sale only. No tickets are sold at the door.

Extra Curricular Events Policy

Any student who is involved in any of the following types of incidents while at school or at any school function will lose the privilege of participating in any and all extracurricular activities for a period of at least 6 weeks, inclusive of the first day of suspension. This includes all senior activities and participation in the graduation ceremony:

- drugs, alcohol or other illicit substances – students may be subject to drug or alcohol testing
- acts involving any physical violence
- and/or behavior resulting in a suspension from school for 3 or more days.

Field Trips/School-Sponsored or School-Related Off-Campus Activities

In order to participate in field trips or other school related activities that require missing classes, students must maintain a 2.0 GPA, have less than 6 unexcused absences in any class, have 90% attendance, and have no suspensions during the semester in which the trip occurs. Teachers will submit students' names for approval at least 10 days before a trip or activity in order to clear students for participation.

Searches

Any student, student locker, backpack, purse, electronic device and its contents, and/or vehicle parked on campus is subject to search at any time (**given reasonable suspicion of an effect on school environment/safety**) by the Ann Sobrato High School administration. This may include breathalyzer testing.

Tobacco/Vape pens

Tobacco products and/or vape pens are not allowed on the Ann Sobrato High School campus nor at any school function. Offenders will be referred to an assistant principal. Offenders face parental conferences, citation by Morgan Hill Police Department and suspensions.

Campus Disruptions

Disruptive behavior on this campus is not allowed. Examples include, but are not limited to, food fights, spraying or throwing water/beverages, whistling or shouting, inappropriate hand gestures, swearing, movement or gathering of large groups of students, general horseplay, repeated defiance within a classroom. These behaviors are subject to disciplinary measures up to and including suspension, arrest, and/or expulsion.

ATTENDANCE POLICY

Because class attendance and participation is so important to student success, Ann Sobrato High School has established the following policy to encourage students to attend all their classes. We ask that you work with us as a team to support this policy and student attendance.

Important Points

- ◆ An absence occurs when the student is not present when the teacher takes attendance.
- ◆ **3 unexcused tardies are equivalent to 1 unexcused absence.**
- ◆ Any time a student is absent from one or more class periods in a day, an automated phone call will call home that day to inform the parent/guardian. It is important that the school has the correct home number on file, and that parent/guardian respond to these calls home.
- ◆ Parent/Guardians may see real-time attendance information for their student on the Aeries Portal at any time 24/7.
- ◆ **Legitimate excuses for missing class are illness, doctor or dentist appointment, funeral, religious observance, and court appearance.**
- ◆ **At 6 unexcused absences** in a class during the semester of occurrence, the student loses the opportunity to participate in all extracurricular activities (athletics, newspaper, yearbook, band, band performances, dances, any senior activities, etc.), and loses his or her work permit.
- ◆ **At 8 unexcused absences** in a class in the same semester, the student may receive an “F” and be ineligible for credit for the semester, however the student will not be dropped from the class. Under certain circumstances, a parent may request that the student be dropped from the class, in which case the student will receive a W/F (Withdrawal/Fail) for the semester.
- ◆ If a student needs to be absent from a class or leave school during the day, **he or she must sign out through the Attendance Office.** If a student fails to do so, even for a legitimate excuse, the absence will remain unexcused in the record. *Please see the Procedures for Leaving Campus policy detailed on Page 15of this handbook.*
- ◆ **To be in good standing and be eligible for extra-curricular privileges, a student must have a 90% attendance rate.**
- ◆ **If a student has accumulated 18 absences in the school year in any one class period due to any reason, including illness, any further absences for illness must be verified by a physician. When deemed necessary by administration, a physician’s note may be required for ANY illness related absence.**
- ◆ The District shall notify the student’s parent or guardian of this unexcused absence policy through an annual notice or through the teacher.

Excusing Absences

- ◆ To call the Attendance Office, please dial **201-6204, -6221** at any time, day or night. Attendance clerks are available from 7:30AM to 3:30PM or an answering machine will record your message at **any time of the day or night.**
- ◆ To excuse an absence, the parent/guardian must notify the Attendance Office in one of these ways: telephone call, in person, or a signed note.
- ◆ **Parents/guardians have 3 school days after the date of an absence to excuse the absence.** If an absence is not excused within 3 days, it will remain in the record as an unexcused absence. **Under no circumstances are absences cleared at the end of the grading period or before school events such as dances, etc.**

Releasing Students From Class

- ◆ Students who have doctor, dentist, or other off-campus appointments must have a parent call or write a note to the Attendance Office prior to 8:00 am on the day the student must be released early from school.
Except for extreme emergencies, class time will not be interrupted to call a student to the office to leave school. Parents/guardians must be prepared to show a picture ID to verify information on the student’s emergency card when picking up a student to leave campus during the school day. **Students must check out through the Attendance Office when leaving campus. Failure to do so will result in an unexcused absence regardless of reason.** Students will be given an off-campus pass when they leave.

Making Up Work

Attending classes every day is crucial to student success in a comprehensive high school program. The most challenging aspect of a student being absent from school is making up the missed coursework. Below are guidelines to keep students from falling behind:

1-4 Days' Absences

- **Buddy System** – When a student is out 1-4 days, it is best for the student to call, text or email friends in his/her classes to get the missed assignments. When the student returns, he/she will not be far behind the rest of the class. The student should always make arrangements with the teacher to make-up any missed quizzes, tests, projects, presentations, or lab work that was missed. The student has as many days as he/she was absent (for excused absences) to make up missed work.
- **Email** – The student and/or his family may email the teachers directly for an absence of 1-4 days. Most teachers respond quickly to this form of communication. Teachers' email addresses can be found on the school website.

5 -10 Days' Absences

- **Short-term independent study contract** – When a student knows in advance that he/she will be out for 5 or more consecutive days, a short-term independent study contract can be requested through the attendance office. This is a formal agreement which includes all work that the student will miss. The teachers assign work for the number of days that the student will be absent, and the work is due the day the student returns. This contract must be requested **prior to** the absences occurring. **The family should request this as soon as they know that the student will be out for more than 4 days.**

11+ Days' Absences – See a counselor or administrator immediately for an educational alternative.

- ◆ Students will not receive credit for assignments or tests missed because of an unexcused absence. The teacher may deduct 1% from the semester grade for each unexcused absence.
- ◆ For excused absences, students will be allowed to make up class assignments and evaluations. It is the student's responsibility to make arrangements with the teacher for making up this work. The minimum time a teacher should allow a student to complete this work is the number of consecutive days that the student was excused absent.

Truancy/SARB Process

- ◆ At three unexcused absences - Parent is notified by viewing their student's attendance record via their Aeries Portal online. Truancy is logged into student discipline.
- ◆ At six unexcused absences – Parent is notified by viewing their student's attendance record via their Aeries Portal online. Truancy is logged into student discipline and SARB coordinator is notified.
- ◆ At 12 unexcused absences – Parent is notified by viewing their student's attendance record via their Aeries Portal online. A meeting is scheduled with student, parent and Assistant Principal. At this meeting, an Attendance Contract is discussed and signed. Truancy is logged into student discipline and SARB coordinator is notified.
- ◆ A broken Attendance Contract results in Notification of D.A. Mediation letter. A Hearing is scheduled with SARB authorities and District Attorney.
- ◆ If absences continue, student and parents may be scheduled for a Truancy Court Hearing and reviewed monthly.

Appeals for Students Losing Credit for Excessive Absences

When a student loses course credit due to this Attendance Policy, the parent/guardian will be called by a school official, and/or notified by mail. If the parent/guardian, teacher, student or other parties involved believe that there were extenuating circumstances that should be considered, they may file a written appeal with the principal within 7 calendar days of being notified. The appeal will be reviewed by up to at least 3 school officials and the parent and student will be notified of the decision within 14 days.

Parents/guardians are also encouraged to leave messages for individual teachers regarding attendance or other issues of concern. Please call 201-6200, 1, then the extension number (teachers' extension numbers can be found on the staff directory of the Sobrato website). Teachers should respond within 2 school days.

Parent/Guardians will monitor their student's attendance record via their Aeries Portal online, which provides real-time attendance information 24/7.

Aeries Portals

Aeries Portals for Teachers, Parents, and Students is a website that connects parents to teachers with any device. The main aim of this program is to increase communication between parents and teachers to help **ensure student success**. Parents and students can easily access critical information 24 hours a day, including real-time attendance, grades and other information. Through Aeries Portals parents can request automated emailed weekly progress reports to stay informed on student progress. Aeries Portals also helps parents and students **stay up-to-date** with school events and assignments with the portal calendar.

This Website provides a single, secure sign-in for parents or guardians with multiple students regardless of the school enrolled at MHUSD. Multi-lingual support (English, Spanish, Vietnamese, Chinese, Korean and Arabic) is also available. Both parents and students can access Aeries Portals by going to:

<https://morganhillusd.asp.aeries.net/student>

Username & Password

Each student has his/her own username and password. Students may obtain their username and password from the Counseling Office during brunch, lunch, or before or after school. Each parent or guardian also has their own username and password which is available for pick-up by bringing a photo ID to the school main office any time during the regular school hours.

ANN SOBRATO HIGH SCHOOL CODE OF CONDUCT

The following Code of Conduct is to assist parents, staff and students to ensure a positive and safe learning environment at Ann Sobrato High School. The understanding of these school rules and regulations will ensure due process for everyone. The school has the right to determine the appropriate level of discipline based on the particular facts of each incident of misconduct. The school may choose any or all of the listed disciplines depending on the particular facts. Where the misconduct fits within more than one of these categories, the school can choose any or all of the listed disciplines within any or all of the categories. Students committing minor offenses may be referred to alternative support such as Peer Court, Community Solutions, restorative justice or other. .

The rules your are about to read in the code of conduct supplement are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.

DISCIPLINARY PROCEDURES

Alcohol Possession/Use

Administrator/Parent/Student conference
1 to 5 day suspension
Referral to law enforcement
Expulsion recommendation*

Alcohol Sale/Distribution

Administrator/Parent/Student conference
5 day suspension
Expulsion recommendation*

Altering of School Document

Administrator/Parent/Student conference
1-5 day suspension
Expulsion recommendation*

Arson

Administrator/Parent/Student conference
Restitution: Referral to law enforcement
5 day suspension
Expulsion recommendation*

Assault/Battery on Another Student

Administrator/Parent/Student conference
5 day suspension
Referral to law enforcement
Expulsion recommendation*

Battery with Weapon

Administrator/Parent/Student conference
Referral to law enforcement
5 day suspension
Expulsion recommendation*

Breaking Closed Campus Policy

Administrator/Parent/Student conference
Referral to law enforcement
1-5 day suspension

Bullying/Harassment/Hazing

Administrator/Parent/Student conference
Referral to law enforcement
1-5 day suspension
Expulsion recommendation*

Cheating

Administrator/Parent/Student conference
Zero credit on assignment

Computer Misuse/Vandalism

Administrator/Parent/Student conference
Restitution: Restriction from computer use
1-5 day suspension
Expulsion recommendation*

Controlled Substances

(Distribution/Possession/Usage)

Administrator/Parent/Student conference
Referral to law enforcement
5 day suspension
Expulsion recommendation*

Controlled Substances (Sale)

Administrator/Parent/Student conference
Referral to Law enforcement
5 day suspension
Expulsion recommendation*

Disruptive Conduct

(Classroom or School Activities, Field Trips)

Administrator/Parent/Student conference
1-5 day suspension
1-year restriction from field trips
Referral to law enforcement
Expulsion recommendation*

Drug Paraphernalia

(Distribution/Possession/Sale)

Administrator/Parent/Student conference
Referral to law enforcement
1-5 day suspension
Expulsion recommendation*

Electronic Device (Possession)

Parent must pick-up

Explosive Device

(Distribution/ Possession/Sale)

Administrator/Parent/Student conference
Referral to law enforcement
1-5 day suspension
Expulsion recommendation*

Explosive Devices (Use)

Administrator/Parent/Student conference
Referral to law enforcement
5 day suspension
Expulsion recommendation*

Extortion

Administrator/Parent/Student conference
Restitution; Referral to law enforcement
5 day suspension
Expulsion recommendation*

False Fire Alarm

Administrator/Parent/Student conference
5 day suspension
Referral to law enforcement
Expulsion recommendation*

Forged Administrator's or Teacher's Signature

Administrator/Parent/Student conference
1-5 day suspension
Expulsion recommendation*

Forged Note

Administrator/Parent/Student conference
1-5 day suspension
Expulsion recommendation*

Gambling

Administrator/Parent/Student conference
Referral to law enforcement
1-5 day suspension
Expulsion recommendation*

Gang-Related Activity

Administrator/Parent/Student conference
Referral to law enforcement
1-5 day suspension
Expulsion recommendation*

Hate Crimes/Speech

Administrator/Parent/Student conference
Referral to law enforcement
1-5 day suspension
Expulsion recommendation*

Inappropriate Attire

- Clothing item is changed or removed
- Parent contact
- Detention
- Repeated offense – 1-5 day suspension

Insubordination

- Administrator/Parent/Student conference
- Detention
- 1-5 day suspension

Mutual Student Fighting

- Administrator/Parent/Student conference
- Referral to law enforcement
- 1-5 day suspension
- Expulsion recommendation*

Obscene Acts/Gestures

- Administrator/Parent/Student conference
- 1-5 day suspension
- Referral to law enforcement
- Expulsion recommendation*

Parking Violation

- Citation or tow
- Referral to law enforcement

Profane or Abusive Language

- Administrator/Parent/Student conference
- Referral to law enforcement
- 1-5 day suspension

Robbery

- Administrator/Parent/Student conference
- Restitution
- Referral to law enforcement
- 1-5 day suspension
- Expulsion recommendation*

Sexual/Battery Assault

- Administrator/Parent/Student conference
- Referral to law enforcement
- 5 day suspension
- Expulsion recommendation*

Sexual Harassment/Verbal

- Administrator/Parent/Student conference
- Referral to law enforcement
- 1-5 day suspension
- Expulsion recommendation*

Theft of School/Staff/Student Property

- Administrator/Parent/Student conference
- Restitution
- Referral to law enforcement
- 1-5 day suspension
- Expulsion recommendation*

Threatening Harm to Another Student

- Administrator/Parent/Student conference
- Referral to law enforcement
- 1-5 day suspension
- Expulsion recommendation*

Threatening Harm to Staff

- Administrator/Parent/Student conference
- Referral to law enforcement – CW30
- 1-5 day suspension
- Expulsion recommendation*

Tobacco Possession or Use

- Administrator/Parent/Student conference
- 1-5 day suspension
- Referral to Law Enforcement
- Expulsion recommendation*

Trespassing

- Administrator/Parent/Student conference
- Referral to Law enforcement
- 1-5 day suspension
- Expulsion recommendation*

Vandalism

- Administrator/Parent/Student conference
- Restitution; Referral to law enforcement
- 1-5 day suspension
- Expulsion recommendation*

Verbal Abuse of Staff

- Administrator/Parent/Student conference
- 1-5 day suspension
- Referral to law enforcement
- Expulsion recommendation*

Weapons Possession, including imitation firearms

- Administrator/Parent/Student conference
- Referral to law enforcement
- 5 day suspension
- Expulsion recommendation*

***Expulsion recommendation with school board approval. While expulsion is pending, suspension may be extended until school board decision.**

Any student who is involved in any of the following types of incidents while at school or at any school function will lose the privilege of participation in any and all extracurricular activities for a period of at least 6 weeks, inclusive of the first day of suspension. This includes all senior activities and participation in the graduation ceremony:

- any drugs, alcohol or other illicit substances
- acts involving any physical violence
- and/or any behavior resulting in suspension from school for 3 or more days.

MHUSD Civil and Human Rights

“The Morgan Hill Unified School District shall take reasonable steps to provide a school environment without unlawful harassment, including sexual harassment, and shall maintain an environment in which all students and adults model this behavior and are treated with dignity and respect. Therefore, no student or adult shall be subjected to sexual overtures or conduct, either verbal, visual, physical or perceived, which are intimidating, hostile, offensive, or unwelcome. Such conduct is unacceptable and will not be tolerated. Sexual and other unlawful harassment violates state and federal law, and District policy.

Physical or verbal harassment, physical abuse, profanity, slurs, and any other actions or words, actual or perceived, are not permitted. Harassment based on sexual orientation, gender identity, race, national origin, ethnicity, religion, age, physical or mental disability, or any other basis protected by federal, state, or local law, ordinance or regulation to the extent protected by law is prohibited. Violators of this rule will be subject to disciplinary action, which may range from parent conference, counseling, suspension, expulsion, and referral to the appropriate law enforcement agency.”

Anti-Harassment Policy

Everyone at Ann Sobrato High School has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent sexual harassment, and harassment based on gender identity, race, national origin, ethnicity, religion, sexual orientation, or disability.

A harasser may be a student or an adult. Harassment may include the following when related to sexual orientation, gender identity, race, national origin, ethnicity, religion, or disability:

- ◆ Name calling, teasing, derogatory comments, slurs
- ◆ Remarks or rumors about an individual's sexual activities, sexual jokes, catcalls or whistles
- ◆ Leering, winking, sexual gestures, pinching, patting, intentional rubbing against another individual's body
- ◆ Graffiti, offensive or graphic posters or book covers
- ◆ Derogatory notes or cartoons
- ◆ Unwelcome touching of a person or clothing, grabbing, fondling
- ◆ Violent acts or threats

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, assistant principal, the principal or the District's Compliance Officer at (201-6030).

If you believe that you or someone else has been the victim of harassment, you should report the alleged acts to a teacher, counselor, principal or the District's Compliance Officer. The report may be verbal or written. You are not required to complete a written form, but if you want to use a form, one is available from the school office.

Sexual Orientation/Gender Identity Harassment

“The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in district complaint processes.”

If you believe that you or someone else has been the victim of harassment based upon real or alleged sexual orientation or gender identity, you should report the alleged acts to a Compliance Coordinator. The Compliance Coordinators for Ann Sobrato High School are the Principal and Assistant Principals.

You may also make your complaint to any teacher, counselor, or other staff member. The report may be verbal or written. You are not required to complete a written form, but if you want to use a form, one is available from the Compliance Coordinator.

Your right to privacy will be respected consistent with the District's legal obligations and the need to investigate harassment allegations and take remedial and corrective action.

We take seriously all reports of sexual harassment, and harassment based upon sexual orientation, gender identity, race, national origin, ethnicity, religion, or disability and will take all appropriate action to investigate such claims, to eliminate the harassment, and to discipline any persons found to have engaged in such conduct.

The District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.

This is a summary of this District's policy against sexual harassment, and harassment based on gender, race, national origin, ethnicity, religion, sexual orientation, or disability. A complete copy of the policy is available at the School office upon request.

Bullying

Bullying is intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another who has less power. Bullying happens in several different forms, including:

- **Physical** bullying involves harmful actions against another person's body. Physical bullying also involves the interference with another person's property.
- **Verbal** bullying involves speaking to a person or about a person in an unkind or hurtful way.
- **Emotional** bullying involves behaviors that upset, exclude, or embarrass a person.
- **Sexual** bullying singles out a person because of gender and demonstrates unwarranted or unwelcome sexual behavior.
- **Racial** bullying involves rejection or isolation of a person because of ethnicity.
- **Cyber** bullying is a form of indirect or social bullying that uses technological communications to humiliate, harass, embarrass, tease, intimidate, threaten, or slander another person. Cyber bullying is the act of being cruel to others by possessing or sending or posting harmful material or compromising photographs online or via any electronic device.

Hazing

Hazing violates the MHUSD School Code of Conduct. This may be directed toward an act which ridicules, humiliates or embarrasses.

Examples include, but are not limited to:

- Identifying students by demeaning names
- Intentional isolation
- Scaring students with what may happen at initiation
- Requiring students to wear ridiculous costumes or perform ridiculous activities
- Stunt or skit nights/events with demeaning and/or crude skits and/or poems
- Requiring students to perform personal service to students such as carrying books, running errands, performing maid duties, etc.
- Forced alcohol consumption
- Forced ingestion of vile substances
- Gang initiation
- Assault including paddling, beating
- Birthday bashing

The commission of any of the above acts will garner disciplinary consequences which may include suspension and/or an arrest by MHPD.

MHUSD Non-discrimination

"The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual 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; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics."

"Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities."

"Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal."

"The Coordinator for Nondiscrimination will handle complaints regarding discrimination, harassment, intimidation, or bullying, and will answer inquiries regarding the district's nondiscrimination policies: call Human Resources at (408) 201-6015"

MHUSD Special Education

The Individuals with Disabilities Education Act (IDEA) is a federal law that mandates a "free and appropriate public education" to children with disabilities. Morgan Hill Unified School District follows the education code for special education to be in compliance with the IDEA. Students become eligible for special education services through a formalized process of evaluation. Anyone who suspects that a student is disabled may request an evaluation in writing. Requests will receive a response from the school site within 15 days. Usually a Student Study Team is asked to determine whether an assessment is necessary. If recommended, assessments will take place within 60 days of the initial request. If an assessment is not recommended, the Study Team will explain their reasoning in writing. Once a student has been assessed, an Individualized Education Program (IEP) meeting is held to determine a student's eligibility for services.

COMMUNITY RESOURCE Student Assistance

Listed below are Community Services and Hotline Numbers to assist you with any personal problems.

TEEN ISSUES:

24-7 Teen Line -----	1-888-247-7717
Safe Place – Runaway -----	408-243-0222
Teenage Health Resource (Confidential) -----	1-888-711-8336
California Youth Crisis Line -----	1-800-843-5200
Rape Crisis Hotline -----	408-779-2113
Suicide Prevention -----	408-683-2482
Gay Youth Hotline -----	1-800-246-7743
Planned Parenthood -----	408-847-1739

AIDS/HEALTH:

AIDS Hotline -----	1-800-342-AIDS
AIDS Testing -----	408-885-7000
24 Hour Hotline -----	1-800-FOR-AIDS
South Valley Pregnancy Center (24 hour) -----	408-778-1175

ABUSE (Child, Domestic Violence):

Children's Shelter -----	408-558-5400
Child Protective Services -----	408-683-0601
Contact (Teens & Adults) -----	408-279-8228
Crisis Counseling -----	408-683-4118
Child Abuse Reporting (24 hour) -----	408-299-2071
Community Solutions Domestic Violence Line -----	408-683-4118

ALCOHOL/DRUGS/TOBACCO:

AL-ANON (Alcohol Support Group) -----	408-379-1051
Alcoholics Anonymous -----	408-295-0920
24 Hour Drug and Alcohol Referral Network -----	1-888-304-9797
FLASH (Families Learning About Substances & Health) -----	408-842-7138
Child, Adolescent & Family Services -----	408-299-2304
No BUTTS (Tobacco) -----	1-800-766-2888
Resource Alliance NCADD (Help Line) -----	408-292-9945

CRISIS/HELP:

Bill Wilson Center -----	408-554-0888
Center for Living with Dying -----	408-980-9801
East Field Ming Quong Family Services -----	408-379-3790
Gay and Lesbian Hotline -----	408-293-4525
Community Solutions -----	408-779-2113
24 Hour Crisis Hotline -----	408-294-0579
Suicide & Crisis Hotline -----	408-279-3312



In our own words: Students talk about...

The Sobrato Way

Sobrato Way--Culture

Ann Sobrato High School is a campus full of opportunities to grow, both as students and individuals. Its staff encourages students to learn not only about the curriculum, but also about their own identity. Ann Sobrato is an uplifting and safe environment that accepts its students' and staff's diverse perspectives.

Sobrato Way-- Community

The Sobrato Way is created by the attitude and actions of the student body and staff. They show respect by listening to one another and working together in the face of differences. Ann Sobrato includes welcoming students and staff who create a constructive environment that promotes life-long learning.

Sobrato Way -- Climate

Ann Sobrato students are united, spirited, and respectful; our confidence, maturity, and thoughtfulness set us apart. The staff works tirelessly to help students of all backgrounds feel supported, yet challenged, in their current education as well as their future pursuits. We have a strong sense of community and leadership.

