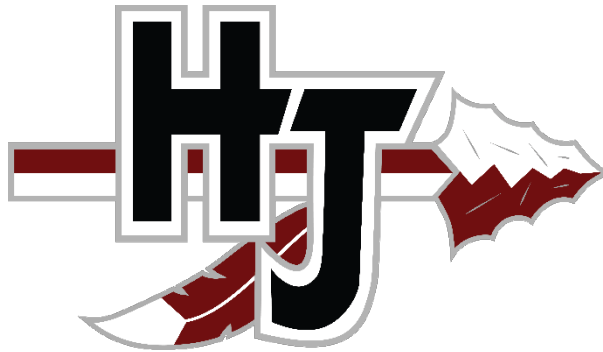


STUDENT HANDBOOK 2022-2023



Hiram W. Johnson High School
Sacramento City Unified School District
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Mission Statement

Hiram Johnson High School provides innovative systems that support high academic achievement for all students. In cooperation with parents and the community, we foster growth through a rigorous course of study. We provide our students opportunities for developing knowledge, skills, leadership, character, and citizenship for success in a competitive world.

General Information

Covering 48 acres, Hiram W. Johnson High School is located in the eastern portion of the City of Sacramento and is one of six comprehensive high schools within the Sacramento City Unified School District. Established in the fall of 1958, the school was named for the 23rd Governor of the Great State of California.

Sacramento City Unified School District Board of Education

Jessie Ryan - President Area 7
Darrel Woo - 1st Vice President Area 6
Michael Minnick - 2nd Vice President Area 4
Lisa Murawski - Trustee Area 1
Leticia Garcia - Trustee Area 2
Christina Pritchett - Trustee Area 3
Mai Vang - Trustee Area 5

Cabinet

Jorge Aguilar, Superintendent
Lisa Allen, Deputy Superintendent
Iris Taylor, Chief Academic Officer
Cancy McArn, Chief Human Resources Officer
Alex Barrios, Chief Communications Officer
Elliot Lopez, Chief Information Officer
Cathy Allen, Chief Operations Officer
Vincent Harris, Chief Continuous Improvement and Accountability Officer

Hiram Johnson High School Administration

Garrett Kirkland, Principal
Elisha Jackson, Assistant Principal
Lily Liemthongsamout, Assistant Principal
Jill Thom, Assistant Principal

Student Services

Hiram Johnson is a closed campus. Our Cafeteria offers a full lunch menu as well as Cafeteria a-la-carte items. The Cafeteria and the Snack Bar are open during lunch periods. There is a free breakfast and lunch program. This year, all students eat for free; however, it is still helpful for the school to have all students apply for free and reduced lunch. Please be sure to complete the (LCFF) free lunch online form as soon as possible. The number of eligible free and reduced lunch applicants impacts our categorical funding, which could be used to improve our school or purchase supplies.

Textbooks and School Materials

All students will be provided with the textbooks needed in their classes. Students are responsible for the care and covering of their books. Lost, stolen, or damaged books must be paid within the year. Any outstanding balance owed will result in the withholding of the student's diploma and exclusion from graduation ceremony participation. (Education Code 48904 and 48904.3).

Lockers

Hiram Johnson Lockers are provided for students during P.E classes. Students are responsible for items stored in their P.E. lockers. Lockers are for students to store materials needed for school use. Storing of illegal items in lockers is prohibited. Should school authorities search any locker and find illegal items the student who is using that locker will be responsible for the possession of those items.

Student Photo ID

All students must have their Hiram Johnson photo identification (Student ID) at all times while participating in any school function or event. Student ID is required to check-out books from the Library, attend all school dances, and athletic events.

Confiscated Items

Confiscated items are kept with a school administrator. Students and/or parents (when required) can pick up the item(s) between 3:16 pm - 4:00 pm.

Lost and Found

Lost and found items are stored in the Front Office.

Bus Passes

Bus access is now available through the barcode on your student ID. You simply need to scan your ID.

Automobile / Motorcycle Rules and Regulations

The student parking lot is located on the southwest corner of the campus. All students must observe the California vehicle codes and Hiram Johnson driving and parking rules. Violation of any of the following listed rules/laws will result in revoking the students' privilege of using or parking his/her vehicle on school property and/or issuing of a citation by the Sacramento Police Department.

- Once parked, students are prohibited from going to their car at any time without a valid authorization from the administration.
- Per closed campus policy, students are not permitted to leave the parking lot during school hours without a valid early dismissal, shortened day schedule or concurrently enrolled at a college.
- Maximum speed limit on campus is 15 MPH or less when deemed necessary by school staff.
- Buses have the right of way.

Hiram Johnson is not responsible for theft or vandalism to any vehicles on campus.

Bicycles Rules and Regulations

Students should secure their bikes with a quality lock and chain/cable at all times. Bicycles are not to be ridden on campus or in the hallways. The school does not assume responsibility for the loss or damage to any bicycle brought on campus.

Visitors on Campus

All visitors must report to the Front Office to sign in and obtain a Visitor's Pass. Minors are not allowed to visit unless accompanied by a parent/guardian (or a responsible adult with prior approval by an administrator).

Technology Use Policy

Use of school computers and access to the Internet is a privilege. If the rules are not followed, students may be disciplined with suspension, expulsion and/or loss of computer privileges.

When students use school computers they agree to:

1. Follow the directions of teachers and school staff.
2. Abide by the rules of the school and school district.
3. Obey the rules of any computer network you access.
4. Be considerate and respectful of other users.
5. Use school computers for school-related education and research only.
6. Not to use school computers and networks for personal or commercial activities.
7. Not change any software or documents (except documents they create).

Do not produce, distribute, access, use or store information that is:

1. Unlawful.
2. Private or confidential.
3. Copyright protected.
4. Harmful, threatening, abusive, or denigrates others.
5. Obscene, pornographic, or contains inappropriate language.
6. Disruptive the work of others.
7. Destructive to the desktop or the network system.

Students must protect their Password! Students should never allow anyone else to use their password nor should they use anyone else's password. When students' login names and passwords are used to access, produce or distribute inappropriate information or materials, they will be held accountable for their actions.

Hiram W. Johnson High School Bell Schedules

Regular Day (Monday, Tuesday, Wednesday, Friday)

Period Start Time End Time

| | |
|----------|---------------|
| Period 1 | 8:30 - 9:27 |
| Period 2 | 9:34 - 10:35 |
| Period 3 | 10:42 - 11:39 |
| Period 4 | 11:46 - 12:43 |
| Lunch | 12:43 - 1:18 |
| Period 5 | 1:25 - 2:22 |
| Period 6 | 2:29 - 3:26 |

Collaborative Day (Thursday)

Period Start & End Time

| | |
|----------|---------------|
| Period 1 | 8:30 - 9:17 |
| Period 2 | 9:24 - 10:15 |
| Period 3 | 10:22 - 11:09 |
| Period 4 | 11:16 - 12:03 |
| Lunch | 12:03 - 12:38 |
| Period 5 | 12:45 - 1:32 |
| Period 6 | 1:39 - 2:26 |

Minimum Day

Period Start & End Time

| | |
|----------|---------------|
| Period 1 | 8:30 - 9:05 |
| Period 2 | 9:12 - 9:48 |
| Period 3 | 9:55 - 10:30 |
| Period 4 | 10:37 - 11:12 |
| Period 5 | 11:19 - 11:54 |
| Period 6 | 12:01 - 12:36 |
| Lunch | 12:36 - 1:11 |

Finals Day (The Tues-Thurs of each finals week will have a shortened day finals schedule)

Period Start & End Time

| | |
|-----------------|---------------|
| Period 1 (3, 5) | 8:30 - 10:30 |
| Period 2 (4, 6) | 10:37 - 12:37 |
| Lunch | 12:37 - 1:07 |
| 7th Period | 1:14 - 2:11 |



College Entrance & Graduation Requirements

| UC/CSU A-G Requirements | | | SCUSD Graduation Requirements | |
|-------------------------|--|----------------|--|----------------|
| Area | Subject | Years of Study | Subject | Years of Study |
| A | HISTORY/SOCIAL SCIENCE 2 years Required 1 year of U.S. History 1 year of World History | | HISTORY/SOCIAL SCIENCE 4 years Required 1 semester of Ethnic Studies 1 semester of Geography 1 year of World History 1 year of US History 1 semester of Government 1 semester of Economics | |
| B | ENGLISH 4 years required | | ENGLISH 4 years required | |
| C | MATHEMATICS 3 years required 4 years recommended | | MATHEMATICS 2 years required 1 year Integrated Math 1 1 year Integrated Math 2 | |
| D | LAB SCIENCE 2 years required 3 years recommended | | SCIENCE 2 years required 1 year Biological/Life 1 year Physical | |
| E | LANGUAGE OTHER THAN ENGLISH 2 years required in the same language 3 years recommended | | LANGUAGE OTHER THAN ENGLISH 1 year required | |
| F | VISUAL AND PERFORMING ARTS 1 year required | | VISUAL AND PERFORMING ARTS 1 year required | |
| G | COLLEGE PREPATORY ELECTIVES 1 year required 1 year in any A-G coursework | | ELECTIVES Sixty five credits | |
| | | | Other Requirements: Physical Education 2 years Proficiency in technology literacy Service learning or senior project | |

The total number of credits required of each student shall be two hundred and twenty-five (225). Specific requirements by subject area shall be as follows

- Economics/Consumer Education – 5 credits
- English – 40 credits
- A student must pass forty credits in English approved in the district program of study. (10 credits English 9, 10 credits English 10, 10 credits English 11 and 10 credits English 12)
- Fine Arts – 10 credits
- Science – 20 credits
 - A student must pass ten credits in Physical Science and ten credits in Biological Science.
- Mathematics – 20 credits
- Physical Education – 20 credits
- Social Science – 35 credits
 - A student must pass ten credits of world history, culture and geography; ten credits of United States history and geography; and five credits of United States government, five credits of Geography, and five credits of Ethnic Studies
 - World Language – 10 credits

Other Requirements

Defense of Learning

What is Defense of Learning? In place of the Senior Project as a graduation requirement, Hiram Johnson High School is making a shift to a capstone event called Defense of Learning (or DOL) that helps change student's way of thinking from just doing an assignment for a grade to thinking deeply about an assignment, creating authentic products, reflecting on their work and developing skills that will best prepare them for any college or career path they choose. The guiding question we want students to be able to answer through DOL is "How will the content knowledge and skills that you have developed help you prepare for the future that you see for yourself?"

At each grade level, students will present a Defense of Learning that builds towards their senior capstone Defense of Learning.

Standardized Testing

| EXAMINATION REQUIREMENTS | | |
|---|--|--|
| ACT | | The ACT Assessment plus Writing or the SAT Reasoning Test. |
| SAT | | Two SAT Subject Tests. These must be in two different areas, chosen from the following: English, history and social studies, mathematics (Level 2 only), science or language other than English. |
| SCHOLARSHIP REQUIREMENTS (GPA in A-G courses & Test Scores) | | |
| Grade Point Average (GPA) | For CSU 2.00 Minimum | For UC 3.00 Minimum or higher |
| ACT & SAT Scores | Combines with GPA to calculate eligibility index. Does not require if GPA is 3.00 or higher. | To qualify by examination alone, you must achieve a minimum UC Score Total—calculated according to the instructions below—of 410. In addition, you must earn a minimum UC Score of 63 on each component of the ACT or SAT Reasoning Test and on each SAT Subject Test. |

UC Admissions website: www.admission.universityofcalifornia.edu

CSU Mentor: www.csumentor.edu

PSAT (Preliminary SAT) and SAT Testing

ALL 9th, 10th, 11th graders at HJHS will take the PSAT. These tests are paid for by Sacramento City Unified School District. The PSAT measures critical reading skills, math problem-solving skills and writing skills. The feedback on students' strengths and weaknesses will help students focus on areas that they need to improve to do well on the SAT. Students will be able to see how they compare with others applying to college. Students who checked "yes" to Student Search Service will also receive information from colleges.

Advanced Placement (AP) Program

Hiram Johnson currently offers AP classes in English, mathematics, social science, science, world language, and art. Through AP college-level courses and exams, students may earn college credit, advanced placement, and stand out in the admissions process. Students enrolled in AP courses are automatically registered for the AP exam, which is paid for by Sacramento City School District.

Counseling Services

| Name | Academy | Alpha by Last Name | Email |
|-----------------------|----------------|--------------------|--|
| Raquel Ocampo | Law (117) | A-Ch | Raquel-Ocampo@scusd.edu |
| Jessica Gunning | ROTC (84) | Ci-Hc | Jessica-Gunning@scusd.edu |
| Va Ellis | Health (114) | Hd-L | Va-Ellis@scusd.edu |
| Malia Chang | Business (123) | M-P | Malia-Chang@scusd.edu |
| Elzora Gray | Media (97) | Q-So | Elzora-Gray@scusd.edu |
| Amber Kadrie (Vierra) | ELD (43) | Sp-Z | Amber-Kadrie@scusd.edu |

Schedule Changes

Schedule changes will be for the purpose of graduation, A-G, or improper placement only. Schedule changes based upon teacher preference or course difficulty will not be approved. Course change approvals will be monitored by counseling, administration and are only completed out of necessity.

Repeating Courses

Students shall receive credit for passing a course only one time. Only some courses are repeatable such as PE. When a student repeats a course, the highest grade on the transcript will be used for GPA calculations.

Report Cards and Progress Reports

Report cards and progress reports are issued on a quarterly basis (every 9 weeks). Quarter one (first) and Quarter 3 (third) are not final grades. The grades serve to inform students and parents/guardians of academic progress at the midpoint of the semester. Final grades (semester) depend on how well the student did throughout the semester and will be posted to the transcript. Students only receive 5 credits for passing semester grades (D or better). A grade of D does not qualify for A-G requirements.

Progress/Deficiency notifications are issued to students for students who are failing or working below grade expectations three weeks prior to the end of a grading period.

Graduation Information

Total Number of Credits Required to graduate: **225** Credits

Students must have met all the graduation requirements to receive a diploma. Students should work closely with their assigned counselor to make sure that they are completing all requirements for graduation. Transcripts will reflect the graduation date of the end of the semester. Graduation ceremony participation (walking the stage) is a privilege, not a right. Administration can exclude any student from the graduation ceremony.

Transcripts

Student transcripts list all the courses taken and credits earned. Students can request a copy of their transcript through the Registrar's Office.

State Testing and Reporting

All public school students in grade 11 participate in the online CAASPP tests in English and Math and all students in grade 12 participate in the CAST test in Science. These interactive tests require students to analyze information, use technology, solve challenging problems, write explanations and defend their answers. The tests were designed to help schools identify learning gaps and better support students.

California State University – Early Assessment Program (CSU – EAP)

The Early Assessment Program (EAP) is a collaborative effort among the State Board of Education (SBE), the California Department of Education (CDE) and the California State University (CSU). The program was established to provide opportunities for students to measure their readiness for college-level English and mathematics in their junior year of high school, and to facilitate opportunities for them to improve their skills during their senior year. The EAP test is embedded in the California Assessment of Student Performance and Progress (CAASPP) 11th-grade English Language Arts/Literacy and mathematics.

English Language Proficiency Assessments for California (ELPAC)

The English Language Proficiency Assessment for California (ELPAC) is the successor to the California English Language Development Test (CELDT). The ELPAC is the required state test for English language proficiency (ELP) that must be given to students whose primary language is a language other than English. The ELPAC consists of two separate ELP assessments: Initial ELPAC—an initial identification of students as English learners and Summative ELPAC—an annual summative assessment to measure an English learner's progress in learning English and to identify the student's ELP level. The results help to determine student placement in courses.

Eligibility Requirements for Extra-Curricular Activities / Athletics

In order to participate in extra and/or co-curricular activities, each student must meet specific eligibility requirements. Eligibility is based on the following standards:

- Scholastic - 2.0 or better (2.51 or better with no 'F' for ASB/Class Office) and earning a minimum of 20 credits per semester.
- It is the responsibility of the teacher/sponsor/coach involved to exclude any student from an activity when the student is suspended or ineligible.
- Teachers will not change grades to make a student eligible for any activity.
- Eligibility is established on the second Monday following the end of the grading period.
- Participation in any extra-curricular activity is a privilege and the administrative staff may revoke it at their discretion.

Athletics

Hiram Johnson is in the Greater Sacramento League, which is part of the CIF's Sac-Joaquin Section. Please see the school website(hiramjohnson.net) or the Athletic Director for a current list of teams and information on signing up to participate as a Warrior on the field, court, or in the pool. Athletic Director: Nathan Oltmanns (Nathan-Oltmanns@scusd.edu) (916) 395-5070, Extension 505071.

The Athletic Director will ensure that team rosters and game schedules are made available. Students participating in athletics are responsible for requesting assignments and completing them according to the teachers' timelines.

Student Activities and Clubs

Get involved! Hiram Johnson has something for everyone to be a part of the campus, including many exciting and interesting student organizations and clubs.

Activities Director: Lesley Gower (Lesley-Gower@scusd.edu) (916) 395-5070, Extension 505032

Association of Student Body (ASB)/Student Leadership

The ASB is responsible for student governance representing student interests at Hiram Johnson. The ASB organizes school activities such as Spirit Week, Rallies, Junior Prom, Senior Ball, School Dances and other campus wide student activities. It is a great opportunity for students to learn leadership skills while building school spirit. In addition, students can choose to join several clubs on campus that meet their area of interest.

Dances/Additional Activities

Assuming health factors allow for them, dances and additional after school activities will be planned and coordinated by the Associated Student Body. Students in good standing (0 suspensions, adequate attendance, 2.0 or above) will be able to purchase tickets and attend. Exceptions are at the discretion of administration.

After School Safety and Enrichment for Teens Program (ASSETs)

Need help with your homework? Want to join an activity club? Come join the Hiram Johnson ASSET After School Program. We provide academic support and enrichment programs for all students. Students can attend academic support/tutoring programs to improve grades and/or join one of Johnson's many clubs. Students receive snacks during the afternoon break. The ASSETs program is after school from 3:30-6:00 (Mon, Tues, Wed, Fri) and 2:30-6:00 (Thurs).

Attendance Policies and Procedures

All students are expected to attend every class on time every day. Truant, unverified, unexcused, excessive absences or tardies affect the students' education and increase the chances for failure. Tardies interrupt and interfere with the learning environment for all students and teaching opportunities for teachers.

Education Code Section 48260: A pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30- minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

Attendance Codes used in SCUSD:

ADMN= Administration

COUN= Counselor

CSUS= On Campus Suspension

GRAD= Senior graduation days

HLTH= Health

ISC= Completed Work

ISN= Not Completed Work

MEDV Medical Verification

NATP Non-Attendance Period(during finals)

NURS= Nurse

OTHR Other – Personal Unexcused

SUS= Suspended

PERS= Personal

TRDY= Tardy

T>30=Tardy more than 30 minutes

TRNT Truant UNV Unverified – Incomplete

VP= Verified Present

XTRA Extracurricular

WBCV= College visit

WBLG= Guest Speaker

Re-admit

If a student is going to be late or absent, or has been absent, call the Attendance Office on our 24-Hour Recorder, (916) 395-5070 ext. 505031 or bring in a signed note by a parent/guardian, communicate in person, or report through the website. Students have a total of 3 school days following an absence to clear it.

Early Dismissal

Please send a note or call the 24-Hour Recorder. If you have a “last minute” request, be sure to give us time to notify your student.

Whether a parent/guardian calls or sends a note, the following information must be provided:

- The student’s full name, first and last, grade level, and date of birth, and person’s relation to the student a daytime phone number.
- The date(s) of the absence(s).
- The reason for the absence or early dismissal (illness, medical appointment, funeral, etc.).
- The time and pickup instructions for early dismissal.
- The student must pick up the early dismissal before leaving campus.
- Upon returning to school, the student must obtain a re-admit.
- If the student needs a re-admit, he/she must make arrangements to get in line early.

Early dismissals will be given out before and after school and during lunch.

Pre-arranged Absence: All extended absences must be reported to the Attendance Office.

Vacations during the school year are strongly discouraged. Extended absence is very detrimental to the educational progress of the student. Please try to arrange trips during the summer months and holidays.

Co-Curricular Activity Absence

Co-curricular activities are school-sponsored field trips, performing arts, academic and athletic performances or competitions, and student government related events. Students absent from class due to co-curricular activities should give teachers 24-hour notification. These students are encouraged to minimize their total class absences.

Home and Hospital Instruction

Home and hospital instruction is extended to students who will be absent in excess of six weeks due to long- term illness or doctor’s care. This instruction is limited in scope. A written request accompanied by a physician’s report must be submitted to the Assistant Principal for approval. Request forms may be obtained from the AP’s office.

Automated Caller

Hiram Johnson has an automated phone system to notify students, parents/guardians of absences. Hiram Johnson must have a current home telephone number on file. When the automated attendance caller calls, students need to verify absences with attendance clerk.

Tardy / Truancy Policy

Tardies / Truancies In an effort to combat chronic student absenteeism / tardiness and reduce the resulting disruption to class instruction, Hiram Johnson will employ and enforce the following:

Entrance doors and gates will be locked at 8:30. All students arriving after the bell must enter through the main entrance. Classroom doors will be locked and shut at the beginning of each class period, starting with 2nd Period. Teachers have been asked to not allow students into class after the bell rings without a readmit, a detention slip, or a signed pass.

Any students in the hallways after the bell will report to the nearest tardy pass station, and a staff member will record their name and issue a tardy pass. Students who receive a tardy pass will be issued lunch detention for the next lunch period.

Chronic tardiness will result in interventions that may include administrative consequences. Chronic truancy will result in interventions that include administrative consequences, SART Contract, or SARB Hearing.

Student Attendance Review Team (SART)

Students with 3 days or 18 periods of unexcused and unverified absences (truant) will be scheduled for a SART conference to sign an attendance improvement contract. During a SART meeting, the parent/guardian and student will be given notification of student attendance, attendance laws and attendance expectations. Specific strategies (daily attendance verification, communication with teachers) are discussed and expected to be implemented.

Student Attendance Review Board (SARB)

Students who failed to improve after the SART meeting may be referred to the Office of Child and Welfare to schedule a Student Attendance Review Board (SARB) Hearing.

Students' Rights

- To receive a comprehensive education.
- To be informed about school and district rules and regulations pertaining to students.
- To attend school and classes unless removed under due process as specified in the Education Code and District procedures.
- To attend school in an academic and social climate that is free from fear and violence.
- To receive fair and reasonable treatment from those who are responsible for enforcing standards for student conduct.

Warrior Pride

Hiram Johnson High School is a Positive Behavior Intervention and Supports school, PBIS for short. This means that as a school we endeavor to foster positive behavior in and out of the classroom through positive examples and intermittent positive reinforcement of model behavior. In addition to this level of support, students struggling to meet expectations are provided support in the classroom and out of the classroom through 3 levels of Multi-Tiered Support Systems such as the School Climate Office, the Student Support Center, the Counseling and College and Career Centers and directly by teaching and non-teaching staff.

As educators we understand that students are navigating how to make decisions, place priorities and recover from negative experiences and we hope to help them as they do so to become excellent Hiram Johnson Warriors that both we and they can be proud of. Through the soft skills embedded in Warrior Pride, Hiram Johnson High School is committed to providing students the skills they will need for College and Career after High School, not just academically but also socially and emotionally.

To aid in this effort, the Warrior Pride team has established school wide expectations (examples on the next page) for student conduct in the classrooms, hallways, at school events and more. As part of this program, students and staff can highlight and recognize those demonstrating positive examples of Warrior Pride behavior through the issuing of Pride Tickets. Pride Tickets can be earned when students show the Warrior Way of Being Positive, Persistent, or Proactive.

Dress Code

The California Code of Regulations, Title 5, Section 302 requires that students give proper attention to personal cleanliness and neatness of dress while attending school or school-related activities. The Hiram Johnson administration will determine the appropriateness of student clothing.

Expectations:

- Clothing must not interfere with the instruction or other activities.
- **Clothing accessories or markings that advertise obscene, vulgar or discriminatory phrases or symbols, and/or controlled or illegal substances are prohibited.**
- Students must wear shoes at all times. No bare feet.

Campus Rules and Regulations

In addition to the items listed in the School Wide Expectations, there are specific rules that are unique to a teacher's classroom, a CPA, or Hiram Johnson High School in general. These rules are necessary for us to ensure the most productive and safe learning environment for our students. Most of these rules can be classified under EC48900 (k).

Videotaping/Picture Taking & Web/Social Media Posting

It is illegal for students to take pictures of school staff or other students without prior approval. Students are prohibited from using cell phones, digital cam, video cam or other picture and sound capturing devices to capture pictures or sounds of staff or students on campus or while participating in a school sponsored activity.

Unauthorized posting or distributing of staff or student pictures or information on websites, personal webpage, Social Media or any other public forum is prohibited even when the posting is done off-campus. If the action involves a school member and it has the potential to disrupt or cause harm on campus, the school administration can and will discipline the student(s). If you see or know that a student is doing this, please report to the administration.

Vandalism

Students are expected to treat all school property with care. Hiram Johnson properties and facilities are for student use not abuse. Students who commit vandalism (graffiti or any other act of destroying, damaging or defacing) on Hiram Johnson property will be subjected to disciplinary actions and/or criminal charges in addition to repair/replacement cost.

Education Code 48904 states the parents of a minor...who willfully cuts, defaces or otherwise injures in any way any property, real or personal belonging to a school district or private or personal property of any school employee shall be liable for all damages so caused by the minor. The District may withhold grades, diplomas or transcripts until the parent and the student have compensated for the damage (EC 48904.b.1).

Dangerous Objects with no Educational use

Students are prohibited from bringing or using or playing with firecrackers, water balloons, laser pointers or any other dangerous objects with no educational codes on school grounds. The items will be confiscated and students will be assigned disciplinary consequences including suspension and expulsion.

Cheating

The consequences for cheating/plagiarism depend on the extenuating circumstances regarding the violation. The student may receive a "U" (Unsatisfactory) citizenship grade, an 'F' grade for the assignment, or an 'F' for the course. The teacher(s) will also notify parents, honor society, athletic coaches, JROTC, Law & Equity instructor, etc.

Closed Campus and Authorized Areas

The SCUSD and Hiram Johnson have adopted a Closed Campus Policy for the safety and well-being of our students. Students must remain on campus during school hours, including lunch, unless they have a valid early dismissal slip. Students who work off campus, and or have fewer than six classes must have a valid Off-Campus Pass (you can get it from the Front Office). The pass and a photo ID must be shown as proper identification to staff and police officers upon request.

Unauthorized Areas: Students are not authorized to park or be in the following areas.

Unauthorized trespassing or parking in these areas will result in Suspension. Your vehicle may also be cited and towed at your own expense.

- Students are prohibited from entering the Student Parking Lot or vehicles within the parking lot during instructional hours including lunch unless a valid early dismissal slip or an administrative authorization is obtained.
- Students are prohibited from parking in the Faculty Parking Lot during the school day.
- Unauthorized vehicles occupying a reserved parking space will be cited or towed at the owner's expense.
- The football field and the surrounding grounds inside the fence, the baseball field and the areas adjacent to the east and west of the tennis courts are off limits without teacher/staff supervision.

Selling on Campus

Students are prohibited from selling anything on campus without prior approval from the administration or the Association of Student Body.

Deliveries to Campus

Deliveries of food or any other goods or services are strictly prohibited except when they are brought to the front office by family members on the emergency card.

Hall Regulations

Students must have a valid pass to be out of class during instructional time. Students loitering in the hallway without a valid pass are considered to be cutting class. Students are to leave the school grounds immediately after their last class unless they are participating in a supervised, school sponsored activity.

Electronic Devices (EC 48901.5): No school shall permit the possession or use of any electronic device (cell phone, CD/cassette players, iPods, earphones, radios, boom boxes, walkie-talkies, beepers, and electronic games) that operates through the transmission or receipt of radio waves while attending classes, school-sponsored activities or while under the supervision and control of school district employees without the prior consent of the principal or his/her designee. The exception would be electronic signaling devices that are determined by a licensed physician and/or surgeon to be essential for the health of a pupil. Cell phones must be concealed and off during instructional hours.

Hiram Johnson high school is NOT RESPONSIBLE for lost or stolen items. We recommend that students not bring any electronic devices to school.

Surveillance Cameras: Surveillance cameras are located at various locations on campus. The cameras' purpose is to ensure the safety, security and welfare of students and staff. Cameras operate on videotape 24 hours a day.

Campus Monitors

Campus monitors provide additional supervision by patrolling the campus during the instructional day. They may be called upon to remove a disruptive student from class or to

escort students who have been fighting to the appropriate Assistant Principal's office. They may enter a classroom to request that a student accompany them to the office.

State Education Codes Regarding Student Discipline

Educational Code 48900(r): A pupil may not be suspended or expelled for any of the acts enumerated in this section, 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 that 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:

- While on school grounds.
- While going to or coming from school.
- During the lunch period whether on or off the campus.
- During, or while going to or coming from, a school sponsored event.

Students who display inappropriate behavior may be subject to suspension as outlined in the California State Education Code 48900 and 48915. A student may be suspended or expelled for acts which are related to school activity or attendance while on the school grounds, while going to or coming from school, during the lunch period whether on or off campus, and during or while going to or coming from a school sponsored activity.

EDUCATION CODE, SECTION 48900:

A student who has committed the following acts is subject to discipline by suspension or expulsion:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, 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 and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and 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) Stole 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 or 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 and 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 property or private property.
- (m) Possessed an imitation firearm. As used in this section, 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 243.4 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 drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in Section 32050
- (r) Engaged in an act of bullying, including, but not limited to, bullying
- (s) Committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.
- (t) 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 that 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.

A pupil who aids or abets, as defined in Sec. 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 and 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).

EDUCATION CODE 48900.2: SEXUAL HARASSMENT:

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil

is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5.

For the purpose of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive education environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive. (Add. Stats. 1992, Ch. 909).

EDUCATION CODE 48900.3: HATE VIOLENCE:

In addition to the reasons specified in Sections 48900 and 48900.2 a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence.

EDUCATION CODE 48900.4: HARASSMENT, THREATS, OR INTIMIDATION:

In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class-work, creating an intimidating or hostile educational environment.

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 that are enumerated in this section and related to school activity 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 lunch period whether on or off the campus.
- (4) During, or while going to or coming from, a school sponsored activity.

It is the intent of the Legislature that alternatives to suspensions or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

EDUCATION CODE 48900.5: REQUIRED OTHER MEANS OF CORRECTION/EXCEPTIONS:

“At the very minimum...students who are threatened with removal from school, depriving them of the fundamental right to a publicly financed education, are entitled to notice of the grounds for the removal and an opportunity to be heard.”(Goss v. Lopez)

Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs as defined in Section 56026, may be suspended for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process.

EDUCATION CODE 48900.6: DISCIPLINARY ACTION/COMMUNITY SERVICE:

Instead of disciplinary action prescribed by this article, the principal of a school, the principal's designee, or the superintendent of schools, or the governing board, may require a pupil to perform community service on school grounds during non-school hours. For the purposes of this section “community service” may include, but is not limited to, work performed on school grounds in the areas of outdoor beautification, campus betterment, and teacher or peer assistance programs. This section shall not apply to instances where suspension or expulsion is required by this article. (Add. Stats. 1995, Ch. 972).

EDUCATION CODE 48900.7: SUSPENSION OR EXPULSION FOR TERRORISTIC THREATS:

(a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

(b) For the purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family. (Add. Stats. 1997, Ch. 405)

EDUCATION CODE 48900.8: SUSPENSION, EXPULSION, PARENT NOTIFICATION AND STATE DEPARTMENT OF EDUCATION REPORT:

For purposes of notification to parents, and for the reporting of expulsion or suspension offenses to the State Department of Education, each school district shall specifically identify, by offense committed, in all appropriate official records of a pupil each suspension or expulsion of that pupil for the commission of any of the offenses set forth in subdivisions (a) to (o), inclusive, of subdivision (a) of, or paragraphs (1) to (4), inclusive of subdivision (c) of, Section 48915. (Add Stats. 1997, Ch637).

EDUCATION CODE SECTION 48915:

(a) **Mandatory Recommendations, Permissive Expulsions:** 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 finds that 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 1053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis. (For a second offense, any amount, expulsion recommendation is mandatory. (AR 5131.6)
- (4) Robbery or extortion.
- (5) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

(b) **Dual finding required for 48915(a) and 48900(a), (b), (c), (d) and (e):** Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of section 48900. A decision to expel shall be based on a finding of one or both of the following:

- (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- (2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(c) **Mandatory Expulsions (one year from the date of expulsion):** Principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or 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. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.

(2) Brandishing a knife at another person. As used in this section, “knife” means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade longer than 3 1/2 inches, a folding knife with a blade (any size) that locks into place, or a razor with an unguarded blade.

(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code. (any amount)

(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.

Definition of Discipline Consequences

If conferencing with a student does not correct inappropriate behavior, disciplinary action such as Teacher Detention, Campus Beautification, Administrative Lunch Detention, In-House Suspension or School Suspension will be assigned. The definitions below outline the different potential consequences.

Teacher Detention

Teachers, by law, may detain a student up to one hour after school per day after making parent contact. Failure to serve teacher detention will result in disciplinary referral to the Assistant Principal.

Campus Beautification

In lieu of suspension, the students may be assigned to Campus Beautification. The students will help keep the campus and cafeteria clean. Failure to serve assigned Campus Beautification will result in more severe consequences.

Administrative Lunch Detention

Administrative Lunch Detention is a more serious consequence than teacher assigned classroom detention. It is an intermediate step between class detention and suspension. Administrative Detention is held daily from and during lunch. Students must report to the detention room by the start of lunch to receive credit. Failure to serve or ejection from an Administrative Detention will result in more severe consequences.

In-House Suspension

The In-House Suspension is an alternative to Out-of-School Suspension. In-House Suspension allows the student to continue to do work while being removed from classes for behavior adjustment. Students are expected to work on class assignments for the duration of their stay. The student's regular teacher(s) need to forward the student's assignments to the In-House teacher. Teachers, Campus Monitors and other school staff may refer a student to the Assistant Principals or Principal for any of the listed infractions. Only the administrator may assign the students to the In-House suspension, unless as specified below.

Teacher Suspension

Education Code 48910 (a) - A teacher may suspend any pupil from class, for any of the acts enumerated in Section 48900, for the day of the suspension and the day following. The teacher shall immediately report the suspension to the principal of the school and send the pupil to the principal or the designee of the principal for appropriate action. If that action requires the continued presence of the pupil at the school site, the pupil shall be under appropriate supervision, as defined in policies and related regulations adopted by the governing board of the school district. As soon as possible, the teacher shall ask the parent or guardian of the pupil to attend a parent-teacher conference regarding the suspension.

Out-of-School Suspension

Suspension is the exclusion of a student from the school for disciplinary reasons for a defined period of time by a school administrator. A Principal or a designee may suspend a student from school for up to five consecutive days. A suspension may be extended under certain conditions.

- A suspended student is excluded from all regular school and all extracurricular activities for the duration of the suspension.
- Teachers may provide a suspended student with class work at his/her own discretion.
- The suspended student is not permitted to be on or near Sacramento City Unified School District campuses without his/her parent and prior approval from the school administration while on suspension.
- The parent or guardian of a student who has been suspended by a teacher may be required to attend a portion of a school day in his or her child's class. (Education Code 48900.1)

Community Service

In some instances, the administration “may require a student to perform community service on school grounds or, with written permission of the parent or guardian of the pupil, off school grounds, during the pupil's non-school hours” instead of a suspension. A “community service may include, but is not limited to, work performed in the community or on school grounds in the areas of outdoor beautification, community or campus betterment, and teacher, peer, or youth assistance programs” (Education Code 48900.6).

Behavior Hearing

Students who commit a serious offense or chronically violate school rules and policies will be taken to a District behavior hearing to determine if alternative education or school is needed. Students who have accumulated 10 or more days of suspension will be required to go to a Behavior Hearing. Hiram Johnson Students referred to another school must return to the Hearing Office if the student wishes to return to Hiram Johnson.

Expulsion

An expulsion is the removal of a student from all schools in the Sacramento City Unified School District for violating the California Education Code as ordered by the Board of Education. The expulsion is for a defined period of time, but an application for re-admission must be considered within a specified time period. Students committing the following mandatory expulsion (E.C. 48915(c)) violations will be reported to the law enforcement agency and expelled from the school district.

- Sale, possession or furnishing of a firearm.
- Brandishing a knife at another person.
- Selling a controlled substance.
- Sexual assault or sexual battery.
- Possession of Explosives.

The administration may recommend for expulsion for the following offenses:

- Causing serious physical injury to another person, except in self-defense.
- Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
- Unlawful possession of any drug except for the first offense of possession of not more than one ounce of marijuana
- Robbery or extortion
- Assault or battery upon a school employee

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT POLICIES AND REGULATIONS

Street Gangs Policy

It is the school's responsibility to provide a safe and secure environment for learning. The State of California's Justice System views gangs as an anti-social, terrorist conspiracy.

- Their influence, their association with violence and drugs and their use of intimidation will not be tolerated on campus.
- The definition of street gangs will henceforth refer to a criminal street gang as any organization, association or group of three or more persons, formal or informal (1) had continuity of purpose, (2) seeks a group identity and (3) has members who individually or collectively engage in or have engaged in a pattern of criminal activity, (CPC 186.22f).
- Clothing and head covering that, in the opinion of school administration, depicts gang affiliation or association is not allowed on campus.
- Students in possession of weapons of any type will be prosecuted and shall be subject to expulsion by the School District.
- Violators will have these items confiscated by the school administration or a designee.
- Students making gang signs or derogatory gang remarks on campus will be guilty of attempting to incite violence.
- Administration will keep records of those individuals who are involved in gang activity and closely monitor their behavior.
- Removal from Hiram Johnson will be actively pursued for individuals involved with gang activities on campus.
- Law enforcement and probation agencies will be informed of all gang activity occurring on campus.

Required Notification of Tobacco Policy

Parent Notifications:

The Board further prohibits the use of tobacco products at all times on district grounds. This prohibition applies to all employees, students, and visitors at any activity or athletic event. On property owned, leased or rented by or from the district.

The Superintendent or designee shall inform students, parents/guardians, employees and the public about this policy and related procedures.

Student Notifications:

The Governing Board recognizes the health hazards associated with tobacco products, including the breathing of second hand smoke, and desires to provide a healthy environment for students and staff. Employees are encouraged to serve as models for good health practices that are consistent with the district's instructional programs. The Board further prohibits the use of tobacco products at all times on district grounds. This prohibition applies to all employees, students, and visitors at any activity or athletic event. On property owned, leased or rented by or from the district.

The Superintendent or designee shall inform students, parents/guardians, employees and the public about this policy and related procedures.

Consequences for Violation of Tobacco Policy

Students who possess or use tobacco on school premises or at school-sponsored events shall be subject to consequences outlined in the district Standards of Behavior pamphlet. Sexual Harassment, Title IX. The policy of the Sacramento City Unified School District is to maintain a learning and working environment that is free from sexual harassment.

Sexual harassment is a form of discrimination under Title IX of the Education Amendment of 1972 and is prohibited by both Federal and State laws. This policy pertains to teachers, staff and students. Pursuant to law, unwelcome sexual advances, requests for sexual favors, or physical conducts of a sexual nature constitute sexual harassment in the educational setting.

Sexual harassment may include, but is not limited to:

- Sexually suggestive propositions, advances or obscene letters of invitations.
- Vulgar or derogatory remarks, comments, slurs or jokes.
- Physical touching, pinching, patting or blocking free movement.
- Display of sexually suggestive objects, pictures or cartoons.

Complaint Procedure

Any student who wishes to file a complaint of sexual harassment may do so by contacting a counselor or school administrator. All complaints will be kept confidential and will be investigated to determine validity of the charge and to determine the appropriate remedy to the problem. All complaints will be referred to the school's Administrative Team. A substantiated charge against a student in the school district will subject that student to disciplinary actions including suspension and expulsion.

Non-Discrimination Policy

The Sacramento City Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, race or ethnicity, religion, gender, gender expression, gender identity, immigration status, national origin, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Compliance Officer and Title IX Coordinator: Stephan Brown – 5735 47th Avenue, Sacramento CA, 95824; 916.643.9425; stephan-brown@scusd.edu. For employment-related questions or complaints, contact Human Resource Services: Cancy McArn – Chief Human Resources Officer – 5735 47th Avenue, Sacramento CA, 95824; 916.643.7474; cancy-mcarn@scusd.edu. Section 504 Coordinator: Victoria Flores, Director, 5735 47th Avenue, Sacramento CA, 95824, 916.643.9412, Victoria-Flores@scusd.edu.

Campus Map

Hiram W. Johnson High School

