

# ATASCADERO HIGH SCHOOL



## STUDENT/PARENT HANDBOOK 2018-19

<http://www.atas.k12.ca.us/ausd/ahs/>

This handbook is designed to provide an overview of Atascadero High School and is intended to explain the basic policies, procedures, and programs. Please use it to become familiar with the opportunities, services, and regulations provided by the school. If you have further questions, you are welcome to contact a counselor, staff member, administrator, or come to the main office for more detailed information.

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## School Purpose 3

*The purpose of Atascadero High School is to ensure that all students learn to the best of their abilities.*

## School Mission

*The mission of Atascadero High School is to provide educational opportunities which empower students to reach their fullest potential, and participate as responsible and productive citizens in a continuously changing world.*

## Atascadero High School Vision

### ❖ Vision

- The following goals serve as a way to support the vision of Atascadero High School by defining, guiding, and measuring our current practices and future efforts:

### ❖ Curriculum

- All students participate in a rigorous, relevant, and coherent standards-based curriculum
- All students participate in standards-based learning
- All students have equal access to the school's programs
- All students have a broad range of educational opportunities in order to meet the growing needs of our students

### ❖ Instruction

- Make formal and informal data-driven decisions to support all students
- Research-based instructional strategies used by all teachers
- Professional development offered to increase the number and effectiveness of instructional strategies
- Teachers clarify essential learning, gather evidence of proficiency, and evaluate next instructional steps

### ❖ Assessment

- Variety of assessment tools used to evaluate student learning and drive decision-making
- Data disaggregated with relevant groups
- Assessment results communicated to all stakeholders
- Formal and informal findings regularly used to modify the teaching/learning process

### ❖ Culture

- Provide a safe environment supported by positive relationships with staff and students that encourages regular school attendance
- Strengthen a culture of high expectations for all students and staff to ensure a focus on continuous school improvement
- Students have access to personal support services, activities, and opportunities

*The Atascadero Unified School District does not discriminate on the basis of race, ethnicity, nationality, religion, sexual orientation, gender, gender identity, gender expression, disability, age, or any other characteristic that is contained in the definition of hate crimes, in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:*

*Curt Eichperger, Assistant Superintendent of HR  
5601 West Mall, Atascadero, CA 93422  
(805) 462-4200*

## Guidance & Counseling

Upon entering high school, each student is assigned to a counselor. The counselor will help with all aspects of educational and vocational planning, as well as social/emotional development. Students wishing to speak with their counselor are to request an appointment with the counseling secretary by coming to the Counseling Office before school, during break, at lunch, or after school.

### Advanced Placement Examination Fees

AP Exams are administered in early May each year. Students who earn a score of 3 or higher on a 5 point scale may earn college credit for the AP course. (Check with the registrar at the college you are interested in attending to verify their policies). Students may apply for a fee reduction based on their household income. The Assistant Principal/Curriculum has additional information if you think you may qualify for an AP fee reduction.

### Career Technical Education/Counseling Information

Career technical education (CTE) engages all students in a dynamic and seamless learning experience resulting in their mastery of the career and academic knowledge and skills necessary to become productive, contributing members of society. Visit the AHS Website for information on CTE Pathways available at AHS. The Internet address for the portion of the CDE Web Site where pupils can learn more about CTE is <http://www.cde.ca.gov/ci/ct> Questions regarding CTE may be answered by calling the Secondary, Postsecondary, & Adult Leadership Division at 916-327-5055.

For more information about college and career opportunities for CA students, please visit <http://www.CaliforniaColleges.edu/> Questions regarding school counseling services may be answered by calling the Counseling, Student Support & Service Learning Office at 916-323-2183. If you have questions regarding UC or CSU college admission requirements, please contact the Intersegmental Relations Office at 916-323-6398.

### College Entrance Testing

The majority of colleges require applicants to take one of the college entrance tests prior to acceptance. These tests are the ACT (American College Testing Service), the SAT (Scholastic Aptitude Test) and SAT Subject Tests. They are similar tests but are supplied by different companies. To find out which tests are required by any given college, ask your counselor. Taking the wrong test might mean rejection by a college you would like to attend. You can also check [www.act.com](http://www.act.com) or [www.collegeboard.com](http://www.collegeboard.com)

### Grade/Progress Reports

In an effort to keep parents better informed progress reports and report cards will be mailed home throughout the school year. We will send a report card to every student four times a year. At the end of the \*four progress periods we will send a progress report to any student who has a D or an F. Questions regarding grade/progress reports should be directed to the teacher issuing the report. Progress and report card dates for this school year are as follows:

#### Progress Reports

September 09, 2018

October 19, 2018

November 16, 2018

\*December 21, 2018- Report Card

February 08, 2019

March 15, 2019

April 19, 2019

\*June 06, 2019- Report Card

### Regulations Regarding Pupil Achievement

The Board of Trustees believes good communication between parents and teachers is important in the educational process. All appropriate forms of communication should be used. The progress report should reflect student progress

class work and proficiency levels and indicate educational growth in relation to the students' ability, citizenship, and effort. (EC49067)

### **Special Services and Programs**

Parents who wish to have their students considered for any of these programs and services, or who wish to obtain more information, should contact their student's counselor.

These include:

- Wellness Center
- Peer Ears
- Resource Specialist Program
- School Psychologist Services
- Speech Therapy
- Home instruction for long illnesses with a physician's note
- Peer Mentoring
- Academic Support Class
- Grade level skills classes
- Translation Services
- College and Career Counseling
- High School Enrichment through Cuesta College

### **Student T.A's (limited to 2 semesters), Advanced Peer Mentors, Tutors, Lab Techs, Office Aides, Freshman Mentors**

Students that desire to hold these positions must maintain:

1. A grade point average of 2.0 or above.
2. Be attendance eligible.
3. Be in good standing based on student behavior.
4. Open to Sophmores- Seniors (Adv. Peer Mentor & Freshman Mentor)
5. Open to Juniors and Seniors (T.A. & Tutor)

\*\*\*All non-instructional coursework will earn a grade of credit/no credit. Grade will be based on attendance and participation.

Teachers may only have two Student T.A's. Class Tutors are limited to one per period, and need to have shown mastery in the subject matter. Mentors are limited to two per health class.

### **Valedictorian/Salutatorian - Selection & Criteria**

The selection of the Valedictorian and Salutatorian will be based upon the criteria detailed below and will be computed at the conclusion of the eighth (8) semester.

1. All grades earned from Atascadero High School during the eight semesters of high school will be included.
2. Bonus grade points (weighted grades) will be assigned for all advanced placement and honors classes taken on campus.
3. The sum of the grades will be divided by the number of courses in which the student has completed.
4. A grade of "P" or credit/no credit will not be given a numerical value.
5. Courses taken at Cuesta College are not eligible.

For any additional information, please make an appointment to meet with your counselor.

### **Honor Roll**

Honor Roll is determined according to the following criteria:

- Faculty honor roll 3.5 - 3.75 GPA
- Principal Honor Roll 3.75 - 3.99 GPA
- Superintendant Honor Roll 4.0 +

# Atascadero High School & UC/CSU Requirements

## High School Course Requirements 5 credits=1 semester 10 credits=1 year

### English (40 credits)

English 9	10
English 10	10
English 11	10
English 12	10

Physical Education	20
Math	30
Fine Arts	10
Health Education & Career Exploration	10
Other Electives	130

### Social Science (30 credits)

World History	10
U.S. History	10
Political Science	5
Economics	5

**Total Credits 290**

### Science (20 credits)

Physical Science	10
Life Science	10

### California Graduation Requirements

All graduates will be required to pass:

- \*Algebra 1
- \* High School Physical Fitness Exam (taken in P.E. classes)

All students shall satisfactorily complete a minimum of 290 credits

Placement for students who receive a D in a prior course will be determined by a school-wide rubric

### University of California

- G.P.A.
- SAT I or ACT
- a-g Requirements (C or better)
- SAT II (Some majors require this)

### a-g Admissions Requirements: (C grade or better)

- |                             |                 |
|-----------------------------|-----------------|
| a. History                  | 2 years         |
| b. English                  | 4 years         |
| c. Math                     | 3 years (4 rec) |
| d. Lab Science*             | 2 years (3 rec) |
| e. Foreign Language         | 2 years (3 rec) |
| f. Visual & Performing Arts | 1 year          |
| g. College Prep Elective    | 1 year          |

\*Biology or either Chemistry or Physics

### California State Universities

- G.P.A.
- SA. I or ACT
- a-g Requirements (C or better)

### a-g Admissions Requirements: (C grade or better)

- |                             |                 |
|-----------------------------|-----------------|
| a. History                  | 2 years         |
| b. English                  | 4 years         |
| c. Math                     | 3 years         |
| d. Lab Science*             | 2 years         |
| e. Foreign Language         | 2 years (3 rec) |
| f. Visual & Performing Arts | 1 year          |
| g. College Prep Elective    | 1 year          |

- \*Biology and Physical Lab Science
- \*Chemistry or Physics highly recommended
- \*Must have a Life and Physical Science
- \*Must have a Life and Physical Science

### Entrance Examinations:

(to be taken no later than December of Senior year)

**SAT I /ACT plus writing**

**SAT Subject Tests (2 tests are required by some)**

**Students choosing the Math subject test must chose Level 2**

For more information about college and career opportunities for California Students, please visit:

<http://www.californiacolleges.edu/>

### Entrance Examinations:

(to be taken no later than December of Senior year)

**SAT I / ACT**

# Student Services

## Care of School and Personal Property

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school or personal property or equipment will be required to pay for the damage. The administration is not responsible for unnecessary items brought to school that are lost or stolen.

## Curriculum

A binder containing Course Guides for Core Academic Courses, K-12 is available at each school site. This information is also available on the District's web site at [www.atasusd.org](http://www.atasusd.org) [EC49063 (k)]

## Dissection of Animals

If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with the student to develop and agree upon an alternative education project for the purpose of providing your child an alternate avenue for obtaining the information required by the class. The school will need a signed note from you indicating your child's objection to participation. (EC32255.1)

## Emergencies/Evacuations

In the event of a disaster, we insist that students stay at school under the supervision of school personnel. The school will maintain a "reunion" site at the lower student parking lot on campus for parents to pick up their student. Under NO circumstances will the school release students from a disaster area without immediate adult supervision (parent or adult on student Emergency Care Card).

## Family Life Education or Sex Education Courses

In the California Comprehensive Sexual Health and HIV/AIDS Prevention classes, written and audio visual educational material will be used and are available for inspection prior to the start of classes. You have a right to request, in writing, that your child not attend these classes. You may withdraw this request at any time. School districts must ensure that all pupils receive sexual health instruction from adequately trained personnel in appropriate courses. In this District, staff (teachers) and outside contractors may be used. This instruction will emphasize that sexual abstinence and abstinence from intravenous drug use as the most effective means of AIDS prevention and sexually transmitted diseases. The instruction will also include development of refusal skills to assist pupils to overcome peer pressure and use effective decision-making skills to avoid high-risk activities. During this class, students in grade 9 may be asked to anonymously, voluntarily, and confidentially fill out evaluation and research tools such as surveys, tests, questionnaires measuring student attitudes toward health, sex and risky behaviors. Parents are hereby notified that they have the opportunity to review the material and can request, in writing, that their child not participate. Copies of Education Code 51938 can be requested from your school site or District Office, or can be obtained online at [www.leginfo.ca.gov](http://www.leginfo.ca.gov).

## Homework Request

In the event of an absence, it is recommended that students prearrange with friends in each class to supply each other with class notes, homework assignments, information on upcoming tests and project due dates. This type of "buddy system" minimizes the time delay in getting this important information. However, it is recommended that the student still check with his/her teacher upon return to school to verify that they have received all relevant information.

For missed assignments, it is the responsibility of the student to get his/her makeup work. Teachers are required to provide makeup assignments to students with excused and unexcused absences. Teachers are not required to give makeup work to students for absences due to suspension and truancy. (BP5131.6; EC 48913).

If a student has been absent two (2) days or more due to illness, it is advised the parent contact the secretary in the main office at 462-4300 for collection of homework.



## **Detention**

Detention is every day and can be assigned by staff for students who fail to complete homework. Students may also choose to attend lunch detention to help clear tardies or cuts. Rules for lunch detention include:

\*Be on time and sign in. Lunch detention begins 5 minutes after lunch begins. After school detention starts 5 minutes after school ends.

\*Bring your own work, work quietly and do not use your phone or other electronics. You may not sleep or leave once you arrive.

\*Eating lunch is allowed. Please take all trash with you.

\*Detention supervisor will release you. Failure to comply with these rules will cause you to receive no credit for detention.

## **Internet Access**

The Board intends that the Internet and other on-line resources provided by the District be used to support the instructional program and further student learning. The Superintendent or designee shall establish regulations governing student access to technology that are age appropriate. These regulations shall prohibit access to harmful matter on the Internet which may be obscene or pornographic and preclude other misuses of the system. In addition, these regulations shall establish the fact that users have no expectation of privacy and that District staff may monitor or examine all system activities to ensure proper use of the system. Students who fail to abide by District rules shall be subject to disciplinary action, revocation of the user account and legal action as appropriate. Because the Internet contains an unregulated collection of resources, the District cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter.

Before using the District's on-line resources, each student and his/her parent or guardian shall sign and return an "Acceptable Use Agreement". This agreement shall specify user obligations and responsibilities and shall indemnify the District for any damages. The parent/guardian shall agree to not hold the District responsible for materials acquired by the student on the system, for violations of copyright restrictions, user's mistakes or negligence or any costs incurred by users. Staff shall supervise students while using on-line services and may ask teacher aides and student aides to assist in this supervision. (BP6163.4)

## **Insurance**

Atascadero Unified School District does not carry accident or injury insurance on any students. The responsibility for such protection lies with the parents or guardians. Low cost insurance information is given to each student. Special sports insurance is also available through the high school's Athletic Office.

## **Library**

The Library welcomes students daily from 7:00 a.m. until 3:30 p.m., including during breaks, study hall and lunch for research, quiet study, computer access and book check out. Students are expected to return library books on or before the due date and to pay all fees promptly.

## **Textbooks**

Pursuant to the Education Code 48904(b), students are loaned books and are responsible for damages and their return upon demand. "Any school district whose real or personal property has been willfully not returned upon demand, may withhold the grades, diploma, and transcripts of the pupil responsible until the pupil or pupil's parents or guardian has paid for the damages or loss."

1. Students are expected to return textbooks when they are due. Students who do not clear books/bills in a timely manner will be required to pay the replacement cost of the missing items so replacement texts can be ordered.
2. Students are expected to pay for lost or damaged books before replacement books and/or supplemental textbooks are issued.
3. There is a \$5.00 charge for damaged or missing bar codes.
4. Students withdrawing from school must return missing items and/or pay bills before they leave. Grades and records will not be forwarded to the student's new school until discrepancies have been resolved. This also applies to students transferring to Paloma Creek High School and the ACE, Atascadero Choices in Education Programs.

5. Students who have outstanding bills will not be allowed to purchase tickets for Winter Formal or Prom.

### **Lost and Found**

The Lost and Found Department is located in the Attendance Office. Lost and Found textbooks are in the Library.

### **P.E. Lockers**

All lockers are the property of the school and are subject to search and/or inspection by authorized school personnel. Atascadero Unified is not responsible for lost or stolen items.

### **Phone Messages for Students**

Transportation and appointments should be arranged outside of school hours. Please communicate at home with your student with any special instructions for the day. The school is not staffed to accommodate a multitude of messages. The school administration would like to keep to a minimum the disruption of classes when messages are delivered to the classroom.

### **School Accountability Report Card**

The School Accountability Report Card is available on request, and is also available on the Internet at [www.atusd.org](http://www.atusd.org). It contains information about the District and schools regarding the quality of programs and progress toward achieving stated goals. (EC33126, 35256, 35258)

### **School Deliveries**

The delivery of flowers, gifts, etc., is considered a disruption to classroom instruction. Such deliveries will be held in the Attendance Office. Students may pick them up at lunchtime or at the end of the school day.

### **School Safety Plan**

Each school shall adopt its comprehensive school safety plan beginning March 1, 2000 and shall review and update its plan by October 1 every year thereafter. Each school shall report on the status of its school safety plan to numerous community leaders and include a description of its key elements in the school accountability report card. (EC32286, 32288)

### **Standards of Proficiency in Basic Skills**

The Board of Trustees has adopted student basic skills standards of proficiency as required by law. Skills shall include, but are not limited to, reading comprehension, writing, and computation skills. All skills should be articulated across the grade levels.

### **Student I.D. Cards/Internet Stickers**

Students are expected to carry their student identification card with them at all times. They may be asked to show their card for textbook and library check out, at all school activities, to purchase dance tickets or during the school day. Student I.D. cards with current Internet stickers must be displayed to access the Internet. New or replacement Internet stickers can be obtained at no fee. I.D. cards will be issued at no cost to the student after picture day. Students who lose their I.D. card or student body card can get a replacement card in the athletic office for a cost of \$5.00. When a student withdraws from school for any reason, the I.D. card shall be returned to the school.

### **Student Parking**

Student vehicles are to be parked in designated student parking lots and/or designated senior lot only. Students who choose to park illegally, park in non-designated student parking areas, handicapped spaces, or park in staff/faculty parking will have a violation sticker placed on the window, and can be ticketed or have their vehicles towed at their own expense. In addition, City of Atascadero parking citations may be issued to those vehicles that are in violation of the student parking policy such as parking in a fire lane and/or red zone area. Creative parking will not be tolerated.

Every student who parks on campus must have a parking permit. Parking permits are available in the discipline office. Reckless driving or excessive stereo volume by students will not be tolerated and may result in suspension or the loss of

parking on campus. Violation stickers will be placed on the windows of vehicles not displaying valid parking permits on the rear view mirror/dashboard. Parents will receive warning letters when their students' cars are in danger of being towed.

### **Student Records**

You and your children, over 18 years of age, have the right to review and inspect their school records within (5) days of a written request. Those records are confidential, and privacy will be maintained, except in some instances such as when your child transfers to another school. The records include transcripts, discipline letters, commendations, attendance, health, and possibly other related information. The records are maintained at the school site by school officials/designees. There is a log of who has viewed the records that is kept at the same location as the records. District Policy/Regulation 5125 sets forth the criteria by which school officials and employees can look and change or delete the files and why. You may have copies made for five (5) cents per page. You also have the right to file a written request with the Superintendent challenging the records. You can challenge how your request was handled with the District or with the United State Department of Health, Education and Welfare if you think there is an inaccuracy, unsubstantiated conclusion or inference, a conclusion outside the observer's expertise, comment not based on personal observation with time and date noted, misleading information, or violation of privacy rights. You will get to meet with the Superintendent or designee within thirty (30) days. If your challenge is sustained, the changes will be made. If not, you can appeal to the Board of Trustees, which has final authority. If you still have a different view, your view can be included in the student's record. (EC49063, 49060, 49070; Family Educational Rights & Privacy Act [FERPA] 34 CFR-Part 99.

### **Study Hall**

Permission to attend another study hall is handled between the two teachers affected. Students must have homework or reading to complete. The use of electronic devices is not permitted unless arranged with the individual teacher.

Students must attend 70% of all study hall periods. Absences due to approved student activities will not count against the seat time total. If a student drops below 70% attendance, a physician's note will be required. A student may not have excessive cuts/truants from study hall. If a student has more than 2 cuts at the progress report or more than 5 cuts at the semester, a NC (no credit) will be earned.

The purpose of study hall is for students to have opportunity to receive support from their classroom teachers and to have dedicated time during the school day in which to do school work, complete and/or make up missed work, assessments and activities. We want our students to have access to their teachers during the study hall period and there are three options they may choose.

One option is for students to simply remain in their assigned study hall for the entire period. This will be the case for the majority of our students.

The second option will be for students to get permission from another teacher to attend that teacher's study hall for the entire period. This form is called an "Invitation to Attend" and is required from the teacher who is inviting the student. Teachers who have invited a student shall email that student's study hall teacher that the student did in fact attend. This email shall be sent by 2:30 that day.

The third option is an opportunity for students to travel from their assigned study hall to one of their other teacher's rooms during the first 25 minutes of the period. The student will be issued a "Passport" by their study hall teacher which is used to communicate to other teachers that this student has permission to visit a study hall(s) as designated on the "Passport". This 25 minute period shall be used by the student for visiting another teacher's room for the following purposes:

- Receiving quick assistance/clarification on an assignment
- Retrieving missed assignments
- Completing a quick assessment
- Follow up after an absence

- Borrowing books/materials
- Submitting assignments
- Requesting an “Invitation to Attend”

This 25 minute period shall **not** be used for:

- Inquiring about grades
- Socializing
- Visiting classrooms with a substitute teacher

Students utilizing a “Passport” are expected to return to their regular study hall before the 25 minute “Passport” period is over. The school bells will announce the end of the “Passport” period.

Teachers are expected to use their discretion when issuing “Passports” and “Invitations to Attend”. If teachers have a concern about a student abusing these opportunities, it is expected that the teacher would share their concerns with that student with the hopes of coming to some resolution. Ultimately, if a student has demonstrated an inability to be trusted with the utilization of study hall time, that student may not be allowed to move to other study halls. All students and their teachers will be expected to follow these guidelines.

### **Junior Optional Study Hall**

Juniors meeting attendance and grade criteria will have the option of not enrolling in study hall. To begin the year without an assigned study hall, students would have to have a GPA of 3.0 from the prior semester and meet attendance eligibility requirements and be on track for graduation. Additionally, students must have a signed parent permission slip on file in order to be eligible for the program. Failure to maintain grades and good attendance will cause study hall to be reassigned.

Students with a 3.0 or above may choose to keep their study hall class, and they will be expected to attend regularly.

### **Tobacco Free Campus**

Board Policy 3513.3 prohibits the use of any tobacco/nicotine product on district grounds, in district vehicles or during district sponsored events.

### **Work Permits**

Work permit applications are available from the secretary in the discipline office. All employed students who are under the age of 18 are required by law to have a work permit.

Work permits may be revoked if a student does not maintain a 2.0 GPA or meet attendance eligibility requirements. Students who do not meet academic standards may use a four-week probation period in order to improve grades. Internships follow the same requirements as a work permit, but a permit is not issued.

### **Visitor Permits**

Student visitors are not allowed on campus during the school day. Parents who want to visit a class or the campus must make arrangements with one of the administrators. A 24-hour notice is required prior to a classroom visit to enable the school to notify the teacher of the visit and to ensure the least amount of disruption to the instructional day. All visitors must check in to the discipline office and wear a visitor badge while on campus. [BP1250 (a)]. See protocol below.

### **Visitor Protocol**

AHS extends a warm welcome to parents/guardians to visit our school and classrooms. At the same time, we must ensure that our students and staff remain safe and that learning is not disrupted. Schools must be aware of who is on campus and why they are here. In order to facilitate a safer learning environment we have developed the following guidelines for school visitors:

1. All visitors must report to the school office and sign in before going elsewhere on campus. The office is located at the back of the main building in the front of the school
2. Visitors will receive a Visitor's Badge when they sign in. Please make sure the badge is visible. Badges are not needed at Open House, Back to School Night or other school-sponsored events open to the public.
3. For the safety of our students and staff, we will consider that visitors who do not sign in and are not wearing a badge are trespassing. A staff member will escort them to the main office.
4. Visitors will not be allowed unmonitored access to students. Individuals who volunteer will need to undergo a Criminal Offender Record Check as required by law.
5. Visitors who want to meet with a teacher or administrator need to make an appointment.
6. If a meeting is scheduled to address a concern, the meeting will take place in the office, not in a classroom. The parent/guardian must first report to the office and then will be directed to the meeting place.
7. If parents/guardians need to pick up their student before the regular dismissal time they should call ahead to the attendance office. They must pick up their student in the office or other location named by the school. Parents/guardians may not go directly to the classroom to pick up their student. The school will not release a student to anyone other than a custodial parent without prior arrangement and proper identification.
8. Parent/guardian visits to their students' classrooms must be arranged with the office 24 hours in advance.
9. If a visitor engages in disruptive or inappropriate behavior, the school administration may restrict or deny future visits.

This protocol has been developed to have clear expectations for our visitors and to continue to provide a safer environment for our students, staff and visitors.

## Dress Code

In cooperation with teachers, students, and parents/guardians, the principal or designee shall establish school rules governing student dress and grooming which are consistent with District policy and regulations. These school dress codes shall be regularly reviewed.

The following procedures, together with the basic policy, constitute the dress code for the schools:

1. All school personnel working under the direction of the administration are responsible for providing an atmosphere on school campuses which is conducive to proper behavior, attitudes, and learning.
2. All students are expected to wear clothes that are clean, neat, properly fitted, and in good repair. Likewise, all students are expected to be clean and neat in their grooming. The Board prohibits the presence of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in gangs which advocate drug use, violence, or disruptive behavior.
3. Any manner of dress or grooming which presents a potentially disruptive influence in the school is to be corrected.
4. Each school administration is to enforce suitable rules and regulations which affect the health and safety of students in all activities, both instructional and co-curricular. Each school administration shall interpret what is appropriate according to the rules set forth below.
5. Each school administration may establish more stringent rules for students participating in performing groups, sports, and other situations where students represent the school in the community.
6. Variations from the basic dress code may be established for special events.
7. The following is a list of items to be used as guidelines in the determination of acceptable dress and grooming for students.

Presenting a bodily appearance or wearing clothing which is disruptive, revealing, profane, vulgar, offensive or obscene, or which endangers the health and safety of other students is prohibited. Examples of prohibited dress or appearance include, but are not limited to:

- Attire that exposes cleavage
- Exposed undergarments/no proper undergarments
- Excessively sagging pants

- Excessively short or tight garments
- Bare midriff shirts/pants
- Strapless shirts
- Attire with messages or illustrations that are lewd, indecent or vulgar
- Attire that advertises products or services not permitted by law to minors
- See-through clothing
- Any adornment such as chains or spikes that could reasonably be perceived as a weapon
- Any symbol, style or attire frequently associated with gangs, intimidation, violence or violent groups
- Headgear of any kind may not be worn in buildings
- Shoes must be worn at all times

The following procedures are guidelines for implementing the policy and the code:

1. Teachers, counselors, or administrators are to make a reasonable attempt to counsel students whose grooming and/or dress deviates from the dress code.
2. A student who is found to be in violation of the dress code may be sent home or may otherwise be required to properly prepare himself/herself for school.
3. If the violations continue, contact is to be made with the parents/guardians by the school representative and the parents/guardians are to be made aware of the failure of the student to conform to the rules and regulations of the school.
4. Continued violation of the dress code constitutes willful disobedience and is good cause for disciplinary consequences including detention, Saturday school, in-house suspension, suspension or expulsion from school.

### **Gang-Related Apparel**

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define “gang-related apparel” and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received. (EC35183)

## **Discipline**

Students at Atascadero High School are expected to be aware of and to accept individual responsibilities and behavior in the following areas:

### **The Teaching - Learning Process**

Students deserve the best instruction that Atascadero High School staff can provide. In order for this to be successful, this must be a cooperative effort, with each person working together to support a positive classroom environment. In this environment, teachers work to support the learning process by meeting the individual needs of the student and the student works to the best of their ability in academics and behavior in class.

### **Classroom Discipline**

Each teacher has the responsibility to impose controls and penalties upon students whose behavior distracts from a safe and positive learning environment. Students do not have the right to interfere with the learning process of others. Therefore, students must follow teacher imposed classroom rules. Failure to do so can result in the following:

- Denial of certain privileges granted to other students
- Conference with parents to secure their assistance in improving quality of performance and/or behavior
- A parent visit to the classroom
- Referring the student who commits a serious or recurring offense to the assistant principal

## **AHS Progressive Discipline Policy**

*The purpose of this policy is to ensure that our school has a safe and orderly environment in which learning is not jeopardized by disruptions. Each teacher provides students with a clear set of classroom rules and expectations and will administer consequences for minor consequences within the classroom. A discipline referral will result if students do not correct classroom misbehavior. The following policy contains consequences that may be administered if classroom behavior is not corrected or more serious violations occur. The type of discipline depends upon the student's disciplinary background and the seriousness of the student's action. The policy outlined below serves as a suggested disciplinary action to be taken by administration. The principal may modify disciplinary action at his or her discretion. Multiple or repetitive violations of behavior rules can result in suspension, expulsion, or placement in an alternative program.*

**1st Referral** : Class suspension and detention assigned. Student may be asked to complete campus clean-up activity while out of class. Teacher and/or discipline office contacts parent. Referral mailed home.

**2nd referral**: Class suspension and detention assigned. Student may be asked to complete campus clean-up activity while out of class. Teacher and or discipline office contacts parent. Referral mailed home.

**3rd referral**: Class suspension and Friday after school detention assigned. Student may be asked to complete campus clean-up activity while serving detention. Teacher and/or discipline office contacts parent. Referral mailed home.

**4th referral**: Class suspension and Saturday School will be assigned. Student becomes ineligible for the remainder of the grading period. Student may be asked to complete a campus clean-up activity while serving on Saturday. Parent contacted by teacher and/or discipline office.

**5th referral**: Student is sent home for the remainder of the day pending a parent conference. Student becomes ineligible for remainder of grading period (if not already). Parent contacted by teacher and/or discipline office. Consequence assigned which includes detentions, or Saturday school.

### **After more than five referrals:**

- Parent contacted by teacher and/or discipline office
- Parent /student conference scheduled
- Possible suspension, expulsion, or placement in an alternate program.

## **Student Discipline**

Discipline at Atascadero High School is administered from the premise that teachers have the right to teach and students have the right to learn. We believe in our responsibility to protect the welfare of the majority from being exploited by those who violate standards.

Students who refuse to respect the rights of others, refuse to show respect for legally constituted authority, and are without self-control may be suspended from school and a conference will be held with the parents. Parents and students should understand that students, who insult, abuse, defy, or assault school employees are subject to immediate school discipline. The Board of Education may order a student expelled for severe or continued offenses. Students who unlawfully possess, use, sell, or otherwise furnish, or are under the influence of any controlled substance, including alcohol, will be suspended and/or recommended for expulsion. In addition, students who cause serious physical injury to another person, or are in possession of any firearm, knife, explosive, or other dangerous objects will be suspended and/or recommended for expulsion.

When a violation of the student discipline policy occurs resulting in a four (4) or five (5) day suspension, a six (6) week activity suspension will be imposed immediately. **Any senior involved in any alcohol or any controlled substance activity, including narcotics and steroids, as referred to in the Health and Safety Code (Chapter II, Section 11053,**

**Division 10), at any school sponsored activity on or off campus at any time during their senior year, will lose the privilege of participating at the graduation ceremony. (BP5127)**

### **Senior Requirements to Participate in Graduation Ceremony**

- In order to participate in the graduation ceremony seniors must have met all academic requirements, meet attendance eligibility during the last two grading periods, have no more than 18 full day absences or 72 period absences (10% of the school year), have no outstanding bills and have satisfactory citizenship.
- Any senior who is suspended four (4) or five (5) days for a single offense, during the last six (6) weeks of the school year, will lose all eligibility to participate in senior activities, including the graduation ceremony.
- The high school administration reserves the right to exclude any senior from the graduation ceremony or participation in senior activities for infractions of the school's disciplinary code, irrespective of the student's citizenship status.
- **Reminder:** At the end of the school day on the last day of the school year, the student's grade level will be considered as that of the next grade level, i.e., an 11<sup>th</sup> grader at the end of the last day of school is now considered a senior.
- Any senior involved in any alcohol or any controlled substance activity, including narcotics and steroids, as referred to in the Health and Safety Code (Chapter II, Section 11053, Division 10), at any school sponsored activity on or off campus at any time during his/her senior year, will lose the privilege of walking at the graduation ceremony. (BP5127)
- Once a senior has checked out of school, he/she may not come on to campus to disrupt the educational setting while the rest of the student body is taking finals. Any senior involved in this type of activity will lose the privilege of walking at the graduation ceremony.
- A senior who is ineligible for the graduation ceremony may appeal the decision to the principal's office.

### **General Rules Governing Student Conduct and Discipline**

It is policy of the Atascadero Unified School District that all students within the district shall have the right to attend school and participate in all school-related activities whether on or off school grounds without fear of or subjection to disruptions, intimidation, violence, or crime. Any student determined to have been involved in any of the following may face suspension, involuntary transfer from their school of attendance, expulsion from the school district, or other disciplinary action. (BP 5131)

### **Grounds for Suspension and/or Expulsion**

A pupil may not be suspended from school or recommended for expulsion unless the superintendent or principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more subdivisions of Ed Code 48900:

1. Caused, attempted to cause, or threatened to cause physical injury to another person; or  
2. Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health & Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered or arranged or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health & Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then 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) Stolen or attempted to steal school property or private property.



- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his/her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health & Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school or private property.
- (m) Possessed an imitation firearm. As used in this section “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.3 of the Penal Code.
- (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.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription of Soma.
- (q) Engaged in, or attempted to engage in hazing as defined in Section 32050. Hazing is defined as the practice of rituals and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group. Hazing is against the Education Code and some forms are prohibited by law enforcement codes.
- (r) Engaged in an act of bullying. “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils.
- (s) A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including but not limited to any of the following:
  1. While on school grounds
  2. While going to or coming from school.
  3. During the lunch period, whether on or off the campus.
  4. During or while going to or coming from a school-sponsored activity.
- (t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section. Except that a pupil who has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- (u) As used in this section, “school property” includes, but is not limited to, electronic files and databases.
- (v) A superintendent or principal may use their discretion to provide alternatives to suspension or expulsion including, but not limited to counseling and an anger management program for a pupil subject to discipline under this section.
- (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

### **Mandatory Suspension/Expulsion**

Education Code Section 48915 (a) except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that the expulsion is inappropriate, due to the particular circumstance:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health & Safety Code.
4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 & 242 of the Penal Code, upon any school employee.

Education Code Section 48915 (c): The principal or superintendent of shall immediately suspend, pursuant to Section 48911 and shall recommend expulsion of a pupil who he/she determines has committed any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling or otherwise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health & Safety Code.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

### **Breathalyzer**

A strong odor, staggering or other physical signs or knowledge of possible intoxication would meet the reasonable suspicion standard for testing. All students are subject to a breathalyzer evaluation at the discretion of the administration. The breathalyzer can be used at school or at any school sponsored function.

### **Cell Phones and other Electronic Devices**

The possession of cell phones or other electronic devices such is allowed per Education Code 48901.5. The use of these devices is to be restricted to non-class time. A student who disrupts classroom time with his/her cell phone or other electronic device will be subject to disciplinary action, including the confiscation of the cell phone or device. **Providing the teacher has turned it in to the office, a parent or guardian will need to pick up confiscated devices after school in the discipline office.** Additional cell phone capabilities such as cameras, Internet, text messaging, games and calculators are not to be used during class time. Cameras may not be used in areas of expected privacy such as restrooms and locker rooms and may not be used to video fights and other crimes. Students who use their electronic devices to video criminal activity may have their device given to law enforcement for evidence. Headphones must be used when listening to music. No external speakers are allowed on campus.

### **Integrity Policy**

The Board of Trustees believes that personal integrity is basic to all solid achievement. Students will reach their full potential only by being honest with themselves and with others. The Board expects students to respect the educational purpose underlying all school activities. All students need to prove to themselves that they can do successful work as a result of their own efforts. The Board expects that students will not cheat, lie, or plagiarize. The Board recognizes that students are more inclined to cheat when there is little likelihood of getting caught. Each school shall provide an environment that encourages honesty. Students must know that their teachers will not ignore or condone cheating and that anyone discovered cheating will be penalized. (BP5131.9)

The school supports and enforces a policy of personal and professional integrity. Possible consequences for cheating or plagiarizing school work may include a parent conference, receiving a zero score or failing grade, notation placed in cumulative folder, being dropped from an honors or AP class, detention, community service, activity suspension, school suspension or loss of the privilege to walk in graduation.

### **Interviewing Students**

There are outside agencies such as law enforcement and social services that on occasion may request to interview a student. This is typically done in private and the student may request school staff to be present.

### **Parent Responsibility**

Parents/guardians are liable for all the damages caused by the willful misconduct of their minor children which result in death or injury to other students, school personnel, or damage to school property. Parents/guardians are also liable for any school property loaned to the student and willfully not returned. Parents/guardians' liability may be as much as \$17,112 in damages and another maximum of \$17,112 for payment of a reward, if any. (EC48904) The school district may withhold the grades, diplomas or transcripts of the student responsible until such damages are paid or the property returned, or until completion of a voluntary work program in lieu of payment of money. (EC48904, Civil Code Sec.1714.1) If your child commits an obscene act or engages in habitual profanity or vulgarity, disrupts school activities, or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of a school day in your child's classroom. (EC48900.1)

### **Release of Student to a Peace Officer**

If a school official releases your child from school to a peace officer for the purpose of removing him/her from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent/guardian. (EC48906)

### **Search and Seizure**

A school official who suspects that a school rule is being violated may search a student, his/her locker, personal possessions, and his/her vehicle. The school official may call upon law enforcement to assist in the search, as long as the search is within the school administrator's duty and the search is reasonable under the facts and circumstances of the case. The school shall notify the parent of a student subjected to an individualized search as soon as possible after the search. [BP5145.12 (a)]

### **Search – Police Dogs**

Ensuring your students are safe from drugs requires a drug free school. Trained police dogs may be used in a search on the school grounds, in hallways, social areas, locker rooms, gyms, parking lots and classrooms. Law Enforcement and probation will be involved along with school officials during any search of campus involving trained police dogs.

### **Skateboards/Bikes/Scooters**

Skateboards, bikes and scooters may not be used on campus at any time because of the liability, theft or damage, injuries and the general disturbance of the instructional program and damage to facilities. Skateboards, bikes and scooters must be left on racks provided at school. Students may not have these items in class.

### **Staff Civility**

Every parent, guardian, or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor [EC44811 (a)]

A violation of subdivision (a) is punishable as follows: Upon the first conviction, by a fine of no less than five hundred dollars (\$500) and not more than one thousand dollars (\$1,000), or by imprisonment in a county jail for not more than one year, or by both the fine and imprisonment. [EC44811 (b)(1)]

## **Reporting Harassment or Discrimination**

The procedure for complaints regarding all issues of harassment, discrimination or abuse should be reported to a counselor or an administrator. To file a complaint about issues of discrimination and sexual harassment contact: Curt Eichperger, Title IX Officer, 5601 West Mall, Atascadero, CA 93422, (805) 462-4200. Anonymous complaints may be reported through the "We Tip" number 1-800-782-7463.

### **Filing a Complaint – Uniform Complaint Procedures**

The District is responsible for compliance with state and federal laws and regulations and has procedures to address allegations of unlawful discrimination and complaints alleging violation of laws governing educational programs. It is unlawful to discriminate against any protected group as identified under Education Code section 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance. If you wish further details in this regard, or wish to file a complaint, please contact the District's Uniform Complaint Officer. Confidentiality and privacy shall be respected in all complaint investigations. Complaints alleging discrimination may be filed by a person on their own behalf or on behalf of another person or group of people within six months of the occurrence or when facts become known. Staff has been trained to deal with these types of complaints.

### **Non-Discrimination**

The Board of Trustees is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on gender, race, color, actual or perceived ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender identity or expression, or genetic information, 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. Atascadero Unified School District is an Equal Opportunity Employer. Atascadero Unified School District complies with the requirements of the U.S. Office of Civil Rights laws, such as the Fair Employment Practices Act, Title IX Regulations, Section 504, Title II and ADA requirements in employment and education programs and activities. Title IX Officer: Assist. Supt. Human Resources, 5601 West Mall Atascadero, CA (805) 462-4200 504 Coordinator: Dir. Student Intervention Services, 4507 Del Rio Road, Atascadero, CA (805) 462-4230

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the District. Staff shall be alert and immediately responsive to student conduct, which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

Students who harass other students shall be subject to appropriate counseling and discipline, up to and including expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

Any student who feels that they are being harassed should immediately contact the assistant principal. If the assistant principal or designee does not promptly remedy a situation involving harassment, a complaint can be filed in accordance with administrative regulations. [BP5145.3 (a)]

### **Sexual Harassment**

The Board of Trustees is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school related activity.

The Superintendent or designee shall ensure that students receive age-appropriate information related to sexual harassment. Students shall be assured that they need not endure any form of sexual behavior or communication, including harassment because of sexual orientation. They shall further be assured that they need not endure, for any reason, any harassment that impairs the educational environment or a student's emotional well-being at school.

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. For students K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 12, the disciplinary action may include suspension and/or expulsion.

Any employee, who engages in, permits or fails to report sexual harassment, shall be subject to disciplinary action up to and including dismissal. In addition, criminal or civil charges may be brought against the alleged harasser; sexual harassment also may be considered a violation of laws relating to child abuse.

Students shall be informed that they should immediately contact a staff member if they feel they are being harassed. Within 24 hours, staff shall report complaints of sexual harassment to the assistant principal or to another District administrator. Staff shall similarly report any such incidents they may observe, even if the harassed student has not complained.

The assistant principal shall immediately investigate any report of the sexual harassment of a student. Upon verifying that sexual harassment occurred, they shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of the harassment. In addition, the student may file a formal complaint with the Superintendent or designee in accordance with the District's uniform complaint procedures.

The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Information related to a complaint of sexual harassment shall be confidential to the extent possible, and individuals involved in the investigation of such a complaint shall not discuss related information outside the investigation process. [BP5145.7 (b)]

### **Bullying/Cyberbullying Policy**

Board Policy 5131 prohibits harassment of students or staff, including bullying, intimidation, stalking, cyberbullying, hazing or initiation activity, ridicule, extortion, or any other verbal or nonverbal, written, or physical conduct that causes or threatens to cause bodily harm or emotional suffering.

Bullying is any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social or educational harm.

Cyberbullying 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.

Students may submit a verbal or written complaint of conduct they consider to be bullying to a teacher or administrator and may also request that their name be kept in confidence. The Superintendent or designee shall establish other processes whereby students may submit anonymous reports of bullying. Complaints of bullying or harassment shall be investigated and resolved in accordance with site-level grievance procedures.

When a student is suspected of or reported to be using electronic or digital communications to engage in cyberbullying against other students or staff members or to threaten district property, the investigation shall include: 1) documentation of the activity; 2) identification of the source, and 3) a determination of the impact or potential impact on school activity or school attendance. Students shall be encouraged to save and print any messages sent to them that they feel constitutes cyberbullying and to notify a teacher, principal, or other employee so that the matter may be investigated.

Cyberbullying conducted using district-owned equipment or on school premises, as well as off-campus cyberbullying that impacts school activity or school attendance, may be subject to discipline in accordance with district policies and regulations. If the student is using a social networking site or service that has terms of use that prohibit posting harmful material, the Superintendent or designee also may file a complaint with the Internet site or service to have the material removed.

## **“WE TIP” - Anonymous Tip Line**

Atascadero Unified School District works in conjunction with “WE TIP”, an anonymous crime reporting agency. The telephone number is 1-800-78-CRIME or 1-800-782-7463. You can also check WETIP.com. If you, as a student, parent or staff member, feel that your safety or the safety of the school population is in jeopardy, you need to call this number and report your concern. When you call “WE TIP”, do not mention your name, just report your concern and the person(s) name connected with the concern. The tip is logged and forwarded to the school and the police department. The school then investigates with the help of an officer. Remember it takes all of us to keep our school and community safe.

## **Attendance**

It is the responsibility of parents and/or guardians to see that children 6 to 18 years old attend school unless exempted by law or graduated from high school. (EC48200, EC48400)

The Atascadero Unified School District feels strongly that students must be in class. The value of the daily class interaction between teachers and their students cannot be duplicated or substituted in any way. Each absence limits student potential to master the subject and be successful in the class. To increase total attendance and student success and to limit unexcused absences, truancy and tardies, this policy is in effect. (BP5114)

### **Enrollment Requirements**

Freshman, sophomores, and juniors must be enrolled in 8 classes. Juniors may opt out of study hall if they meet the minimum GPA requirements. Seniors may take a minimum of 6 classes if they are in good academic standing.

### **Closed Campus Policy**

The Atascadero High School is a closed campus (except at lunch) by Board of Education Policy. The governing board of the Atascadero Unified School District, pursuant to Section 44808.5 of the Education Code, has decided to permit the pupils enrolled at Atascadero High School to leave the school grounds during lunch.

Section 44808.5 of the Education Code further states “Neither the school district nor any officer or employee shall be liable for the conduct nor safety of any pupil during such time as the pupil has left school grounds pursuant to this section.”

### **Absences**

When a student is absent, the parent or guardian must verify the reason(s) for and the date(s) of absence. If the absence is not verified, it shall be recorded as truant. **Verification from a physician will be required after the 14<sup>th</sup> full day of illness in a school year or the absence will be considered unexcused.** Please remember that Average Daily Attendance funds schools. California schools no longer receive funding for students who are sick or excused. If a student is not in school, the district loses funding even if it is an excused absence. **The District receives approximately \$60 a day for full or partial daily attendance.**

### **Excused Absences**

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law, Board policy and administration regulation. (EC46010, 48205, 48216)

### **Unexcused Absences**

Unexcused absences are absences authorized by the parent, but not excused by the Atascadero Unified School District regulations. Students who miss more than 10% of classes in a year can be deemed chronically absent and attendance will be marked accordingly even with a parent phone call. (EC48263.6) Aeries will reflect a U (unexcused) in the full day column with a C (Truant) in periods after a student reaches more than 10% absentee rate. For a senior, missing more than 10% of the school year (18 full day absences or 72 period absences) without a doctor’s authorization will eliminate the privilege of walking at the graduation ceremony.

## Suspensions and Truancies

- Truancy is any absence NOT authorized by the parent, or not excused or called in by the parent, OR reaching more than 10% absentee rate
- Teachers are not required to allow students to make-up class work on truancies and suspensions

## Tardies

A student who is not at his/her assigned station prepared to work when the tardy bell rings is tardy. Please refer to attendance eligibility for consequences.

A parent may only excuse tardies for the same reasons as defined in excused absences. **A student may have no more than 3 excused tardies in any grading period and may not go over 14 excused tardies for the year. Doctor verification will be requested to excuse tardies after 3 in a grading period or 14 in the year or the tardy will be considered unexcused.**

Students who are frequently tardy can choose to clear tardies by serving lunch detention through a program monitored by staff. Students can clear no more than 4 tardies per grading period.

## Reporting /Clearing Absences

The student is responsible for having his/her parent telephone the school to report/clear absences. A student absence may be reported by a parent note (delivered to the attendance office) or by telephone to 462-4320. Please note that the message machine is for messages only and will not be checked until after 7:15 a.m. the next day. All absences must be reported to the attendance office.

Absences can be verified or cleared by the following methods: (AR5113)

1. Written note from parent/guardian.
2. Conversation, in person or by telephone, to the attendance office by the parent/guardian. The following information will be taken:
  - a. Name of student
  - b. Name of parent/guardian
  - c. Dates of absence and time
  - d. Reason for absence
3. Possible visit to student's home
4. Physician's Verification
  - a. School staff may verify a medical appointment with the medical office
  - b. When a student is absent or tardy more than **14 days** during the school year for illness, the school will require verification by a physician

## Arranging for an Off Campus Pass

Students who need to leave campus during the day for any reason (medical appointment, illness, personal reasons) must have a parent call the attendance office before leaving the campus. If the student is in class, an off campus pass will be sent to the teacher so the student may be released. Cell phone calls between parents and students and subsequent pick up without checking out through the office will cause the student to be marked truant.

Parents are strongly encouraged not to schedule appointments for their child during the school day except during study hall. In the event that this is unavoidable, please allow at least 30 minutes for an off campus pass to reach your student.

## Travel/Short Term Independent Study Contracts

Parents who are planning to take their student(s) out of school for **five (5) or more** school days must contact the counseling secretary at 462-4300 at least seven (7) school days prior to the student leaving to arrange for an extended travel/short term independent study contract. The student's teachers will then be notified of the impending absence and the student is responsible for picking up their assignments before departure. Failure to complete this

paperwork will cause your student to lose credit for work missed during the absence and will cause the school to lose funding during the absence. Truancy letters may also be generated after 3 days of unexcused absences.

### **Attendance Eligibility**

Students will be allowed a maximum of 4 tardies or 1 one period cut per grading period. A grading period is defined as anytime a progress report or report card is sent home. If a student exceeds the allowable number of cuts or tardies he/she may “make up” a maximum of 4 tardies or 3 one period cuts per grading period in order to maintain their eligibility. This means a student could be tardy 8 times, serve detention to clear 4 of them and still be eligible, or have 4 cuts and clear 3 cuts with detentions to remain eligible. If a student exceeds the number of allowable cuts or tardies, they will not be eligible to participate in extra/co-curricular activities during the **next** grading period. **This means 9 tardies or 5 cuts makes a student ineligible with no ability to serve detentions or Saturday School to regain eligibility. Also, if Seniors miss more than 10% of the school year (18 full days or 72 period absences) without a doctor’s authorization, they will be ineligible to participate in the graduation ceremony.**

Activities which require attendance clearance include, but are not limited to:

- Athletics
- Band
- Bonanzas
- Choir
- Dances
- Drama productions
- Field Trips
- FFA
- Graduation Ceremony (eligibility based on last two grading periods)
- Leadership and Peer Mentors
- Mock Rock
- Powder Puff Football
- Prom
- Winter Formal

Students will have the option of “making up” cuts or tardies by doing one of the following:

- Attending Saturday school for the period of three hours for each 3 cuts or 4 tardies
- Attending after school detention for one hour to clear 2 tardies or 1 cut
- Attending one lunch detention to clear 1 tardy or 2 lunch detentions for 1 cut

**Since a maximum of 3 cuts or 4 tardies may be made up each eligibility period, it is even more important that parents clear their students’ absences.** If a legitimate absence is not cleared, the student might miss an important activity. Additionally, please remind your student to be in class on time. Students or parents may request an attendance profile from the attendance office at any time to monitor their attendance and give them opportunities to “make up” the allowable number of cuts or tardies.

### **Truancy**

Students shall be classified as truant if absent from school without a valid excuse or tardy for more than any 30-minute period during the school day without a valid excuse. Such students shall be reported to the Superintendent or designee. (EC 48260) Detentions and Saturday Schools will be assigned. Students can also become truant when more than 10% of school days are missed. (EC48263.6)

A student who has chronic attendance problems may be referred to the School Attendance Review Board (SARB). A student may also be cited by law enforcement under Vehicle Code 13202.7, which may affect his/her driving privileges. Both a SARB hearing and a citation are used only for a student who has been deemed a habitual truant. Three (3) letters will be sent home: first classification, second classification and classification as a habitual truant. Parents and students



are encouraged at any time to phone attendance to check on absences and if absences become an issue will be requested to attend a Pre-SARB conference to address the concerns.

The parents, the student, the student’s counselor, the school psychologist, law enforcement, and other agencies attend a SARB hearing as needed. The outcome of the hearing varies, but a student and his/her parents will be given a set of criteria to help improve attendance, which may include a court appearance. For more information on truancy, please see the website [www.cde.ca.gov/ls/ai/tr/](http://www.cde.ca.gov/ls/ai/tr/)

### **Vehicle Code Citations**

After three (3) letters of truancy, a law enforcement officer can cite a student. The citation leads to a court appearance where the judge can suspend the student’s driving privileges for one (1) year.

## **School Sponsored Activities and Clubs**

Our goal is that all students are expected to excel in the classroom and be involved in at least one activity. Educational research shows that students who are involved in some type of school activity achieve at a higher level academically than those students not involved in co-curricular activities. There are many different avenues available for students to become involved in the “Greyhound Family.”

### **ASB Executive Council**

The executive council is responsible for planning, organizing, and implementing major school activities, and developing budgets and other programs on behalf of the ASB. This executive council is made up of ASB officers and class presidents. The executive council meets once a week and approves all purchases by the student body.

### **Class Officers**

In the spring, each class elects four (4) officers to administer its class activities for the following year. Petitions for office and a handout listing each officer’s duties and responsibilities can be obtained in the Student Activities Office.

### **ASB Officers**

President – Tobi Rossi  
Vice-President – Katie McKinley  
Secretary – Jacob Winch  
Treasurer – Christina Melin  
Activities Commissioner – Natalie DeRose  
Public Relations Commissioner – Bella Otter

### **Senior Class Officers**

President – Mariah Boche  
Vice-President – Jackie Winch  
Secretary – Sierra Powell  
Treasurer – Ben Bietz

### **Junior Class Officers**

President – Mackenzie Bryson  
Vice-President – Cael Cooper  
Secretary – Logan Jones  
Treasurer – Forrest Powell

### **Sophomore Class Officers**

President – Lauren Erb  
Vice-President – Emma Kim  
Secretary – Faith Rocha  
Treasurer – Ki-Lin Baribeau

### **Freshman Class Officers determined Fall of 2018**

### **Associated Student Body (ASB) Membership**

The ASB offers student activities validation stickers for a fee to all Atascadero High School students. The sticker is affixed to the I.D. card and entitles the purchaser to numerous discounts on such activities as athletic contests, dances, and club sponsored activities. ASB payments and class fees can be made at the ASB office during breaks, lunch, before and after school. No transaction will be made during class time.

## **Student Council**

Student Council brings student needs and desires to the attention of the administration and ASB cabinet. It is composed of representatives from a class and meets once a month.

## **Student Government**

Atascadero High School has three (3) basic levels of government. They are the school-wide Associated Student Body (ASB), individual class officers, and Student Council consisting of at-large representatives from classes. Additional information may be obtained by contacting the director of student activities.

## **Assemblies/Rallies**

A variety of assemblies and rallies will take place during the school year. Students who attend are expected to display appropriate behavior during the activity.

## **Classes Requiring Academic Eligibility**

Classes which require academic eligibility for performances and field trips at AHS are: Band, Choir, Drama, FFA,

1. Leadership and Peer Mentor. A student will be eligible based on these requirements: The student has maintained satisfactory citizenship.
2. The student must also maintain a 2.0 grade point average or better at the end of the school grading period (quarter and semesters). If the grade point average is less than 2.0, the student is ineligible until grades for the next school grading period are posted.
3. Students may be eligible for one academic probationary period during the school year.
4. The student is not currently on activity suspension.

## **Field Trip Eligibility Requirements**

A student will be eligible to participate in field trips based on these requirements:

1. The student has a grade point average of 2.0 or higher at the last grading period.
2. The student has maintained satisfactory citizenship.
3. The student meets attendance eligibility requirements.
4. The student is not currently on activity suspension.

## **School Dances**

High school dances are school activities and the same regulations regarding conduct apply as during the school day. After game dances in the gym begin as soon as practical and end at 11:30 p.m. Formal dances will begin at 8:00 p.m. and end at 12:00 a.m. Doors will close one hour after opening. Students arriving after this time will not be admitted. Once a student leaves a dance he/she will not be readmitted. **Students will need to have an attendance clearance to attend all school dances. Attendance, ASB fines and Library/textbook bills must be clear to attend the formal dances.**

Guest Passes are only available for the Winter Formal and Prom. A guest must be a high school student in good standing with the high school administrator's signature to attend. Photo I.D. must be included. The only 18 through 20 year olds that will be able to attend on a guest pass are former Atascadero Unified graduates that were in good standing.

## **School Sponsored Clubs**

All on campus clubs must abide by the Associated Student Body (ASB) Constitution and Regulations. In addition, all on campus clubs must be under the direction of an approved staff member. Students wishing more information may contact the club advisor. Students may check the daily bulletin for the club meeting schedule.

AHS Bike Club

American Red Cross Club

Anime Club

Calif. Scholarship Federation (CSF)

Choir Council

Drama Club

G.S.A.

Interact Club

Junior Optimist Club

Librarians in Training (LIT Club)

Key Club

National Honor Society

Earth Club  
Fellowship of Christian Athletes  
Feminist Club  
FFA  
Friday Night Live (FNL)  
Star Wars

Origami Club  
Rugby Club  
Thrive Club  
Yoga Club  
Interact Club

## Athletics

Welcome to Atascadero High School Athletics. We are proud of the success of our athletic programs and believe that athletics play an integral part in the lives of our students, school and community. Studies have shown that athletics benefit the individual during and after their high school experience. Students who participate in athletics have better attendance, grades, and are less likely to use tobacco and drugs. Participation in athletics is one of the most consistent predictors of success later in life. At Atascadero High School we field 21 varsity sports and 26 lower level sports.

Participation in the athletic program at Atascadero High School whether as an athlete, statistician, or manager carries with it certain responsibility and accountability.

It is expected that every student involved in a sport will be a positive member of his/her community, and that he/she will represent Atascadero High School in a manner that will reflect highly on the school, the community, and the family at all school related events and activities.

The student and the parents agree that during the season of sport the student will refrain from the possession, use, and/or being under the influence of alcohol, tobacco in any form, illegal substances and steroids. It is further agreed that profanity will not be used and that good grooming and good citizenship, as defined in the student handbook, will be practiced by the student. The use of social media will also be appropriate.

Penalties for failing to abide by this agreement could include: suspension from the team, suspension from school, after practice responsibilities, or other actions less than the above as deemed appropriate by the coach and administration.

### Fall sports-Begin July 30th

#### **Football (1 week early football only)**

Varsity, JV, Freshmen

#### **Cross Country, Boys and Girls**

Varsity, JV

#### **Girls Golf**

Varsity, JV

#### **Girls Tennis**

Varsity, JV

#### **Volleyball, Girls Only**

Varsity, JV, Freshmen

#### **Boys Water Polo**

Varsity, JV

#### **Girls Water Polo**

Varsity, JV

### Winter Sports-Begin October 29th

#### **Boys Basketball**

Varsity, JV, Freshmen

#### **Girls Basketball**

Varsity, JV, Freshmen

#### **Boys Soccer**

Varsity, JV

#### **Girls Soccer**

Varsity, JV

#### **Wrestling**

Varsity, JV

### Spring Sports-Begin January 10th

#### **Baseball**

Varsity, JV, Freshmen

#### **Boys Golf**

Varsity, JV

#### **Softball**

Varsity, JV

#### **Swimming, Boys and Girls**

Varsity, JV

#### **Boys Tennis**

Varsity, JV

#### **Track, Boys & Girls**

Varsity, JV

#### **Stunt Cheer**

Varsity

### **Head Coaches – Atascadero High School 2018-2019**

#### Fall Sports

Cross Country

Roger Warnes

coachwtrislo@aol.com

Football	Vic Cooper	victorcooper@atasusd.org
Girls' Golf	Kara Ferrell	karaferrell@atasusd.org
Girls' Tennis	Lori Bickel	lwbickel4@gmail.com
Girls' Volleyball	Tanya Degnan	tanyadegnan@atasusd.org
Boys' Water polo	Jon Conrad	jonathanconrad@atasusd.org
Girls' Water polo	Rob Rucker	ruckeronroad@yahoo.com

**Winter Sports**

Boys' Basketball	Augie Johnston	augiehonston@atasusd.org
Girls' Basketball	James Stecher	jstecher@tcsn.net
Boys' Soccer	Gary Setting	gary@seapinesgolfresort.com
Girls' Soccer	Miguel Figueroa	figmary@wildblue.net
Wrestling	Greg Hazelhofer	greghazelhofer@atasusd.org

**Spring Sports**

Baseball	Jonathon Thornhill	j.thornhill17@yahoo.com
Boys' Golf	Michael Samaniego	msamlt@msn.com
Softball	Darin Traverso	dtengineer@charter.net
Swimming	Alyx Truax	alyxtruax@yahoo.com
Boys' Tennis	Lori Bickel	lwbickel4@gmail.com
Track & Field	Ben Tomasini	bentomasini@atasusd.org
Stunt Cheer	April Haworth	aprilhaworth@atasusd.org
<b><u>Athletic Director</u></b>	Sam DeRose	samderose@atasusd.org (805) 462-4311

**Athletic Assistant**

Cindy Josephs	cindyjosephs@atasusd.org (805) 462-4311
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**ASB Bookkeeper**

Michelle Weisheitinger	michelleweisheitinger@atasusd.org (805) 462-4304
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**Academic Eligibility**

To be eligible for athletics at AHS each potential athlete must be enrolled in at least four classes and passing twenty (20) units or more during the previous semester as well as during the season. The student must also maintain a 2.0 grade point average or better at the end of school grading periods. If his/her grade point average is less than 2.0, or if he/she is not passing twenty (20) or more units, he/she is ineligible to compete until grades for the next school grading period are posted. Students may be eligible for one probationary period during the school year.

**Hazing**

Hazing is defined as the practice of rituals and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group. This type of behavior may cause serious bodily injury or personal degradation and will not be tolerated within Atascadero High School's athletic program. Possible consequences for student-athlete participation in a hazing incident can include school suspension, activity suspension, suspension and/or removal from the team and possible expulsion.

## Activities Cooperation Policy

The staff at Atascadero High School is dedicated to the idea that students should be involved in many different activities. In order to help our students avoid conflicts the following policies have been adopted.

1. Coaches and advisors should make every effort to note and resolve conflicts at the beginning of every season. A meeting will be held in June with all advisors and head coaches to discover and correct possible conflicts. The athletic director will schedule the meeting.
2. When a conflict occurs between scheduled practices, the student may be a part of either activity without loss of membership, academic penalty, or loss of status in the other activity. Advisor and coach should meet when a conflict arises to decide what is best for the student.
3. When a conflict occurs between a competition/performance and a scheduled practice, students are expected to attend the competition/performance without loss of group membership, academic penalty, or status in the other activity.
4. When a conflict occurs between a competition and a performance, the advisor, the coach, the student, and if deemed advisable, the parent should meet to resolve the situation in the best interest of the student. Adult advisors will make every effort to coordinate schedules annually to avoid scheduling conflicts.
5. Once a decision is made and agreed upon, the student is expected to attend the competition/performance without loss of group membership, academic penalty, or status in the other activity.
6. If in the opinion of the advisors/coaches, both competitions/performances can be attended, the student will be expected to attend both activities.

## Athletic Clearance Process –Blue Card

1. A **Physical** given after 5/17/17
2. Complete **Athletic Packets** are available in the Athletic Office.
3. Athlete and a parent must see the **Risk Management DVD** one time only, as a high school student.
4. Athletes are encouraged to purchase an ASB sticker.

To view Risk Management Video, go to [www.atas.k12.ca.us/ausd/ahs/athletics.html](http://www.atas.k12.ca.us/ausd/ahs/athletics.html).

**To support our Athletic Program, all students are encouraged to purchase an ASB sticker at the start of the school year.**

## Attendance for Athletics

Students are expected to maintain positive attendance. If a student fails to meet attendance eligibility guidelines they will not be allowed to compete/perform during the **next** grading period. Students will be notified through their coaches/teachers within 2 days after grades are posted and the ineligibility period will begin the Monday after grades are posted.

## College Bound Student Athletes

For information on Post High School athletic opportunities, recruiting and NCAA guidelines, please contact the Athletic Director and your Coach for guidance.

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state or federally sponsored health insurance programs. Call numbers below for information:

**Healthy Families Program**  
**Medi-Cal Program**

**888-747-1222**  
**800-880-5305**

## **ATASCADERO ATHLETIC DEPARTMENT MISSION STATEMENT**

It is the role of the Atascadero High School Athletic Department to provide student-athletes with the opportunity to develop their athletic abilities to their full potential while safeguarding their physical welfare in an environment that promotes both high academic standards and the development of leadership capabilities. These objectives are best achieved through a broad-based program, which provides equal opportunity for all student-athletes and which is administered in accordance with the highest principles of interscholastic athletic competition.

### **OBJECTIVES OF THE ATHLETIC DEPARTMENT**

1. To conduct a program that achieves a high level of interest and support of student, faculty, parents, alumni, and community.
2. To employ a qualified athletic staff of integrity, knowledge, skills, and leadership qualities, that enable programs of mental, moral, and physical benefit to student-athletes.
3. To administer and compete in the PAC 8 and CIF with high ideals of integrity and sportsmanship.
4. To provide student-athletes with adequate practice and competition facilities with available athletic trainer supervision.
5. To provide student-athletes with support systems to promote athletic success, academic success, and self-growth.
6. To provide successful competitive athletic opportunities that allow athletes an opportunity to grow and develop.
7. To promote all sports, on campus, in the community, and in the media.

### **GOALS OF THE ATHLETIC DEPARTMENT**

1. To run a program that is in complete compliance with CIF and PAC 8 rules and regulations.
  - Pursue Victory with Honor.
  - Emphasize and model proper ideals of sportsmanship and integrity.
2. To support the education of student-athletes.
  - Support and develop maximum potential.
  - Assist with academic support.
3. To continue strengthening the relationship between the high school and the local community.
  - Connect with Local youth.
  - Local community and businesses.
4. To encourage and continue to develop alumni interest and support.
  - Connect with our alumni.
  - Communicate with our alumni.
5. To enhance community within the Atascadero High School student body.
  - Create a positive experience.
  - Enhance student participation in co-curricular activities.
6. To encourage, develop, and strengthen participation within the Atascadero High School Faculty and Staff.
  - Create opportunities for the faculty and staff to participate.
7. To have competitive teams in PAC 8 and CIF competition
  - Develop long range plans to provide opportunity for success.
  - Ensure adequate coaching support for each program.
8. To create and nurture a positive competitive experience.
  - Student-athletes
  - Coaches
  - Parents

## **Alma Mater**

*Hail to thee our Alma Mater As we start the day  
Fair to us above all others Waves the Orange and Grey  
Orange and Grey, Flag we love This we say  
Atascadero to thee  
May our hearts forever be loyal To thy memory*

## **Greyhound Directory**

### **HIGH SCHOOL ADMINISTRATION**

- 462-4307 William Neely, Principal  
462-4327 Chris Allen, Assistant Principal  
Discipline & Attendance  
462-4310 Dr. Libby Madding, Assistant Principal  
Curriculum & Instruction

### **SCHOOL SUPPORT SERVICES**

- 462-4311 Sam DeRose, Director of Athletics  
462-4311 Shelley Brard, Director of Student Activities

### **COUNSELORS**

- 462-4308 Heather Bakich, Counselor  
462-4308 Meghan Beck, Counselor  
462-4308 Jeffrey Bockert, Counselor  
462-4308 Ashley Hurni, Counselor

### **SUPPORT STAFF**

- 462-4307 Darcy Price, Secretary to William Neely  
462-4327 Debbie Peterson, Secretary to Chris Allen  
462-4310 Sierra Shalhoub, Secretary to Libby Madding  
462-4308 Laurie Kershner, Counseling Secretary/Registrar  
462-4304 Michelle Weisheitinger, ASB/Athletics Account Technician  
462-4311 Cindy Josephs, ASB/Athletics Secretary  
462-4300 Julie Marshall, Secretary  
462-4319 Lilly Martinez, Attendance Secretary  
462-4320 Shannon Bryan, Attendance Secretary  
462-4300 Kris Bell, District Librarian  
462-4300 Maria Pacheco, Library  
462-4327 Darvell Cullors, Campus Supervisor  
462-4327 Sid Rodriguez, Campus Supervisor

## AERIES Parent Portal Accounts

Beginning with the 2016-2017 school year, the district will not be using paper Emergency Cards, but will begin using electronic Data Confirmation for the annual update of student information via the Aeries Parent Portal.

With your Aeries Parent Portal Account access, you can see your student's attendance, grades, classes, and email the teachers directly. You can link all of your students and simply switch from one to the other under the same parent portal account.

To create an account and have access to your student's records you MUST have a valid e-mail address on file with the school site. Before beginning you will need the following information, which can be obtained by calling the main office at 462-4300:

- Personal email account (on file at the school)
- Home telephone number (on file at the school)
- Student Permanent ID number
- Verification Code

From your internet browser, go to the district web-site: [www.atasusd.org](http://www.atasusd.org)

Click on "For Parents" Tab

Scroll down to and click on "Aeries Parent Portal"

Click on "Create New Account"

- Click on the dot next to Parent to verify that it is filled, then click "Next"
- Type the email address that is on file with the school in the Email Address box. Then retype the same email address in the Verify Email Address box. Type a password in the Password box, and retype the same password in the Retype Password box. Then click "Next". A confirmation email will be sent to the email address you entered above.
- Open your email account. You will have received an email from [DoNotReply@atasusd.org](mailto:DoNotReply@atasusd.org) with the subject line "Aeries Account Verification". Open the email and click on "Confirm Current Email Address". This will confirm your email account in Aeries, and a message will appear: "Thank you. Your Account has been verified. You may now continue with the registration process by clicking the following link: Click Here" Click on "Click Here" to return to the log in page.
- Enter your student's Permanent ID Number, Home Telephone Number (on file at the school) and the Verification Code. Then click "Next".
- Click on the dot next to your name or click "None of the above" if you do not appear in the list. Click "Next" to complete the creation process.
- Click on "Click Here" to return to the log in page and log in using your new user id and password.
- If you have more students to add to your account, go to "Change Student" on the top right and select "Add New Student to Your Account"

If these directions did not allow you to create an Aeries Parent Portal account, contact the high school at 462-4300 for help and email verification.





## BELL SCHEDULE AND CALENDAR

### Regular Schedule Monday-Thursday

<u>Period</u>	<u>Time</u>
Warning Bell	7:40-7:45
1 or 2	7:45-9:10
Break	9:10-9:15
Passing	9:15-9:25
3 or 4	9:25-10:55
Lunch	10:55-11:30
Passing	11:30-11:40
5 or 6	11:40-1:05
Break	1:05-1:10
Passing	1:10-1:20
7 or 8	1:20-2:45

### Friday Schedule

<u>Period</u>	<u>Time</u>
Warning Bell	7:40-7:45
1 or 2	7:45-8:57
Break	8:57-9:02
Passing	9:02-9:12
3 or 4	9:12-10:26
Lunch	10:26-10:56
Passing	10:56-11:06
5 or 6	11:06-12:18
Break	12:18-12:23
Passing	12:23-12:33
7 or 8	12:33-1:45

### School Calendar 2017-18

August 17	Night of Welcome	January 15	Martin Luther King Day
August 23	School Begins (Odd Day)	February 12	Lincoln's Day
August 29	Back to School Night	February 19	Washington's Day
September 4	Labor Day	March 12	Prof. Learning Day
October 9	Prof. Learning Day	March 30- Apr. 6	Spring Break
November 10	Veterans Day	April 26	Open House
Nov. 20-24	Thanksgiving Break	May 25	Local Recess
Dec. 18-21	Semester Finals	May 28	Memorial Day
December 21	End of First Semester	June 11-14	Semester Finals
Dec. 22-Jan. 8	Winter Recess	June 13	Graduation
January 8	Teacher Work Day	June 14	Last Day of School
January 9	School Resumes		

### Grade Reporting Periods

#### Progress Reports

9/22/17

10/20/17

11/17/17

#### Report Cards

12/21/17

2/09/18

3/23/18

5/04/18

06/14/18

### Testing Dates

May 7-18 AP Exams

May 21-31 SBAC (11th)  
and Science Testing

### General Information

Secretary 462-4300

Attendance 462-4320

Counseling 462-4308

Athletics/

Bookkeeper 462-4311

# Atascadero High School

