



Petaluma High School

Parent & Student Handbook

2026-2027

201 Fair St. Petaluma, CA. 94952-2594

General Phone: 707-778-4652 Español: 707-778-4654

Attendance Line: 707-778-4670 phsattendance@petk12.org

For updated information and calendars, go to

www.petalumahighschool.org

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

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PHS DIRECTORY (Quick Reference List)

Main Office / Principal	778-4652
Assistant Principal (SAC)	778-4651
Athletics	778-4651
Attendance Clerk	778-4670
Bilingual Office	778-4646
Cafeteria	778-4660
Career Center	778-4857
Counseling	778-4779
Counseling Fax	778-4905
Discipline	778-4671
Fax, Main Office	778-4767
Facilities Use Information	778-4651
Library	778-4662
Music Department	769-9650
Museum	778-4787
Nurse	778-4651
Registration	778-4650
Transcripts	778-4650

THE BEST PLACE TO GET HELP:

Teachers and staff are here to teach and to help students. Students should feel free to ask for help from any teacher or staff member. This help could include class work, where things are, how to make appointments, or other necessary procedures.

WHO TO ASK WHEN YOU NEED INFORMATION ABOUT**Topic**

ASB/Clubs:
BSA
Athletics (Boys or Girls):
Athletics Secretary:
Attendance:
Broadcast Journalism:
CSF/NHS:
College and Career Specialist:
Discipline:
Drama:
ELRT:
Music/Color Guard:
School Site Council:
Speech Pathologist:
Transcripts:
Work Permits:
Yearbook:
Ayuda en Español:
Fees and Fines:

Contact

Sarah Blaser and Megan McClelland
Kelly Kovanis
Molly Best
Scott Williams (SAC)
Jennifer Wreden
Jamil Dawsari
Krista O'Connor
McCoy Dodsworth
Kathy Fagundes (SAC)
Hilary Smith
Krista O'Connor
Cliff Eveland
Krista O'Connor
Leslie Ransom
Christine Stoll, Registrar
McCoy Dodsworth
Molly Best
Gisell Ambriz-Gonzalez
Veronica Leach



Information:

Kirsten Smith

FOR THE FULL STAFF DIRECTORY, PLEASE VISIT OUR SCHOOL WEBSITE:

www.petalumahighschool.org



PETALUMA HIGH SCHOOL VISION STATEMENT

Petaluma High School provides relevant, rigorous, and engaging learning that prepares students for current and future opportunities and challenges. We embrace a culture and climate that supports communication, collaboration, critical thinking, and creativity while honoring the traditions and legacies of our school and community.

PETALUMA HIGH SCHOOL MISSION STATEMENT

The Petaluma High School community includes staff, students, parents, and community members who know each other individually and form connections to support student success. We provide strong academic and workforce programs with a wide variety of co-curricular activities and an awareness of post-secondary options enabling students to direct their own futures. We...

- Provide a personalized approach to school and education, supporting each individual student
- Ensure academic achievement at all levels for all students and encourage student participation in career pathway opportunities
- Engage students in their development of a future vision for post-secondary success
- Encourage personal social development with the ability to engage positively with diverse populations

SCHOOLWIDE LEARNER OUTCOMES (SLOS) & PROFILE OF A GRADUATE

- Students will be effective communicators
- Students will be involved with their communities.
- Students will be prepared for post-secondary opportunities.

SCHOOLWIDE LEARNER OUTCOMES

Petaluma High School

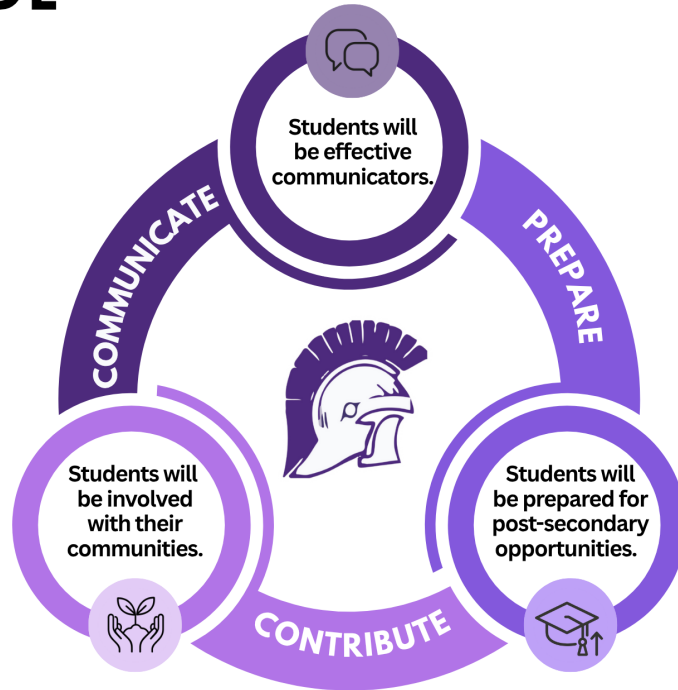
Small School Atmosphere,
Large School Opportunities
for Every Student.



PETALUMA
HIGH SCHOOL



PETALUMA
CITY SCHOOLS



COLLABORATIVE

- Works effectively in teams
- Builds relationships with peers from diverse backgrounds
- Navigates and resolves conflicts constructively
- Engages in co-curricular learning

SOCIALLY AWARE

- Develops skills in public speaking and presenting
- Demonstrates empathy, open-mindedness, and cultural humility
- Participates in civic leadership
- Understands the impact of language and nonverbal cues

ENGAGED

- Participates in athletics, VAPA, clubs, and school events
- Explores interests through a variety of elective offerings
- Engages in real-world learning beyond the classroom
- Steps outside of comfort zones

Petaluma High School



PROFILE OF A GRADUATE

SERVICE-ORIENTED

- Contributes to community through volunteering and outreach
- Completes school-based service initiatives
- Seeks internships and real-world learning opportunities
- Demonstrates intrinsic motivation to help others

CRITICAL THINKER

- Evaluates credibility and practices media literacy
- Uses evidence to support reasoning and problem-solving
- Applies interdisciplinary thinking across subjects
- Analyzes bias and multiple perspectives

ACHIEVER

- Pursues challenging learning pathways
- Demonstrates strong work ethic and personal drive
- Sets and works toward meaningful academic and career goals
- Expands knowledge and skills through new opportunities



PETALUMA
HIGH SCHOOL



PETALUMA
CITY SCHOOLS

DAILY BELL SCHEDULE 2026-2027

BELL SCHEDULE

MONDAY C DAY		TUESDAY/THURSDAY A DAY		WEDNESDAY/ FRIDAY B DAY	
1st	8:30 - 9:20	1st	8:30 - 10:00	5th	8:30 - 10:00
2nd	9:30 - 10:15	nutrition 10:00- 10:10		nutrition 10:00- 10:10	
nutrition 10:15- 10:25		2nd	10:20 - 11:45	Advisory	10:20 - 11:20
3rd	10:35 - 11:20	lunch 11:45 - 12:15		6th	11:30 - 12:55
4th	11:30 - 12:15	3rd	12:25 - 1:50	lunch 12:55 - 1:25	
lunch 12:15- 12:45		4th	2:00 - 3:25	7th	1:35 - 3:00
5th	12:55 - 1:40				
6th	1:50 - 2:35				
7th	2:45-3:30				

Make it a great day!



SPECIAL BELL SCHEDULES

DOUBLE RALLY		SINGLE RALLY		MINIMUM DAY	
5th	8:30 - 9:50	5th	8:30 - 10:00	5th	8:30 - 10:00
nutrition 9:50- 10:00		nutrition 10:00- 10:10		nutrition 10:00- 10:10	
Advisory /Rally	10:10 - 11:40	Rally	10:20 - 11:50	6th	10:20 - 11:45
A	10:15 - 10:45	6th	12:00 - 12:40	lunch 11:45 - 12:15	
Advisory	10:45 - 10:55	lunch 12:50 - 1:20		7th	12:25 - 1:50
B	11:00 - 11:30	7th	1:30 - 3:00		
Lunch 11:40 - 12:10					
6th	12:20 - 1:35				
7th	1:45- 3:00				

Make it a great day!



ADVISORY PERIOD (Wednesday & Friday)

On B days, students will be assigned to an advisory period that is **mandatory to attend**. Advisory is designed for students to meet with their teacher or independently work on school assignments. We believe this extra monitored time will increase work completion and provide more opportunities for students to check-in with their teacher. Students will have the opportunity to schedule to meet with an unassigned teacher by the end of the first grading period.

Advisory Period Expectations for Students:

- Advisory time is an additional opportunity for students to seek individual help from teachers.
- Ask teachers for help or feedback on assignments during this time rather than at break or at lunch.
- Email should be utilized for quick questions.
- Be prepared to work on an assignment for any class.
- Prepare group work in advance to avoid wasting advisory time for organizing tasks.
- Teacher and classroom expectations will continue during the Advisory.
- Bathroom breaks should occur prior to the last 15 minutes of Advisory time.
- Students are not allowed to go to another teacher without prior agreement.
- Students are to remain in class until the bell rings. No early releases without appropriate reason.

PETALUMA HIGH SCHOOL GRADUATION REQUIREMENTS: Classes of 2026-2028

Course Credits: 220 credits are **required for graduation**, earned as described below:

<u>SUBJECT</u>	<u>CREDITS</u>	<u>COURSES/FIELDS</u>
English	40	English must be taken and passed all 4 years
Math	20	Math department courses only Students must complete Math 1
Science	20	10 credits in Physical Science 10 credits in Biological Science
Math or Science	10	May be either in the department or in related areas
Physical Education	20	10 credits required in 9 th grade
Social Science	30	10 credits in World History 10 credits in U.S. History 5 credits in Government 5 credits in Economics
World Language <u>or</u> Visual & Performing Arts	10	Includes all World Language courses or Visual & Performing Arts courses
Human Interaction	5	9 th grade requirement
Electives	65	Other courses of your choice

A-G Requirements to enter University of California or California State University

A. History/Social Science	2 Years
B. English	4 Years
C. Mathematics	3 Years
D. Laboratory Science	2 Years
E. Language (other than English)	2 Years
F. Visual and Performing Arts	1 Year
G. College-preparatory Elective	1 Year

✓ Earn a grade point average (GPA) of 3.0 (UC Schools) or better and 2.0 or better (CSU schools) in these courses, no grade lower than a C.

PETALUMA HIGH SCHOOL GRADUATION REQUIREMENTS: Class of 2029 +

Course Credits: 250 credits are **required for graduation**, earned as described below:

<u>SUBJECT</u>	<u>CREDITS</u>	<u>COURSES/FIELDS</u>
English	40	English must be taken and passed all 4 years
Math	30	Math department courses only Students must complete Math 1
Science	30	10 credits in Physical Science 10 credits in Biological Science
Social Science	30	10 credits in World History 10 credits in U.S. History 5 credits in Government 5 credits in Economics
Visual & Performing Arts	10	Includes all World Language courses or Visual & Performing Arts courses
World Language	20	Includes all World Language courses, including American Sign Language. Must be in the same language.
Electives	50	Career Technical Education (CTE) courses shall count towards other courses where applicable (i.e. Visual and Performing Arts, Math, Science).
Physical Education	20	10 credits required in 9 th grade, unless exempted pursuant to the provisions of the California Education Code
Human Interaction	5	9 th grade requirement
Ethnic Studies	10	
Financial Literacy	5	9 th grade requirement

A-G Requirements to enter University of California or California State University

A. History/Social Science	2 Years
B. English	4 Years
C. Mathematics	3 Years
D. Laboratory Science	2 Years
E. Language (other than English)	2 Years
F. Visual and Performing Arts	1 Year
G. College-preparatory Elective	1 Year

✓ Earn a grade point average (GPA) of 3.0 (UC Schools) or better and 2.0 or better (CSU schools) in these courses, no grade lower than a C.

COUNSELING:

Counselors guide students with their present and future plans, such as planning a comprehensive four-year academic schedule, helping with vocational planning, giving personal counseling relating to school as well as outside problems, and giving individual aid for any post-secondary opportunities students choose.

Counselors are assigned by alphabet based upon the last name of the student:

Megan McClelland: **A-DE**

Aliah Singh: **DI-K**

Jenna Emanuel (**L-P**)

Molly McGuire-Guerra: **Q-Z**

DROPPING A COURSE:

- **6-Week Deadline:** Dropping a class after six weeks (one-third of the semester) results in a mandatory "F" grade on the transcript. Exceptions are granted only by the principal or a designee due to extenuating circumstances.
- **Procedure:** To drop a class after the deadline, students must visit their counselor and complete a *Request to Drop a Class* form.
- **Graduation Impact:** Dropping a course yields zero credit, which can jeopardize graduation status. Students are ultimately responsible for tracking and earning the 220 required credits (or 250 for Class of 2029+) in the necessary subject areas to graduate.

PARTICIPATION IN GRADUATION CEREMONY:

To participate in the graduation ceremony, seniors must meet the following criteria:

- **Academic & Financial Clearance:** Complete all academic graduation requirements and clear all outstanding school fines/fees prior to graduation day.
- **Behavioral Expectations:** Maintain good conduct. Serious behavioral infractions will forfeit a student's right to participate.

Disqualifying Infractions

Participation will be jeopardized by offenses including, but not limited to:

- Violating the Senior Prom contract.
- Violating any behavioral contract that results in a disciplinary hearing.
- Engaging in disruptions during graduation practice or the commencement ceremony itself.

GRADING GUIDELINES:

- Participation (physical presence) is an important part of a class grade. Participation, in the form of points each day, will raise or lower your grade. The California Education Code recognizes class participation as a genuine and important factor in the computation of a student's grade. If you are absent from class or tardy to class, your participation grade may be lowered.
- **From BP 5121:** Students who miss more than 25% of the instructional time of a grading period without a legal excuse are considered to have "excessive unexcused absences." In a block schedule, 4 periods of unexcused absences per 6-week grading period in the same class shall constitute excessive unexcused absences. For classes not on a block schedule, 8 periods of

unexcused absences per 6-week grading period shall constitute excessive unexcused absences. Students with excessive unexcused absences may receive a failing grade for that grading period and not receive credit for the class(es).

(EC 5113 - Absences and Excuses)

(EC 6154 - Homework/Makeup Work)

- **From AR 5121:** Criteria for determining grades may include but are not limited to:
 1. Preparation of assignments, including accuracy, legibility, and promptness
 2. Contribution to classroom discussions
 3. Demonstrated understanding of concepts in tests
 4. Application of skills and principles to new situations
 5. Organization and presentation of written and oral reports
 6. Originality and reasoning ability when working through problems.

HOMEWORK POLICY:

Homework extends instructional time to maximize learning and is utilized for four main purposes:

- **Practice:** Reinforces skills learned in class.
- **Preparation:** Prepares students for upcoming instruction.
- **Extension:** Applies concepts to new situations.
- **Integration:** Combines skills creatively to produce original work.
- **Expectations:** Teachers outline specific homework frequency and types at the start of each course. The workload varies based on the level and nature of the class.

ACADEMIC RECOGNITION & HONOR SOCIETIES

- **GPA Recognition:** Students earning a **3.0 or higher GPA** receive academic recognition.
- **Honor Societies:** The California Scholarship Federation (CSF) and National Honor Society (NHS) are available to high-achieving students. Contact Mrs. O'Connor for details.
- **Monthly Awards:** Staff nominate outstanding role models for *Student of the Month* and *Trojan of the Month* based on safe, respectful, and responsible behavior.

ACADEMIC INTEGRITY, CHEATING, AND PLAGIARISM

Petaluma High School is committed to developing ethical, responsible students. Academic integrity is a cornerstone of this responsibility; cheating and plagiarism are strictly prohibited.

Definitions of Academic Dishonesty

It is impossible to define every method used to manipulate the academic system. Any misconduct intended to give a false impression of student performance is a violation of the District's Academic Honesty Policy.

- **Cheating:** Includes, but is not limited to, copying another's work in whole or in part, planning to cheat, sharing or disseminating test content/answers, or any action that misrepresents a student's actual performance.
- **Plagiarism:** A form of cheating where a student passes off someone else's written work, ideas, or media as their own without providing proper credit. Copying even a small portion of an article or website constitutes plagiarism.
- **Enabling Academic Dishonesty:** Allowing one's work to be copied—either knowingly or through a lack of oversight—or helping someone else cheat (even if the cheating does not ultimately occur) is treated as cheating. Both parties will receive identical consequences.
- **Other Dishonest Conduct:** Actions such as stealing a test key, altering a teacher's grade book, hacking electronic grading systems, or forging a teacher's signature.

Collaboration vs. Copying: Students are encouraged to work together to problem-solve and build understanding. However, distinct boundaries exist between healthy collaboration and unauthorized copying.

Exam Security and Device Policy

Students are expected to guard the security of all tests and assignments.

- **Device Collection:** Teachers may collect phones and digital devices prior to exams. Refusing to turn over a device forfeits the opportunity to complete the exam.
- **Presumption of Cheating:** A teacher may reasonably conclude a student is cheating if they look at another student's paper, or if they use a cell phone or digital device for any purpose during an exam.
- **Device Enforcement:** If a device is used during an exam, the teacher has the right to confiscate both the device and the exam, resulting in an immediate zero.

Sanctions and Progressive Discipline

Academic dishonesty is handled in a progressive manner, though severe or repeated offenses will bypass initial steps. In all cases, teachers will make a diligent effort to contact parents/guardians to discuss the incident. Students or parents may appeal a decision to the teacher within a reasonable timeframe.

First Incident (Standard Assignment)

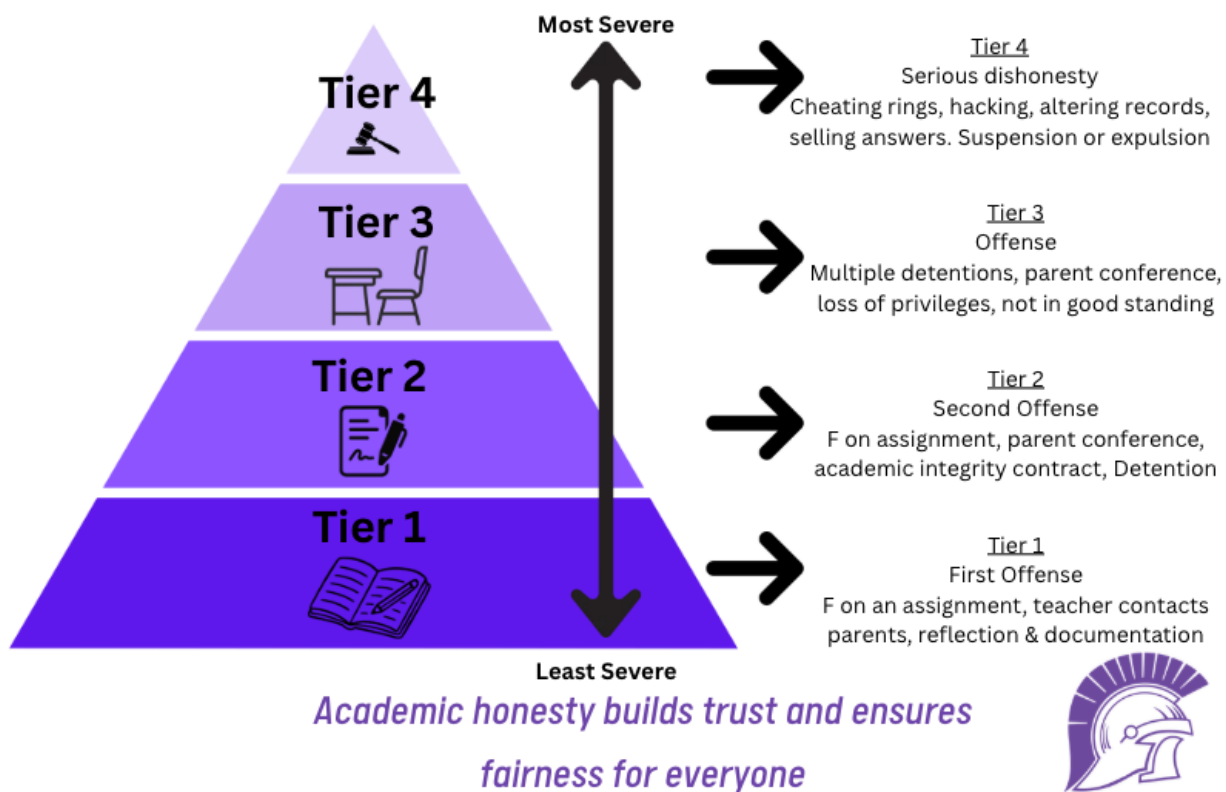
- An immediate zero/failing grade on the assignment.
- The student is placed on a Plagiarism/Cheating Contract.
- Parent/guardian notification.

Compounded or High-Level Incidents

Certain actions transcend standard cheating and carry severe academic and disciplinary penalties, including suspension, involuntary transfer, expulsion, or referral under Education Code sections 48900(g) (theft) or 48900(k) (defiance).

- **Test/Content Dissemination:** Sharing, duplicating, or distributing test documents or answers will result in severe disciplinary action, including potential suspension/expulsion and the loss of the privilege to participate in athletics, clubs, or school officer positions (e.g., ASB, FFA, Band, HOSA).
- **Record and Grade Tampering:** Attempting to alter grades, grade books, transcripts, or any records relating to performance, attendance, or behavior will result in immediate referral for a behavior contract, suspension, involuntary transfer, or a recommendation for expulsion.

ACADEMIC INTEGRITY



ATTENDANCE

If you know you are going to leave school on a particular day or time, have your parent/guardian contact the attendance office in advance. The attendance number is 707-778-4670. You must leave a message on the recorder, including the student's name, time of departure, reason, and date.

<u>Excused Absences</u> The following absences will be recorded as excused pursuant to the amended Education Code 48205(a) A pupil absent from school under these guidelines shall be allowed to complete all assignments and tests missed during the absence within a reasonable period of time.	<u>Unexcused Absences</u>
Illness - (California Law states that a dr. note is required after 14 occurrences)	Car trouble
Quarantine	Missed bus
Medical Appointment	Needed at home
Attending a funeral service of an immediate family member (Must be requested in writing by parents prior to the day of absence)	Out of town
Jury Duty	Vacation/trips
Medical appointment of student's child (with verification)	Work
Court (Verification is required and a written request by the parents/guardians must be turned in prior to the day of absence.)	Personal business/appointments (Ex: hair, nails, etc.)
Observation of a religious ceremony or holiday (Must be requested in writing by parents prior to the day of absence)	DMV/driving lessons
Attendance at a religious retreat (Must be requested in writing by parents prior to the day of absence and cannot exceed more than 4 hours per semester)	Oversleeping
Attendance at an employment conference	Babysitting

Absence Notification and Verification

- **Student/Parent Responsibility:** You must provide absence verification to the Attendance Office. If you receive an absence notification you believe is an error, contact the attendance clerk immediately.
- **Automated Notifications:** Parents/guardians will be notified of any missed periods on the evening of the absence via automated phone calls (to the primary number listed) and ParentSquare.
- **Parent Portal:** Attendance can also be monitored at any time via the Parent Portal.

ATTENDANCE CODES:

I = Illness <14 days J = Illness >14 days U = Cut/Unexcused T = Tardy/Unexcused V = Activity

Attendance Policy & Procedures

Attendance Requirements

- **Grading Impact:** Daily participation points are a direct component of your grade; regular attendance and punctuality are required.
- **Legal Mandate:** California law requires minors (ages 6–18) to attend school full-time. Adult students (age 18) must adhere to all standard school and attendance rules.
- **Excessive Absences:** Once a student exceeds **14 absences** (partial or full days) in a school year, a doctor's note is required for all subsequent absences. Continual attendance issues may lead to disciplinary action, transfer to an alternative program, or a District Attorney referral.

Reporting and Clearing Absences

Parents/guardians must report the reason for an absence using one of the following methods:

- **Digital/Phone:** Call **707-778-4670**, email **phsattendance@petk12.org**, or notify the school via ParentSquare on the day of the absence.
- **Written Note:** If not cleared by phone/digital message, the student must bring a parent-signed note upon their return.

3-Day Deadline: Absences not cleared within **3 school days** will be recorded as cuts and may result in a 1-hour after-school detention.

For attendance errors, students must pick up a correction form from the Attendance Office, have the teacher sign it, and return it to the attendance clerk.

Off-Campus Checkout Procedures

Students must obtain an **Off-Campus Pass** from the Attendance Office before leaving campus for any reason. Leaving without a pass will result in disciplinary action.

- **Routine Appointments:** Please schedule appointments outside of school hours. If unavoidable, parents must call or send a note *before* the student leaves so they can pick up their pass.
- **Last-Minute Requests:** For urgent requests (within 5–15 minutes of departure), parents must call **707-778-4670** or **707-778-4651** immediately.

ATTENDANCE CHEAT SHEET		
EXCUSED ABSENCES 	NEEDS VERIFICATION 	UNEXCUSED ABSENCES 
✓ Illness ✓ Doctor / Dentist Appointment ✓ Court Appearance ✓ Funeral ✓ Religious Observance	✓ Medical Appointment ✓ Court Appearance	✓ Oversleeping ✓ Vacation / Trip ✓ Missed the Bus ✓ Personal Appointments ✓ Left Campus Without Checking Out
 Provide note within 72 hours.	 Documentation may be required.	 May affect grades, privileges, and attendance eligibility.

TARDY POLICY: All students are expected to be on time to each class. Tardiness is defined as entering the classroom *any time after and up to 30 minutes after the final bell*. If a student is tardy, they should report directly to the Discipline Office in the SAC for a pass to class. The Attendance Office will excuse tardies with a written note or phone call from a parent, doctor, or dentist verifying the illness or medical or dental appointment.

After the 3rd Tardy, a conference with an admin/designee will be assigned. Detentions for tardies will be held after school Monday-Thursday for 30 minutes per tardy. Morning detentions available by appointment. Students failing to show for detention will be notified via email by the discipline secretary and additional consequences may apply. Unserved detention may result in the loss of school wide privileges (ex: participation in athletics, after school events, field trips, etc).

- Tardy 1-3: Check-in, Student Conference, and Warning
- 4th Tardy: 30-minute Detention + Conference with admin/designee, parent contact
- 5-6th Tardy: Conference with AP, parent contact, loss of privilege (ie not field trips, no sports practice)
- 7-9th Tardy: 30-minute Detention + Conference with admin/designee, parent contact, written Reflection
- 10th Tardy: 30-minute Detention, Loss of off campus privileges (Juniors & Seniors) parent contact, written Reflection
- 10+ Tardies: 30-minute Detentions, Loss of off campus privileges (Juniors & Seniors) parent contact, Written Reflection, additional loss of privileges

CUTTING CLASS: The following situations are considered class cuts:

What Constitutes a Cut?

A student is considered cutting if they:

- Are more than 30 minutes late to class without a valid excuse.
- Fail to clear an absence within 72 hours.
- Leave class, an assigned area, or campus without permission/proper checkout.

Consequences for Cutting

- Detention: Students are assigned a 1-hour after-school detention for each period cut (e.g., cutting 3 periods equals 3 detentions).
- Escalation: Persistent cutting may result in a School Attendance Review Team (SART) referral.
- Underclassman who cut may lose off campus privileges during Junior/Senior year

Failure to Attend Detention

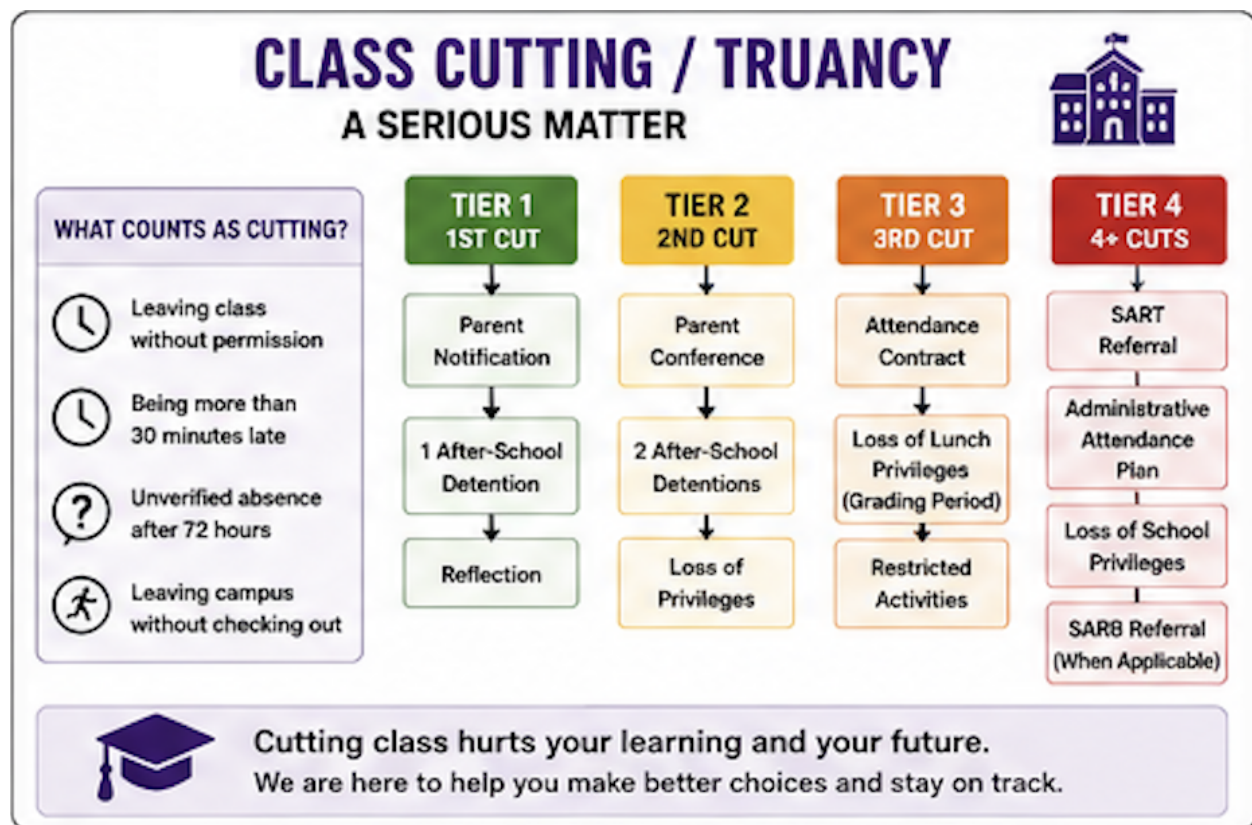
Students who skip detention will be notified via school email and must respond promptly. Failing to clear a missed detention results in:

- 1st Offense: Conference and a warning.
- 2nd Offense: Administrative conference with progressive consequences.

TRUANCY POLICY (Excessive Unexcused Absences/Cuts):

Unexcused period absences automatically trigger the following actions under **Ed Code 48260**:

- **Truancy Letter #1 (9 periods / 3 days):** Mailed home.
- **Truancy Letter #2 (12 periods / 4 days):** Mailed home. Triggers a mandatory **School Attendance Review Team (SART)** conference and attendance contract. (*Note: Excessive excused absences may also trigger a SART meeting*).
- **Truancy Letter #3 (15 periods / 5 days):** Mailed home. Off-campus privileges, work permits, and extracurricular eligibility may be revoked.
- **Subsequent Absences:** Each additional unexcused absence results in a formal **School Attendance Review Board (SARB)** referral packet. Violating a SARB contract or missing the hearing may result in a Superior Court citation.



SART Meeting Outcomes

The SART committee reviews grades and extenuating circumstances to issue one of the following mandates:

1. **Monitored Attendance:** Student remains in class under an attendance contract.
2. **Alternative Placement:** Referral to Valley Oaks Independent Study, Carpe Diem High School, or San Antonio High School.
3. **Support Services:** Referral for counseling.
4. **Escalation:** Direct referral to the district-level SARB.

CLOSED CAMPUS POLICY:

Petaluma High School is a closed campus. Students may not leave campus—including visiting student vehicles—during school hours without explicit authorization.

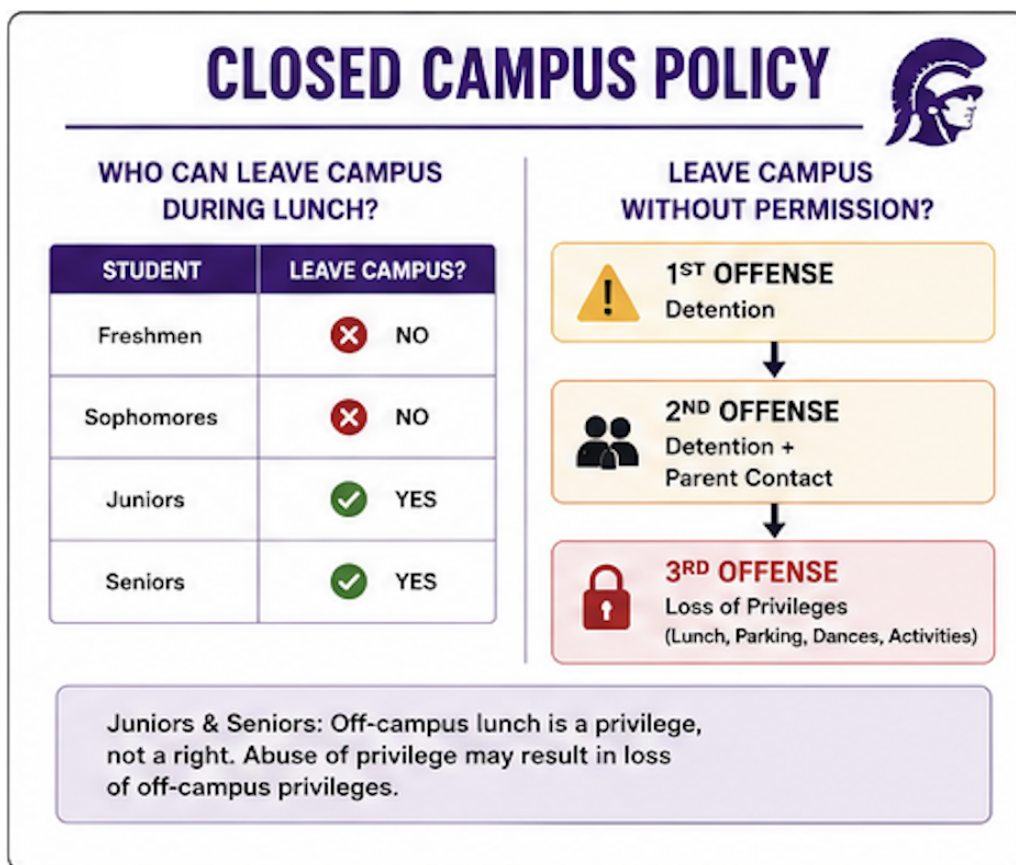
Leaving Campus Procedures

- **Standard Dismissal:** Leaving campus or visiting the parking lot requires an Attendance Office pass, which is issued only after parent phone verification or receipt of a valid note. Staff (counselors, administrators, or campus supervisors) may grant permission under special circumstances. Violations result in disciplinary action.
- **Off Periods:** Students with an open period must either leave campus entirely or sign in to the library (if available).

Junior/Senior Lunch Privilege & Liability

Pursuant to **Education Code Section 44808.5**, the school board permits only **Juniors and Seniors** to leave campus during the lunch period upon displaying a valid student ID card.

- **Liability Notice:** Neither the school district nor its employees assume liability for the conduct or safety of any student who leaves school grounds during lunch under this policy.
- **Rule Enforcement:** All school rules remain in effect while traveling to and from campus. Violations will result in detention, suspension, or the temporary or permanent revocation of lunch privileges.



Food Delivery Services Prohibited at Petaluma High School:

Commercial Deliveries Prohibited: Students may not order food through delivery services (e.g., DoorDash, UberEats) during the school day. Doing so will result in disciplinary consequences.

Parent Drop-Offs: Parents and guardians may drop off food for their student **in the main office only**. Students must pick up these items during break or lunch, unless summoned by office staff.

Free School Meals: PHS Food Services provides meals to all students before school, at break, and during lunch at no cost.

DISCIPLINE POLICY

Philosophy: All students have the ability and the right to learn. Every individual on campus has the right to feel safe, valued, and respected. Anyone who interferes with these expectations will be held accountable.

SCHOOL-WIDE DISCIPLINE POLICY: Student discipline jurisdiction (Ed Code 48900)

Petaluma High School utilizes PBIS (Positive Behavioral Interventions and Supports) to foster a safe, orderly campus. To minimize disciplinary action, policies are clearly communicated below. However, persistent or severe misbehavior may result in progressive consequences, up to expulsion.

Under **Education Code 48900**, students are subject to school disciplinary action for improper or unsafe behavior at any of the following times:

- On school grounds.
- Commuting to or from school.
- During the lunch period (on or off campus).
- Participating in or commuting to or from any school-sponsored activity.

STUDENTS IN “GOOD STANDING”

A student in good standing maintains at least a **2.0 GPA** with no failing grades, clear behavior and financial records (no missing textbooks/fines), and regular attendance.

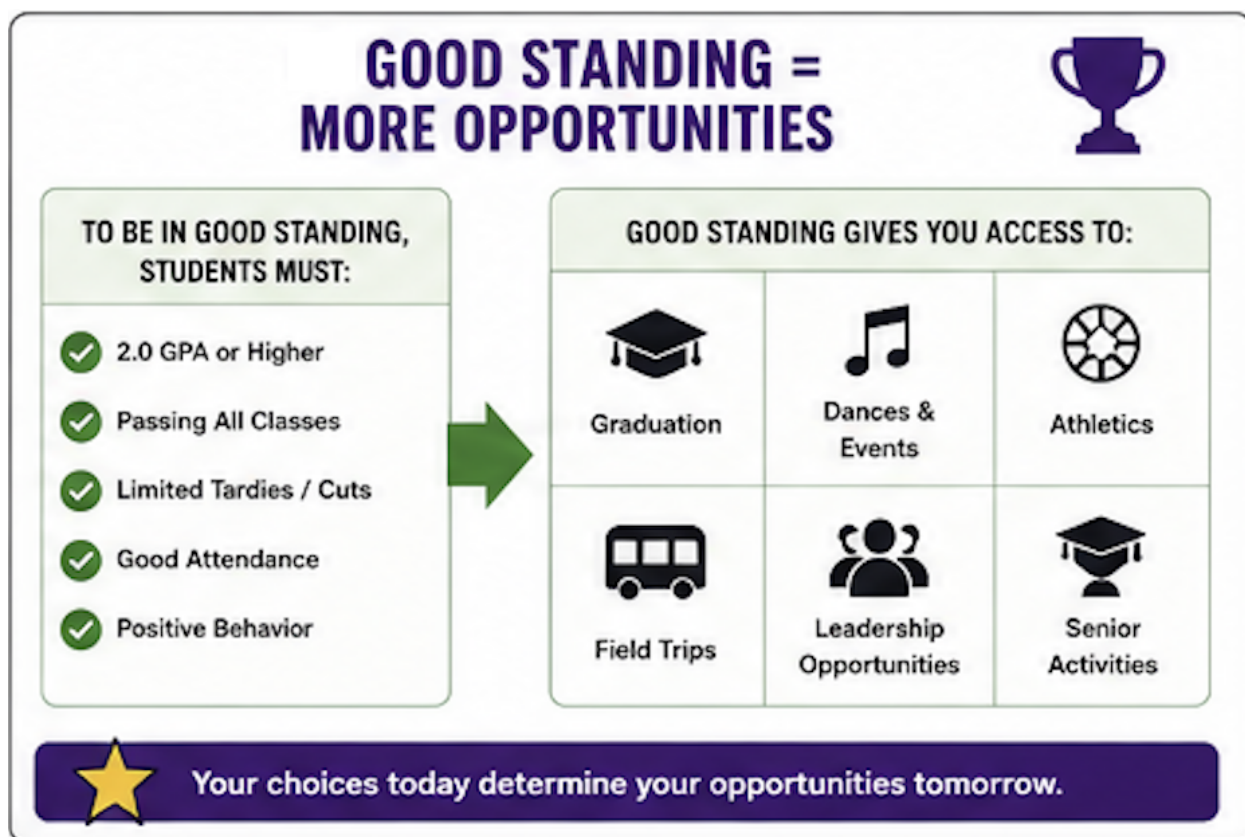
To maintain this status, students must demonstrate positive community membership by:

- Completing all classwork and homework to the best of their ability.
- Attending all classes on time, clearing absences promptly, and remaining off campus corridors during class sessions.
- Following school and classroom rules while remaining attentive during instruction.
- Addressing academic or disciplinary concerns with teachers privately (after class, during office hours, or after school).

Loss of Good Standing & Activity Restrictions

Students who lose "good standing" status may be barred from school activities, including sports, dances (such as prom), leadership positions, field trips, and graduation.

- **Graduation Appeal Process:** Restricted students wishing to participate in graduation may request an appeal hearing with the principal to review extenuating circumstances.
- **Participation Requirement:** All participating students and their parents/guardians must sign and fulfill a Graduation Ceremony Contract.



SEARCHING & QUESTIONING STUDENTS:

Student Searches: School officials may search students, their property, and their digital devices (e.g., phones, Chromebooks) if there is reasonable suspicion of a law or policy violation, including possession of drugs or alcohol. Parents/guardians will be notified as soon as possible following a search.

Student Interviews: The administration will accommodate urgent interviews promptly, ensuring privacy, minimal disruption to the school environment, and full cooperation with law enforcement. Law enforcement officers may interview students on school premises.

RANGE OF DISCIPLINARY ACTIONS: (Other means of correction not listed may occur)

Referral	Documentation of the incident entered into the system.
Conference	Student meets with teacher, student advisor, counselor, or administrator. Warning is given of potential consequences of a student's action, and school policy is reviewed.
Restorative	Student meets with parties who were harmed or who engaged in an action or series of actions to repair the relationship. (This includes conflict mediation.)
Detention	Students may be required to attend detention for conduct violations or truancy. Detention must be served to be eligible for activities, including graduation and prom.
Behavior Contract	A contract may be used for improving behavior or attendance in an agreed-upon manner.
Loss of Privilege	For a time period imposed at the discretion of the administrator, the student will not be able to participate in extracurricular activities at the school.
Escort	Depending on the behavior of the student, they may be assigned an escort to and from class, detention and/or the restroom.
Class Suspension	Any teacher may suspend a student from his/her class for a maximum of 2 days per incident. Parents will be contacted to inform them of the incident. (EC 48910)
Suspension	Definition and Limits: A suspension is the temporary removal of a student from school or class. Single suspensions cannot exceed 5 consecutive days without school board approval. Activity Restrictions: Suspended students (in-school or at-home) are barred from all school-sponsored events, activities, and sports for the duration of the suspension. Parent Notification: The school will immediately inform parents/guardians of the suspension details, mail an official Suspension Report, and may request a parent conference.

For further information on Suspensions and Expulsions, please refer to Ed Code.

Grounds for Suspension: Ed Code 48900

Grounds for Expulsion: Ed Code 48915

Any student receiving disciplinary consequence may lose their privilege to participate in the following activities:

1. Homecoming
2. Winter Formal
3. Attending sporting events
4. Playing sports
5. Field Trips
6. Prom
7. Senior Sunset
8. Graduation

Petaluma High School Expectations Matrix

Common Area	Be Safe	Be Responsible	Be Respectful
Outside Areas	- Be aware of your surroundings - Walk - Sit in seats appropriately	- Clean up after yourself - Report bullying - Follow adult directions the first time given	- Limit PDAs - Respect people's boundaries - Be inclusive
Classroom	- Keep hands and feet to self - Ask permission to leave assigned areas - Follow directions and safety procedures - Keep walkways clear	- Be on time and prepared - Stay on task - Resolve attendance issues before class - Sign in/sign out - Follow directions - Clean up after yourself - Actively participate	- Treat others and their property with respect - Use materials appropriately - Actively listen to designated speaker - Use a kind voice - Use appropriate language - Return to class immediately after completing personal necessities
Bus Area	- Keep hands and feet to self - When busses are present, remain on sidewalk - Walk	- Clean up after yourself - Remind others to follow rules - Enter and exit the bus in an orderly fashion	- Limit PDAs - Treat others and property with respect - Use a kind voice - Use appropriate language - Thank the bus driver
Multi-Use Room	- Walk - Keep walkways and food lines moving - Keep hands and feet to yourself - Only use designated areas	- Clean up after yourself - Remind others to follow rules - Line up respectfully - Pay for your items - Hold, store and eat your food appropriately	- Treat others and their property with respect - Use a kind voice - Use appropriate language - Limit PDAs
Assembly	- Keep hands and feet to yourself - Enter and exit in an orderly fashion - Keep walkways clear	- Sit quietly - Remind others to follow rules - Remove hats when requested	- Be attentive & supportive - Keep phones away - Applaud appropriately
Hallways	- Watch where you are going - Keep walkways clear - Walk	- Clean up after yourself - Inform staff of spills and wait for help - Have a pass to be out of class - Keep electronic devices in the classroom during each period	- Treat others and their property with respect - Use appropriate language and volume level

Cell Phones & Electronic Devices	● Keep passwords private ● Use school appropriate online resources ● Put phone away when walking	● Turn off and put away devices during instructional time ● Make sure all content on electronic devices is school appropriate	● Keep all posts kind and positive ● Obtain consent before taking photos or videos of others ● Only use devices when the teacher explicitly allows you to
Dances	● Keep feet on the floor ● Stay in designated areas for entire dance	● Eat in designated areas only ● Use cell phones appropriately ● Follow school expectations	● Use appropriate dance moves ● Follow school dress code ● Respect dance policies
Bathrooms	● Hands and feet to self ● Walk ● Wash Hands with soap and water ● One person per stall	● Clean up after yourself ● Turn off the water ● Flush the toilets ● Report inappropriate behavior ● Return directly to class ● Device-free zones	● Treat others and their property with respect ● Use a kind voice at an appropriate voice volume
Gymnasium	● Stay hydrated ● Use equipment properly ● Use appropriate warm-up and stretching methods ● Respect people's space and boundaries in the locker room	● Dress quickly and be on time ● Be prepared for class ● Use technology appropriately ● Use your own locker ● Listen to instructions and follow directions	● Respect the privacy of others ● Bring a good attitude, a willingness to learn, and your best effort each day ● Respect all people and their property ● Respect equipment
Library	● Have a seat ● Keep walkways clear	● Eat prior to coming to the library ● Have a pass if you are coming to the library during class time. ● Checkout your books ● Print classwork before class	● Work quietly ● Be respectful of others
Field Trips	● Keep hands and feet to yourself ● Keep all belongings in the vehicles at all times ● Store items appropriately ● Use appropriate language and tone	● Patiently wait in line to board the bus ● Sit in your assigned seat ● Use appropriate language and tone ● Display and encourage positive behavior and actions	● Help those who need assistance ● Board the bus in an orderly manner ● Use appropriate language and tone ● Respect the bus driver and onboard rules
Main Office SAC Counseling Office	● Identify yourself & the reason you are there ● Enter appropriately ● Maintain confidentiality	● Must have adult permission to be in office during class time ● Use appropriate voice level	● Enter quietly ● Wait your turn ● Use appropriate tone ● Use a kind language

& Bilingual Office		• Use appropriate and kind language • Respect others' boundaries	
Sporting Events	• Keep hands and feet to yourself • Enter and exit in an orderly fashion • Keep walkways clear • Use stairs to access bleachers	• Leave backpacks at home or at the gate • Follow school expectations and protocols • Stand in line for snack appropriately	• Cheer for your team • Be attentive & supportive • Applaud appropriately • Use kind language

MAJOR	MINOR
→ Abusive / Inappropriate language → Fighting / Physical aggression → Theft → Vandalism → Possession of a Weapon → Possession of drugs or alcohol → Bullying → Extreme Tech Violation → Defiance / Insubordination → Gang Affiliation → Threatening Behavior → Repeat occurrence of a MINOR Referral	→ Tech Violation → Inappropriate Language → Defiance → Disrespect → Disruption → Cheating (1st occurrence) → Dress Code

STUDENT BEHAVIOR EXPECTATIONS

PROHIBITED ITEMS:

- **Banned Items:** Controlled substances (alcohol, drugs, tobacco, vapes, matches/lighters) and disruptive or hazardous objects (weapons, knives, replica firearms, graffiti tools, water toys, stink bombs, gang identifiers) are strictly prohibited.
- **Consequences:** Possession of these items will result in disciplinary action. Prohibited items will be confiscated and may only be returned to a parent or guardian at the end of the school year.

BOOKS & SCHOOL PROPERTY:

- **Responsibility:** Students must care for all school property, including Chromebooks, chargers, and textbooks.
- **Fines & Fees:** Students are financially responsible for lost, stolen, or damaged items. Families are encouraged to enroll in the Chromebook Insurance Coverage Program.
- **Withheld Records:** Class schedules and diplomas will be withheld until all materials are returned and fines are paid in full.

CAR PERMITS: (Parking permits are free!)

Driving to school is a privilege that may be revoked for safety or policy violations. The administration reserves the right to modify these rules as needed.

Requirements and Liability

- **Registration & Permits:** Regardless if parked in a lot or on the street, all student vehicles must be registered with the office, and a valid parking permit **must** be displayed.
- **Legal Compliance:** Drivers must possess a valid California driver's license and legally mandated auto insurance.
- **Liability:** The school is not responsible for vehicle damage or theft. Parents/guardians and students assume full liability for any damage caused to school property.

Rules of Operation

- **Parking:** Students must park only in designated student spaces. Parking in staff, unauthorized, or disabled spaces will result in school discipline or a law enforcement referral.
- **Vehicle Use:** Vehicles must remain parked during the school day. Students may not use their cars during school hours without prior parental and administrative approval.
- **Safe Driving:** Reckless driving, speeding, or breaking traction on or around campus or at school events is strictly prohibited.

Penalties

Violations—including reckless driving, parking illegally, or failing to register a vehicle—will result in progressive discipline, including detentions, fines, vehicle towing, or the temporary/permanent revocation of driving privileges.

BATHROOM & HALLWAY EXPECTATIONS:

Research consistently demonstrates that direct instructional time and active classroom presence are the single most critical factors in driving student achievement. Every minute spent in the classroom represents a vital opportunity for collaborative learning, teacher-guided intervention, and deep engagement with the curriculum. When you need to be excused from class, follow the 5-step process and return within the prescribed amount of time.

1. Ask for permission.
2. Sign out using 5-star.
3. Go directly to your destination.
4. If using the restroom, one person per stall.
5. Return directly to class, and sign back in.



CELL PHONES & OTHER ELECTRONIC DEVICES:

“Off and away”: “Off” means powered off and “away” means in a backpack and not visible (during non-class time) OR in a pocket chart/phone cubby (during class time).

Cell phone use is prohibited during the school day from bell-to-bell (start of school day to end of school day) unless otherwise directed by the Teacher or Staff members for instructional purposes in the classroom. This is due to the distraction that cell phones pose for learning and engagement. Teachers and staff will expect students to have their cell phones off and away from the start to the end of school, including during classes and at any time outside the classroom, such as passing periods, break, and lunch.

Phones must be turned off at the start of each school day at 8:30 a.m.

All students - including TAs - are required to turn in their phones to the teacher-designated phone caddy or storage area at the beginning of each class period.

Phones may not be taken or used during bathroom breaks while class is in session.

Phones will be returned to students at the end of each class period. Phones must be placed in a backpack at the end of each class period.

* Students with off-periods who are staying on campus should turn their phones into the Librarian

Violation of the policy:

- If the phone comes out for any reason (other than to place it in the pocket chart/cubby), rings, or makes any other recognizable sound, the staff will immediately collect the device, turn it into the office, and the student will be required to pick it up at the end of the school day.
- After the third violation and any subsequent incidents involving phone use, a parent will be contacted to pick up the device at the office.
- Cell phones are never to be out in locker rooms, bathrooms, or other sensitive areas.
- Cell phones will no longer be used to obtain a hall pass or advisory.
- In accordance with Board Policy 5131.8 a teacher may grant permission for the use of a cell phone in class for educational purposes.

*The school is not responsible for lost, stolen, or damaged electronic devices.

CYBERBULLYING:

Under school, district, and state education codes, **cyberbullying** is a serious form of harassment. It is strictly prohibited and includes committing any of the following acts via digital devices, the internet, or social media:

- **Harassment & Threats:** Transmitting harassing messages, direct threats, social cruelty, sexually explicit content, or harmful media (texts, sounds, or images).
- **Identity Theft:** Hacking into another person's account and assuming their identity to damage their reputation or friendships.
- **Media Exploitation:** Using, distributing, or posting videos and photographs to harass others or incite a fight.

Any student found engaging in cyberbullying will be subject to discipline sanctioned by Board Policy and California Education Code, and may be reported to the police for criminal investigation. (See Education Code section 48900(r)(2)(A)(iii).

DRESS CODE STANDARDS:

Petaluma High School's dress code maintains that school is a professional work environment. Students dressed inappropriately will not be permitted in class or on school grounds until they change.

Clothing Standards

- **Coverage:** Clothing must cover the genitals, buttocks, and chest with opaque material. Undergarments must not be visible. Shoes must be worn at all times.
- **Prohibited Content:** Attire or hats may not use profane language, debase any group, or promote violence, weapons, sexual content, gangs, drugs, alcohol, or tobacco (e.g., logos for *Cookies*, *Lagunitas*, *Playboy*, *Backwoods*, *Hooters*, etc).
- **Gang Colors:** Wearing a predominance of any single color associated with gang affiliation is prohibited.

Enforcement and Consequences

- **First Offense:** Students must change into appropriate clothing. Parents/guardians will be

- contacted to bring a change of clothes, and inappropriate items may be confiscated.
- **Repeated Violations:** Continued non-compliance will result in progressive disciplinary action.

**Final judgment of appropriateness shall be determined by school officials.*

DRUGS AND ALCOHOL:

The possession, use, or being under the influence of any controlled substance, alcohol, marijuana, tobacco, or intoxicant of any kind—including vaping—is strictly prohibited on school property, under school jurisdiction, or during school-sponsored activities.

Consequences

Violations will result in disciplinary action and may lead to:

- Referral to outside counseling or support agencies.
- A report to law enforcement.
- A recommendation for expulsion.

GANG-RELATED CONDUCT AND ACTIVITIES:

Gang-related conduct at Petaluma High School or school-sponsored events is strictly prohibited.

- **Prohibited Behavior:** This includes, but is not limited to, gang fighting, hazing/initiations, hand signals, graffiti, and gang-affiliated symbols, colors, or apparel (e.g., sagging pants, hanging or bandana-covered belts, chains, altered hats, or bandanas of any color).
- **Consequences:** Students engaging in gang-related activity will be placed on a PCS Gang Contract and face disciplinary action, up to and including expulsion.

PASSES FROM CLASS: You are not to be out of class at any time without a pass. If you are out of class without a pass, you are subject to a disciplinary consequence.

SKATEBOARDS & BIKES:

- **Campus Restriction:** Riding skateboards or bicycles anywhere on campus—including parking lots, during break, lunch, or after school—is strictly prohibited.
- **Storage:** Equipment must be safely stored and locked in designated areas.
- **Consequences:** Violations will result in the confiscation of items (requiring parent/guardian pickup) and the loss of the privilege to bring them to school.

VANDALISM:

- **Impact:** Damaging school property diverts limited funds away from essential student needs.
- **Consequences:** Students involved in vandalism face disciplinary action, a mandatory parent-administrator conference, and a potential police report.
- **Restitution:** The student/family will be required to pay in full for all damages and repairs.

Petaluma City Schools

Department of Student Services

Petaluma City Schools Student Services oversees all school wide disciplinary procedures. To find out more, please visit the Student Services website at [Student & Health Services | Petaluma City Schools](#).

California Education Code Section 48900 and 48915, states that school districts must notify the parents/guardians of all pupils registered in schools of the district's rules pertaining to student discipline. California Education Code Section 35291.5 authorizes each school to develop discipline rules and procedures. Schools shall provide this information in writing to continuing pupils at the beginning of each school year and to any other pupils, and their parents/guardians at the time of enrollment.

Linked in this document is the PCS [District Wide Discipline Handbook](#). This document is printed and available in the main office.

GENERAL INFORMATION

AERIES: Student academic progress may be monitored in two ways:

1. AERIES Parent Portal ([Petaluma City Schools](#)). Teachers post current assignment grades providing a snapshot of students' academic progress. All parents receive instructions on how to set up and activate their account. In addition, parents must confirm their data at the beginning of each school year. This process assures the school that all contact information is correct and up-to-date. All parents are encouraged to monitor their students' academic progress often using the AERIES Parent Portal.
2. Progress Reports are mailed home every grading period. Progress report grades are not posted on transcripts. Semester grades are final grades that are recorded on transcripts.

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.

BILINGUAL (SPANISH SUPPORT):

Petaluma High School's Bilingual Instructional Assistants support English learners and connect the school with families.

- **Student Support:** Assistants provide in-class assistance, student mentoring, and academic support during Advisory and after school.
- **Family Support:** Services include translation of school materials and interpretation at parent meetings.
- **Contact:** Families can leave messages on the bilingual office phone line at **707-778-4652**. Students can visit the bilingual office for more information.

BULLETIN/WEBSITE:

- **Sources:** The Trojan Broadcast and the written daily bulletin (posted on the PHS website) are the main sources for upcoming events and school business.
- **Schedule:** Ten minutes are added to the first class each day specifically for students to review these daily announcements.

COLLEGE & CAREER CENTER:

Located in the library, the College and Career Center serves students and parents with the following resources:

- **Research Materials:** Print and digital college catalogs, career books, and computer research programs.
- **Professional Tools:** Resume writing templates.
- **Guest Speakers:** Regular presentations from college representatives, business professionals, and military organizations.

LIBRARY:

- **Hours:** Open daily from 8:15 a.m. to 4:00 p.m., including nutrition and lunch breaks.
- **Donations:** Contact the librarian directly to make donations.

LOCKERS:

- **Usage:** Lockers are located in hallways and PE areas. Students must use only their assigned locker and keep combinations confidential.
- **Liability:** The school is not responsible for stolen property. Do not bring valuables or large amounts of money to campus.

NURSE & FIRST AID:

- **First Aid & Nurse:** A nurse is on-site at least once a week. First Aid is always available in the Attendance Office.
- **Medication Policy:** Students are strictly prohibited from carrying any medication on campus, including over-the-counter pain relievers.
- **Dispensing Protocol:** All student medication must be stored in the Attendance Office and will only be dispensed if accompanied by written approval and instructions from both a parent and a physician.

PERSONAL PROPERTY:

- **General Rule:** Students are solely responsible for protecting their personal property. Valuables, like cell phones and large amounts of money, should be left at home.
- **P.E. Storage:** Backpacks and belongings **must be stored in locked lockers** during P.E. class.
- **Liability:** The school is not responsible for lost or stolen property, including items left in the Main Office. Do not leave valuables in the office for pickup.

STANDARDIZED TESTS:

1. **ELPAC (English Language Proficiency Assessments for California):** Administered annually to English Learners to measure fluency and determine support needs. Advanced scores can lead to English re-designation and help fulfill requirements for the California State Seal of Biliteracy.
2. **CAASPP (California Assessment of Student Performance and Progress):** Standardized, Common Core-aligned tests administered in April and May to 11th graders. They measure growth in English Language Arts/Literacy and Mathematics to gauge college and career readiness.
3. **Advanced Placement (AP) Exams:** Voluntary, \$110 tests, taken in May alongside AP courses. High scores may earn students college credit, depending on the institution and major.

TEXTBOOKS:

- **Loan & Care:** Textbooks are loaned for the duration of a class. Students are solely responsible for returning their assigned books in good condition, even if the books are stolen from a locker.

- **Financial Liability:** Per Education Code 48904(b), if a loaned textbook is damaged or not returned upon demand, the school district may withhold the student's grades, diploma, and transcripts until the damages or replacement costs are paid in full.

VISITORS ON CAMPUS: We want to clarify the process of visiting our campus and underline the importance of signing in upon arrival. This is for the safety of all our staff and students.

ALL VISITORS ON CAMPUS MUST CHECK IN AT THE MAIN OFFICE!

- **Appointments:** All meetings with teachers, counselors, or classroom visits must be scheduled in advance.
- **Check-In/Out:** Visitors must sign in and identify themselves at the front desk upon arrival. If picking up a sick student from the Student Assistance Center (SAC), parents must officially sign the student out.
- **Campus Access:** Visitors without scheduled appointments will be asked to leave a note for the teacher rather than entering classrooms. Following any appointment, visitors must exit the campus immediately and are not permitted to wander.

WORK PERMITS:

- **Legal Mandate:** Minors under the age of 18 must have a valid work permit to be employed.
- **Academic & Attendance Standards:** To qualify for and retain a work permit, students must maintain a minimum **2.0 GPA** and **good attendance** (except during the first grading period).
- **Applications:** Permit applications are available in the PHS College and Career Center.

EXTRA-CURRICULAR ACTIVITIES

ELIGIBILITY:

Extra-curricular activities are non-graded, non-credit, out-of-class programs that may involve public performances or competitions. To participate, students must meet the following criteria:

- **Academic Standards:** Maintain a minimum **2.0 GPA ("C" average)** in each previous grading period.
- **Attendance:** Must not be declared a habitual truant.
- **Financial Clearance:** Must have no outstanding debts for lost or damaged school property (cannot be on the school Fine List).

ASB & STUDENT LEADERSHIP:

- **Purpose:** Students in this class plan, coordinate, and execute school events—such as rallies, dances, and lunchtime activities—to improve campus culture and traditions.
- **Opportunities:** Students can serve as class officers or committee heads to develop leadership, teamwork, and organizational skills.
- **Involvement:** Interested students should contact their school counselor for more information.

CLUBS and ORGANIZATIONS:

- **Involvement:** ASB hosts a "Club Rush" at the start of each semester to encourage student participation in campus organizations.
- **Information:** A full list of active clubs is available on the school website.

- **Creation:** Students interested in starting a new club should contact the ASB advisors in room D-1.

DANCES:

Admission & Entry:

- Open only to current PHS students with a valid school ID. Entry is permitted only during the first 60 minutes, and re-entry is prohibited. Ticket purchase constitutes agreement to all rules printed on the ticket.

Prohibited Items & Substance Policy:

- All school rules and dress codes apply. Students are subject to Breathalyzer tests at the door. Possession or influence of drugs/alcohol results in disciplinary action, suspension from all future school-year dances (including Prom), and a potential ban from graduation for seniors.

Dance Rules & Restrictions:

- Inappropriate dancing after warnings will result in being sent home.
- No shoes are allowed in the gym (shoes will be securely stored by chaperones).
- Do not bring valuables.
- Students with outstanding detentions or active suspensions are barred from attending.

Guest Policy:

- For select dances, high school students or graduates under 21 may attend. Guests must submit an approved PHS Guest Form signed by their own school's administration and present a valid photo ID at the door.

Prom:

- Open to seniors in good standing. Attendance requires signing a behavior and expectations contract, distributed during the spring semester.

ATHLETICS:

Please see the Athletics tab on the website at PetalumaHighSchool.org for information about coaches, clearance procedures, and dates. If there is a question or issue regarding any athletic team, first contact the coach, then the Athletic Director and, if necessary, an Assistant Principal.

FALL SPORTS	WINTER SPORTS	SPRING SPORTS
Football Girls Tennis, Golf, & Volleyball Co-ed Cross Country Boys/Girls Water Polo Girls Flag Football	Boys/Girls Basketball Boys/Girls Wrestling Boys/Girls Soccer	Boys Baseball, Golf, & Tennis Girls Softball Boys/Girls Badminton, Swimming, Track, & Lacrosse

ATHLETIC ELIGIBILITY:

Information about athletic eligibility is included in the Sports Clearance packet which is available online through the Petaluma High School web page. Coaches may have additional requirements to maintain eligibility. Incomplete grades are not considered passing.

ATHLETICS CITIZENSHIP AND BEHAVIOR:

- Any student placed on a probationary discipline contract is ineligible to participate in any extra-curricular activity.
- Any violation of specific team/activity rules will be dealt with by the coach/advisor.
- Any violation of school rules, or violation of civil or penal codes, may be dealt with by school officials. If a student violates any of the above rules, the following punishments will normally be instituted and they may be removed from participation in accordance with the guidelines below:
 - If the violation occurs on campus or at a school-sponsored or related event (at any time), the individual will be under the jurisdiction of the school authority with penalties in accordance with the school board policy.
 - Conduct unbefitting a student-athlete and/or behavior which reflects negatively on the school and/or the activity/sport at any time, whether on or off campus, can result in removal from that activity/sport or prevention from future participation in the program for up to 45 days. Determination will be made by the school administration in consultation with coaches and the Athletic Director. (Prior to the decision, the parents and participants will be provided an opportunity to present their position.)

ATHLETIC DONATION: An athletic donation of \$150 per student per sport will be requested to help cover costs. Your check made payable to Petaluma High School Athletics or online donation is greatly appreciated at the start of the sports season. No student will be denied access to our sports programs for financial reasons. Any questions can be addressed to the Athletic Director or Head Coach.

ATHLETIC CODE OF CONDUCT FOR PLAYERS, COACHES, & SPECTATORS:

Players will....

- Show respect for themselves, teammates, coaches, opponents, and officials.
- Use no foul language, trash talk, negative gestures, or actions to provoke a negative response or fighting.
- Maintain NCS eligibility requirements throughout the season/semester.
- Be in attendance at school a minimum of two block schedule periods before being allowed to play in competitions on any given day.

Coaches will....

- Be consistent, attempt to instruct in a positive manner, and use appropriate language at all times.
- Not tolerate unsportsmanlike behavior or actions.
- Place the safety and welfare of players as the highest priority.
- Allow no student to practice or play competition without a completed Athletic Participation Clearance Form.
- Allow no student to play in a competition without verifying G.P.A., discipline, and game day attendance.
- Hold athletic practices after the school day has ended.

Parents, Students, and other Spectators will....

- Show cordial courtesy to visiting teams and officials.
- Support and promote the proper ideals of sportsmanship and fair play.
- Respect the rules and regulations of the school site and California Education Code (i.e., no smoking or drinking on any school campus).

Violation of the Athletic Code of Conduct may result in revocation of all privileges to attend athletic events. There are no in-and-out privileges for any spectators during athletic events. Those asked to leave are NOT permitted any return privileges.

Technology Use Agreement (Students)

Student Technology Use Agreement

Petaluma City Schools (PCS) provides technology resources for educational purposes. Access is dependent on adhering to district policies regarding acceptable use, bullying, student conduct, and academic honesty.

Care & Financial Responsibility

- **Handling:** Devices must be handled carefully, transported in a bag, and kept free of stickers or writing. Clean only with a soft, lint-free cloth (no liquids or cleansers).
- **Environment:** Keep devices away from food, liquids, and extreme temperatures (store between 32°F and 95°F; never leave in a car).
- **Liability:** Parents/guardians may be held financially responsible for the repair or replacement costs of lost, damaged, or stolen devices and accessories.

Safety & Privacy

- **Security:** Keep accounts and login credentials private. Store devices in secure locations (e.g., lockers) and do not allow others to use them.
- **Prohibited Conduct:** Using district devices or accounts to bully, harass, or record inappropriate audio/video is strictly prohibited.
- **Monitoring:** Internet traffic is monitored and filtered per federal law (CIPA). Attempting to bypass these filters will result in disciplinary action or loss of technology privileges.

Productivity & Class Expectations

- **Readiness:** Students in grades 3–12 must bring a fully charged device to school daily. Shared devices must be returned to charging carts after use.
- **Classroom Use:** During instructional time, use only teacher-approved apps and websites.
- **Data:** Save all work to Google Drive. Local personal data may be deleted from devices without notice.

Apps & Parental Consent

To facilitate learning, PCS utilizes vetted third-party apps and web services that comply with student data privacy laws (FERPA/CIPA).

Consent Agreement: By consenting, parents/guardians agree to enforce these rules and grant PCS permission to create necessary accounts and share limited student information with approved third-party providers.

ANNUAL NOTICE: UNIFORM COMPLAINT PROCEDURES

The Petaluma City Elementary and Joint Union High School Districts are primarily responsible for compliance with state and federal laws and regulations. Individuals, agencies, organizations, students, and interested third parties have the right to file a complaint regarding alleged unlawful discrimination based on actual or perceived sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, age, gender, color, or physical or mental disability, or failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, career/technical education or training programs, migrant education, child care, development programs, child nutrition programs, and special education programs.

A complaint alleging unlawful discrimination must be filed in writing with the appropriate compliance officer, identified below, no later than six (6) months from the date the alleged discrimination occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination.

In accordance with adopted procedures, complaints will be investigated and a written decision sent to the complainant within 60 calendar days unless the complainant agrees in writing to extend the timeline. If the complainant is not satisfied with the district's decision, the complainant may file within fifteen (15) days of receipt of the decision a written appeal with the California Department of Education (CDE). The appeal must include a copy of the locally-filed complaint and a copy of the district's decision. A copy of the district's policy and complaint procedures may be obtained through the superintendent's office.

Complainants may also pursue available civil law remedies, including, but not limited to, injunctions, restraining orders, or other orders in federal or state courts. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. Further information about such remedies may be available through a public or private interest attorney, the Sonoma County Lawyer Referral Service, the Legal Aid Society, a mediator, or a dispute resolution service.

Ref. Board Policy/Administrative Regulation 1312.3; 4/12/10

Title of Compliance Officer: Human Resources Administrator
Telephone Number: (707) 778-4608
Address: 200 Douglas Street,
Petaluma, CA 94952

COMPLAINTS: There are established district-wide procedures to register complaints regarding personnel or policies. All complaints will be addressed in a confidential manner, following the guidelines of Board Policy 1312.2. Retaliation in any form for filing a complaint, reporting instances of alleged discrimination, or participation in complaint procedures is prohibited. Please contact the Main Office for further information.

It is important that an administrator is contacted whenever there are concerns or complaints. It is important to be able to address concerns at the earliest opportunity.

SEXUAL HARASSMENT IS STRICTLY PROHIBITED

Prohibited sexual harassment includes **UNWELCOME**

- Verbal, visual, and physical conduct of a sexual nature;
- Sexual advances; and
- Requests for sexual acts

During the school day and during any school or school-related activity, on or off campus, you have the right to a safe school environment that is free of sexual harassment by other students, employees, or any other person. Retaliation for reporting sexual harassment, filing a complaint, or supporting a person who complains of sexual harassment or participates in the investigation of a complaint is also strictly prohibited.

REPORT ANY SEXUAL HARASSMENT CONCERNS – HELP IS AVAILABLE

All school staff are available to help you. You are encouraged to report any sexual harassment concerns (for yourself and others) to an administrator, counselor, teacher, or any other school employee.

- Principal: Giovanni Napoli, gnapoli@petk12.org; (707-778-4652)
- Assistant Principal: Dachia Oropeza, doropeza@petk12.org; (707-778-4651)
- Assistant Principal: Tyler Aftab, taftab@petk12.org; (707-778-4651)
- Directors of Educational Services: Kirsten Grimm, kgrimm@petk12.org and Gloria Estavillo, gestavillo@petk12.org; (707) 778-4765
- Assistant Superintendent of Student Services: Dr. Lori Rhodes, PhD, lrhodes@petk12.org; (707-778-4605)
- Superintendent Davina Goldwasser, dgoldwasser@petk12.org; (707-778-4604)
- Counselor Megan McClelland, mmcclelland@petk12.org; (707-778-4652)
- Counselor Molly Guerra, mguerra@petk12.org; (707-778-4652)
- Counselor Aliah Singh, asingh@petk12.org; (707-778-4652)
- Counselor Jenna Emanuel, jemanuel@petk12.org; (707-778-4652)

Appropriate corrective action will be taken to stop sexual harassment and prevent it from occurring again.

SEXUAL HARASSMENT POLICY AND PROCEDURES

You may obtain a copy of the Petaluma City Schools sexual harassment complaint policy and procedures (BP/AR 5145.7; AR 1312.3) online at [\[PCS Title IX\]](#), in the Petaluma High School office, and in the District Office.

TITLE IX / HARASSMENT

- Discrimination on the basis of sex in any program or activity of this district is not to be permitted.
- Any violation of this law should be reported immediately to a school administrator or one of the Title IX officers at the school.
- The Director of Human Services is the designated Petaluma City School District Coordinator for Nondiscrimination in employment and Title IX.
- Full text of district procedures is available in the District Office.
- Harassment of individuals based on race, religion, gender, sexual orientation, or for any other reason is strictly prohibited.
- Board Policy 5145.4 details policy and procedures to secure, at the earliest level possible, an appropriate resolution to an allegation of sexual harassment. As defined by Ed Code 212.5, “Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting.”

TITLE VI



Title VI of the Civil Rights Act of 1964

“ No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. ”

Título VI de la Ley de Derechos Civiles de 1964

“ Ninguna persona en los Estados Unidos, por motivos de raza, color, origen nacional o fe será excluida de la participación, será negada los beneficios de, o será objeto de discriminación bajo cualquier programa o actividad que recibe fondos del gobierno federal. ”

What to do if you are harassed* (bullied) at school



Keep notes, make an incident report

Always make a copy (or write it twice)

Tome notas, haga un informe de incidente

Siempre haga una copia (o escríbalo dos veces)



Talk to a parent or trusted adult

Tell someone the first time it happens

Hable con un padre o adulto confiable

Diga a alguien la primera vez que pasa



Notify the school administration

about the situation and request, specifically, that they “stop the harassment.”

Notifica la administración escolar

sobre la situación y solicitan, expresamente, que ellos “paren el acoso.”

Qué hacer si usted es acosado*(intimidado) en la escuela

PROTECTED	PROTEGIDO
Race	Raza
Color	Color
Religion	Religión
National Origin	Origen Nacional

*What is harassment?

It's when someone or some people keep saying or doing something to a student even if the student don't want them to and have tried to stop it. It's illegal under federal law. Students at any age level have the right not to be harassed.

*Que es el acoso?

Es cuando alguien o algunas personas siguen diciéndole o haciéndole algo a un estudiante, incluso si el estudiante no lo quiere y ha tratado de detenerlo. Es ilegal según la ley federal. Los estudiantes de cualquier edad tienen derecho a no ser acosados.

For more information Para más información

SaveYourVI.org

info@SaveYourVI.org

FOR STUDENTS

WHAT TO DO IF . . .

1. You are absent.

Have your parent/guardian call (707)778-4670 and leave a message about your absence or bring a note to the attendance window the day you return. Parents can also email the attendance office via gmail or ParentSquare.

2. You are going to have an extended absence.

Contact your counselor.

3. You become ill at school.

- a. Ask your teacher for a pass to the Student Assistance Center.
- b. The secretary will either refer you to the school nurse or telephone your parents for permission to go home.
- c. You must have an off-campus pass before you leave!

4. You have lost a book or some other item, or something has been stolen.

- a. The lost and found department is located in the SAC. Valuable items are kept in a safe location.
- b. Sometimes lost books are brought to the library or returned to the teacher.
- c. There is a lost and found box in the P.E. locker rooms.

5. Your locker is jammed or needs repair.

Report to the Main Office. The school is not responsible for damage or theft of items kept in student lockers. School property, including student lockers, may be inspected by school authorities at any time in the interest of maintenance, health, or safety.

6. You need to pay a bill or fee.

Take your bill and your payment to the secretary in the finance office outside of class time. Be sure to get a receipt.

7. You need to make an appointment with your counselor.

- a. Go to the counseling office outside of class time and complete a Counselor Appointment Pass.
- b. Place the completed pass in the box on your counselor's office door.
- c. Your counselor will call you in as soon as possible.

8. You need P.E. clothes.

For physical education classes, you will need purple shorts and a gray T-shirt. A set of inexpensive sweats is nice to have during the cooler months or the early morning hours. P.E. clothes may be purchased from the P.E. department at PHS.

9. You need to make a phone call.

Ask the secretary in the Student Assistance Center for permission to use the designated phone.

10. You want to change a class.

To change a class, make an appointment with your counselor. Classes may be changed only with parent permission and within the first two weeks of a semester.

11. You want to express concern or make a complaint about a class or a teacher.

- a. Talk to the teacher directly.
- b. If no resolution is reached, make an appointment (see item 7) and talk to your counselor.
- c. If no resolution is reached, make an appointment with the principal or an assistant principal through the secretary.

12. You ride your bicycle or skateboard to school.

Bicycles and skateboards must be parked and locked in the designated areas provided. The school is not responsible for damage or theft.

13. You still have questions.

Ask a fellow student, teacher, counselor, or administrator for help.

14. You are being harassed.

Report the harassment to any school employee, teacher, counselor, secretary, support staff, or an administrator.

15. YOU WANT TO REPORT AN INCIDENT.

DOWNLOAD THE STOP IT APP - <https://appweb.stopitsolutions.com/login>

ACCESS CODE: Please see staff for the access code



Don't be a bystander. With the STOP!T app, you have the power to protect yourself and others from harmful, inappropriate, or unsafe behavior.

FOR PARENTS

We welcome your involvement. Please check the school website to join a group or volunteer. Most dates of meetings are listed on the school calendar.

- **School Site Council (SSC)** - SCC is a community-based decision-making group including parents, teachers, students, an administrator, and classified personnel. Focus is on long-range planning related to the direction of the instructional program, Action Plan implementation, and staff development.
- **Boosters Club** – Parents and friends volunteer at school activities and raise funds for athletics, academic, and extracurricular programs.
- **ELAC (English Language Advisory Committee)** – ELAC comprises parents, staff members, and students whose common goal is to inform and assist families of English Language Learners. ELAC meets at least four times a year. Participants are also encouraged to participate in district-level (DELAC) meetings, which are posted on the district calendar.
- **PTSA (Parents, Teachers, Students Association)** – Parents, teachers, and students develop and maintain programs and projects that benefit the school community. PTSA provides resources, info, networking, and leadership development.
- **Project Graduation** – Parents and volunteers organize and manage a safe, fun, and memorable graduation night for the graduating Petaluma High School Seniors.
- **LCAP (Local Control Accountability Plan)** – Parents from each site within Petaluma City Schools as well as district staff participate in the budgetary accountability plan for the school district's supplemental funding.