

# PATTERSON HIGH SCHOOL



## **Student/Parent Handbook 2019 - 2020 School Year**

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# PATTERSON HIGH SCHOOL

200 N. 7<sup>th</sup> Street

Patterson, California 95363

(209) 892-4750

## Telephone Directory

### **Administration/Attendance Office – located off of 7<sup>th</sup> Street**

Principal: Dave Smith

School Secretary: Brianna Nanney ext. 27200

Assistant Principal: Corrin Rivera

Secretary to the Assistant Principal: Lauren Cozart ext. 27112

Assistant Principal: Kevin Salaiz

Secretary to the Assistant Principal: Anabel Reichmuth ext. 27202

English Learner/Intervention Coach: Ermelinda Flores-Bearrup ext. 27284

Attendance Clerks: Cynthia Enriquez-Tellas ext. 27204

Vanessa Salas ext. 27289

Student Support Coordinator: David Guzman ext. 27187

School Clerk: Denise Silva ext. 27113

### **Counseling Office – located in the Administration Building**

Counselors: Melissa Gonzalez – Last Names that start with (A - E)

Kristin Manley – Last Names that start with (F - L)

Teresa Gonzales – Last Names that start with (M – Rh)

Hugh Leonard - Last Names that start with (Ri – Z)

Katie Chibante - College and Career Counselor

Registrar: Angie Ruiz ext. 27205

School Activities Account Clerk: Rosie Galvan ext. 27114

### **Security Office – located in the Administration Building**

Campus Supervisors: Eddie Thompson ext. 27221

Sergio Cantu

John Guevara

Jan Camp

Security Supervisor: Vince Lopez ext. 27221

Security Officer: Michael Johnson

### **Patterson High School Library**

**Media Technician:** Guillermo Meza ext. 27208

**Athletic Director:** Rob Cozart ext. 27254

**Activities Director:** Season Lozano ext. 27602

**School Nurse:** Kim Job ext. 27119

## **The Importance of Student/Parent Handbook**

The Administration of Patterson High School has the responsibility to see that an appropriate education program is available to each and every student. Within the framework of California law, courses and materials are developed, teachers and administrators are selected, and rules and regulations are established to ensure a proper climate in which students may pursue academic growth and success.

School personnel have been charged with the duty to carry out the rules in a firm, but fair and friendly manner to safeguard every student's right to a free and equal education. **All of the provisions, codes and regulations shall be strictly enforced at all Patterson High School sponsored events including, but not limited to: while going to or returning home from school, sporting events, dances, club meetings, rallies, field trips, etc.**

These rules are designed to hold students accountable for their actions and thus eliminate distracting forces that take away from the learning process. This allows each student to attend Patterson High School free from unnecessary interruptions, distractions, threats, intimidation, harassment, discrimination or any other disruptive behaviors.

Parents, administrators, teachers, and staff are responsible for the welfare of students, and must work together to enforce good behavior, the Student Conduct Code and the Attendance/Tardy Policy.

This handbook contains the rights and responsibilities of parents, students, teachers, and administrators, as well as the legal basis and rationale for which our policies are founded. **IT IS IMPORTANT THAT YOU READ AND DISCUSS THIS ENTIRE HANDBOOK WITH YOUR STUDENT.**

With your continued support, we look forward to an excellent school year, ensuring that our students are provided with an environment that promotes the educational process – both academically and socially. If you have any questions concerning the material contained in this manual, please telephone the Assistant Principal of Discipline at (209) 892-4750 ext. 27202.

Thank you for your cooperation,

Patterson High School Administration

## **RIGHTS AND RESPONSIBILITIES**

### **Rights of Students**

- To attend school unless removed under due process as specified in the California Education Code
- To attend school in a secure academic and social climate – free from discrimination, harassment and intimidation
- To enjoy the full benefit of their teachers' efforts, without interruption by disruptive students
- To have ready access to a designated counselor
- To be fully informed of school rules and regulations

### **Responsibilities of Students**

- To attend school and classes regularly and on time
- To be prepared for class with the appropriate materials and work
- To know and obey school rules and regulations
- To respect the rights of school personnel, fellow students, and the public in general
- To demonstrate pride in the appearance of school buildings and grounds
- To resolve differences in a positive way and seek adult assistance and support with resolving differences

### **Rights of Parents**

- To expect that their children will spend their time at school in a safe, wholesome, stimulating atmosphere engaged in productive activity under the care and direction of dedicated staff
- To have assurance that school personnel will at no time preempt parental prerogative
- To be informed of district policies and school rules and regulations
- To review their child's record with a certificated staff member providing assistance
- To meet with a counselor, teacher, or administrator regarding issues concerning their student and/or school

### **Responsibilities of Parents**

- To visit school periodically to participate in conferences with teachers, counselors or administrators regarding the academic and behavioral status of their children
- To provide supportive action by making sure that children have enough sleep, adequate nutrition and appropriate clothing before coming to school
- To maintain consistent and adequate control over their children and to approve of reasonable control measure as applied by school personnel
- To cooperate with the school in bringing about improvements designed to enhance the educational program offered students
- To provide the school with current information regarding legal address, phone, medical data, and other facts which may help the school to serve their children
- To become familiar with district policies and school rules and regulations

### **Rights of Teachers**

- To expect and receive the attention, effort, and participation of the students attending their classes
- To have parental and administrative backing when enforcing rules designed to provide an optimum learning climate
- To teach with interruptions held to an absolute minimum
- To enjoy the same level of respect and courteous treatment accorded members of the class individually and collectively

### **Responsibilities of Teachers**

- To consider the personal worth of each individual student as a single, unique, important human being
- To attempt to equip each learner with the knowledge, skills, attitudes, and values required for successful living
- To hold students accountable for their actions at all times
- To assess divergent ideas, opinions, and expressions objectively and deal with them in a balanced, unbiased manner
- To keep parents and students informed with timely or periodic reports, including all pertinent data related to the student's school experience
- To consistently critique their own performance with the objective of an ever growing professional stature
- To initiate and enforce individual classroom rules consistent with school and District policies

### **Rights of Administrators**

- To initiate such control measures as needed to establish and maintain an environment in which optimum learning and teaching conditions prevail
- To make decisions on all issues confronting schools, primarily on the basis of what is best for the students
- To hold students accountable for their conduct and to take prompt and appropriate action towards those guilty of violations
- To expect that all school employees recognize and fulfill their role in terms of campus control

### **Responsibilities of Administrators**

- To provide leadership that will establish, encourage, and promote good teaching and effective learning
- To establish, publicize, and enforce school rules that facilitate effective learning and promote attitudes and habits of good citizenship among the students
- To request assistance from the District's support services and community agencies and resources in all cases indicating such action To make a determined effort to stay attuned to expressions of student/staff/parent/community concerns and to react with sensitivity towards them

## **PATTERSON HIGH SCHOOL DRESS CODE**

(Adopted by the PHS Safety Committee, October 2017)

The Patterson High School Dress Code is as follows:

- (1) Any dress, grooming or appearance which disrupts, or tends to disrupt the educational process, or affects the health or safety of individuals, shall be prohibited (California Education Code 48900(k), 35161, 35183, 35291.5, 35294.1 C.C.R. Title V, section 302).**
- (2) No predominantly red or blue shirts, belts, bandanas, sweatshirts, pants, shoelaces, shorts, skirts, hats or beanie caps or combinations or multiples of red or blue items.
- (3) No t-shirts, hats, tattoos, body art or writing may be worn on campus that: depict/promote money, gangsters, drugs, alcohol, tobacco, sex, vulgar or suggestive or sexual material, offensive pictures or slogans, area codes, or gangster rap music, violence, or any illegal activity whatsoever.
- (4) No shirts are to be worn that are longer than the student's arms and fingertips extended.
- (5) No steel-toed boots are to be worn on campus.
- (6) No hoods, beanie caps or gloves should be worn on campus except during inclement weather.
- (7) No sagging pants or tops that expose undergarments of student.
- (8) No stenciled belt buckles or belts that extend longer than 3 inches below the buckle.
- (9) No belts, jewelry or clothing accessories that can be considered offensive or hazardous to the safety of other students.
- (10) No pajamas or house slippers.
- (11) No tube tops, halter tops, spaghetti straps, fishnet stockings or any clothing that may be inappropriate or offensive.
- (12) No skirts or shorts that expose undergarments, no pants with holes above the knee.
- (13) Team hats must reflect official team colors.

## ATTENDANCE POLICY

**EDUCATION IS AN OPPORTUNITY AND A RIGHT. IF STUDENTS DO NOT EXERCISE THEIR RIGHT TO ATTEND SCHOOL, THEY HAVE LIMITED THEIR OPPORTUNITY FOR THE BASIC EDUCATION NECESSARY TO BECOME MATURE, KNOWLEDGEABLE, AND PRODUCTIVE MEMBERS OF SOCIETY.**

**ABSENTEEISM HAS A DIRECT, NEGATIVE EFFECT ON STUDENT ACHIEVEMENT, PROMOTION, GRADUATION, BEHAVIOR, AND EMPLOYMENT POTENTIAL.**

**IT HAS BEEN WELL DEMONSTRATED THAT REGULAR ATTENDANCE IS A KEY FACTOR IN THE SUCCESS A STUDENT ACHIEVES AT SCHOOL.**

### ABSENCES – ASSIGNMENT MAKE-UP ALLOWED

#### A. ABSENCES AND EXTRACURRICULAR ACTIVITIES

Our goal is to ensure that every student reaches their academic potential. Good attendance is critical to achieving that goal. Absences not only impacts student participation but become a major detriment to the learning process.

Starting the first day of school, students who accumulate an excessive number of absences will receive attendance letters. If a student has excessive absences during the school year, **excused or unexcused (including suspensions) absences**, the student will be officially placed on attendance supervision. This entails a variety of steps that are outlined on the next page (**Student Attendance Review Process**).

#### **B. EXCUSED ABSENCES** (C.C.R. Title 5, Sec. 420) – Absences listed below are excused when verified in accordance with the Education Code and Board Policy:

1. Illness
2. Quarantine directed by county or city health officer
3. Medical, dental, and optometry appointments
  - A. Students are encouraged to make medical appointments after school hours. If this is not possible, then students must return to school immediately after an appointment.
  - B. Students will be released for and receive excused absences for appointments only on the written approval of parents or guardians.
  - C. Students will not participate on game days if a medical/doctor's note is not provided for any period absence.
4. Attending funeral services of a member of the pupil's immediate family as defined in E.C. 45914, so long as such absences are not more than one day if the service is conducted in California and not more than three days if the service is conducted outside of California.
5. Students shall be permitted to make up missed school assignments. Students shall be allowed at least ONE (1) school day for each day of absence to make up the work. The time for make-up may be extended by the teacher. Responsibility for requesting missed work lies with the student.

**\*IMPORTANT\***  
**SENIOR ATTENDANCE**

**\*\*\*All absences (excused or otherwise) will count as a period absence unless cleared by a doctor\*\*\*  
**SENIORS WHO ACCUMULATE 120 PERIOD ABSENCES WILL NOT BE ALLOWED TO PARTICIPATE IN THE SENIOR TRIP AND THE GRADUATION CEREMONY****

**Patterson Joint Unified School District  
Student Attendance Review Process**



**C. ABSENCES EXCUSED FOR PERSONAL REASONS -- PRIOR APPROVAL REQUIRED** (E.C. 48205)

1. A pupil's absence shall be allowed provided the absence is for one of the following justifiable personal reasons:
  - a) Court
  - b) An employment conference
  - c) A pupil/family hardship situation, as authorized by the principal
  - d) An observance of a holiday or ceremony of the pupil's religion with prior approval (E.C. 46014)
  - e) Attending a funeral service of a person who is not an immediate family member
2. PRIOR to an absence described in this regulation, a signed parental request must be received and approved by the principal or administrative designee.
3. A pupil whose absence is excused according to the above conditions shall be allowed make-up privileges. Students shall make arrangements with the teacher to make up missed work prior to the absence. Students shall be allowed at least ONE (1) school day for each day of absence to make up the work. The time for make-up may be extended by the teacher. Responsibility for requesting missed work lies with the student.

**D. SUSPENSION (HOME AND IN-HOUSE) ASSIGNMENT MAKE-UP** (E.C. 48913)

- A suspended student shall be allowed to complete comparable assignments. The responsibility of obtaining and doing classwork lies with the student. The teacher may require the student to complete any assignments and tests missed during the suspension.

**ABSENCES – ASSIGNMENT MAKE-UP NOT ALLOWED**

● **TRUANCY/UNEXCUSED ABSENCES**

1. Students who are absent from school without approval of the school shall be considered truant/unexcused and shall NOT be allowed to make up assignments or tests which were assigned during the truancy/unexcused absence
2. Students who leave the campus or the classroom during school, without proper school authorization will be considered truant.
3. Students who are tardy more than ten (10) minutes will be marked as TRUANT.

**Note:** If the student has an absence verified at the attendance office at a later time, he/she is NOT allowed make-up privileges unless he/she presents the teacher a verified re-admit slip within THREE (3) days after the student returns to school.

## STUDENT PICKUP AND DROP-OFF

On November 2, 2009 the Patterson School Board approved the installation of fencing around Patterson High School. The main purpose of the fencing is to maintain the safety of students and staff members. It will limit the number of people entering and leaving campus without permission.

**ENTERING/EXITING CAMPUS:** The fence allows for multiple entrances/exits before and after school. However, during the school day there will only be one entrance/exit. Campus will be accessible through the gate at the staff parking lot off of 7th street. Parents should drive to the 7th street side of campus and proceed to the Main Office in order to check-in or check-out your student.

**STUDENT PARKING:** Patterson High School is a closed campus except for seniors. During the school day all student parking lot gates will be closed. Seniors will be released at the senior parking lot and must show their ID in order to leave. Students who are not seniors will park their cars and will not have access to them unless they have an off-campus permit to leave for the day.

**STUDENT LUNCHES/FOOD:** Parents who wish to bring student's lunch must make prior arrangements with their student to pick up their lunch in the attendance office. Please encourage students to make their own lunches or eat food provided by food services. Bringing lunches creates unnecessary burdens on school personnel and creates distractions of the school day. Students will not be allowed to leave the gated areas to pick up their lunch. Parents must bring student lunches to the Main Office for the student to pick up. As a reminder, lunch drop off is not allowed for students who are in in-house suspension.

In addition, to ensure the safety of students and staff and minimize interruption of our instructional programs, as of **Monday, September 23, 2019**, Patterson High School ***will no longer accept food deliveries from a delivery service.*** This includes ***Pizza deliveries, DoorDash, Uber Eats, etc.*** Please know that we will turn away deliveries or confiscate any food items that are delivered to campus in this manner. Students are allowed to bring lunch or buy a student lunch from our cafeteria. Only food from a parent, or person(s) listed under student's emergency contacts will be allowed to drop off food during the school day. In this instance, parents must drop off food with the Attendance office staff (make sure first and last names are visible on the lunch).

### CLOSED CAMPUS

As directed by the Patterson Joint Unified School Board of Education, the High School is a **CLOSED CAMPUS** for **ALL** students – **EXCEPT SENIORS DURING LUNCH WHO APPLY AND QUALIFY FOR AN OFF CAMPUS PASS. \*\*\* (SENIORS WHO RETURN LATE FROM OFF-CAMPUS LUNCH MAY LOSE THAT PRIVILEGE) \*\*\***

Any student who must leave the campus, must have an off campus permit. Permits issued from the Attendance Office must meet one of the following criteria:

1. **Illness** – Students who are ill will be allowed to go home only after a parent or guardian has been contacted and permission is granted by them to release the student from class.
2. **Appointments** – Students who have medical appointments will be given an off campus permit after verification by a parent or guardian. Medical and dental appointment cards will be honored.
3. Students who fail to follow check-out procedures will be recorded as truant and it will count against the number of days truant for transfer purposes and end of year activities.
4. Students who leave campus without permission or fail check-out procedures will be assessed the following consequences:

## **CONSEQUENCES FOR LEAVING CAMPUS (On and Off-campus Truancy)**

### **UNAUTHORIZED DEPARTURE FROM CLASSROOM OR SCHOOL GROUNDS DURING SCHOOL HOURS**

1st Offense:	Consequences other than suspension.
2nd Offense:	Consequences other than suspension.
3rd Offense:	1-day suspension.

**All subsequent truants are considered defiance. Additional Saturday Schools, In-House Suspension, and/or Home Suspension will be assessed at the discretion of an Administrator. *Non-seniors who violate this rule may lose the right to go off-campus at lunch when they become 12<sup>th</sup> graders.* In addition the student will be referred to sanctions listed on the Student Attendance Review Process.**

## **TARDY POLICY**

One of the responsibilities of each student is to be in the classroom in his/her seat or work station when the bell rings or when class is to begin. Being tardy is irresponsible behavior because it is disruptive to the learning process.

Students who are tardy must report to a Campus Supervisor or the Attendance Office for a tardy slip. Students will not be allowed to attend class until they have received a tardy slip.

### **TARDY CONSEQUENCES**

#### **Period 1- (Late to School)**

1st	Warning (Verbal or Written)
2nd	Warning (Verbal or Written)
3rd	Parent Contact (via phone call)
4th	Saturday School and Home visit (Pre-SARB)
5th	Parent/Student Conference w/Admin.
6th	Alternative to Suspension
7th	School Attendance Review Team - SART
8th	Parent attends 1st period class
9th	SARB
10th	Alternative to Suspension (same consequence for additional tardies)

#### **Periods 2 - 7**

1st	Warning (Verbal or Written)
2nd	Warning (Verbal or Written)
3rd	Warning (Verbal or Written)
4th	Detention
5th	Detention
6th	Saturday School
7th	Saturday School
8th	Meet with Student Support Coordinator Referral to Graduation Intervention Team
9th	In-house/Work Detail
10 <sup>th</sup>	Meet with Assistant Principal (Considered habitual tardiness)

In order to align our attendance/tardy policy with the State Education Code and the rest of the District, **parents will not be able to clear tardies for personal reasons (business phone calls, late car pools, oversleeping, traffic, rain, flat tires, vacations, etc).**

According to the State, **“legal” absence/tardy reasons are limited to illness, medical/dental appointments, religious holidays and funerals.** Therefore, tardies resulting from personal (illegal) reasons will remain unexcused.

**Habitual Tardiness –All subsequent tardiness are considered defiance. Additional Saturday Schools, In-House Suspension, and/or Home Suspension will be assessed at the discretion of an Administrator.**

## PATTERSON HIGH SATURDAY SCHOOL RULES

The governing board of any elementary, high school, or unified school district may maintain classes on Saturday. The Patterson Joint Unified School District's Board of Education approves such classes when appropriate and practicable (E.C. 37223).

**Saturday School** is assigned to students who are continually tardy, choose not to attend school regularly, follow school rules and/or continue to engage in or exhibit inappropriate behavior.

**Some of the infractions for which a student could receive Saturday School include, but are not limited to the following:**

- 1) **TARDIES/CUTS:** Failure to attend class on time or failure to show up to class, including leaving campus without a **Pass** in possession
- 2) **TEACHER DETENTION:** Failure to serve teacher detention at the assigned time, in which case the Discipline Office must intervene
- 3) **INAPPROPRIATE BEHAVIOR:** During school or at any school sponsored activity.
- 4) **CONTINUED REFERRALS** for behavior and attendance issues

**Location:** Room 109

- **Note:** The entrance to the campus for Saturday School is through the staff parking lot on 7<sup>th</sup> street. Students should become familiar to where they need to report to beforehand. If students do not arrive on time they will not receive credit and will be subject to a meeting with the assistant principal to discuss further consequences.
- **Time: 7:50am-12:00pm** – Tardiness is not acceptable. Tardy students will be sent home without receiving credit and will be issued another Saturday School or In-House Suspension. Students need to bring the following materials with them to Saturday School:
  - Books, Notebooks, School Supplies, they need to complete assignments
  - Students must bring homework or assignments to work on

**Prohibited items: electronic devices, food, beverages**

Saturday School is devoted to quiet study.

- Students may only bring materials necessary for the completion of assignments.
- Students may not sleep or put their head down on the desks during Saturday School.
- Students may not leave the Saturday School room except during restroom breaks.
- Instructor of Saturday School may dismiss students for any inappropriate or disruptive behavior. Students who are dismissed will not receive credit for Saturday School.

**Students who do not complete their assigned Saturday School may not participate in co-curricular or athletic activities, and will face further disciplinary action which may include In-House or Home Suspension.**

## STUDENT CONDUCT CODE AND DISCIPLINE POLICIES

### OVERVIEW:

It is one of the school's duties to assist parents in helping students develop responsible attitudes and behavior. This means preparing students for adult citizenship as well as preparing them for jobs and higher education. For this reason it is as important for the school to teach and evaluate citizenship as it is to teach and evaluate academic work.

# SWIS 5.6 Office Referral Form Definitions

## Minor Problem Behaviors

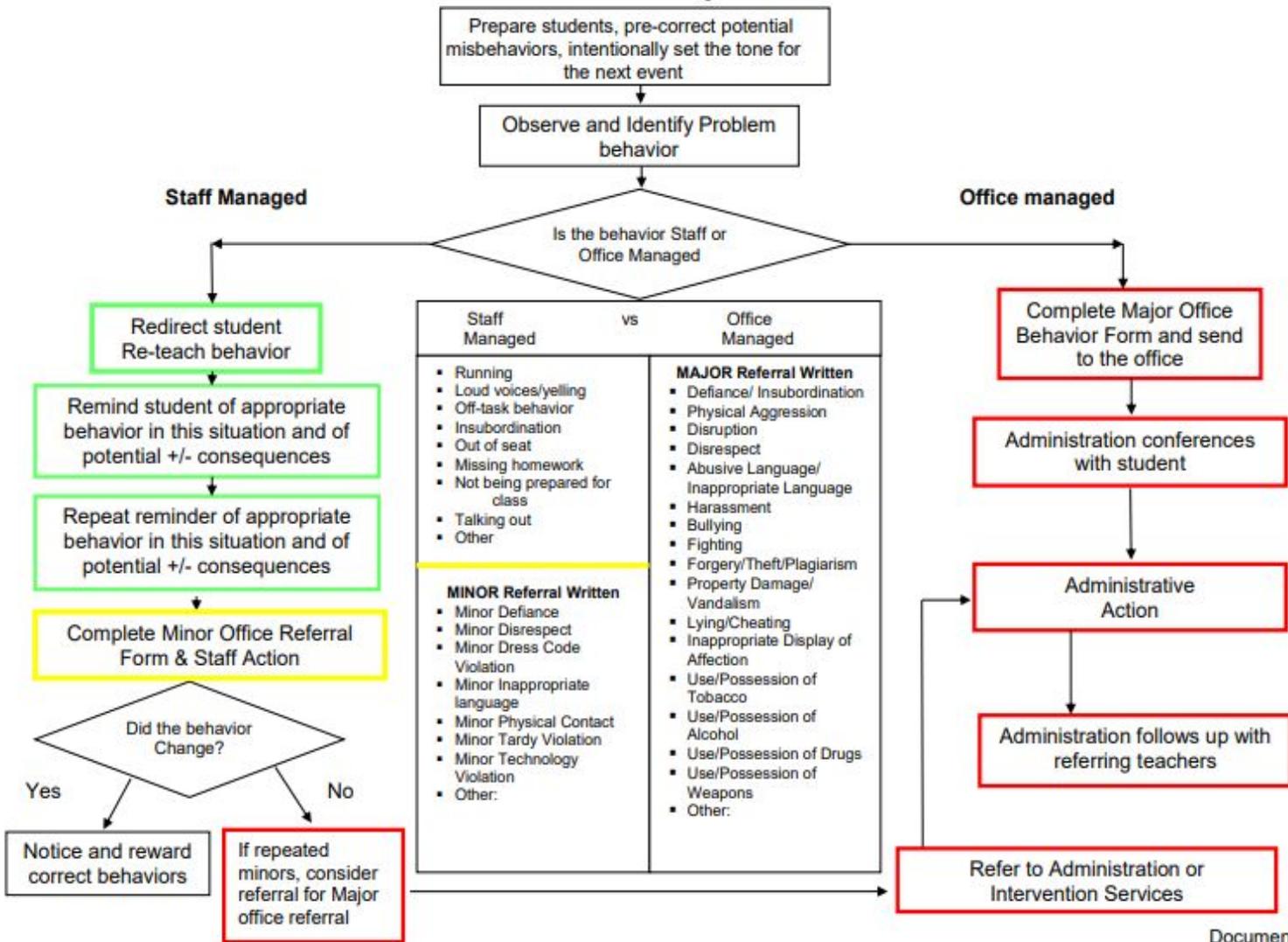
Minor Problem Behavior	Definition
Defiance (M-Defiance)	Student engages in brief or low-intensity failure to follow directions or talks back.
Disrespect (M-Disrespect)	Student delivers low-intensity, socially rude or dismissive messages to adults or students.
Disruption (M-Disruption)	Student engages in low-intensity, but inappropriate disruption.
Dress Code Violation (M-Dress)	Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district.
Inappropriate Language (M-Inapp Lan)	Student engages in low-intensity instance of inappropriate language.
Other (M-Other)	Student engages in any other minor problem behaviors that do not fall within the above categories.
Physical Contact/ Physical Aggression (M-Contact)	Student engages in non-serious, but inappropriate physical contact.
Property Misuse (M-Prpty Misuse)	Student engages in low-intensity misuse of property.
Tardy (M-Tardy)	Student arrives at class after the bell (or signal that class has started).
Technology Violation (M-Tech)	Student engages in non-serious, but inappropriate (as defined by school) use of cell phones, music/video players, camera, and/or computer.

## Major Problem Behaviors

Major Problem Behavior	Definition
Abusive Language/ Inappropriate Language/ Profanity (Inapp Lan)	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.
Arson (Arson)	Student plans and/or participates in malicious burning of property.
Bomb Threat/ False Alarm (Bomb)	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.
Bullying (Bullying)	The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.
Defiance/ Insubordination/ Non-Compliance (Defiance)	Student engages in refusal to follow directions or talks back.
Disrespect (Disrespect)	Student delivers socially rude or dismissive messages to adults or students.
Disruption (Disruption)	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talking, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.

Dress Code Violation (Dress)	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.
Fighting (Fight)	Student is involved in mutual participation in an incident involving physical violence.
Forgery/ Theft/Plagiarism (Theft)	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property; or the student has signed a person's name without that person's permission, or claims someone else's work as their own.
Gang Affiliation Display (Gang Display)	Student uses gesture, dress, and/or speech to display affiliation with a gang.
Harassment (Harass)	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.
Inappropriate Display of Affection (Inapp affection)	Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult.
Inappropriate Location/ Out of Bounds Area (Out Bounds)	Student is in an area that is outside of school boundaries (as defined by school).
Lying/Cheating (Lying)	Student delivers message that is untrue and/or deliberately violates rules.
Other Behavior (Other)	Student engages in problem behavior not listed.
Physical Aggression (PAgg)	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Property Damage/Vandalism (Prop dam)	Student participates in an activity that results in destruction or disfigurement of property.
*Skip class (Skip)	Student leaves or misses class without permission. <b>(determined by the office only)</b>
*Tardy (Tardy)	Student is late (as defined by the school) to class or the start of the school day (and Tardy is not considered a minor problem behavior in school - <b>determined by office only</b> ).
Technology Violation (Tech)	Student engages in inappropriate (as defined by school) use of cell phones, music/video players, camera, and/or computer.
Truancy (Truan)	Student receives an 'unexcused absence.'
Use/Possession of Alcohol (Alcohol)	Student is in possession of or is using alcohol.
Use/Possession of Combustibles (Combust)	Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).
Use/Possession of Drugs (Drugs)	Student is in possession of or using illegal drugs/substances or imitations.
Use/Possession of Tobacco (Tobacco)	Student is in possession of or using tobacco.
Use/Possession of Weapons (Weapons)	Student is in possession of knives and/or guns (real or look alike), or other objects readily capable of causing bodily harm.

# PATTERSON HIGH SCHOOL Student Behavior Management Process



## **CITIZENSHIP GUIDELINES FOR STUDENTS AND PARENTS**

**Every pupil shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his teacher and others in authority; observe good order and propriety of deportment; be diligent in study; respectful to his teachers and others in authority; kind and courteous to schoolmates; and refrain from the use of profane and vulgar language. (C.C.R. Title 5, Sec. 300)**

Each student shall:

1. Attend class daily
2. Come to class on time
3. Come to class with necessary materials
4. Turn in assignments/homework/projects on time
5. Do his/her own work when independent work is required and does not cheat
6. Exercise reasonable care of school property
7. Show respect for others
8. Not disrupt class
9. Exercise good conduct

Teachers are required, based on the above Citizenship Guidelines, to establish written classroom rules regarding student' expected classroom behavior. Teachers are also required to discuss these standards with their students and explain their expectations at the beginning of each semester.

### **GUIDELINES FOR SUSPENSIONS AND EXPULSION**

Under the California Education Code 48900, a pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including but not limited to:

- A) While on school grounds
- B) While going to or coming from school
- C) During the lunch period whether on or off campus
- D) During, or while going to or coming from, a school-sponsored activity

#### **Grounds for Suspension and/or Expulsion California Education Code 48900**

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold or otherwise furnished any firearm, knife, explosive, other dangerous object.
- (c) Unlawfully possessed/used or sold/furnished or otherwise furnished, or been under the influence of, any controlled substance.
- (d) Unlawfully offered, arranged or negotiated to sell any controlled substance, and alcoholic beverage or intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stole or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.

- (j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of school officials or other school personnel.
- (l) Knowingly received stolen school property or private property.
- (m) Unlawful possession of an imitation firearm.
- (n) Committed or attempted to commit a sexual assault or committed sexual battery.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (q) Engaged in, or attempted to engage in, hazing as defined in subdivision (b) of Section 245.6 of the Penal Code.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel

**The following may also result in suspension per Ed Code 35291.5**

- a) Gambling: Pitching pennies, flipping coins, card playing, etc.
- b) Forging notes, passes, absence slips, eligibility reports, etc.
- c) Possession of or setting off of firecrackers, caps, or any other form of fireworks.
- d) Throwing of ANYTHING that might cause injury and/or littering any area.

**Criteria for Gang Affiliation/Gang Behavior**

In order to create safe and secure schools within the Patterson Joint Unified School District and at Patterson High School, all types of verbal and physical harassment are prohibited under the California Education Code 48900.4.

To provide such an environment, all forms of gang-related or gang affiliated behavior, speech, and activity are prohibited while on school grounds, going to or coming from school, during the lunch period whether on or off campus, and while going to, attending, or coming home from a school sponsored activity.

Any verbal or nonverbal communication that denotes gangs, gang activity, or gang related behavior will not be tolerated. Students engaging in such activity or behavior will be subject to disciplinary action based on the Patterson Unified School District discipline policies and the California Education Code.

According to the State of California a gang affiliate can be determined by the following criteria:

- 1. Admits to gang membership**
- 2. Gang associated tattoo(s)**
- 3. Participates in photos with gang members or possesses gang photographs**
- 4. Identified by a reliable source or other gang members**
- 5. Corresponds with gang members**
- 6. Writes gang symbols or in possession of gang material**
- 7. Associates with gang members**
- 8. Wears gang clothing or attire or gang-related hairstyles**
- 9. Name or nickname on gang graffiti or other materials (paper, binders, books, etc.)**
- 10. Involved in gang related fights or criminal behavior**

The items listed above have been identified by Patterson Joint Unified School Board of Education and the District Administration and validated by law enforcement and other gang experts.

If it is determined that your child exhibits any of the listed characteristics or behaviors, a Notice of Gang Behavior will be sent home and/or the student may be placed on a **Gang Behavior Contract** and will be subject to disciplinary action if they violate the contract.

This policy is designed to help ensure the safety and security of all students and, with your help, Patterson High School will be a more secure environment for each student who attends our school.

### **GRAFFITI**

**Graffiti of any kind will result in a warning and possible suspension. Writing or drawing on school materials (other than on assignments created by teachers) will not be tolerated. Graffiti which requires replacement of materials or equipment will be charged to the student and the student's parents.**

### **BULLYING/CYBERBULLYING**

Harassment of students or staff, including bullying, intimidation, "cyber bullying," hazing or initiation activities, ridicule, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering will not be tolerated.

Cyber Bullying includes the posting of harassing messages, direct threats, social cruelty, or other harmful text or images on the Internet, social networking sites, or other digital technologies, as well as breaking into another person's account and assuming that person's identity in order to damage that person's reputation or friendships.

**Please report any bullying immediately to an administrator, counselor, or campus supervisor!**

### **DETENTION/IN-HOUSE SUSPENSION/WORK DETAIL (Campus Beautification)**

Detention, In-House Suspension and Work Detail (Campus Beautification) will be used in lieu of Home Suspension for minor infractions of school rules.

Lunch and After-School Detention Lunch Detention begins ten minutes after lunch begins. Students are responsible for getting their food and reporting to the discipline office. After School Detention will begin at 3:05 p.m. and will end at 3:35 p.m (location to be determined). Additional consequences, including In-House suspension, will be assigned to students who do not serve their detentions.

In-House Suspension will begin at 7:50 a.m. and will end at 2:55 p.m. Lunches for students in In-House Suspension will consist of bag lunches or cafeteria tray lunches – snack bar lunches will not be allowed, and parents/students may not deliver food to students.

The following rules will be enforced while attending After School Detention and In-House Suspension:

1. Immediately upon entering, students will sign in and will be assigned seating.
2. Students are to remain in their assigned seat unless asked to move by the supervisor.
3. Students are not to talk, signal or communicate with other students at any time.
4. Students should raise their hand to be recognized by the teacher.
5. Students will be escorted to the restrooms, as a group, at designated times.
6. Students are to bring all assignments, books, and materials from their classes with them.
7. Students are to work on school assignments only.
8. Students who do not bring class work will be given assignments.
9. Students may be required to participate in school beautification or community service.
10. Any student who is removed from Detention or In-House Suspension for disruptions will result in further
11. discipline including additional Detentions, In-House Suspensions, or Home Suspension.

## LOSS OF PRIVILEGES/EXTRA-CURRICULAR ACTIVITIES

It shall be the policy of Patterson Unified School District for Patterson High School that an extracurricular activity is one which is not part of the regular school curriculum, generally takes place outside of classroom time, does not earn credits, is not graded and is usually supervised or financed by the school or school district.

In order for a student to engage in specific extra-curricular activities, they are required to have a grade point average of 2.0 during the previous grading period. If, at the end of a grading period, a student has not maintained a 2.0, they shall be ineligible to engage in the following extracurricular activities until the GPA is restored to a minimum of 2.0 in the next grading period.

1. Athletic Teams
2. Cheerleading

Eligibility to participate in extracurricular activities shall be evaluated at the end of each grading period thus allowing pupils the chance to re-establish their eligibility for the succeeding grading period. There are six grading periods per school year (three each semester). The eligibility period extends through the end of the sixth school week after the end of the previous grading period. End Dates for the 2019 – 2020 school year are:

- Fall 6 Week: Sept. 20, 2019
- Fall 12 Week: Oct. 31, 2019
- Fall Semester: Dec. 13, 2019
- Spring 6 Week: Feb 14, 2020
- Spring 12 Week: March 27, 2020
- Spring Semester: May 28, 2020

## CLASS PRANKS

Class pranks will not be tolerated at Patterson High School. Due to vandalism that has taken place during recent years, all pranks will be dealt with as an issue of trespassing, vandalism, and defiance. Inevitably these pranks cross the line and are destructive and demeaning to our campus and students. Many man hours are spent to clean the campus and put it back into working order.

Any student who engages in any such activity may be suspended and will jeopardize their chances of participating in extracurricular activities and end of year activities including the graduation ceremony.

## CONDUCT ON BUSES

The bus is a mobile classroom. The bus driver is in complete charge of his/her bus and students riding the bus are under his/her direction. It is a **privilege** and not a right to ride the bus. Those students creating a disturbance, or discipline problem which may create unsafe conditions will lose their privileges to ride the bus. Students riding buses to school functions, (athletic team, rooter, field trips, etc.) must return on the bus.

## CONSEQUENCES FOR BUS REFERRALS (the consequences for bus referrals apply to K-12).

- 1st Offense:** Warning to student and/or alternative consequences.
- 2nd Offense:** Student will not be allowed to ride the bus for 3 days.
- 3rd Offense:** Student will not be allowed to ride the bus for 5 days.
- 4th Offense:** Not allowed to ride the bus for 10 days
- 5th Offense:** Not allowed to ride the bus for 20 days or the remainder of the current semester/trimester, whichever is greater.
- 6th Offense:** Not allowed to ride the bus for the remainder of the school year.

Note: Depending on the seriousness of the act, the student may lose bus privileges for the remainder of the school year on the first or succeeding offenses.

## PATTERSON HIGH SCHOOL HAS A ZERO TOLERANCE FOR ALCOHOL, AND WEAPONS.

As responsible citizens, students are encouraged to report any personal knowledge regarding student possession of weapons or controlled substances on school grounds.

## **School safety is everyone's responsibility!**

### TOBACCO FREE SCHOOLS

The Patterson Unified School District Board of Education Policy regarding smoking and tobacco reads, in part, as follows:“. . . the Governing Board therefore prohibits the use of tobacco products at all times on District property and in District vehicles. This prohibition applies to all employees, students (including 18 year olds), visitors, and any other persons at any school, school sponsored event, or athletic event.”

This policy means that tobacco products/smoking/vaping are not allowed at football games, outside the gym at basketball games, between classes, or at any function on school property.

### ELECTRONIC EQUIPMENT/DEVICES

Electronic equipment/devices **are not permitted** in school. Not only do they disturb classes, but they may be lost, broken or stolen. If these items are being used in CLASS, the school will **confiscate the item**. **The school will not be responsible for lost or stolen items.**

The following will be the consequences for confiscated items:

1<sup>st</sup> Offense: Submitted to the Attendance Office and returned to the student at the end of the day.

2<sup>nd</sup> Offense: Parent must pick up the electronic device at the Attendance Office

3<sup>rd</sup> Offense: Admin/Parent Conference

4<sup>th</sup> Offense: Saturday School

5<sup>th</sup> offense: Parent must meet with an administrator in order to pick up the electronic device. This matter is now an issue of defiance. Student will be subject to home suspension.

\*\*Items not picked up in a timely manner may be kept until the end of the school year. Electronic devices left in the office after the last day of school will be considered ABANDONED and donated to charity.

### CELL PHONES

Beginning January 1, 2003, students in California schools are allowed to carry cell phones. Listed below are the conditions for use at Patterson High School.

- Cell phones may only be used during a student's lunch period. Any emergency calls from or to a student should come through the school office.
- Cell phones must be turned **OFF** in all classroom settings, including the Library, Auditorium, Tech Center, etc.
- Cell Phones are not permitted in the counseling or main office. Students who use their phone for any reason without permission will be subject to additional discipline.
- **You are responsible for your cell phone if it is lost, broken, or missing the school is not responsible.**
- Cell phones that disrupt the learning environment will be confiscated and must be picked up by a parent within 3 days.
- Rules regarding cell phones and other electronic devices are still enforced and are **NOT** allowed on school grounds.

## LASER LIGHT POINTERS

Laser light pointers are not to be brought to school under any circumstances due to the danger of exposure to the beam. In addition, there is no reason for students to have laser lights on school grounds. Any student in possession of one may be suspended and/or referred for expulsion should anyone be injured.

## COMPUTER USE BY STUDENTS

A Student Contract for On-Line Information Systems (Acceptable Use Policy) form must be signed by the student and parent before the student can have access to the Patterson Unified School District network.

Students who use the computers to access music, videos, pornography or any other material deemed inappropriate by a school official will be subject to the following progressive disciplinary steps:

- 1st Offense: Consequences other than suspension.
- 2nd Offense: 1-day suspension and loss of network and computer use.
- 3rd Offense: 3-day suspension and possible recommendation for expulsion or alternative education program.

## GENERAL INFORMATION FOR STUDENTS AND PARENTS

### GRADUATION REQUIREMENTS

Should you have any questions about graduation requirements, please call the school counseling office. Please refer to the Course Catalog for all specific graduation requirements.

All classes at Patterson High School are available to all students and are offered without discrimination of race, color, national origin, sex, handicap or creed. The only requirement is that of academics and prerequisites.

### TEXTBOOKS

All textbooks are furnished free to students. Reasonable allowances will be made for wear and tear, but the student will be charged for marks of any type, drawing, torn pages, or lost books. **The books checked out to you are your responsibility and you will be held accountable for all damage or loss.** Gang-related graffiti will be referred to the Assistant Principal and will be subject to discipline.

### 1:WEB

Each student will receive their own Chromebook for educational purposes. PJUSD, the Central Valley's vibrant educational community offering world class academics with a small-town feel, ensures that all students will graduate as resilient, confident innovators and contributing citizens with the knowledge and 21st century skills and experiences to create their own futures and pursue personal and professional fulfillment.

The focus of the 1:WEB program at Patterson High School is to provide equipment and resources that meet the needs of today's students.

#### **The Chromebook 1:WEB Program facilitates:**

- Access to digital educational resources
- Availability beyond the school day
- Individualized learning
- Creativity and innovation
- Critical thinking and problem solving
- Communication and collaboration
- Technology literacy skills
- College and career readiness

*Please note that teachers may set additional requirements for use in their classroom*

**\*\*Additional details regarding the 1:WEB Program will be included in the 1:WEB handbooks distributed to each student.\*\***

## HOMEWORK POLICY

The Board of Trustees recognizes the importance of homework as an integral part of the instructional program. Homework will be assigned on a regular basis by teachers as an extension of classroom instruction. It may consist of written material to be handed in, reading assignments, and simple study and review. Additional information regarding homework policies can be found in the course outlines provided by each teacher.

## FINALS

Finals are scheduled for the last week of each semester. Please make sure to be at school during this critical time as these finals have a direct impact on your academic achievement. Dress comfortably and eat a good breakfast. Listed below are the dates and schedule for finals for the 2019-2020 school year:

		<u>Period</u>	<u>Time</u>
WEDNESDAY	Tuesday, Dec 10th & May 26th	1	7:50 - 9:50
		Break	9:50 – 10:00
		2	10:05 – 12:05
THURSDAY	Wednesday, Dec 11th & May 27th	3	7:50 - 9:50
		Break	9:50 – 10:00
		4 or 5	10:05 - 12:05
FRIDAY	Thursday, Dec 12th & May 28th	6	7:50 - 9:50
		Break	9:50 – 10:00
		7	10:05 - 12:05

## LIBRARY AND FINES

The school library is open between 7:45am and 3:30pm. The following regulations apply while in the library:

- 1) A Student Identification Card is required to check out materials.
- 2) There is a fine of 25 cents a day for overdue books. Returning books with missing barcodes will result in a \$1.00 fine for each book.
- 3) The library is a place to work or study. Please respect the rights of other students to a quiet place to work.
- 4) Students must observe all rules and regulations of the library or they will be denied their library privileges.
- 5) Absolutely no food or drink allowed in the library.
- 6) Defacing library property will be grounds for suspension, lost and damaged materials must be paid for in full. There is a \$15 minimum charge.
- 7) Computers are for academic use. Improper use of the computer will result in the loss of privilege to use it and possibly other disciplinary action.

**Seniors must clear all fines for textbooks, uniforms, clubs and any other monies owed on student accounts. If fines are not cleared by the given deadline, students will not be allowed to participate in graduation or any other school functions such as prom and formal.**

## I.D. CARDS

**Students must carry I.D. cards at all times for safety reasons.** I.D. cards are required for admittance to dances, games, concerts, and all other school activities. **Students not carrying a valid Patterson High I.D. will not be allowed into dances or any school sanctioned activity.** Disciplinary action may result from a student not carrying an I.D. during school hours or at a school activity. There is a \$10.00 fee for any replacement card.

Consequences for not having an ID card with you:

- 1) Warning
- 2) Warning
- 3) Meet with Campus Supervisor
- 4) Admin Parent Contact
- 5) Students will be issued a replacement card at \$10 dollar charge

### **A.S.B. PUNCH ON I.D. CARDS**

A.S.B. punch can be purchased for \$20.00 from the *Tiger Depot*. This will entitle the holder to free admission into all home sporting events, except CIF playoff games and discount prices at most other school events. Please see our Activities Director to buy an ASB punch on your ID card.

### **PASSES FROM CLASS**

Any student in the halls or other areas of the campus while classes are in session must have his/her student I.D. and an administrator approved **pass from the teacher**. If you do not have a pass from the teacher, you will be immediately escorted back to class.

### **UNSCHEDULED CLASSES**

Students assigned any “unscheduled” periods at the end of the school day must leave the campus immediately. Students with an unscheduled 1<sup>st</sup> period should not arrive on campus prior to his/her 2<sup>nd</sup> period class.

### **EIGHTEEN (18) YEAR OLDS**

All students eighteen or older must report to the Assistant Principal and sign an **Adult Statement of Responsibility** form. The form allows you to remain at Patterson High School as long as you agree to abide by all rules and regulations of attendance, discipline and academic pursuit as it applies to all students regardless of age.

### **REGULATIONS REGARDING WORK EXPERIENCE, TEACHER’S AIDE AND UNSCHEDULED PERIOD**

Students will not be allowed to enroll in more than two periods of O.W.E. per semester. (Students enrolled in two periods of O.W.E. will not be allowed to take an unscheduled period, T.A. period, Lab Assistant or Student Clerk)

Students will not be allowed to enroll in more than one period of I.W.E. or Teacher’s Aide per semester.

### **WORK PERMITS**

Minors 14 to 17 years of age must have a “Request for Work Permit and Statement of Intent to Employ Minor” (B1-4) on file with the school district of attendance when working on school days. This form may be obtained in the Attendance or Counseling Office. **IN ORDER TO BE ISSUED AND MAINTAIN A WORK PERMIT, ALL STUDENTS MUST MEET THE FOLLOWING CRITERIA:**

1. Have no more than three unexcused absences and/or tardies. (Student need to understand that they must attend school every day on time)
2. Student must maintain a 2.0 GPA at all times
3. Students must be knowledgeable of and obey all rules and regulations of the school district.
4. Students may have NO more than one referral
5. Students must exhibit good behavior at school and all school activities

\*\*\*Violation of any of the above will result in the work permit being not being issued and/or revoked

### **PHONES and PARENT MESSAGES**

To avoid unnecessary classroom disruptions, we are unable to deliver messages to students except in cases of extreme emergencies. The nature of all such emergencies must be established prior to the delivery. School phones are to facilitate the conducting of school, not personal business. Students are **NOT** to use teacher classroom telephones. **PLEASE DO NOT TEXT YOUR STUDENTS AT SCHOOL. THEIR PHONES MAY BE CONFISCATED IF USING IT IN CLASS – NO MATTER WHAT THE REASON.**

## VISITORS/PARENTS ON CAMPUS

- STUDENTS ARE NOT ALLOWED TO HAVE GUESTS ON CAMPUS.
- ALL PERSONS WHO COME TO CAMPUS FOR ANY REASON MUST REPORT TO THE MAIN OFFICE AND OBTAIN A VISITOR'S PASS. MUST PRESENT VALID ID (NO EXCEPTIONS).

## PARKING/DRIVING REGULATIONS

1. CARELESS AND/OR RECKLESS DRIVING WILL RESULT IN SERIOUS DISCIPLINARY ACTION.
2. The parking lot on 7<sup>th</sup> Street which is located near the gym is for SENIORS ONLY.
3. The parking lots on 9<sup>th</sup> Street located near the portables are for STAFF ONLY.
4. Driving between 7<sup>th</sup> and 9<sup>th</sup> Streets between classes is NOT allowed.
5. Visitor Parking Lot at the football stadium is for STUDENTS ONLY!!
6. No skateboards, skates or bike riding on any school grounds.
7. All vehicles must be registered with the office at the beginning of the school year.
8. **All vehicles are subject to search at Patterson High School. By entering the premises the person has deemed to consent to a complete search of the vehicle, all its compartments and contents by school officials and their agents and law enforcement personnel for any reason whatsoever. This notice applies to all vehicles of any type and is in force 24 hours a day. C.V.C. 21113(a)**

**Violation of Parking/Driving Regulations** will result as follows:

- **First Offense:** Conference with the student, warning, unless the offense is dangerous and results in suspension.
- **Second Offense:** Saturday School
- **Third Offense:** In-House Suspension
- **Fourth Offense:** Out of School Suspension and/or Parent Meeting

Habitual violations will be treated as defiance of authority under Ed Code 48900(k) and will result in further Home Suspensions.

## CAFETERIA

Hot lunches are served and sold at the cafeteria. Students must remain in the serving lines and "cutting in" will not be allowed in the cafeteria. The throwing of any objects will result in the loss of student's privilege to use the cafeteria for two weeks. If repeated, the loss of privileges could extend for the remainder of the semester. Snack bars are operated outside of the cafeteria for students who do not wish to eat a full meal at lunch time. Line rules apply to this area: "no cuts" or purchasing for other students.

## P.E. LOCKER INFORMATION - Regular lockers are no longer issued to students

1. P.E. Lockers are provided for your convenience. **USE AT YOUR OWN RISK. THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ARTICLES TAKEN FROM ANY SCHOOL LOCKER.**
2. **ALL LOCKERS ARE SCHOOL PROPERTY AND ARE SUBJECT TO SEARCH.**
3. Each student is issued their own locker and lock, and is responsible for any illegal items confiscated from his/her locker.

4. Students will have a locker with a combination assigned to them. **ANY LOCKS THAT ARE LOST, DAMAGED, ETC., MUST BE REPLACED FOR A \$5 FEE.**
5. Lost or stolen articles and vandalism to personal or school property should be reported to the Security Office or Attendance Clerk. The student/parent may file a police report. A concerted effort will be made to recover them.
6. **VALUABLE ITEMS** should **NEVER** be brought to school or kept in **P.E. LOCKERS. PLEASE LOCK ALL YOUR CLOTHES AND PERSONAL ITEMS IN YOUR P.E. LOCKER.**
7. Your locker **MUST BE CLEANED OUT** each year on the day before the school year ends. Please make sure all your personal articles are out and all books returned to teachers.
8. Locker problems are **NOT** an excuse to be late for class. If you have a problem, go directly to the Attendance Office and report the problem.
9. **STUDENTS ARE NOT TO LOITER IN THE LOCKER AREA AT ANY TIME!**
10. Students may not change locker assignments. Locker combinations should be kept confidential at all times. **DO NOT SHARE LOCKERS.**

### **P.E. EXCUSES**

If you are ill, you may be excused from PE with only a **DOCTOR'S NOTE** or an **OFFICIAL SCHOOL NOTE**. NOTE: a **PARENTAL NOTE** *will not* be accepted. Medically excused students are expected to complete a written assignment. Student is responsible to get the assignment before class begins.

### **LOCKDOWN**

If an emergency occurs at Patterson High School a lockdown may be initiated. If you hear the bell signaling a lockdown or an announcement on the intercom, and you are not in a classroom, please report as quickly as possible to the nearest school building and check-in with the teacher or staff member.

**Parents** – if a lockdown occurs please do not come to the school. The emergency services staff needs to be able to do their job efficiently and effectively – without interruption. The school district will send out information over the **Aeries** phone system as to the circumstances of the lockdown and where to report to pick up your student.

We know lockdowns can be stressful and frightening, but we ask for your cooperation in making the situation as safe, secure and as organized as possible.

### **MEDICATION REGULATIONS**

**ALL** medications, prescription and over-the-counter, require the parent/guardian to complete a special form in the office. It must be signed by your doctor and your parent. Medication must be sent to school in the original prescription container. Medications cannot be brought to school and kept in lockers, purses or pockets. This includes aspirin, Midol, etc. Teachers or other school personnel cannot administer or make available **any** medication. This includes aspirin.

### **STUDENT ASSISTANCE PROGRAM**

Patterson High School offers a Student Assistance Program in conjunction with the Stanislaus County Center for Human Services. Intervention and counseling may take place individually or in group counseling sessions in the areas of substance abuse, smoking cessation and crisis situations.

See your School Counselor or Student Support Coordinator for more information.

## **SPANISH SPEAKING ASSISTANCE PROGRAMS**

Students and parents can receive academic information and assistance through English Language Advisory Committee (ELAC).

If you are interested in obtaining information on the opportunities available under this program, please contact the school (209) 892-4750 ext. 27284.

See the [EL Placement](#) link for criteria of placement into ELD and SEI classes. This information is also at the end of this handbook.

## **STUDENT INSURANCE**

The District does not carry injury insurance on students. The student may purchase an insurance policy which insures the student while at school and while she/he participates in school activities. If a student is injured at school, P.E., or any other class or school activity, she/he must report the injury to the instructor immediately and check with the office before going to the doctor. A completed insurance injury form must be on file in the office. A copy of this completed form must be obtained from the office before the doctor will treat the student in all cases (except emergencies) involving an injury sustained at school or in a school activity. If students do not follow the procedure outlined above, claims will not be recognized.

## **LOST AND FOUND**

**Loss of items is to be reported immediately to the Administration Office or Security Office. The school is not responsible for losses, but will do everything possible to help recover lost property. VALUABLES OR LARGE AMOUNTS OF MONEY SHOULD NOT BE BROUGHT TO SCHOOL. If for some reason it is necessary to do so, the student should secure such items in the school safe until needed.**

## **ATHLETIC INFORMATION**

### **Life of a Tiger Creed**

Our Responsibilities in the Classroom come before our Responsibilities on the Field or on the Court. We are Team Players and can't afford to let our Teammates and Coaches down. The Integrity of Our Team and School are shown through us. We are One Town...United by the Name of Tiger. We Accomplish Our Goals in the Highest Demeanor on and off the Playing Field. *We are Patterson.*

I agree with and subscribe to the following points:

- 1) Avoid the use of vulgarity and profanity.
- 2) Abstain from the use of tobacco, drugs, and intoxicating liquor.
- 3) Practice good bus conduct.
- 4) Be exemplary guests when the squad is at another school.
- 5) Display good citizenship at all times.
- 6) Practice good health habits, good diet, plenty of rest, etc.

### **Attendance**

Students will not participate on game days if a medical/doctor's note is not provided for any period absence.

### **Student-athlete Registration:**

All PHS student-athletes register for participation at: [www.athleticclearance.com](http://www.athleticclearance.com)

### **C.I.F. AND LEAGUE RULES**

C.I.F. rules are to be followed regarding amateurism, awards, post season games, etc.

## **ATHLETIC ELIGIBILITY BOARD**

An Eligibility Board shall be established consisting of the Principal, who will serve as chairman, the Athletic Director, two faculty members (not coaches), the Student Body President, and/or one student selected by the Student Council.

An athlete who has been removed from the squad for disciplinary reasons or who quits without notifying his coach, is ineligible for further participation in athletics at Patterson High School until he has been restored to eligibility by the Eligibility Board.

To be restored to eligibility, the Athletic Director on behalf of student will file a petition requesting a hearing and appear at a regular meeting of the Eligibility Board which will meet at designated times.

Students who are declared ineligible by the Administration will remain ineligible for the slated periods of time. Such cases are not subject to review and hearing by the Eligibility Board.

## **PATTERSON HIGH SCHOOL** **CHARACTER TRAITS**

*Character is a combination of human traits that defines each person. Your character determines WHO YOU ARE as an individual. The CHARACTER TRAITS you develop and possess will direct your actions, choices, and the path you will take in life.*

*Along with your family, schools have a responsibility to help you cultivate sound and wise character traits. The Staff of PATTERSON HIGH SCHOOL believe the following traits are essential elements of the moral and ethical behavior expected of every student:*

COURAGE: The strength of character to live by the dictates of conscience.

HONESTY: Truthful speech and behavior.

LOYALTY: Faithful and dependable support of people and institutions.

RESPECT: Honoring the worth and value of individuals and institutions and treating them accordingly.

RESPONSIBILITY: Personal and moral accountability for one's acts and words.

CIVILITY: Courteous speech and behavior in the conduct of daily life.

COMPASSION: Deep awareness of the suffering of another and the wish to relieve it.

## ***Patterson High School*** ***TIGER FIGHT SONG***

*Patterson High School, we will fight for you.  
Loyal and faithful, to you through and through.  
Long wave your colors, crimson and the gray.  
So here's to dear old high school, for Patterson, hurray!*

## Patterson High School Bell Schedules for 2019-2020 School Year

### Regular Schedule

0 Period warning bell.....	6:55
0 Period.....	7:00 – 7:45
1 <sup>st</sup> Period.....	7:50 – 8:50
2 <sup>nd</sup> Period.....	8:55 – 9:55
3 <sup>rd</sup> Period.....	10:00 – 11:00
<b>4<sup>th</sup> Lunch.....</b>	<b>11:00 – 11:40</b>
4 <sup>th</sup> Period.....	11:05 – 12:05
<b>5<sup>th</sup> Lunch.....</b>	<b>12:05 – 12:45</b>
5 <sup>th</sup> Period.....	11:45 – 12:45
6 <sup>th</sup> Period.....	12:50 - 1:50
7 <sup>th</sup> Period.....	1:55 – 2:55

### Collaboration/Minimum Day Schedule

0 Period warning bell.....	6:55
0 Period.....	7:00 – 7:45
1 <sup>st</sup> Period.....	7:50 – 8:28
2 <sup>nd</sup> Period.....	8:33 – 9:11
3 <sup>rd</sup> Period.....	9:16 – 9:54
4 <sup>th</sup> Break.....	9:54 – 9:59
4 <sup>th</sup> Period.....	9:59 – 10:37
5 <sup>th</sup> Break.....	10:37 – 10:42
5 <sup>th</sup> Period.....	10:04 – 10:42
6 <sup>th</sup> Period.....	10:47 – 11:25
7 <sup>th</sup> Period.....	11:30 – 12:05

**\*\*\*The 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of every month are Minimum/Collaboration Days at PHS\*\*\***

### Day Schedule Advisory

0 Period warning bell.....	6:55
0 Period.....	7:00 – 7:45
1 <sup>st</sup> Period.....	7:50 – 8:43
2 <sup>nd</sup> Period.....	8:48 – 9:41
Advisory.....	9:46 - 10:23
3 <sup>rd</sup> Period.....	10:28 – 11:21
4 <sup>th</sup> Period.....	11:26 – 12:19
<b>4<sup>th</sup> Period Lunch</b>	<b>11:21 – 12:01</b>
5 <sup>th</sup> Period.....	12:06 – 12:59
<b>5<sup>th</sup> Period Lunch</b>	<b>12:19 – 12:59</b>
6 <sup>th</sup> Period.....	1:04 – 1:57
7 <sup>th</sup> Period.....	2:02 – 2:55
8 <sup>th</sup> Period.....	3:00 – 4:00

**\*\*\*Every Tuesday is Advisory Day at PHS (except for rally weeks)\*\*\***

### PHS School Accountability Report Card (SARC)

All California public and nonpublic, nonsectarian schools annually provide information to the community to allow public comparison of schools for student achievement, environment, resources & demographics. Below are the links for the PHS SARC.

<http://pattersonhigh.patterson.k12.ca.us/common/pages/DisplayFile.aspx?itemId=29164648> (English)

<http://pattersonhigh.patterson.k12.ca.us/common/pages/DisplayFile.aspx?itemId=29164650> (Spanish)

## Process and Procedures for EL Placement

Listed below are the PHS EL Placement and Procedures:

<b>Patterson High School</b> <b>English Learners - Class Placements</b> based on California English Language Development Test - (CELDT) Overall Scale Score & EDGE Placement Guide					
CLASS	Proficiency Level	Overall CELDT/ELP AC SCORE Performance Level Descriptors	EDGE Placement Guide	Lexile Level	Students take these courses: (Grades 9-12)
ELD 1 (2 periods) EDGE (Fundamentals) by Hampton-Brown	Emerging	1	Points: 0 -25	BR - 640L	ELD 1 (2 periods) Health/ Career Choices Math PE
ELD 2 (2 periods) EDGE (Fundamentals) by Hampton-Brown	High Emerging Low to Mid Expanding	2	Points: 20 - 28	485 - 735L	ELD 2 (2 periods) Science Math
<b>At end of Sem. 1, students with lexile levels in the high 600s low 700s will be considered for movement into SEI/ELD combo for Sem. 2</b>					

<p>English 9 SEI Study Sync ELD 9 <b>OR</b> Eng. 9</p>	<p>High Expanding Low Bridging</p>	<p>3/4</p>	<p>Points: 26 - 33</p>	<p>675 - 915L Students currently enrolled in an SEI/ELD combo, receiving a D or F will continue with an SEI/ELD combo. Students with a C or better should be placed in a Mainstream English class w/support Students with an A or B will go into a regular Mainstreamed class/no support</p>	<p>English 9 SEI/Eng lish 9 ELD 9 Science Math PE</p>
<p>English 10 SEI Study Sync ELD 10 <b>OR</b> Eng. 10</p>	<p>High Expanding to Low Bridging</p>	<p>3/4</p>	<p>Points: 32 - 36</p>	<p>675 - 1065 Students currently enrolled in an SEI/ELD combo, receiving a D or F will continue with an SEI/ELD combo. Students with a C or better should be placed in a Mainstream English class w/support Students with an A or B will go into a regular Mainstreamed class/no support</p>	<p>English 10 SEI/Eng lish 10 ELD 10 Science World/US History or Gov/Ec on Math PE</p>

English 11 SEI ELD 11	High Expanding to Low Bridging	3/4		675 - 1065 Students currently enrolled in an SEI/ELD combo, receiving a D or F will continue with an SEI/ELD combo. Students with a C or better should be placed in a Mainstream English class w/support Students with an A or B will go into a regular Mainstreamed class/no support	
Mainstream			Points: 34 - 40	960 - 1220L (Grade Level)	All general education classes

## Student Mental Wellness, and Accessing Services

Patterson Joint Unified School District is committed to promoting student wellness to help all students achieve academic, social and behavioral success. Student mental health is supported by PJUSD through a variety of services ranging from wellness campaigns to our most intensive support provided through our special education programs. We also rely on partners and service providers in our community for additional treatment options available to students and families.

All students and their parents or caregivers can request mental health support, including assistance with social or emotional needs, at their school site. **The first step is to talk to your teacher, school counselor, student assistant specialist, or a principal or other site administrator about the mental health needs of your child.** These team members will work together along with you and your student to find the best available school-based support, depending on the needs of your child. These team members will also provide further instructions if needed to get the right supports in place for your child.

**If more support is needed than what is available at school, you can call the Stanislaus County mental health services access and information line at (888) 376-6246.** This information and referral line is provided by Stanislaus County Behavioral Health and Recovery Services. When you call this line, a staff person will do an assessment and assist with any immediate needs. You will then be referred to or linked to other services as appropriate. **If in a mental health crisis, call the 24-hour hotline at (209) 558-4600.**

In accordance with Ed Code 49428, PJUSD is sharing this information with students and families, to notify them how to initiate mental health services in school settings and the local area. The contacts provided here are the recommended starting points to accessing mental health services. The process to initiate and access clinical mental health treatment may vary depending on health insurance providers and availability of services. Sometimes working with multiple agencies and health insurance can be frustrating when you're trying to help a child get needed mental health supports. We encourage you to not give up, continue to advocate for your child and be patient with mental health providers as they work to address your needs as quickly and effectively as they're able.

Find more information, including additional resource contacts on our website at <http://studentservices.patterson.k12.ca.us>.

A resource guide of local community-based support groups and similar services is also available online at [www.friendsaregoodmedicine.com](http://www.friendsaregoodmedicine.com)

### In Crisis?

Call (209) 558-4600

A 24-Hour Mental Health Emergency Services Hotline for Stanislaus County

