



# John Swett High School Handbook

**John Swett High School**  
**1098 Pomona St.**  
**Crockett, CA 94525**  
**(510) 787-1088**  
**<https://www.jsusd.org/Domain/10>**

This handbook is a reference for school and district programs and policies.  
*A printed copy is available, upon request, at the John Swett High School Main Office.*

## **Stay Informed**

The [JSHS website](#), [counseling website](#), Instagram page (@johnswetths) and Facebook page are your best resources for current school information. You can find information about athletic and [ASB events](#), athletic packets, information from the counseling department, important school forms, and teacher contact information. Be sure to check out the Calendar of Events! In addition, JSHS uses Parent Square to communicate with our families.

## Table of Contents

Mission and Vision	4
Staff	5
Academic Integrity, Cheating, and Plagiarism	6
Academic Progress	7
Academic Review Team	7
Activities and Events	7-8
Athletics: Teams	8
Athletics: Participation Requirements	9
Athletics: Code of Conduct for Players, Coaches, and Spectators	9
Attendance Expectations Tardy Policy, Absences, Truancy	9-11
Banned Items	11
Behavior Expectations	12
Books and School Property	12
Bus Behavior Expectations	13
Campus Supervisors	13
Cell Phone Policy	13
Dance Rules and Expectations	14
Dress Code	15
Digital Citizenship and Responsible Use of Technology	15-16
First Aid and Health Resources	16
Food and Drink	16

Free Expression	16
Homework Clinic	16
Mental Health Services	17
Nondiscrimination Statement	17
Off Campus Policy	17
Personal Property & Lockers	17
Schedule Changes	17-18
Searching & Questioning Students	18
Sexual Harassment Policy	18-19
Short Term Independent Study	19
Skateboards & Bicycles	19
Student Support Assistant	19
Uniform Complaint Procedure	19
Visitors on Campus	20

## Mission & Vision

### Mission Statement

John Swett High School provides every student a safe, equitable, and restorative culture and community; the opportunity to realize their full potential; access to an excellent 21st Century education; the skills and knowledge to pursue lifelong learning.

### Vision & Profile of a JSHS Graduate

John Swett High School graduates self-motivated college and career-ready students who are responsible, trustworthy citizens, respectful of cultural diversity and able to communicate effectively, think critically, and behave compassionately.

## JOHN SWETT HIGH SCHOOL

### Schoolwide Learner Outcomes

#### **S**OCIALLY RESPONSIBLE AND ETHICAL CITIZENS

- learning their rights and responsibilities as citizens in a democracy
- becoming productive citizens in their local, national, and global communities
- developing insight into ethical values and principles as well as learning respect for diversity

#### **W**ELL: PHYSICALLY, MENTALLY, AND EMOTIONALLY

- learning behaviors that promote good health
- developing a sense of self-worth and self-respect
- applying restorative practices for students' reflection and growth
- practicing mindfulness for emotional regulation

#### **E**FFECTIVE COMMUNICATORS

- learning clear and effective communication
- listening to and respecting others' ideas and feelings; communicating effectively their own ideas and feelings
- interacting cooperatively with others and working effectively toward a common goal

#### **T**HOUGHTFUL PROBLEM SOLVERS

- demonstrating independent and creative thinking
- acquiring problem-solving skills
- building perseverance and resilience while navigating rigorous content
- collaborating with the community to utilize restorative practices

#### **T**ECHNOLOGICALLY SKILLED: COLLEGE AND CAREER-READY

- examining their choices for careers and post-secondary education
- demonstrating sufficient skills in order to pursue desired career opportunities
- learning the importance of punctuality, attendance, and personal responsibility in the workplace
- developing skills, confidence, and responsibility in use of a variety of technologies

## **Staff**

### **Administration**

Athena Kautsch, Principal  
Paula McEvoy, Vice Principal

### **Art and Leadership**

Maya Nelson

### **AVID**

Libby McClure  
Sasha Robinson

### **Campus Aides**

John Bryant  
Johmya Malcolm  
Nika Moss Fields  
Sathanie Moss Fields  
Justice Smith Thomas

### **Career Technical Education**

Ken Leslie  
Kevin McNeal  
Chris Scott

### **Counseling**

Lorenzo Limcaco, Academic Counselor  
Mia Guevarra, Academic Counselor  
Cassie Kellogg, BACR Counselor  
Taylor Reinke, Psychologist  
Toni Bentley, Speech Therapist

### **Custodial**

Mari Gonzalez  
Noemi Martinez  
Blanca Verdin

### **Food Service**

Michelle Keys

### **Languages**

Sam Davis  
Enrique Dominguez  
Melissa Healy  
Sarah McCaslin

Libby McClure  
Sasha Robinson

### **Library**

Katelyn Burk

### **Math and Science**

Allen Boltz  
Rebecca Harris  
Heather Hayden  
Chris Scott  
Erin Walk

### **Music**

Jordan Parker

### **Paraprofessionals**

Elena Cassell  
Sheryl Crow  
Adriana Hernandez  
LaWanda Rayfield

### **Physical Education**

Kelly Hanson

### **Registrar**

Erica Schlepp

### **Social Studies**

Logan Calhoun  
Chris Lebel  
Chris Odyniec

### **Special Education**

Nagia Abdu  
Cynthia Kincaid  
Judy Sorensen

### **Student Support Assistant**

Chris Walk

### **Willow Continuation School**

Magret Nunes, Willow Continuation School  
Teacher & Independent Study Teacher

## **Academic Integrity, Cheating, and Plagiarism**

John Swett High School is committed to developing ethical, responsible students. Academic integrity is highly valued. Cheating and/or plagiarism are not tolerated. Consequences may include loss of credit for the assignment or suspension from class.

For a major incident or a repeat offense, students will be referred to Administration for extended disciplinary action

Cheating includes, but is not limited to, copying another's work in whole or part, planning to cheat, disseminating content, copying and/or disseminating test content or answers, or anything that creates a misimpression about one's own or another student's performance. This includes the use of Artificial Intelligence (AI) platforms such as ChatGPT, etc.

Plagiarism is a form of cheating where students attempt to pass off someone else's written work as their own. Plagiarism includes, but is not limited to, copying from a web site, reference, textbook, or other materials when writing a report without providing written credit to the author. *Students do not have to copy an entire article for it to be considered plagiarism.*

Students are encouraged to work together to problem solve and build understanding. However, there is a difference between collaboration and copying. If a student allows work of any kind to be copied, either knowingly or from lack of appropriate oversight, they will be considered to be cheating and, per board policy, will receive the same consequences as the student doing the copying.

Students who cheat or aid others in cheating will receive a failing grade on the assignment(s) in question.

Using cell phones during an exam is not permitted. If a student is seen using a cell phone or digital device for any purpose during an exam, a teacher may reasonably assume that the student is cheating. The teacher has the right to give a zero grade on the exam.

If a student uses a cell phone or digital device to disseminate test documents or answers, or attempts to disseminate, duplicate or share test content in any way, the incident will be considered a compounded incident of cheating, and consequences will reflect the seriousness of the act.

Teachers will contact parents/guardians to discuss any incident of cheating. Students or parents may appeal any decision about cheating directly to the teacher within a reasonable time after they are informed of the cheating.

Cheating is generally handled in a progressive manner. At the discretion of the teacher, the first incident may result in an F on the assignment and parent notification. Students may be placed on a Behavior Contract. Again, per Board policy, the student may receive additional consequences.

## Academic Progress

Student academic progress may be monitored in two ways.

1. All parents and guardians are encouraged to monitor their students' academic progress often using the [AERIES Parent Portal](#).
2. Quarterly Reports are mailed home four times a year: 1st quarter ends Oct. 20, 2nd quarter (end of first semester) ends Dec. 21, 3rd quarter ends March 22, and 4th quarter (end of second semester) ends June 6.

In addition, progress reports are uploaded to Aeries every six weeks and are not mailed home. We encourage parents/guardians and students to communicate with teachers or counselors for any progress grade that is a D or F. Low marks indicate that a student is not progressing satisfactorily in a course and is at risk of failing the course and earning no credit for that course.

3. Students who fail courses may be required to repeat courses or make up the credits outside of the regular school day.
4. All parents and guardians are encouraged to reach out to teachers through email, phone, or Parent Square for updates.

## Academic Review Team

JSHS's Academic Review Team is new for the 2023-2024 year. The Academic Review Team identifies students with a need for academic support as defined by their grades. The program targets 9th-10th grade students with **two or more failing grades** and effectively assigns each student to a case manager (administrator or counselor) with additional support from teams of grade-level teachers.

The program begins with a Student Support Team (SST) meeting and culminates in a Student-Led Conference at the end of the semester.

## Activities & Events

**Activities Director:** Maya Nelson [mnelson@jsusd.org](mailto:mnelson@jsusd.org)

<p><b>Clubs:</b>            California Scholarship Federation            Chess Club            Fashion Club            LGLP Club            Nature Club            Social Justice Activists            Safe School Ambassadors</p>	<p><b>Activities:</b>            Homecoming            Spirit Weeks            Winter Ball            Prom            Multicultural Assembly            Day on the Green            Rallies            Fundraisers</p>
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*Clubs can be started at any time in the year with the proper paperwork and student interest.	Community Service Activities
<b>ASB/Leadership:</b> Class Officer Elections Monthly Club Meetings *Elections held each Spring for the upcoming school year. **Elections for incoming Freshmen class will be held at the beginning of the school year. ~Pay attention to Warriors Weekly Announcements.	<b>Academic:</b> Student Recognition Assemblies College and Career Fair Financial Aid Nights College Representative Visits AVID field trips A-G Requirements College Tours/Virtual or In-Person

### **Athletics: Teams**

**Athletic Director:** Chris Scott [cscott@jsusd.org](mailto:cscott@jsusd.org)

All athletes must have a current physical and be academically eligible to participate in sports.

**Band Director:** Jordan Parker [jparker@jsusd.org](mailto:jparker@jsusd.org)

<b><u>Fall Sports</u></b> Cheer Cross Country Football Girls Volleyball	<b><u>Spring Sports</u></b> Baseball Softball Swim Boys Volleyball
<b><u>Winter Sports</u></b> Basketball (Boys and Girls) Cheer Soccer (Boys and Girls)	<b><u>Band</u></b> Color Guard/Winter Guard Drumline Marching Band

### **Athletics Code of Conduct for Players, Coaches and Spectators**

John Swett High School abides by the North Coast Section's "Sportsmanship, Ethics, and Integrity" guidelines posted [here](#) for athletes, [here](#) for coaches, and [here](#) for spectators.

Violation of the Athletic Code of Conduct may result in revocation of all privileges to attend athletic events as an athlete, coach, or spectator.

There are no in-and-out privileges for any spectators during athletic events. Those asked to leave are NOT permitted any return privileges.



## **Athletics: Participation Requirements**

All athletes must turn in a completed Physical Packet before tryouts. The Physical Packet may be picked up in the front office. In addition, athletes must follow the below requirements.

- A. A student must attend school a minimum of four periods in order to participate in an activity with NO CUTS.
- B. A student who has been injured and has had medical treatment cannot participate again until the date indicated by the student's doctor.
- C. Unexcused absences and/or cuts can result in suspension from athletic contests.
- D. If a student/athlete is found under the influence, selling, or possessing illegal drugs/alcohol the player will receive disciplinary consequences and may be removed from the team.
- E. Excessive referrals and tardies may result in partial or complete suspension of one or more games/matches.
- F. A missed practice without prior approval by the Head Coach may result in a one game suspension.
- G. Any school suspension will result in a one game suspension. This means that if a student is suspended from school the week of a scheduled contest, he/she WILL NOT be allowed to participate or attend the following contest. In addition, players cannot participate in any practices while they are suspended from school.
- H. Before any "suspension" provided for under these rules shall take effect, the student shall be verbally advised by an Administrator of the alleged violation and the student will have the opportunity to explain or justify the absence or situation.
- I. The rules and regulations in this code shall apply to any violation(s), on or off school premises during the season of participation.
- J. Students must maintain a 2.0 G.P.A or higher each quarter to be eligible to participate in all extracurricular activities. These are league rules. Those earning less than a 2.0 G.P.A at the end of the quarter will be declared ineligible for the following quarter. Students who receive more than two Fs, Incompletes, or No Marks at the end of a quarter will also become ineligible, and will not be eligible for academic probation regardless of G.P.A.
- K. All school debts must be cleared in order to participate.
- L. Academic probation is allowed to be used only one time in high school. In order to use it, the student must have been eligible the prior quarter.

## **Attendance**

**It is expected that students will arrive to all classes on time.**

### **Tardy Policy**

Tardies will accumulate during each quarter.

1st -3rd tardy: teacher warning

4th tardy: teacher contacts home by phone or email

5th tardy: Administration assigns lunch detention in the small gym. Students may work with a teacher during lunch in lieu of attending lunch detention if prior arrangements are made with the teacher. Proof of attendance must be provided.

*Saturday School (meets monthly - specific dates TBD) will be assigned by Administration after 10 class period tardies.*

## **Absence Policy**

### **A. Excused & Warranted Absences**

An excused absence is defined under Board Policy. The teacher is to allow a student to make up the work missed during absences, to the degree it is possible for such work to be completed. An excused absence shall be granted for the following reasons:

- personal illness (mental or physical);
- quarantine under city or county direction;
- medical, dental, optometry, or chiropractic services (students are strongly encouraged to make appointments during non-school hours);
- attending funeral services of an immediate family member;
- exclusion for having not been properly immunized;
- jury duty;
- appearance in court;
- employment conference or interviews
- school meetings which must be held during school hours;
- religious holidays or celebrations;
- college visits (limit **three** days per year);
- bereavement beyond excused absence days;
- for a student who is the custodial parent of a child who is ill or has a medical appointment during school hours.

Email LaWanda Rayfield (lrayfield@jsusd.org) or call (510)787-1088 to excuse absences.

*Family trips and vacations will not be warranted under this policy.*

### **B. Unexcused Absences**

Students may make up work missed during an unexcused absence only by the teacher's discretion. These include but are not limited to the following:

- oversleeping;
- traffic;
- cutting class.

### **C. Suspensions**

Students may make up assignments and tests from any class from which the student is suspended only by teacher's discretion (Ed. Code 48913).

### **D. Student Attendance Review Board (SARB)**

According to Ed. Code 48260, **a student is considered truant “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.”** Students who do not serve detentions may also be processed. The formal procedure for dealing with truant students includes issuing letters of notification to parents of truant students, meeting with the Board as a means of intervention, and referring students to support programs or alternative classrooms and schools as necessary, or to the Contra Costa County sheriff’s office and/or district attorney’s office.

### **Notification of Unexcused or Unverified Absences**

After school on the day of an unexcused or unverified absence, a computerized call will be made to the student’s main phone number listed in the Aeries Student Information System stating that one or more teachers have marked the student absent and parents will receive a message from ParentSquare that evening informing you of your student's absence.

*Saturday School (meets monthly - specific dates TBD) will be assigned by Administration after 5 period cuts.*

### **Truancy**

Truancy letters are issued based on the number of accumulated unexcused period absences:

- 1st letter - 9 period cuts (equivalent to 3 full days). Review attendance records and make corrections immediately. Attend all classes.
- 2nd letter - 12 period cuts. Parent and student are legally mandated to attend a School Attendance Review Team (SART) meeting with an administrator and counselor.
- 3rd letter - 15 period cuts. Parent and student are legally mandated to attend a School Attendance Review Board (SARB) meeting with administrators, community members, mental health staff, and possibly law enforcement. This Board decides under what conditions you may attend school and what school you are able to attend. At this level of truancy, the District Attorney’s office may be notified and require the family’s presence at a court hearing.

Consequences of continued truancy could result in:

- fines;
- required parental school attendance with student;
- placement in Juvenile Hall;
- suspension, restriction or delay of student driving privileges;
- revoked or denied work permit (EC 48293, EC 48264.5, EC 49164).

### **Banned Items**

Any controlled or illegal substances (tobacco, drugs, alcohol), weapons or other contraband (including all knives, permanent/graffiti marking pens, stink bombs, tobacco, lighters or matches, vaping devices of any type, squirt or Orbeez guns, imitation firearms, pepper spray and mace, water toys and balloons, and spray paint) are banned from campus and campus-related activities. Possession of any of these items will result in disciplinary action. The items will be confiscated and handed over to law enforcement.

## Behavior Expectations 2023-2024

In the Classroom	In the Hallways	In the Cafeteria	At Games	At Rallies & Assemblies
Students will <ul style="list-style-type: none"> <li>• behave in a respectful manner towards their classmates and teacher;</li> <li>• respect their own property and that belonging to others;</li> <li>• come to class on time prepared to learn.</li> </ul>	Students will <ul style="list-style-type: none"> <li>• use appropriate language while walking;</li> <li>• travel from class to class and be on time;</li> <li>• respect their own property and that belonging to others;</li> <li>• behave in a respectful manner towards others.</li> </ul>	Students will <ul style="list-style-type: none"> <li>• wait patiently in line;</li> <li>• only take food they plan to eat;</li> <li>• keep their area clean by throwing garbage away;</li> <li>• report spills to staff.</li> </ul>	Students will <ul style="list-style-type: none"> <li>• display good sportsmanship;</li> <li>• behave in a respectful manner towards our team and the opposing team;</li> <li>• respect the authority of the referees.</li> </ul>	Students will <ul style="list-style-type: none"> <li>• behave in a respectful manner towards their classmates and teachers;</li> <li>• respect their own property and that belonging to others.</li> </ul>

### Students in “Good Standing”

A student in good standing earns a 2.0 GPA or higher, has no/or a limited number of tardies/cuts, has no/ limited discipline record, has no missing textbooks or fines, and is a positive member of our learning community by the following:

- doing the assigned work for classes, including homework, to the best of their ability;
- being in class on time and not wandering the campus when classes are in session;
- following classroom and school rules;
- being attentive during instruction;
- attending all classes and clearing all absences with a phone call or note from parent(s)/guardian(s);
- discussing concerns with teacher’s or Administration’s discipline or class content at the end of the class period, lunch, or after school.

A student considered to **not** be in “good standing” by Administration may be restricted from participating in school activities such as graduation, dances (including prom), leadership posts, sports (participating and attending games), other contests, field trips, etc.

### Books and School Property

Students must pay for lost, stolen, damaged, missing school issued devices, property, and/or books. Families are encouraged to participate in the Chromebook Insurance Coverage Program. Diplomas are not released until all fines are paid/books and materials returned.

## Bus Behavior Expectations

On the bus, students will

- behave in a respectful manner towards the bus driver and other students;
- finish all food and drink before boarding the bus;
- stay in their seat at all times;
- keep their arms, head, and everything else inside the bus (not out the windows);
- refrain from using profanity, obscene gestures, and smoking on the bus;
- leave the bus as clean as it was when they boarded the bus.

Riding the bus is a **privilege**, not the law. Any action that distracts the driver is dangerous. We do not compromise student safety.

### Bus Discipline Matrix

1. First offense- one week suspension off the bus (5 school days)
2. Second offense- two weeks suspension off the bus (10 school days)
3. Third offense- the student will be off the bus for the remainder of the school year.

## Campus Supervisors

Campus Supervisors help keep JSBS safe and secure. The JSBS team of campus supervisors is an essential resource for both students and staff. Campus Supervisors help students find their way around campus and help students find support services when needed.

## Cell Phone Policy

Cell phones may be used on school grounds before school, between classes, during lunch, and after school. During instructional time, cell phones must remain out of sight and on silent mode, unless otherwise stated by a staff member. Teachers have the right to create and implement fair and appropriate classroom policies regarding cell phone usage. Administration supports these policies.

Students may be subject to disciplinary action if their use of their cell phone disrupts the school's educational environment. Examples of this include, but are not limited to cheating, bullying, harassment, unlawful recording or photographing, violating other school rules. The school and its staff are not responsible for any damage to or theft of a student's cell phone. Students must properly secure and take care of their own phones.

The school is not responsible for lost, stolen, or damaged cell phones or other electronic devices.

**\*\*The Administration reserves the right to adjust these consequences on a case-by-case basis if needed. For example, extreme behaviors that break the law or engage in bullying or harassment of other students may result in elevated disciplinary action.**

## Dance Rules and Expectations

Students planning on going to any dance must have a good attendance and behavior record. Students must follow the below guidelines to attend dances.

1. Students must have a 2.0 to attend school dances.
2. **Any student who has SIX or more unexcused or unverified absences during the quarter prior to a dance will not be permitted to buy dance tickets or attend a dance.** Any student who has been sent home, suspended, or assigned a Saturday School in the quarter leading up to the dance will not be permitted to buy dance tickets or attend a dance.
3. Students must pre-pay to attend school dances. Cash and check payments must be made during break, lunch, or after school in F-1 (Leadership & Art classroom) or the attendance office. Online payments are also accepted. There will be no payments accepted after lunch on the Thursday before the dance or at the door. Payments are not transferable.
4. Students MUST have a JSBS ID card to pay for tickets and must have a photo ID to enter a school dance.
5. Dances are for JSBS students ONLY, except Winter Ball and Prom. For these two dances, guests must be at least 14 years old and no older than 20 years old, and have an approved guest bid on file by the set deadline prior to the dance. All campus dances are from 7 p.m. to 10 p.m. There is no admittance after 7:30 p.m. unless pre-approved on an individual basis by an administrator. Students may not leave dances before 9:00.
6. Once students leave a dance, they may not return. No ins and outs!
7. If a student acts inappropriately, they will be asked to leave. If a student is under the influence of drugs and/or alcohol at a dance, they will receive consequences and may not be allowed to attend future dances (including Prom). Parents will be called to pick up any student suspected of being under the influence and law enforcement may be contacted.
8. Prom is a special occasion for juniors and seniors who are in good standing. Attendance at the Prom is governed by a contract that outlines specific requirements and expectations. Prom information is shared with all junior and senior students in the spring semester.

## Dress Code

John Swett High School respects all facets of our students' identity such as ethnicity, culture, religious beliefs, and gender identity. Our dress code strives to ensure equity and consistent enforcement.

Clothing must be suitable for all scheduled classroom activities including physical education, science labs, shop classes, and other activities where unique hazards exist. Specialized courses may require specialized attire, such as appropriate shoes, sports uniforms or safety gear.

### **Students *must* wear**

- bottoms,
- tops,
- shoes,
- clothing that covers genitals, buttocks, areolae, and nipples with opaque material.

### **Students *cannot* wear clothing with**

- violent language or images,
- images or language depicting or advertising drugs or alcohol (or any illegal item or activity) or the use of same,
- hate speech, profanity, pornography, helmets, hoods, or other headgear that obscures the face (except as a religious observance or for safety/health).

## Digital Citizenship and Responsible Use of Technology

John Swett Unified School District (JSUSD) provides 1:1 computers and other technology resources to support curriculum and student learning. The district will make every effort to protect students from any misuses or abuses as a result of their experiences with JSUSD technology resources. In accepting the responsibility of being issued this access, students agree to

- use district technology resources responsibly and primarily for educational purposes;
- be mindful that online activity is public and can be monitored;
- be responsible for staying safe on the internet;
- use only the login account assigned to them and keep that information private;
- represent themselves honestly and properly give credit to those whose work they reference;
- use thoughtful and appropriate words, being mindful of how they may be interpreted by others;
- take proper care of district equipment, understanding they are financially responsible for repairs and replacement caused by their loss, negligence, or misuse;
- be disciplined if Responsible Use Policy is not followed;
- not hold the district or any district staff responsible for the failure of any technology protection measures or user mistakes or negligence;

- will indemnify and hold harmless the district and district staff for any damages or costs incurred.

BP 6163.4 (Student Use of Technology) contains more information regarding prohibited behaviors and consequences and can be viewed here:

<http://www.gamutonline.net/district/johnswett/DisplayPolicy/1042066/6>

## **First Aid and Health Resources**

First Aid is always available from those in the Attendance Office. All prescribed medicine is kept in the office and is **ONLY** dispensed with a parent's and physician's written approval. Students may then come to the Attendance Office to take medication.

A clinician from the Contra Costa County Office of Health will be on campus every Monday to see students for confidential appointments. Appointments must be made in advance.

## **Food and Drink**

Food is provided to all students before school, at break, and lunch at no cost. Students should use trash cans and recycling containers which are placed in every classroom as well as all around campus. **Food delivery drivers are not permitted on campus.** If a student orders food to be delivered during lunch, they must meet the delivery person at the bus stop in front of the school during lunch **ONLY**.

## **Free Expression**

Student rights to free expression include the use of bulletin boards, distribution of printed materials or petitions, the wearing of buttons and badges, and the right to expression in school publications. Prohibited are words that are obscene, libelous, slanderous, meant to shame another, and/or violate lawful school regulations or disrupt the operation of the school. Students must have prior approval from Administration and ASB before posting or distributing any materials. Materials must be posted with blue painter's tape only. Trees, lights, roofs, etc. are off-limits for posting.

## **Homework Clinic**

Homework Clinic is offered for an hour after school on Tuesdays and Thursdays. Students who depend on the school bus for transportation will be given a WestCat bus pass if they want to attend Homework Clinic. All students are strongly encouraged to attend. **Students may attend Homework Clinic in lieu of detention.**



## **Mental Health Services**

In addition to our school psychologist, JSHS partners with BACR (Bay Area Community Resources) and Care Solace to provide mental health care for our students. If a student feels like they are needing to talk with someone, our mental health counselors are available.

## **Nondiscrimination Statement**

The Governing Board of John Swett Unified School District is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. For more information, see [this link](#).

## **Off Campus Policy**

The off campus policy ensures the safety of students and maintains a focus on academic endeavors. No students may leave campus during the morning nutrition break. Students who are off campus during break will automatically receive detention. Students are free to leave campus during lunch break only and must return on time for class.

## **Personal Property and Lockers**

Students are responsible for protecting their property. The school is not responsible for personal property, nor is the school responsible for any item that is left anywhere on campus.

Lockers are provided to every student. The lockers have a built-in lock and are given a unique combination at the start of every school year. Students are encouraged not to share lockers or locker combinations.

## **Schedule Changes**

Changes to student schedules are extremely difficult to make. Therefore, only students with an incorrect placement in math or language level or missing classes will be given preference for changes.

To help ensure academic success, students may not change a class after the second week at the start of each semester. Students may drop a class up to the end of the first six-week grading period with parent permission, but cannot add a class that late in the semester.

If a class is dropped after six weeks, grading policy states that a student will receive an “F” on the transcript for that course, unless otherwise decided by the principal or designee because of unforeseen and serious extenuating circumstances.

Note of caution: When students drop a course, they will not receive credit for that course, which could jeopardize graduation status. Ultimately, it is the student’s responsibility to meet graduation requirements of 220 credits in the appropriate subject areas.

All students are required to maintain 6 classes on their school schedule unless permission is granted by Administration in the cases of concurrent enrollment at a community college or seniors in good standing. Please confer with your student’s counselor with questions about schedules.

### **Searching and Questioning Students**

School officials have the right to open and inspect a student’s possessions when they have reasonable suspicion that the search will disclose evidence of illegal possessions or activity.

School officials may also search students and their property when there is a reasonable suspicion that the search will uncover evidence that the student is violating the law or school/district rules. Searches for possession of alcohol, drugs, and related paraphernalia are permitted and are conducted in accordance with the law or school/district rules. Searches may include review of digital devices such as phones or chromebooks as permitted by law. The district shall notify parents/guardians when a student has been subjected to a search as soon after the search as possible.

Districts including John Swett Unified are required to cooperate with any ongoing law enforcement investigation.

### **Sexual Harassment Policy**

The Governing Board of John Swett Unified School District is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

The district strongly encourages any student who feels that they are being or have been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult who has experienced off-campus sexual harassment that has a continuing effect on campus to immediately contact their teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal

or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation. For more information, see [this link](#).

### **Short Term Independent Study**

A Short Term Independent Study contract is available to students who will miss 5 days or more due to a family emergency, family trip, or other necessary absences. Pick up the Independent Study contract from the Attendance Office **at least one week before** the absences are scheduled and follow the process explained on the contract.

Upon return to school, the student must check into the Attendance Office on the return date listed on the Independent Study contract in order for the absences to be excused and to receive credit for work completed. Students who will be absent for **more than three weeks** due to travel or medical reasons should contact their counselor for guidance.

### **Skateboards and Bikes**

Students are not permitted to ride skateboards or bicycles on campus (including break and lunch). Students must safely carry skateboards and store them appropriately in a classroom or the office. Park and lock bicycles in designated bike areas. Riding or standing on a skateboard on campus (including bus stop and parking lot) by the owner or others, violates this permission. Confiscated items may require adult pickup and denial of privilege of bringing them to school.

### **Student Support Assistant or S.S.A.**

The Student Support Assistant supervises students to ensure that campus rules and regulations are being observed; handles minor classroom behavioral referrals; makes appropriate conflict interventions with students; assists students in promoting resolving of conflicts or personal problems; assists students and staff in emergency situations; conferences with students, teachers, counselors regarding student behavior; develops a friendly and supportive relationship with students while ensuring their compliance with school rules and regulations; refers students to proper channels for assistance for social/emotional support.

### **Uniform Complaint Procedures – Annual Notification**

The Governing Board of the John Swett Unified School District recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR [4600-4670](#) and the accompanying administrative regulation. For more information, see [this link](#).

**Visitors on Campus**

All visitors to campus must check in and obtain a visitor's pass available in the main office. Visitors must be on campus for school business. Drop-in visits and student "shadowing" are not permitted.