



# Sonoma Valley High School

## 2010-2011

## Handbook

Sonoma's first high school used the three-story Cumberland College building located on Broadway behind what is now Sonoma Truck and Auto. During the eight years of its existence, the college flourished and had at one time as many as 400 students, mostly from other parts of California and nearby states. It was closed when the State University opened in Berkeley.

Sonoma Valley Union High had its first commencement in 1894, graduating two students. The principal from 1897 to 1901 was Benjamin Weed. San Francisco's 1906 earthquake tumbled buildings in Sonoma, among them the high school. Students attended classes in a church basement and the upstairs of Clewe's store on the corner of Broadway and Napa, until a new school was built on the foundation of the old Cumberland College. Classes, varying in size from three to more than a dozen continued in this building (the shell still remains) until 1922, when the "main building" was opened on our present site.

By 1952 the school population had grown to over 400, when a series of major changes began. In the spring of 1953, construction was started on the Home Economics building and the shop building. That fall when school opened, the majority of classes were held in these two buildings, due to the necessity of strengthening the main building. Since then the school was grown to what we now know, with a current population of about 1400 students.

# General School Information

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## Homework Policy:

Sonoma Valley High School has developed a set of department homework regulations. Each departmental homework policy is stated in terms of minimum number of times a week that some homework will be assigned. The homework assignment will follow the District guidelines:

- Homework should be used primarily for independent practice.
- Homework should further the organization and application of knowledge, research, and creative abilities.
- Homework should be used as a communication device among school, student, and parent.
- Homework should be monitored.
- Homework should not be used to inflate a grade or pass a student who has not demonstrated mastery of course work.

Students with excused absences need to make up all assignments missed. The schoolwide policy for make-up is that a student has as many days to make up assignments as he/she was absent. Example: A student, who is absent for two days, has that many days after returning to school to hand in assignments. If this poses a hardship, then the student needs to meet with teachers to discuss alternative timelines.

Students who will be out of school for an extended amount of time need to make arrangements with their teachers to get their assignments prior to departure. If a student needs homework because of an extended illness, his/her parent may contact the main office (933-4010) for assistance. Students who are out for an extended time (5 or more days) may qualify for an Independent Study contract, which allows the student to avoid difficulties with the schoolwide attendance policy.

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## Grading Policy:

### Purpose:

- Promote continuous evaluation of student performance.
- Inform student, parents, and staff.
- Encourage student effort.

Students will receive a progress report every six (6) weeks.

The grade for the semester will be generated and based on the entire accumulation of 18 weeks of work.

A final examination may be given and will be represented as part of the semester grade - it can count up to 20% of semester grade.

An incomplete (I) can be given, but must be cleared before the end of the next semester or June 30<sup>th</sup> (whichever comes first), or the "I" is recorded as an "F".

### Grading Policy:

A	=	90	- 100%
B	=	80	- 89%
C	=	70	- 79%
D	=	60	- 69%
F	=	0	- 59%

### Weighted Grade Point Average (GPA):

The weighted GPA would be given to those courses offered in the junior and senior years that have been approved by UC/CSU as Honor (HP) and Advanced Placement (AP) courses. Students taking these courses would be given an extra grade point (A=5, B=4, C=3, D=2) in calculating their GPA.

### Progress Report/Grading Policy:

We mail home semester report cards according to the following schedule. Progress Reports will be mailed every 6 weeks.

#### 1<sup>st</sup> Semester (September through December)

1<sup>st</sup> Grading period ends-----October 1

2<sup>nd</sup> Grading period ends-----November 5

1<sup>st</sup> Semester report cards/grading ends-----Dec. 17

#### 2<sup>nd</sup> Semester (January through June):

1<sup>st</sup> Grading period ends-----February 18

2<sup>nd</sup> Grading period ends-----April 15

2<sup>nd</sup> Semester report cards/grading ends-----June 2

# General Information

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## Visitors:

Visitors are welcome to our campus during the school day. Adult visitors are to go the Main Office upon entering campus to obtain a visitor's pass.

Parents are welcome to visit as well, including in classrooms, with prior arrangements.

Students may visit our campus **if their "host" has completed a visitor's permission form 24 hours in advance** of the visit. The permission form requires the host student to obtain his/her parent's permission. Visiting student wishing to attend our extra-curricular activities such as dances, plays, etc., must have a guest pass and be sponsored by a SVHS student. The guest pass can only be obtained from the Administration at least one day prior to the activity.

## Telephone Messages:

It is our intent to avoid unnecessary classroom interruptions. **Only telephone messages of an emergency nature will be delivered to students.**

## Student Appearance:

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Student dress and grooming must be appropriate to class and school activities, not be a safety or health hazard and not cause a disruption to the education environment (SVUSD BP 5132 (a) and AR 5132(a)).

### Guidelines to follow for appropriate dress:

1. Clothing, jewelry, and personal items, such as backpacks, binders, gym bags etc., shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane or sexually suggestive; which bear drug, alcohol or tobacco company advertising, promotions and likenesses; or which advocate racial, ethnic or religious prejudice.
2. Clothes shall be sufficient to conceal undergarments at all times. The following are prohibited:
  - See-through or fish-net fabrics
  - Half-shirts or "sideless" shirts
  - Bare midriffs, bare or open back shirts/blouses
  - Strapless/tube tops
  - Clothing with holes or that is torn, ripped or ragged

- Sagging pants that expose underwear
  - Excessively short skirts or shorts
3. Tops must cover the midriff and must be at least as high as the top of the student's armpit.
  4. Shorts and skirts must be at least fingertip length when arms are placed naturally at the student's side.
  5. Shoes or sandals must be worn at all times.
  6. Chains hanging from clothing, dog collars and studded jewelry may not be worn.
  7. Pajamas and/or slippers of any kind are not permitted
  8. Any article of clothing that is deemed inappropriate may not be worn.

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, **for outdoor use** during the school day.

## Gang Related Dress Code:

Wearing of clothing and accessories of any kind that are deemed by the Principal and/or law enforcement to indicate unauthorized group affiliation is not allowed.

### Examples of prohibited clothing and accessories include but are not limited to:

1. Solid red, burgundy or maroon (e.g., "SF 49ers" red) clothing, solid blue, navy blue or royal blue (e.g. "LA Dodgers" blue) clothing, clothing with a solid red, burgundy, maroon and/or solid blue, navy blue or royal blue background (this includes solid shirts in these colors worn underneath other clothing, **sweatshirts, shoes, outerwear and hats** [even if brim and/or insignia are a different color]).
2. All clothing brands and designs with any unauthorized group symbols or signs on it, including but not limited to "13", "14", XIII, XIV, all area codes, etc.
3. All bandanas or bandana patterns on clothing.
4. "Hanging" belts.
5. Red and/or blue shoelaces, belts, headbands, or ribbons
6. Rubber bands worn around pants, legs and/or wrists.
7. Gloves worn during warm weather.
8. Hairnets or visible skull caps.
9. Gang-related tattoos.

Please refer to the school dress code policy in the *Behavior Expectations* on our website.

## How to Handle Problems at School:

*You can be part of the solution to school problems and the steps are simple. We hope all parents feel that their needs are addressed fairly and in a timely fashion.*

### **Classroom:**

Step 1 - Contact the teacher by calling 933-4010. The receptionist will see that your message is received by the teacher.

Step 2 - If the teacher fails to return your call, or you are dissatisfied with the teacher's response, please call the Principal at 933-4030 and request an appointment with him and the teacher.

### **Personal or Class Schedule:**

Contact your student's counselor at 933-4005

### **Attendance and Discipline:**

Grades 9 - 11: Contact Mr. Tuohy at 933-4049

Grade 12: Contact Ms. Summers at 933-4020

## Study Skills

### **Study Hints for Home Organization/Time Management**

1. **Make and keep a study schedule:** Use your assignment sheet regularly so that you are sure of the amount of time you must set aside for your work, and that you know exactly what your assignments are.
2. **Study in a regular place:** Locate an area that has few distractions.
3. **Study at a regular time:** Try to set aside the same time each day for homework. Decide on the length of time you will study.
4. **Plan to take a short break every 25 to 30 minutes:** You may also want to switch subjects so you don't get tired of doing the same thing.
5. **Make sure you have all your materials gathered before you begin studying:** It is even more helpful if you have your basic study materials at your study area. These materials might include pen, pencil, eraser, paper, dictionary, etc. This will limit interruptions.
6. **Set specific goals for each study unit:** For example, don't write "read social studies book" on your assignment sheet. Write "Read Chapter 1 in Social Studies book."
7. **In classes that are mostly lecture, take part of your study time to look over your notes:** This helps review what has been said, and you can add items or make notes while the lecture is still fresh in our mind.
8. **Provide for lesson review:** Try to spend about a half-hour per week reviewing work in your classes. Besides keeping the lessons fresh in your mind, it will remind you if you have missing assignments.
9. **Utilize odd times during the day for studying:** Sometimes there will be periods when you feel there is nothing to do. Use some of these times to study.
10. **Always have an alternate plan:** If something important comes up and you have to miss your planned study time, decide immediately when you can find the time to make up your missed study period.

## General Information

### Closed Campus:

At Sonoma Valley High School the campus is "closed" (student must remain on school grounds) from 8:00 am to 2:50 pm daily. The only exceptions are:

- Student leaving campus must have parent permission because of illness, for a medical or dental appointment, or for a "Home Period" because of a gap in the student's schedule.
- Student may leave school for Work Experience, Child Care/Teacher's Aide Program, or job shadowing/intern experience.
- Juniors and seniors, with parent permission, may leave during lunch if they are in good standing with all grades of A's, B's or C's.

**Students leaving must have parent permission and clearance by the attendance office.**

### Driver Education/Training:

Students who are 15 years of age are provided the opportunity to take Driver Education (classroom). The course is not required, meets at 7:00 am, and is assigned on a first-come basis. The course also requires that a student may only miss 3 days of class (no matter what the reason) in order to pass. Upon satisfactory completion of driver's education, it is the responsibility of the student and parents to schedule behind the wheel driver training through a private company.

### Search of Students:

Students and student property (backpacks and cars), can be searched without student permission if the administration has a "reasonable belief" that the student has broken a school rule.

### Lost and Found:

All items lost or found on campus should be turned into the main office. The articles are kept for a period of time and then, are given to a community volunteer agency (e.g., FISH).

### School Site Council

The School Site Council is a decision-making body at Sonoma Valley High School. The Council annually reviews and approves the Schoolwide Behavior Expectations, department and school curriculum and instruction improvement plans and budgets, teacher planning day requests and all "restructuring" proposals.

The membership for the Council consists of:

- 4 parents (+ 2 alternates)
- 4 students (+1 alternate)
- 5 teachers (+1 alternate)
- 2 classified employees (+ 1 alternate)

The term of office is two years.



# Counseling and Student Records

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## Registration Procedure:

In order for a student to enter Sonoma Valley High School, the following steps must be completed:

1. An appointment should be made with the appropriate counselor by calling 933-4005.
2. A parent must attend the appointment with his/her student.
3. Information needed prior to scheduling classes:
  - Immunization Record: This must be completed before any registration activity can begin. If this record is not available or not complete, **the student may not register.**
4. Meet with the counselor to schedule classes.
5. Athletic Eligibility: If a student is transferring to Sonoma Valley High School without the parents or legal guardian actually moving into the Sonoma valley Unified School District boundaries, the student is not eligible to participate in any varsity sport.

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## Attendance Policy and Procedures:

Parents/guardians are requested to telephone the Attendance Office at 933-4017 to explain a student's absence. A note, preferable the day following an absence - but no later than five days following - may also be brought to the Attendance Office when classes are not in session. There is an answering machine at all times. Messages can be left at any time of the day or night, including weekends.

1. An unverified absence will become a cut twenty-four hours after the absence.
2. Absences, which are not cleared through the Attendance Office within five (5) school days following the day of the absence, are considered permanent cuts, which can no longer be cleared.

## Credit Attendance Policy:

Students enrolled in a comprehensive high school earn credits in each class, each semester, with a passing grade and course participation. The following are the requirements for earning credits.

- In a block class (a class equivalent to two periods) a student may have no more than 3 cuts (equivalent to 6 periods) in a semester to receive full credit.

- For a class which meets one period each day, a student may not have more than 6 cuts in a semester to receive full credit.

For example, in a typical semester course of 5 possible credits, a student with a passing grade in a block class will receive credits based on the following:

0-3	Unexcused Absences/Cuts.....	5 credits
4-6	Unexcused Absences/Cuts.....	4 credits (1 lost credit)

On the fourth (4<sup>th</sup>) unexcused absence/cut a letter is sent home and a SART hearing may be held.

7	Unexcused Absences/Cuts.....	3 credits
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On the seventh (7<sup>th</sup>) unexcused absence/cut a second letter is mailed home. The student may be referred to a transfer team to determine if an alternative program is appropriate. Students who lose credits from two or more classes may be referred to Gateway of Sonoma or an alternative school setting.

For each course in which credits are reduced, a student may recapture those lost credits by attending the necessary Saturday Schools. A student must attend 2 Saturday Schools (total 8 hours) to recapture one loss of credit. Otherwise, the credits earned will be considered elective credits and the course will have to be repeated.

## Scheduling Process:

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Students schedule classes at least once each year. Every spring semester students are surveyed as to the courses they desire to take the following year. From this survey, a master schedule is developed. Prior to the end of the spring semester, students schedule for their next year's classes.

Students receive their semester schedules prior to the first day of the semester. The time period for the students to request class changes is a two-week period at the beginning of the semester. A class dropped after the designated class change period will result in the student receiving a semester "F" for that class. Counselors will discuss the requested change(s) and may or may not make the change depending on the following concerns:

- Class size restrictions
- Prerequisites not completed for the desired course
- Graduation requirement needs to be met
- Course completed in previous summer session
- Computer input error
- I.E.P. issues
- Incomplete course schedule (less than six classes)

## Student Records:

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### Student Cumulative File:

This file is available in the Registrar's Office to any parent (legal guardian) or student upon request. The file cannot leave the Counseling area. The file can only be sent to another school upon written request (provided all fines, etc. have been cleared prior to checking out of Sonoma Valley High School). A cumulative file is the complete set of records accumulated by a student in grades K-12.

### Transcripts:

A transcript is the official record of a student's progress during his/her high school years (grades 9-12) The transcript provides the following information: Courses taken, semester grades (grades 9-12), semester and accumulative grade-point averages, class rank (end of 12<sup>th</sup> grade), SAT results, CAHSEE testing results, and other pertinent information. A copy can be obtained, without charge, upon request from the school registrar, located in the Counseling Office (933-4009).

### Change of Address, Telephone Number, Guardian:

Sonoma Valley High School is striving to improve its communications with parents. One problem that continuously confronts us is when parents change their address or telephone number and fail to notify us. Parents need to notify the Registrar's Office of any address or telephone number changes as soon as possible.

## Graduation Requirements:

I. A student must earn a minimum of 220 credits over the next four years. This is achieved by taking six periods per semester for eight semesters, earning 5 credits per class/30 credit per semester. In order to be awarded the 5 credits per semester, the student must earn a grade of 'D-' or better.

II.	All students must pass the following requirements:	Credits
	2 years of Physical Education: 9 <sup>th</sup> , and 10 <sup>th</sup> , 11 <sup>th</sup> or 12 grades	20
	2 years of Math:	20
	1 <sup>st</sup> year: 9 <sup>th</sup> grade	
	2 <sup>nd</sup> year: 10 <sup>th</sup> , 11 <sup>th</sup> or 12 <sup>th</sup> grade level (minimum 1 year of Algebra)	
	2 years of Science:	40
	1 <sup>st</sup> year: 9 <sup>th</sup> grade	
	2 <sup>nd</sup> year: 10 <sup>th</sup> grade	
	4 years of English:	40
	1 <sup>st</sup> year: 9 <sup>th</sup> grade	
	2 <sup>nd</sup> year: 10 <sup>th</sup> grade	
	3 <sup>rd</sup> year: 11 <sup>th</sup> grade	
	4 <sup>th</sup> year: 12 <sup>th</sup> grade	
	3 years of Social Studies:	30
	1 <sup>st</sup> year: 10 <sup>th</sup> grade -World History	
	2 <sup>nd</sup> year: 11 <sup>th</sup> grade - U.S. History	
	3 <sup>rd</sup> year: 12 <sup>th</sup> grade - Civics and Economics	
	1 year of Fine Arts or Foreign Language:	10
	May be taken 9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> or 12 <sup>th</sup> grade	
	1 semester of Introduction to Technology:	5
	1 semester of Living Skills:	5
	4 semesters of Career Instruction:	20
	11 <sup>th</sup> and 12 <sup>th</sup> grades (for those students who are not preparing for a 4-year university)	
	Total Credits for Required Courses	170
	Total Credits for Elective Courses	50 - 70
	Total Credits Needed to Graduate	220 -240

III. Student must successfully complete a Senior Project.

IV. Students must pass State of California Exit Exams in Mathematics and Language Arts in English.

## Re-Classification Policy: Change in Class Level Status

Students will be classified annually based on their graduation status. Their graduation status shall be determined by the total credits earned at the conclusion of summer school each school year.

1. All students entering without previous high school credit shall be classified with a probationary status or as 9<sup>th</sup> graders.
2. Students will be classified as 10<sup>th</sup> graders after earning 40 credits.
3. Students will be classified as 11<sup>th</sup> graders after earning 90 credits.
4. Students will be classified as 12<sup>th</sup> graders (seniors) after earning 150 credits. Only seniors who have completed all graduation requirements prior to graduation ceremonies may participate in those ceremonies.

Students will be reclassified according to the above credits one earns each year at the conclusion of Summer School. Students and their parents may request a summative transcript following Summer School to review a student's classification status.

Students may earn a maximum of 70 credits per regular school year and 10 credits per summer school session. Students may petition their counselor and the appropriate administrator to take an additional 10 credits (in a year) to qualify for early graduation or an accelerated course of study. Students who have been classified at the same grade level for a second year may rejoin their original class if they earn the necessary credits by August.

Student may petition for a fifth year in high school based on: Demonstration of normal academic progress during their fourth year, satisfactory attendance, and satisfactory behavior in class are used to assess fifth-year requests. Students who have completed all graduation required courses (who need elective credits only) shall not be eligible for 5<sup>th</sup> year status. They will be directed to summer school, or the junior college.

## University and College Admission Requirements:

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### Courses that meet California State University and University of California Systems

**California State University** system wide (Bakersfield, Cal-Maritime Academy, Chico, Dominguez Hills, Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Monterey Bay, Pomona, Sacramento, San Bernardino, San Diego, San Fernando Valley, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, Stanislaus) requirements and **University of California** system wide (Berkeley, Davis, Irvine, Los Angeles, Riverside, Santa Barbara, Santa Cruz, and San Diego) requirements.

#### I. a-g Requirements

- a. **History - Two Years:** World History (P, HP), United States History (P, HP), AP World History\*, AP United States History\*
- b. **English - Four Years:** English I (P, HP), English II (P, HP), English III (P, HP), AP English Language and Composition, English IV (P, HP), AP English Literature
- c. **Mathematics - Three Years:** Algebra I (P), Geometry (P) or Advanced Geometry (P), Algebra II (P), Math IV\*, AP Statistics\*, AP Calculus\*
- d. **Laboratory Science - Two Years** (One Biological; One Physical): Lab Biology (P), Agriculture Biology (P), Advanced Biology (P)\*, AP Biology\*; Chemistry (P), AP Chemistry\*, Physics (P), AP Physics\*
- e. **Foreign Language - Two Years** (Same Language) **Three to Four Years Highly Recommended:** French I, II, III\* (P), German III\* (P), Spanish I, II, III\*, IV\* (P), AP Spanish Language\*, AP Spanish Literature\*
- f. **Visual and Performing Arts - One Year** (Same Subject Area): Art (P), Art Design (P), Drama (P), Advanced Drama (P)\*; Concert Choir (P), Concert Band (P), Jazz Band (P), Madrigals (P), Oral Interpretation (P); Photography I (P), Photography II (P)\*, Video Productions I (P)
- g. **College Prep Elective - One Year:** Animal Science (P), Lab Physical Science (P), Plant & Soil Science (P), Forensics (P), AVID Senior Seminar

**Note:** Any course beyond the minimum a-f requirements with an (\*) next to it counts for the g requirement.

#### II. Scholarship Requirements

All courses taken in grades, 10, 11, and 12 used to satisfy the a-g requirements must be completed with a grade of "C" or better (9<sup>th</sup> grade courses satisfy subject requirements if grade of "C" or better is earned).

#### III. Test Requirements

C.S.U.: Scholastic Aptitude Test (SAT I) or American College Test (ACT) scores are required. Test dates and applications are available in the Counseling Office.

U.C.: Scholastic Aptitude Test (SAT I) or American College Test (ACT) scores are required. Test dates and applications are available in the Counseling Office.

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### Junior College Admission

- High School diploma or California High School Proficiency Exam, or 18 years of age.
- Junior College's own placement exam; for example, Santa Rosa Junior College's Assessment and Placement Services and Math Placement Test. The Chemistry Diagnostic Test is also required to take any Chemistry class.

## Counseling/Support Services:

The Counseling Department is composed of Counselors, a College and Career Center Coordinator, a Counseling Technician and the Registrar.

The goal of the Counseling Department is to provide the following services to our student on an individual basis.

### **Career Counseling and Assistance:**

- Individual appointments
- Classroom guidance programs
- College University, Trade/Technical School, and Community business representatives

### **College Counseling:**

- Assistance with university eligibility requirements and selection
- Assistance/workshops for admissions and financial aid applications
- Assistance with scholarships and local financial support programs

### **Academic Counseling:**

- Credits, requirements, exit exam, graduation status
- Assistance with course selection
- 8<sup>th</sup> grade orientation/9<sup>th</sup> grade registration
- 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades general needs

### **Personal Counseling:**

- Depression, suicide, interpersonal relationships
- Drug/alcohol abuse
- Personal concerns not related to drugs, alcohol or suicide

### **Special Services:**

- 504 Plan Meetings
- IEP meetings
- Student Study Team meetings

### **School Resource Officer:**

- Matt Regan, 933-4021

### **Off-Campus Support:**

- Social Advocates for Youth (SAY) provides individual or group sessions for referred students
- Opportunity Now assistance with obtaining job related skills and employment and academic tutorial support.

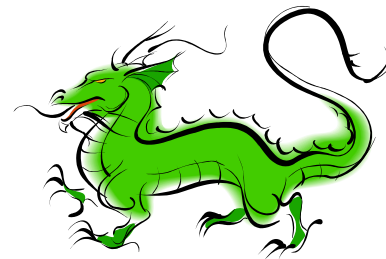
## Work Experience Education Program:

This program is open to any Junior or Senior who is at least 16 years of age. The student must hold a job which employs him for a minimum of 100 hours per semester. The Work Experience instructor reserves the right to approve all work-stations prior to enrollment in the program. If the student's job meets with the instructor's approval, the student will be eligible to earn up to 10 credits per semester and a maximum of 40 elective credits during the junior and senior years.

If the student enrolls in the Work Experience Program, the employer must pay him at least the minimum wage required by law. The employer also must cover the student with Workers Compensation insurance and the student must have a Work Permit until age 18.

In addition to working the required number of hours (100 hours per semester for 5 credits, 200 hours per semester for 10 credits), students must complete other work related instruction requirements to earn school credit. Students must maintain regular school attendance to remain in the program.

Students may also receive Service Learning credit for working on a voluntary basis at approved community agencies and work stations. Students may earn a maximum of 10 elective credits with Community Service. The Service Learning Program is also overseen by the Work Education Coordinator.



# Behavior Policies

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## Textbook Assignment - Policy and Procedure:

### Student Responsibilities:

All students in public schools in the State of California are guaranteed a free education. As part of this free education, the State provides money to school districts to purchase textbooks to provide to students at no cost. The textbook, however, is only a loan and the student receiving the loan has certain responsibilities.

- The student is financially responsible for the property loaned.
- If a book is lost, damaged, or written in, the student will be expected to pay the full value of the replacement cost of the book.
- A student will not be issued a new book until he/she has paid for books already lost or damaged. If at any time a lost book (which has been paid for) is returned, the money will be refunded.

Student grades, participation in school activities (such as the Prom, Graduation, and athletic competition); yearbook or class schedule may be withheld until the lost or damaged materials are paid for.

### Withdrawing Students:

- Students will not be allowed to start the withdrawal process until they have paid for any materials lost or damaged.
- Students who bring withdrawal cards to teachers must return books at that time, or the teacher must indicate on the card that the books are owed. The withdrawal process will not be completed until all books are returned or the money is paid.

### Library Books - Overdue Policy:

- Loan Periods: Books may be checked out for 2 week and may be renewed.
- Reference books and magazines are for use in the Library only.
- A monthly overdue list will be compiled and circulated to homeroom teachers. Overdue books must be returned, renewed, or paid for prior to the end of each month.
- Students with overdue materials are fined 10 cents a day and will not be allowed to check out additional library books.

### Withdrawal Procedure:

1. A parent must present a written request for withdrawal from Sonoma Valley High School to the Registrar.
2. Student is issued a withdrawal card which lists his/her daily schedule.
3. The withdrawal card must be signed by each teacher, the Attendance Office, The Counselor, the Librarian, the Registrar and Administrator. It must be returned to the Registrar prior to leaving school.
4. All books must be returned. All fees due must be paid. All fines must be paid. No transcripts or records can be forwarded until these obligations are satisfied.
5. This process is to be completed on the student's final day at Sonoma Valley High School.

## Tardy Policy:

State Education Code 48205 permits a reduction in grades or loss of credit for tardiness or absence that is unexcused.

### Regular Classroom Policy:

- 1<sup>st</sup> Tardy: Warning  
2<sup>nd</sup> Tardy: Detention - a five minute detention arranged by the teacher is optional.  
3<sup>rd</sup> - 7<sup>th</sup> Tardy: 2% grade reduction taken from student's participation grade with a total cap of 10%.

8<sup>th</sup> - 12<sup>th</sup> Tardy: The teacher will submit an office referral to the grade level administrator on the 8<sup>th</sup>, 10<sup>th</sup> and 12<sup>th</sup> tardy. Student may be removed from the class for excessive tardiness after the third referral.

### Forgiveness Factor:

One (1) Saturday School = 2% of grade recovered.

## Demerits for Failure to Follow School Policies:

Sonoma Valley High School is looking at a positive conduct approach, which places responsibility on the student for his/her behavior. Students receive demerits for failing to follow school policies. Suspension may also be warranted. Any combination of demerits and/or suspension totaling seven (7) demerits will result in Loss of Privileges for nine (9) weeks. Ten (10) demerits for the whole year may result in a referral to Gateway of Sonoma or Community School. A parent/guardian is contacted when a student reaches three (3) demerits. A student with five (5) demerits will be placed on a contract and the parent/guardian is again notified and a parent conference is requested. One demerit is assigned for each partial or full day of suspension.

This is not an inclusive list. The following offenses will result in demerit(s) and could result in suspension on the first offense:

### Offenses that result in one (1) demerit:

Cutting tutorial; profanity or vulgarity; gestures (i.e. gang signs or other inappropriate gestures), or clothing (violation of the dress code as defined by the Sonoma Valley High School *Behavior Expectations*); misuse of school equipment, including fire alarms/extinguishers, without permission; throwing objects; inappropriate dress; inappropriate display of affection (2<sup>nd</sup> offense).

### Offenses that result in two (2) demerits:

Racist or hate comments (1<sup>st</sup> offense only - all subsequent offenses will result in multiple-day suspension); stolen hall pass, lunch card, etc.; forgery/misrepresentation/refusal to identify oneself to school members; reckless driving; gambling; vandalism (under \$100).

### Offenses that result in seven (7) demerits:

Vandalism (over \$100); offenses that lead to expulsion.

### Consequences for Excessive Demerits:

- 3 demerits: Parent contact, Warning Contract, **After-School Detention**  
5 demerits: Parent notified, **2 days "In-School" Suspension**  
7 demerits: **Loss of Privileges** (for 9 weeks, including Graduation Ceremony and Senior Activities), **3 days suspension at home or in school**  
10 demerits: Student may be referred to an alternate placement (i.e. Gateway or Community School), **5 days suspension at home**

**Loss of Privileges (L.O.P.):** This encompasses any school activity, both on and off campus, and during the school day and beyond. These activities include, but are not limited to school sports, practices, games, dances and any other extra curricular school activity. The Graduation Ceremony may also be affected if a student is on LOP as a result of an expellable offense. (Please note that seniors losing privileges 9 weeks prior to Graduation will not be able to participate in the Graduation ceremony and Senior Activities.) Seven (7) or more demerits will place a student on L.O.P.

### Forgiveness Factor:

Students may earn a removal of one (1) demerit by attending one (1) Saturday School class from 8:00 am to 12:00 noon or for good behavior. It is the student's responsibility to notify the appropriate administrator upon completion of the Saturday School days or 20 days of good behavior/receiving no demerits. Demerits cannot be removed and the forgiveness factor is not applicable after May 15<sup>th</sup>.

# Student Activities

## Extra-Curricular Eligibility Policy

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### Administrative Regulations

#### Extra-Curricular Activities Defined:

Extra-curricular activities are those which are sponsored by the school staff or student body government and take place after the instructional day, e.g., sports, theatre productions, extended field trips, musical presentations, driver's training, class and student body officer, cheer, etc.

#### Probationary Periods:

Middle school grades do not affect high school eligibility; therefore, all incoming freshman are automatically eligible to begin the fall season. After the first grading period of the 9<sup>th</sup> grade year, students who are ineligible who want to participate may apply for a probationary contract providing they meet North Cost Section C.I.F. eligibility requirements. This contract will only be awarded one time after the first grading period of 9<sup>th</sup> grade year. Student may not apply for a probationary contract for participation in dances, driver's training, extended field trips, or other activities of limited duration. The length of the probationary period is six weeks (or until the next progress report). During this period a student may participate in an extra-curricular activity; at the end of the period a student must have a 2.0 grade-point average in all classes or he/she is ineligible for the remainder of the grading period. The Athletic Director is responsible to receive and approve/disapprove all eligibility appeals, establish the probationary contract terms and timeline, and determine eligibility status at the end of the probationary period.

#### Students Declared Ineligible:

Students declared ineligible for participation are ineligible for an entire grading period. Students are declared ineligible on the date on which grades are mailed by the school. Eligibility for the next grading period will be determined following the provisions of these regulations. Students who are ineligible at the beginning of a sport season will not be eligible to participate in that sport for the duration of the season if that sport holds try-outs while the student is ineligible.

#### Communication of Extra-Curricular Eligibility Policy:

The provisions of the extra-curricular activity eligibility policy and regulations are to be communicated to all participants at the beginning of the activity. In addition, the school staff is to communicate the policy and regulations to the general student body and to parents.

#### Special Education Student:

Special Education students who do not meet the eligibility standard shall be dealt with on a case-by-case basis. In general, Special Education students who do not have a grade-point average below 2.0 as a result of the enrollment in mainstream courses are to have their eligibility status reviewed by the Special Education Case Manager and the Principal (or his/her designee). As a result of such a review, the student may be granted eligibility providing that the following is true:

- The student is working to capacity.
- All grades in Special Education classes were 'C' or better.
- The student attempts to gain additional help for the mainstream classes in which he/she received a 'D' or 'F'



## Student Recognition Programs:

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Sonoma Valley High School is continuously trying to find ways to recognize students for their achievements. Below are just a few of the ways we recognize student:

- **Superintendent's Honor Roll:** Students who have earned a 4.00 or above grade-point average.
- **Principal's Honor Roll:** Students who have earned a 3.50 to 3.99 grade-point average.
- **Honor Roll:** Students who have earned a 3.00 to 3.49 grade-point average.
- **California Scholastic Federation (C.S.F.):** Students qualify for scholastic recognition per semester by earning points based on the number of 'A's' and 'B's' earned from specific courses. Students must apply for semester membership during the specified application cycle. A student who qualifies for a specific number of semesters will be recognized as a Life Member at their graduation ceremony.
- **Senior Recognition Assembly:** At the end of the senior year, all seniors receiving special awards, scholarships, admissions to special programs and grants, are given recognition in an assembly, the commencement program, and the *Sonoma Index-Tribune*.
- **Golden State Seal Merit**
- **Sociedad Nacional Honoraria Hispánica**

## Athletic Programs:

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The sports programs at Sonoma Valley High school is a very exciting part of high school lie. Students are given the chance to participate in a wide range of organized sports at varsity and junior varsity levels. Sporting events are big sources of school spirit which involve players, staff members, the community, band members, sprit leaders, and the ever-present "bunch" of Dragon fans. To be eligible to play a sport a student must have a 2.0 grade-point average with not more than one 'F'. Listen throughout the year for the many oppourtunities the sports programs have to offer. We have the finest coaches in the league - and, the **best fans**.

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cheer Team (B/G: Var/JV)	Basketball (B/G Var/JV/Frosh)	Baseball (B: Var/JV/Frosh)
Cross Country (B/G: Var/JV)	Cheer Team (B/G: Var/JV)	Cheer Team (B/G: Var/JV)
Football (Var/JV/Frosh)	Dance Team (B/G: Var)	Dance Team (B/G: Var)
Golf (G: Var)	Wrestling (Var/JV)	Golf (B: Var)
Soccer (B/G: Var/JV)		Softball (G: Var/JV)
Tennis (G:Var)		Swimming (B/G:Var/JV)
Volleyball (G:Var/JV/Frosh)		Tennis (B: Var)
Water Polo (B/G: Var/JV)		Track (B/G: Var/JV)

## Music Program:

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The Sonoma Valley High School Music program consists of the following classes:

Jazz Band	Choir
Madrigals	Marching/Concert Band

These groups perform at games, concerts and community events, and have a lot of fun in the process.

## Clubs and Organizations on Campus:

The many diverse clubs on the Sonoma High campus offer unlimited opportunities. They provide the chance to enhance and enliven your education, and are a lot of fun! If you are planning to attend a college or university, involvement in extra activities such as clubs will be very beneficial to you when applying. School and community service are apart of every club's yearly agenda, as are numerous other projects, outing, parties, and MUCH more! Don't miss the chance to get active in the clubs of your choice! Listen for announcements in the school bulletin at the beginning of the year for information regarding clubs. Each year new clubs can be formed depending on the interests of students and the availability of teacher advisors.

<b>Animé Club:</b> This club explores the world of Animé from Japan, while analyzing message from Animé episodes. Animé Club meets every Tuesday at Lunch, in room K-10.	<b>Game Analysis Club</b>	<b>Music</b>
<b>AVID Club</b>	<b>Gay Straight Alliance Club</b>	<b>Newspaper</b>
<b>Baile Folklorico</b>	<b>German Club</b>	<b>Philosophy Club</b>
<b>California Scholarship Federation:</b> CSF is an organization made up of students who maintain high academic standards. Students reapply every semester throughout high school. Freshman may apply for the first time after the 1 <sup>st</sup> semester.	<b>Industrial Arts Club</b>	<b>Photography Club</b>
<b>Culinary Arts Club</b>	<b>Interact Club:</b> Members give their time, energy and skills for community service and an incredible amount of other activities as well.	<b>Political Awareness Club</b>
<b>Drama Club:</b> The Drama Club at the high school offers students the chance to participate in exciting, on-stage productions as actors, singers, dancers, stage technicians, and more!	<b>Key Club:</b> The Key Club is a community and school service club.	<b>Sign Language Club</b>
<b>Earth Club:</b> The Earth Club at SVHS promotes environmental awareness and involves students in protecting their community and the earth.	<b>Leadership</b>	<b>Sociedad Nacional Honoraria Hispánica</b>
<b>F.F.A.:</b> The Future Farmers of America is a club which prepares students for careers in the agricultural industry.	<b>Link Crew</b>	<b>Stock Market Club</b>
<b>Film Club:</b> The Film Club is one of our newer, exciting clubs where students make and produce their own films.	<b>MINDS Magazine</b>	<b>Yearbook</b>
<b>Forensics:</b> Members of the Forensics Teams work on researching topics and developing strategies for team debates, as well as preparing individual. Projects for competition.	<b>Mock Trial</b>	<b>Los Dragones Latinos</b>

## Student Government and Related Activities:

The many dances, rallies, dress-up days, fund-raisers, and other extra activities which make the school year fun, are organized by the members of the student government and the Leadership class. There are three ASB officers ("Voice" of the Student Body, Activities Director, and Financial Officer) who represent students on the School Site Council and the School Board and make decisions which affect the entire school. The Executive Council meets regularly with the school administration as well. The student body is also represented by the General Assembly, which meets monthly. Each homeroom elects one general assembly representative for the school year. The Executive Council is elected annually through the election convention process. Each class also elects three offices to lead them throughout the year - President, Vice President and Treasurer. Class Officers are primarily responsible for building class unity through activities and projects. If you are interested in getting involved in student government, try to be elected as a general assembly representative or running for class office. You could also apply to be in the Leadership class. Applications come out in January. Information on elections, general assembly and Leadership class will be posted around campus as well as distributed in the bulletin.

### Sonoma Valley High School Website:

<http://www.sonomavalleyhigh.org>

Our website continues to grow and offer plenty of information. The "Weekly News" has all the current events happening at school. Stay up-to-date on athletics, Counseling Department activities, scholarships, colleges, our College and Career Center, bell schedules, calendar, Boosters, and e-Scrip. Our "Library" link is a fantastic resource for all your studies.

### The Daily Bulletin:

The bulletin is e-mailed to teachers every morning. Most mornings it is also read during A+. Hard copies are available in the office copy room for teachers to post. It contains "tons" of information about club meetings, sporting events, important dates and many special opportunities which occur during the year. It is the most direct link between the school

## General Student Information: Freedom of Expression:

administration, student government, and the rest of the student body.



One of the basic purposes of education is to prepare students for responsible self-expression in a democratic society. Citizens in our democracy are permitted free expression under the First and Fourteenth Amendments. Students do not leave their rights at the schoolhouse door. They have the right of free expression as long as they do not interrupt the educational process, commit libel or slander, express themselves obscenely, or incite students to break school rules.

### Student Rights:

- Students have the right to express personal opinions in writing in the school newspaper as long as it is not slanderous.
- Students may choose not to participate in patriotic exercises.
- Students may wear political campaign buttons and armbands, so long as they do not substantially interfere with the educational process. This freedom shall not interfere with the freedom of others to express themselves.
- Students have the right to circulate petitions, distribute literature and newspapers/newsletters, etc.

### Student Responsibilities:

- Students are responsible to practice the principles of good citizenship.
- Students are responsible to inform themselves on the issues of the student, school, and community government.
- Students are responsible to respect the rights of their contemporaries, faculty, and staff.
- Students are responsible to attend school daily, arrive to class on time prepared for instruction.