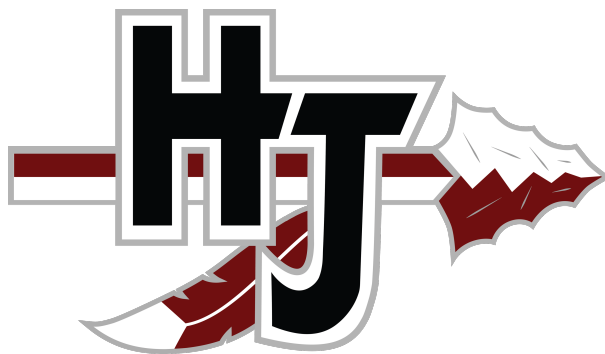


STUDENT HANDBOOK

2018-2019



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 community we foster growth through a rigorous course of study. We provide our students opportunities for developing knowledge, skill, 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

Jay Hansen, Trustee Area 1

Ellen Cochrane, Trustee Area 2

Christina Pritchett, Trustee Area 3

Mai Vang, Trustee Area 5

Rachel Halbo, Student Board Member

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 W. JOHNSON HIGH SCHOOL ADMINISTRATION

Mr. Garrett Kirkland, Principal

Mrs. Leticia Bucio, Assistant Principal – Counseling & Academics

Mr. Tony Perez, Assistant Principal – School Climate & Student Services

Ms. Jill Thom, Assistant Principal – Curriculum & Instruction



Human Resource Services

Secondary School Calendar Summary

2018 – 2019 School Year

FIRST SEMESTER		89 Teaching Days
SCHOOLS OPEN		Thursday, August 30, 2018
Labor Day Holiday.....		Monday, September 3, 2018
Veterans' Day Holiday		Monday, November 12, 2018
Thanksgiving Holidays	Saturday, November 17, 2018 through Sunday, November 25, 2018	
Winter Holidays	Saturday, December 22, 2018 through Sunday, January 6, 2019	
Martin Luther King, Jr. Day Holiday		Monday, January 21, 2019
FIRST SEMESTER ENDS		Friday, January 25, 2019

SECOND SEMESTER		91 Teaching Days
SCHOOLS REOPEN FOR SECOND SEMESTER		Monday, January 28, 2019
Lincoln's Day Holiday		Monday, February 11, 2019
President's (Washington's) Day Holiday		Monday, February 18, 2019
Spring Holidays	Saturday, April 13, 2019 through Sunday, April 21, 2019	
Memorial Day Holiday		Monday, May 27, 2019
Last Day of Instruction		Thursday, June 13, 2019
SECOND SEMESTER ENDS		Thursday, June 13, 2019

QUARTERS	Dates From	Dates To
Quarter 1	8/30/2018	11/2/2018
Quarter 2	11/5/2018	1/25/2019
Quarter 3	1/28/2019	3/29/2019
Quarter 4	4/1/2019	6/13/2019

SHORTENED DAYS		
Middle School	Reports and Records	4 days: November 2, 2018; January 25, 2019; March 29, 2019; and June 13, 2019 2 days: TBD by Site
	Final Examinations	4 days: January 18, 2019 through January 24, 2019 4 days: June 7, 2019 through June 12, 2019
High School	Reports and Records	4 days: November 2, 2018; January 25, 2019; March 29, 2019; and June 13, 2019

*This includes 26 hours of Collaborative Time

Faculty Work Day: June 14, 2019

2018-2019 Hiram W. Johnson High School Bell Schedule

Regular Day (Monday, Tuesday, Wednesday, Friday)		
Period	Start Time	End Time
Period 1	8:20 AM	9:17 AM
Period 2	9:24 AM	10:25 AM
Period 3	10:32 AM	11:29 AM
Period 4	11:36 AM	12:33 PM
Lunch	12:33 PM	1:08 PM
Period 5	1:15 PM	2:12 PM
Period 6	2:19 PM	3:16 PM

Collaborative Day (Thursday)		
Period	Start Time	End Time
Period 1	8:20 AM	9:07 AM
Period 2	9:14 AM	10:05 AM
Period 3	10:12 AM	10:59 AM
Period 4	11:06 AM	11:53 AM
Lunch	11:53 AM	12:28 PM
Period 5	12:35 PM	1:22 PM
Period 6	1:29 PM	2:16 PM

Shortened Days (Nov. 2, Jan. 18, Jan. 25, March 29, June 7, June 13)		
Period	Start Time	End Time
Period 1	8:20 AM	8:55 AM
Period 2	9:02 AM	9:38 AM
Period 3	9:45 AM	10:20 AM
Period 4	10:27 AM	11:02 AM
Period 5	11:09 AM	11:44 AM
Period 6	11:51 AM	12:26 PM
Lunch	12:26 PM	1:01 PM

Finals Days (January 22-24 & June 10-12)		
Period	Start Time	End Time
Period 1 (3, 5)	8:20 AM	10:20 AM
Period 2 (4, 6)	10:27 AM	12:27 PM

Student Services

Cafeteria:

Hiram Johnson is a closed campus. Our Cafeteria offers a full lunch menu as well as a-la-carte items. The Cafeteria and the Snack Bar are open during lunch periods. There is a **free breakfast and lunch program**. 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 does not provide hallway lockers to students. 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.

Telephone Messages:

Telephone messages to students are a convenience we provide when we are able, however, be aware we feel keeping classroom teaching and learning free of interruptions is important. Please limit telephone messages to urgent matters. **This includes direct contact with students via cell phones or messaging.** The first 10 minutes of class or the last 5 minutes can be used to send messages to students. Prior arrangement needs to be set up for rainy-day and after-school pickups; messages regarding travel logistics will not be facilitated.

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).

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.

Bus Passes:

Bus passes can be purchased from the district office or at Hiram Johnson. Please see Michelle Mendonca in the Front office.

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.
- Cruising and loud music are prohibited.
- No jaywalking.
- Loitering in or around a car during school hours is prohibited.
- Buses have the right of way.

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

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 name and password are used to access, produce or distribute inappropriate information or materials, they will be held accountable for their actions.

Graduation & A-G Requirements

<u>Curriculum Area</u>	<u>Graduation Requirements</u>	<u>CSU Entrance Requirements</u>	<u>UC Entrance Requirements</u>
A Social Studies	4 Years (40 Credits)	2 Years (20 Credits)	2 Years (20 Credits)
B English	4 Years (40 Credits)	4 Years (40 Credits) (No more than 1 year ELD)	4 Years (40 Credits) (No more than 1 year ELD)
C Mathematics	2 Years (20 Credits)	3 Years (30 Credits) (4 years recommended)	3 Years (30 Credits) (4 years recommended)
D Science (1 Physical, 1 Life)	2 Years (20 Credits)	2 Years (20 Credits) (3 years recommended)	2 Years (20 Credits) (3 years recommended)
E World Language	1 Year (10 Credits)	2 Years (20 Credits) (3 years recommended)	2 Years (20 Credits) (3 years recommended)
F Visual Performing Arts	N/A	1 Year (10 Credits)	1 Year (10 Credits)
G Electives	65 Credits	1 Year (10 Credits)	1 Year (10 Credits)
Phys Ed	2 Years (20 Credits)	N/A	N/A
Fine Arts	1 Year (10 Credits)	N/A	N/A
Other Requirements	Defense of Learning	SAT or ACT; minimum 2.0 GPA (weighted 10-12 A-G); grade of C or higher in required courses	SAT or ACT; minimum 3.0 GPA (weighted 10-12 A-G); grade of C (B recommended) or higher in required courses
<u>Total Number of Credits Required</u>	<u>225 Credits</u>	<u>150 Credits</u>	<u>150 Credits</u>

UC Admissions website: www.admission.universityofcalifornia.edu CSU Mentor: www.csumentor.edu

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 chose. 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?"

Counseling Services

Counseling Staff:

<u>Counselor</u>	<u>Telephone</u>	<u>Email</u>
<u>Malia Chang - 10th & 12th Me-Z</u>	<u>916-395-5070 ext. 505055</u>	<u>Malia-Chang@scusd.edu</u>
<u>Elzora Gray - 9th & 11th Me-Z</u>	<u>916-395-5070 ext. 505051</u>	<u>Elzora-Gray@scusd.edu</u>
<u>Jessica Gunning - 9th & 11th A-Mc</u>	<u>916-395-5070 ext. 505053</u>	<u>Jessica-Gunning@scusd.edu</u>
<u>Raquel Ocampo - 10th & 12th A-Mc</u>	<u>916-395-5070 ext. 505052</u>	<u>Raquel-Ocampo@scusd.edu</u>
<u>Va Ngaemphome - Academies</u>	<u>916-395-5070 ext. 505054</u>	<u>Va-Ngaemphome@scusd.edu</u>

Schedule Changes:

Commencing with the first day of school, any schedule changes for students requires the signatures of the sending teacher, the receiving teacher, the counselor, and the parent, and the approval of administration.

Repeating Courses:

Student shall receive credit for taking a course only one time. When a student repeats a course, the highest grade on the transcript will be used for GPA calculations.

Advanced Placement (AP) Program:

Hiram Johnson currently offers AP classes in English, mathematics, social science, science and world language. Qualified UC or CSUS applicants may qualify for bonus GPA points for AP classes. Students may earn college credit while in high school through AP. Students who pass AP exams will satisfy some college course requirements.

Advanced Placement (AP) Exams: AP exams are offered through the College Board for students who have completed a specific AP course. Through AP's college-level courses and exams, students can earn college credit and advanced placement and stand out in the admissions process. Students are highly encouraged to take the AP exams.

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) report card grades are progress reports only. 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 at the end of the semester. Students' only receive credits (5) for passing semester grades (D or better).

Progress/Deficiency notifications are issued to students and parents/guardians for students who are failing or working below grade expectations three weeks prior to the end of a grading period. Students need to contact teachers should they have any issues or concerns regarding grades.

Graduation Information:

Students must have met all the graduation requirements (course credits and proficiency requirements) to receive a diploma. Students should work closely with their assigned counselor to make sure that they are completing all requirements for graduation in a timely manner. Students that have completed all requirements for graduation by the end of first semester are considered mid-year graduates and will have the same rights that the full term students have to participate in the June graduation ceremony. Students that are mid-year graduates transcripts will reflect the graduation date of the end of the semester. Graduation ceremony for all students that have completed requirements for the 2018 – 2019 school year will be June 13, 2019.

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 last spring, and all students in grade 12 participate in the CAST test in science. The tests are very different from the old paper-and-pencil exams of the past. 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 Assessments for California (ELPAC) is the successor to the California English Language Development Test (CELDT). Beginning in 2017–18, 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 is comprised 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.

PSAT (Preliminary SAT) and SAT Testing: The PSAT is administered date in October. All 9th and 10th graders are expected to take the PSAT. Students do not have to pay for the PSAT registration fee. 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 on 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.

Beginning in the 17-18 school year, in an effort to get more students eligible for college entrance requirements, all 11th grade students are eligible to take the SAT for free on a designated date in the spring.

Athletics and Extra-Curricular Activities

Hiram Johnson is in the Greater Sacramento League, which is part of the CIF's Sac-Joaquin Section. Please see the school website or the Athletic Director for a current list of teams and information on signing up to participate as a Warrior on the field, the court, or in the pool.

Athletic Director: Nathan Oltmanns (Nathan-Oltmanns@scusd.edu) (916) 395-5070, Extension 505071

Athletes, Schedules and Game Day Issues:

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' timeline.

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. Here are some of the ways students can participate.

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.

Hiram Johnson Yearbook:

What do you want your Yearbook to look like? What better way to make that decision than to join the Yearbook class? Students can help create Hiram W. Johnson's yearbook so get involved.

Hiram Johnson Newspaper:

The Hiram Johnson Newspaper is the student-produced news source, published online and via social media, and is supported by advertising subscriptions from local merchants. It is a valuable source of information regarding campus events and student opinions.

Hiram Johnson has two honor societies; one is a state organization and the other is a national organization.

California Scholarship Federation (CSF): CSF members tutor students on campus as well as at elementary schools. Additionally, they perform various group service projects. Students must meet requirements listed on the back of applications, which are available in the library, and in the counselor's offices.

National Honor Society (NHS): Students are selected based on scholarship, character, leadership, and community service. Sophomores and juniors with good citizenship, who have an academic unweighted cumulative GPA of at least 3.5, are invited to fill out a Student Information Form. A five member Faculty Council selects students for membership based on leadership and community service, and reviews student Information Forms.

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 ASSETs After School Program. We provide academic support and enrichment programs for all students. Students can attend academic support/tutoring programs (English, math, science, social science, World Language) to improve grades and/or join one of Johnson's many clubs. Students receive snacks during the afternoon break. The ASSETs program is located in S4 from 3:20-6:20 (Mon, Tues, Wed, Fri) and 2:20-6:00 (Thurs).

Assemblies and Rallies:

Assemblies and rallies are held to build a strong campus culture and inform students about important topics. Students are to be respectful and engaged during the performance/presentation. Improper behavior will result in student removal and detention assignment. Students are to go to the assembly with their teachers.

Dance Policy:

Attendance at Hiram Johnson high school dances is a privilege. Hiram Johnson dances are for HIRAM JOHNSON students only, except for Homecoming, Junior and Senior Proms, unless otherwise stated. Non-Hiram Johnson students must be under 19 years of age approved by the administration and accompanied by a Hiram Johnson student. Students must have a current Hiram Johnson photo ID (school ID or state issued ID for non-Hiram Johnson students) to purchase tickets and attend any dance.

For all dances there will be an established "must arrive by" time and a "cannot leave before" time to ensure student safety and accountability. Please see the specific times for each dance.

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 schools administrative staff may revoke it at their discretion.

Attendance Policies and Procedures

All students are expected to attend every class **on time every day** unless the students are required to be absent for one or more of the valid excused reasons. 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.

(b) Notwithstanding subdivision (a), it is the intent of the Legislature that school districts shall not change the method of attendance accounting provided for in existing law and shall not be required to employ period-by-period attendance accounting.

(c) For purposes of this article, a valid excuse includes, but is not limited to, the reasons for which a pupil shall be excused from school pursuant to Sections 48205 and 48225.5 and may include other reasons that are within the discretion of school administrators and, based on the facts of the pupil's circumstances, are deemed to constitute a valid excuse.

Attendance Codes used in SCUSD:

Code	Attendance
COUN	Counselor
CSUS	On Campus Suspension
HLTH	Health
ISC	Completed Work IS
ISN	Not Completed Work IS
MEDV	Medical Verification
NATP	Non-Attendance Period
NSCH	In School
NSHW	No Show
OTHR	Other – Personal Unexcused
PART	Partial Day Present
PERS	Personal
SSCH	Saturday School
T>30	Tardy > 30 minutes
TRDY	Tardy < 30 minutes
TRNT	Truant
UNV	Unverified – Incomplete
VP	Verified Present
VPRN	Vice Principal
XTRA	Extracurricular

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 send a note upon the student's return to school and a readmit will be issued. 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. Students will need to leave their early dismissal notes at the Attendance office before school but not later than 11:00 a.m.

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

- The student's full name, first and last, student ID #, if known, and 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.

If the bell rings, students must get to class on time and return after the end of period 1.

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 write down the recorded absences to verify with their teachers any possible marking errors.

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 8:20. 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.

Campus monitors will issue tardy detentions for students in the hallways without a pass or readmit, and will escort students to the class they are tardy for. Teachers will direct any students arriving at their classroom after the bell without a pass to get a tardy detention slip from the nearest campus monitor, or from S-10B.

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 6 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. The student will be assigned Saturday School(s) to make up for missed days.

Student Attendance Review Board (SARB):

Students who failed to improve after the SART meeting will be referred to the Office of Child and Welfare to schedule a Student Attendance Review Board (SARB) Hearing. After the SARB hearing, the student will be referred to the District Attorney's Office and the Department of Human Assistance. A student's driving privilege may be revoked and parents may be charged with violation of Penal Code 272 for contributing to the delinquency of a minor.

Student Attendance and Public Assistance:

In addition to a referral from the SARB Hearing, the Human Assistance Department routinely requests attendance verification for students who receive public assistance. The Human Assistance Department may decrease or stop payment to students with excessive absences.

Campus Conduct and School Wide Expectations

Rights and Responsibilities (Johnson Code of Conduct):

The Hiram W. Johnson High School Campus Community will work together to create a positive, productive, safe environment that will foster growth, responsibility and high educational expectations. Students are expected to know and comply with the standards of behavior in their classrooms, school and the Sacramento Unified School District. Students are expected to respond and follow directions of school staff including administrators, teachers, counselors, campus monitors, clerks, custodians and other support staff in the performance of their duties.

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 P.R.I.D.E. (Positive, Respect, Identity, Decide and Empathy):

As educators we understand that students are navigating how to make decisions, place priorities and recover from bad experiences and we hope to help them as they do so. Through Warrior P.R.I.D.E., 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 P.R.I.D.E. team has established school wide expectations for student conduct in classrooms, hallways, at school events, and more. As a part of this program, we will be highlighting an element of our Warrior P.R.I.D.E. each quarter. Additional information will be provided on the first day of school and in ongoing lessons from the P.R.I.D.E. team, as well as on posters throughout the campus.

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.
- No gang related clothing and accessories (gang markings or pictures, gang color, etc.)
- 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 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 school properties 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:

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.

Meal delivery services are not allowed and delivery will be refused, at your expense.

Selling on Campus:

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

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 hour 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.

Hall Regulations:

Students must have a valid pass to be out of class during an instruction 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

<i>E.C. 48900 (Suspension Offenses)</i>	<i>Alternative to Suspension</i>	<i>May Suspend</i>	<i>May Recommend</i>	<i>Report to Law Enforcement</i>
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<i>Education Code Violations</i>	<i>Alternative to Suspension</i>	<i>Suspension</i>	<i>Expulsion</i>	<i>Report to Law Enforcement</i>
<i>Mandatory Expulsion [E.C. 48915(c)]</i>	<i>Alternative to Suspension</i>	<i>Shall Suspend</i>	<i>Shall Expel</i>	<i>Contact Law Enforcement</i>
c1 Sale, possession or furnishing of a firearm	no	5 days	yes	Yes
c2 Brandishing a knife at another person.	no	5 days	yes	yes
c3 Selling a controlled substance.	no	5 days	yes	yes
c4 Sexual assault or sexual battery	no	5 days	yes	yes
c5 Possession of Explosives	no	5 days	yes	yes
<i>Mandatory Recommendation for Expulsion [E.C. 48915(a)]</i>	<i>Alternative to Suspension</i>	<i>Shall Suspend</i>	<i>Shall Recommend</i>	<i>Report to Law Enforcement</i>
a1 Causing serious physical injury to another person, except in self-defense.	no	5 days	yes	yes
a2 Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.	no	5 days	yes	yes
a3 Unlawful possession of any drug except for the first offense of possession of not more than one ounce of marijuana.	no	5 days	yes	Yes
a4 Robbery or extortion.	no	5 days	yes	Yes
a5 Assault or battery upon a school employee.	no	5 days	yes	yes

(a.1) Acts of Violence - Caused, attempted to cause, or threatened to cause physical injury to another person (fighting).	may be considered	3-5 days	Yes	Yes
(a.2) Acts of Violence - Willfully used force or violence upon another person, except in self-defense (assault).	may be considered	5 days	Yes	Yes
(b) Weapons and Dangerous Objects Possession, sale, or furnishing of weapons (knife, gun, sharp object, club, or an object that could inflict injury) or explosive.	may be considered	3-5 days	Yes	Yes
(c) Drugs and Alcohol Possession, use, sale or otherwise furnishing, or being under the influence of alcohol or drugs.	may be considered	3-5 days	Yes	Yes
(d) Sale of “look-alike” Drugs and Alcohol - Offering, arranging, or negotiating to sell drugs, alcohol, or any intoxicant and then substituting a look-alike substance intended to represent drugs, alcohol, or an intoxicant.	may be considered	Yes	Yes	Yes
(e) Robbery or Extortion - Committed or attempted to commit robbery or extortion.	may be considered	Yes	Yes	Yes
(f) Damage of Property - Cause, or attempt to cause, damage to school or private property including electronic files and databases.	may be considered	Yes	Yes	Yes

(g) Theft or Stealing - Stealing or attempting to steal school or private property including electronic files and databases.	may be considered	Yes	Yes	Yes
E.C. 48900 (Suspension Offenses)	<i>Alternative to Suspension</i>	<i>May Suspend</i>	<i>May Recommend</i>	<i>Report to Law Enforcement</i>
(h) Tobacco - Possession or use of tobacco or nicotine products.	may be considered	Yes	Yes	may cite
(i) Profanity, Obscene Acts, Vulgarity - Directed at peers or school personnel	may be considered	Yes	Yes	Yes
(j) Drug Paraphernalia - Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.	may be considered	Yes	Yes	Yes
(k) Willful Defiance of School Personnel or Disruption of School Activities – Failure to follow school rules, failure to follow directive of teachers, administrators, campus monitors or any other school personnel engaged in the performance of their duties. Failure to follow school rules.	may be considered	Yes	Yes	Yes
(l) Possession of Stolen Property - Knowingly receive stolen school property or private property.	may be considered	Yes	Yes	Yes
(m) Imitation Firearm - Possession of an imitation firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude the replica is a firearm.	may be considered	Yes	Yes	Yes
(n) Sexual Assault or Sexual Battery - Committed or attempted to commit sexual assault or battery.	no	Yes	Yes	Yes
(o) Harassment of a Student Witness - Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.	may be considered	Yes	Yes	Yes
(p) Unlawful Drug Soma - Offered, arranged to sell, negotiated to sell or sold the prescription drug Soma	may be considered	Yes	Yes	Yes
(q) Hazing - Engaged in or attempted to engage in hazing.	may be considered	Yes	Yes	Yes
(s) Aids or Abets – Aids or abets the infliction or attempted infliction of physical injury to another person	may be considered	yes	Depends on juvenile court decision	yes
(48900.2) Sexual Harassment - Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Applies to grades 4-12.	may be considered	Yes	Yes	Yes
(48900.3) Acts of Hate Violence - Cause, threaten, attempt to cause, or participate in an act of hate violence defined as willfully interfering with or threatening another person’s personal or property rights because of race, ethnicity, national origin, disability or sexual orientation. Speech that threatens violence when the perpetrator has the apparent ability to carry out the threat may be considered an act of hate violence. 4-12	may be considered	Yes	Yes	Yes
(48900.4) Other Harassment - Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment. Grades 4-12 only.	may be considered	yes	yes	yes
(48900.7) Terrorist Threats - Making terrorist threats against school officials and/or school property.	may be considered	yes	yes	yes

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 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.

Consequence 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 of the problem. All complaints will be referred to the school's Administrative Team.

Consequences:

A substantiated charge against a student in the school district will subject that student to disciplinary actions including suspension and expulsion.

Campus Map

Hiram W. Johnson High School

Redding Avenue

65th Street

