

Sonora High School Student Handbook 2021/2022



Table of Contents

Each Title is Hyperlinked to its Page

MISSION STATEMENT	4
EXPECTED SCHOOLWIDE LEARNING OUTCOMES	4
SONORA HIGH SCHOOL ADMINISTRATION	4
DISTRICT ADMINISTRATIVE SERVICES	4
BOARD OF EDUCATION	4
EXECUTIVE BOARD OF THE STUDENT COUNCIL	4
ANNUAL PUBLIC NOTICE OF NONDISCRIMINATION	5
ACADEMIC HONORS	6
ACADEMIC INTEGRITY POLICY	6
ATTENDANCE POLICY	6
Excessive Absences	7
Cuts	7
Tardies	7
STUDENTS RIDING BUSES TO AND FROM EXTRACURRICULAR ACTIVITIES	8
CELL PHONES / ELECTRONIC DEVICES	8
COMPLAINTS CONCERNING	8
SCHOOL PERSONNEL	8
COUNSELING	9
DANCE POLICY	9
DRESS CODE	9
EXTRACURRICULAR ACTIVITIES	10
HATE-MOTIVATED BEHAVIOR	10
ILLNESS OR INJURY	11
LEAVING DURING THE SCHOOL DAY	11
LIBRARY	11
TEXT BOOKS AND LIBRARY BOOKS	11
MEDICATIONS AT SCHOOL	11
NON-DISCRIMINATION ON BASIS OF SEX	11
PORTAL INFORMATION	11
RESTRICTED CAMPUS	12
SENIOR BEHAVIOR POLICY	12
SCHEDULE CHANGES	13

SEXUAL HARASSMENT 13

SHORT TERM INDEPENDENT STUDY 14

SKATEBOARDS & SCOOTERS PROHIBITED! 14

STUDENT CONDUCT 14

Schoolwide Rules 14

Procedures for Misconduct in the Classroom 14

Discipline Procedures 15

Sonora High School Discipline Matrix 15

Detention Policy 18

STUDENT ID AND ASB CARDS 18

STUDENT MESSAGES 18

TEST DATES – 2021-2022 18

VEHICLE PARKING AT SONORA HIGH SCHOOL 19

WORK PERMITS 19

WHERE TO GO FOR INFORMATION 20

MISSION STATEMENT

The Sonora Union High School District, a place where students feel a sense of ownership and recognition, is committed to providing a personal educational program that engages students in a challenging, broad-based curriculum where they recognize the value of their education and can define success for themselves.

EXPECTED SCHOOLWIDE LEARNING OUTCOMES

Sonora High School expects its students to be accountable to, and responsible for the following:

1. Meet or exceed California State Standards for all academic areas.
2. Develop a viable post high school plan.
3. Respect diversity.
4. Demonstrate civic and personal responsibility.
5. Communicate appropriately in a variety of media.
6. Value education, a healthy lifestyle, and life-long learning.

SONORA HIGH SCHOOL ADMINISTRATION

Ms. Karen Sells	Principal
Mr. Roy Morlan	Associate Principal
Ms. Julie Yturiaga	Director of Special Education
Mr. Josh Kroeze	Athletic Director

DISTRICT ADMINISTRATIVE SERVICES

Mr. Ed Pelfrey	Superintendent
Ms. Kim Evans	Chief Business Official

BOARD OF EDUCATION

Dr. Jim Riggs	President
Ms. Kim Norton	Clerk
Mr. Erik Andal	Member
Ms. Nancy Scott	Member
TBA	Member

EXECUTIVE BOARD OF THE STUDENT COUNCIL 2021-2022

Jasmine Agne - Student Body President
Annika McCluskey - Student Body Vice President
Callahan Hanson - Student Body Secretary
Nadia Kositsky - Publicity Commissioner
Jenna Kroeze - Human Relationships
Kade Clifton - Board Representative

***Because of the current COVID-19 world wide pandemic, please note that all information in the Student Handbook may be subject to change without prior notice.**



We A.R.E. Sonora High

Accountable Respectful Engaged

We at Sonora High School will strive on a daily basis to conduct ourselves in a manner that is accountable, respectful, and engaged in each and every environment where we live.

SONORA HIGH SCHOOL ALMA MATER

Hail Sonora High School
The green and gold wave high,
So let's raise our banner
Forever to the sky.
Oh, lift your voices loudly
For the world to hear,
This is our high school
Alma Mater dear.

Show your true allegiance
For all the world to see,
Add to our Alma Mater
Faithful ever be.
To send her glory onward
We will never fail,
Hail Sonora High School
Hail! Hail! Hail!

ANNUAL PUBLIC NOTICE OF NONDISCRIMINATION

Students, their families, employees and potential employees of the Sonora Union High School District are hereby notified that the Sonora Union High School District does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, disability, actual or perceived ancestry, gender, gender identity, gender expression, ethnicity, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics, actual or potential parental, family, or marital status, pregnancy or related conditions, in employment, vocational programs, or activities, and provides equal access to the Boy Scouts and other designated youth groups, as set forth in compliance with federal and state statutes and regulations. Any persons having inquiries concerning Sonora Union High School District's compliance with Title II, Title IX, CCR Title 5, and/or Section 504 may contact:

Title II, and CCR Title 5

Ed Pelfrey
District Superintendent
100 School Street
Sonora, CA 95370
(209) 533-8510
epelfrey@sonorahigh.org

Title IX

Karen Sells
Principal
430 N. Washington St
Sonora, CA 95370
(209) 532-5511
ksells@sonorahs.k12.ca.us

Section 504

Elizabeth Garrett
Learning Director
430 N. Washington St
Sonora, CA 95370
(209) 532-5511
egarrett@sonorahs.k12.ca.us

ACADEMIC HONORS

A. Honor Roll

1. All subjects will count on the Scholastic Achievement Policy.
2. A 3.3 or higher will be designated as the Honor Roll
3. A 3.6 or higher will be designated as the Principal's Honor Roll.
4. Only five units of "C" will be acceptable on either the Honor Roll or Principal's Honor Roll
5. A "D" or "Inc" or "F" automatically eliminates a student from being on either Honor Roll.
6. Scholastic Achievement will only be counted on semester grades. A major discipline infraction will eliminate a student from either Honor Roll. (Definition of a major infraction will be three days of suspension or more.)

B. Valedictorian

In order to recognize and honor academic rigor and excellence each academic year, the Valedictorian and Salutatorian shall be selected using the following criteria:

1. Only students with a weighted total GPA of greater than 4.0 will be considered.
 - a. GPA is computed on the first seven semesters of work.
 - b. All courses on the student's SHS transcript through seven semesters will be included.
2. From among students who meet criteria #1, the student with the highest number of grade points in AP classes shall be named as the Valedictorian. The student with the second highest total shall be named Salutatorian. In the event of ties, multiple Valedictorians and/or Salutatorians may be named.
 - a. Grade points are calculated based on eight semesters of work with the eighth semester grade determined as of the first day of AP testing.
 - b. Only AP courses earned through an accredited high school and included on the student's SHS transcript will be included in the calculation. This excludes courses earned online or through a college.
 - c. The calculation will be made as follows: For each AP class taken, the number of credit hours completed will be multiplied by the "College-Weighted" grade earned (this will take into account + and - grades according to the matrix below), and added together to calculate each student's "Total AP grade points" earned. For example, if a student completes ten AP level courses of five credits each, and earned seven A's and three A-'s, that student's grade points would be calculated as follows:

$$\begin{array}{l} 7 \text{ classes} \times 5 \text{ credits each} \times 4.0 = 140.0 \text{ points} \\ 3 \text{ classes} \times 5 \text{ credits each} \times 3.7 = \underline{55.5 \text{ points}} \\ \text{Total AP Grade Points} \qquad \qquad \qquad 195.5 \text{ points} \end{array}$$

College-Weighted Grade Matrix

A = 4.0	C = 2.0
A- = 3.7	C- = 1.7
B+ = 3.3	D+ = 1.3
B = 3.0	D = 1.0
B- = 2.7	D- = 0.7
C+ = 2.3	F = 0.0

ACADEMIC INTEGRITY POLICY

Academic integrity is expected from all Sonora High students at all times. When a student is caught cheating, plagiarizing, claiming another's work as his or her own, or unfairly using information from the work of another person, parents will be contacted by the teacher and the student(s) involved will receive no credit for the work. Teachers may also choose to assign detention and/or class suspend the students involved. If a student is caught cheating outside the class in which the assignment was made, the assigning teacher will be notified and in turn will contact the parent. Violation of this policy could affect academic honors.

ATTENDANCE POLICY

The value of daily attendance cannot be overstated. Attending school every day, on time, all day long is essential to a student's educational success. Parents and Sonora High Staff must work together to insure positive attendance patterns from all students. In addition, the State of California requires you to attend school between the ages of 6 and 18, or until graduation. It is in this context that the following policy is established:

1. A student shall be excused from school for the following reasons as specified in the Education Code:
 - a. Illness

- b. Quarantine
- c. Medical or dental appointment
- d. Funeral for a member of the family
- e. Jury duty
- f. Justifiable personal reasons, including, but not limited to:
 - i. An appearance in court
 - ii. Observance of a holiday or ceremony of his/her religion
 - iii. Attendance at religious retreats
 - iv. An employment conference when the pupil's absence is requested in writing by the parent or guardian and approved by the Principal or Vice Principal
- g. School Business and Short Term Independent Study

Verified absences other than these will be marked "O" (Other) and will not be recognized as excused, and hence will count as an unexcused absence.

All absences must be cleared within three (3) school days. Absences can be cleared by the parent/guardian by either calling in to the attendance desk (532-5511 ext 5135), or by writing a note and having the student deliver it to the attendance desk. The phone call or note should include the student's name, date of absence, and reason for absence. Absences not cleared will be considered cuts. A detention will be issued for each period cut. Repeated cuts will result in progressively more serious consequences including, but not limited to, Saturday School which may affect the student's eligibility to attend school activities and dances such as Fall Formal, Sadies, and Prom.

A pupil with an excused absence from school shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion, shall be given full credit. The teacher of any class shall determine, pursuant to the regulations of the governing school board, what assignments the pupil shall make up and in what period of time the pupil can reasonably complete those assignments (E.C. 48205).

A teacher may assign a failing grade/no credit to any pupil whose UNEXCUSED absences equal or exceed seven (7) per semester. (E.C. 49067(b)) Absences due to suspension will not be considered in reference to the seven-day absence policy. Teachers may allow students to make up work for unexcused absences.

2. The pupil or the pupil's parent will be provided a reasonable opportunity to explain the absences. E.C. 49067(b)(1) Absences must be cleared within 3 school days or they will become unexcused.

3. Failing grades assigned to the pupil on the basis of excessive unexcused absences must be identified in the pupil's record. E.C. 49067(b)(2) (A "NC" mark is recommended.)

4. After the 5th unexcused absence from any one class, a letter will be generated and sent to the parents warning them of the possibility of failing that class due to accumulating seven (7) or more unexcused absences.

5. After the accumulation of seven (7) or more unexcused absences the student and/or the parent will be allowed to petition for the student to be reinstated to "status of receiving credits." The petition must explain why the student should be considered for reinstatement. (This requirement may be applied to all of the student's classes.) The petition will be considered by the teacher of the class in question and an administrator and/or counselor. If approved, the student will continue in a credit status until either the end of the semester (at which point the attendance policy begins anew) or until the attendance contract is broken, at which point the student will be assigned a NC (No Credit) mark for excessive unexcused absences.

Excessive Absences

Any student absent from school for ten (10) or more days in a semester may be required by the administration to provide a doctor's note to clear any subsequent absences. When this requirement is invoked, a meeting with parents/guardians will be requested.

Cuts

All absences must be cleared within three (3) school days. Absences not cleared will be considered cuts. One (1) hour of detention will be served for each period cut. Repeated cuts will result in progressively more serious consequences including Saturday School and/or Suspension and possible restriction from extracurricular activities such as field trips, dances, and Prom.

Tardies

Being present for instruction in each class is the responsibility of each student who attends Sonora High School. The staff and faculty believe that promptness is very important and must be emphasized in the curriculum. Each tardy to class will result in being issued a lunch time detention. Students who are tardy by 20 minutes or more must report to the attendance office. Any tardy of 20 minutes or more will count as an unexcused absence.

DEFINITION: A student is considered tardy if he/she arrives to class after the bell. Excessive tardiness will be considered defiance of authority.

STUDENTS RIDING BUSES TO AND FROM EXTRACURRICULAR ACTIVITIES

Students participating in athletic contests, band trips, field trips, etc., away from the district high school must return with the same transportation they took to the event unless, with prior approval, the student is returning with the student's own parent(s) or legal guardian(s). Students who desire an exception to these rules must fill out a consent form signed by their parents and have the form approved by an Administrator. Forms are available in the back office.

CELL PHONES / ELECTRONIC DEVICES

Students *may* possess and use personal electronic devices at the discretion of the classroom teacher and school administration. Electronic devices include, but are not limited to the following: cell phones, smart phones, laptops, tablets, smart watches, etc.

Permitted devices shall:

1. Be used only when in accordance to the teacher's direction during classroom activities.
2. Be turned off and kept out of sight during school hours (with the exception of lunch, brunch, and passing periods) unless being used for classroom instruction as authorized by the teacher.
3. Not disrupt the educational program or school activity. If a disruption occurs, the cell phone shall be confiscated and turned into the Assistant Principal's Office.
 - First offense the student will pick up the cell phone at the end of the school day.
 - Second offense the parent will be contacted and must authorize that the student may pick up the cell phone.
 - Third offense the parent will have to pick up the device and an electronic device contact will be implemented restricting all personal device usage.

Repeated unauthorized use of these devices, or the use of any signaling device to cheat on any test or school assignment, will result in disciplinary action and/or loss of the privilege to possess a personal electronic signaling device at school or school-related events. (Board Policy 5131)

Sonora High School is not responsible for lost or stolen items.

COMPLAINTS CONCERNING SCHOOL PERSONNEL

If you have a complaint regarding a teacher or employee please contact that person as soon as possible. If a discussion with that person does not bring resolution to the problem at hand you may file a complaint with an administrator or that employee's immediate supervisor.

To file a formal written complaint regarding a teacher or employee, the written statement must include the following information:

- Description of the event or behavior relative to the complaint and
- Circumstances - including date, time, place, and persons present.
- Additional information: identification of the person making the complaint, including name, address, telephone number, and the group or organization for whom he/she speaks.

COUNSELING

The Counseling Department will assist you in making your stay in high school successful. You are encouraged to make an appointment with your counselor to discuss any aspect of your present high school life and in making your plans for the future. Counselors are in the office before school, during lunch, and after school for drop-in visits. Appointments to see your counselor during the school day can be made with the Counseling Secretary.

Counseling & Student Management Assignments:

Counselors:

Ms. Courtney Castle

Ms. Stacy Kroeze

Learning Director:

Ms. Elizabeth Garrett

Support Staff:

Career Guidance Technician Ms. Serenity Waldie

Registrar Ms. Alisha Berg

DANCE POLICY

1. Only Sonora High School students and their guests may attend dances. Students **must** have a current Sonora High School picture I.D. card. Students who forget their I.D. cards will be admitted only after all students with I.D. cards are in the dance, and the student is clearly known to an administrator or chaperone as a SHS student. Guest pass applications can be obtained from the back office. Guest passes will be limited to students under the age of 21. No elementary students will be allowed. Guest passes must be turned in for approval by the Thursday prior to the dance. Alternative Education students will be treated as guests. All guests must attend the dance with their host student. Host students will assume partial responsibility for their guest's behavior.
2. Chaperones, administrators, and the police will discourage non-students and students who choose not to enter the dance from loitering about the campus. Police assigned to games and dances will be asked to patrol parking lots and surrounding areas of the campus periodically. Emphasis will be placed on the time between the game and the dance.
3. Students and guests suspected of being under the influence of alcohol or other drugs will be referred to an administrator and/or the police.
4. Students who endanger the safety of themselves or others will be referred to an administrator.
5. Students asked to leave the dance for any reason, or suspended because of their behavior at a dance, will not be allowed at any dances for the remainder of the school year.
6. There is NO back to front dancing. Partners must face each other at all times.
7. Touching or rubbing another person in a distasteful manner is not allowed.
8. Sexually explicit dancing or inappropriate displays of affection will not be allowed.
9. Students may not wear shoes on the gym floor during the dance.
10. Once students have paid to enter a dance, they may not leave and re-enter. The doors will close one hour after the dance begins. Students will not be allowed to leave without a parent note or call. Students will be allowed to leave one hour before the dance is over.
11. Students who receive two or more marks of unsatisfactory for citizenship will be ineligible to participate in special school activities including the Fall Formal, Prom, Sadie Hawkins Dance and field trips.

DRESS CODE

Sonora High School expectation is that students attend school dressed to learn. Research has shown that student dress and appearance affect student attitude and conduct. Student dress and appearance shall not be hazardous to the safety of anyone in school. Any clothes or styles of dress that may cause a threat, have a negative effect, or disrupt the educational process, will not be permitted. Clothing worn should correspond with the demands and attributes of the activity in which students participate. The following guidelines are intended to define appropriate student attire:

This dress code shall apply at school and at all school sponsored activities. Students who may be in violation of this dress code will be referred to the Assistant Principal's office for appropriate action. Our school dress code

is very important to the culture of our school. As a result, our dress code is continually revised and updated by a committee of teachers, parents, students, and administrators. The most current version of the dress code reads as follows:

Dress for Success

Dress appropriately for learning at school every day.

Proud - Dress to show your respect.

- Clothing should not contain words or graphics that are suggestive, **lewd, obscene, vulgar, distracting,** or **offensive**.
- Clothing should not display or promote **violence** or **disruptive behavior**.
- Clothing should not display, promote, or imply **alcohol, tobacco,** or **drugs**.
- Head coverings, including hats, beanies, and hoods are not to be worn in class or in the office.

Prepared - Dress to learn.

- **Shirts** should have **two straps** at least two fingers in width and not be low cut under the arm.
- **Tops** should not be **low cut** in the front or back (including no cleavage).
- **Midriffs** should be covered (shirts should touch the top of pants).
- **Shorts** or **skirts** should be appropriate length with complete coverage.
- **Undergarments** should not be seen (sheer and see-through clothing should not be worn without appropriate layers underneath).
- **Spandex, Under Armor** and similar tight fitting items may only be worn as undergarments when covered appropriately.

Safe - Dress to be prepared for the day.

- **Pants** should cover undergarments.
- Any **holes** in clothing should not appear above **mid-thigh** or on the **torso** exposing skin.
- **Footwear** should be worn at all times.
- Clothing should not indicate membership in a **gang**.

EXTRACURRICULAR ACTIVITIES

Students in grades 9 through 12 who receive failing marks in two or more subjects, receive two or more unsatisfactory marks for citizenship, or do not maintain a "C" (2.0) average on the quarter or semester report cards will be ineligible to participate in **any** and **all** extracurricular activities. An "extracurricular activity" is defined as a program of out-of-class pursuits, usually supervised and/or financed by the school. These activities are not offered for credit toward graduation and are available to students who voluntarily elect to participate. Eligibility is determined when quarter and semester report cards are issued. The ineligibility will be in effect until the next quarter or semester report card is issued.

Students who have an **excused** (i.e. Ill note from parent) absence from school for **one** period on the day of an event that requires eligibility for participation will be allowed to participate that day. **If the absence is not excused the day of an event, the student will not be allowed to participate.** Should this rule be violated then the student will not be allowed to participate in the next event. If the non excused absence is the day before a weekend or holiday, the policy will be enforced for only the first event on the weekend/holiday if there are multiple events. Students who are absent for **more than one** period for a medical appointment, may participate in the event if the absence is **verified in writing** by the doctor/dentist, or with administrative approval. Missing more than 2 periods on the day of an event, regardless of whether it is an excused absence or not, will disqualify a student from participating that day.

HATE-MOTIVATED BEHAVIOR

The Governing Board affirms the right of every student to be protected from hate-motivated behavior. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated. (BP 5145.9)

Students demonstrating hate-motivated behavior shall be subject to disciplinary action, up to and including suspension and/or expulsion.

Any student who feels that he/she is a victim of hate-motivated behavior shall immediately contact the Administration and complete an Incident Report Form.

ILLNESS OR INJURY

If an illness or injury occurs at school, the student should report immediately to his/her teacher. Steps will be taken to ensure the health and safety of each student. If necessary, the parent/guardian (or emergency contact person if parent/guardian is unavailable) will be contacted and the student will be sent home. The school has no facility or personnel to care for students who are ill.

LEAVING DURING THE SCHOOL DAY

All students for whom it is necessary to leave school during the day, must have a written note dropped off before school with the Attendance Technician. The note must include the date and time the student is to be released and must be signed by a parent/guardian. The student will be given a release pass with the time on it to be released from class. Students who need to leave campus for any permissible reason must check out with the Attendance Office. Failure to check out with the Attendance Office may result in disciplinary action. A parent phone call after the fact WILL NOT be accepted to clear absences of students who do not utilize the correct check out procedure. **No students will be called during a class period without Administrative approval.**

LIBRARY

The Library is open Monday through Friday from 7:15 A.M. to 3:45 P.M. Students are welcome to use the facility before and after school, and during lunch. During classes, a pass is required. Students have access to a variety of resources, computers, chrome books, and Internet access with an AUP authorization.

TEXT BOOKS AND LIBRARY BOOKS

Text books are checked in and out through the Library by the students. There is a \$25.00 charge for any book that is damaged. If a book is lost or damaged beyond use it must be replaced or paid for. Each book has its own replacement cost, depending on the book. In order to have library books returned in a timely manner, there is a five cent fee per day up to \$5.00 as a late charge. If a library book is lost or damaged it must be replaced or paid for as well.

MEDICATIONS AT SCHOOL

Administration of medicine at school is discouraged. However, if your health care provider decides it is necessary for you to receive medication during the school day, specific guidelines must be followed. In compliance with California Education Code Section 49423, there must be a note on file in the school office, a written request from the parent and the written directions of the health care provider. The authorizations must be renewed whenever the prescription changes and at the beginning of each school year. The prescription label on the container IS NOT acceptable as a physician's statement. All medication and forms will be handled by the Attendance Technician.

Personal legitimate use of over-the-counter and herbal medications are permitted except for those having abuse potential such as dextromethorphan, narcotic sleeping pills, stimulants, or alcohol-based substances. Improper use or distribution of OTC to others in any manner may result in suspension or expulsion.

Certain medications that are necessary to carry for the student's immediate safety are encouraged to be carried by the student. These include inhalers for asthma, diabetic supplies, and Epi-Pens for severe allergic reactions. Parents and physicians will be asked to sign a form providing information about those medications. It is important that Administration and Staff be aware that these medications are on campus so they can help with any medical emergency that may occur.

NON-DISCRIMINATION ON BASIS OF SEX

It is the policy of Sonora High School not to discriminate on the basis of sex in the education programs or activities which it operates. (Title IX of Ed. Amendments)

PORTAL INFORMATION

As part of our continuing efforts to provide information regarding student progress and status, viewing of demographic data, grades, unofficial transcripts, attendance records, class schedule, progress towards completion of graduation requirements and emergency contact information, easy access is now available through our Portal. In addition, you may update demographic and emergency contact information within an open window

set by the school. You will need the following information to have access to a Portal Account: **Email Account, Student Permanent Identification Number, Valid Area Code & Telephone Number and Verification Code (which can be obtained through the school office).**

- 1) Logging on: Access to the Portal sign-in screen is through the Parent's Button at the top of the School's Web page: <http://www.sonorahs.k12.ca.us/shs>. Create a New Account with your email address and a password you create.
- 2) Accessing Student Information: Once logged in you will be given access to a number of tabbed choices including Student Info, Attendance and Grades. Buttons for Options (to Change Password) and Logout are located toward the top right of the screen. *Please note:* All information is current. You will be able to view or print any of the information. Transcripts printed from this site are considered unofficial and not widely accepted by other schools.
- 3) Logging out: The Portal will automatically log you out after 20 minutes of inactivity. It is imperative that you log out and close the internet browser when you have finished using the Portal on a public computer (any non-home computer). Failure to close the internet browser may make any personal information available to individuals who use the computer after you.

If you have difficulty accessing your account, please contact Sonora High School at (209) 532-5511 x 5111. If you see any information that needs to be updated or changed, please contact the Registrar at (209) 532-5511 x 5125.

RESTRICTED CAMPUS

Once a student has arrived on the school grounds, (which includes School Street and the parking lots) for the school day, the student must remain on the campus until the end of the student's school day, except as follows:

Sophomores, Juniors, and Seniors may leave during lunch **if** they have an off-campus pass (OCP) on their student ID card. Freshmen may not leave campus during lunch. Students may apply for an OCP prior to picture day during the fall semester or before the second week of each quarter. To be eligible for an OCP, Sophomores, Juniors, and Seniors must have a minimum 2.5 GPA, no assertive discipline marks, no more than 3 tardies, no attendance record unexcused absences ("U"), in the previous quarter, and parent's signature on the application form. OCP are only valid during lunch. An OCP does not allow students to leave campus at any other point during the day.

With a written permission form on file from a parent and approval by an administrator, the student may drive his/her car or vehicle on approved business during the school day provided that no other unauthorized student is transported. No students may loiter in their car or the parking lot during lunch, brunch or passing periods.

If a student must leave school during the day, he/she must check out at the attendance office.

The following areas are off limits during lunch, brunch, before and after school:

North side of Washington Street, Shaws Flat, Orchard Street, the east side of School Street, in front of the DA office, Football and Baseball Fields, bleachers, behind the Gym, upper Basketball courts and any school parking lot. Students are not to gather or loiter before school, at brunch, at lunch, between classes, or after school on the east side of School Street or across Hwy 49, the baseball field and dugouts, the press box, the snack bar areas, the ticket booth areas, or the football stadium. Tailgating and hanging out in vehicles is prohibited during lunch and all breaks.

SENIOR BEHAVIOR POLICY

Because seniors at Sonora High School are expected to possess the citizenship necessary to enter the workforce, trade school, armed forces or college, the following is in effect: All seniors must pass fifty (50) credits during their senior year in order to graduate.

Seniors who have not served their detentions will not be allowed to participate in Senior Activities. In addition, the following will be in effect for the second semester:

1. 4-5 days suspension or class suspension No Prom
2. 6-9 days suspension or class suspension No Grad Night
3. 10 or more days suspension or class suspension No Graduation Ceremony

***NOTE:** If the incident happened during the fall semester and detention/suspension is not served until spring semester the above disciplinary dispositions apply.

Any major violation such as theft, vandalism, causing or attempting to cause, or threatening to cause physical injury to another person, fighting, drugs/alcohol (possession or use, etc.), anytime during the last 20 school days of the school year will result in revocation of all of the above privileges. EC 48900

In order to participate in graduation, and/or receive a diploma, all seniors must:

1. Complete check-out sheet.
2. Serve all hours of detention.
3. Pay all bills

SCHEDULE CHANGES

Choose your classes wisely! *Classes are scheduled for the full year!*

OUR GENERAL SCHEDULE CHANGE POLICY IS CLEAR.....

- You **cannot** change from one teacher to another in the same subject.
- You must pick up and complete a "**Schedule Change Form**" in the counseling office for **ANY** class change requests.

DURING THE FIRST WEEK

Counselors will make changes only:

- Because you were **incorrectly placed**
- To **fill** new classes or to **balance** class sizes

AFTER THE FIRST WEEK:

There will **only** be class changes based on the following:

- Your teacher recommends you be changed to another level class within that department

OR

- You have difficulty in a class **and**
- You have received help from the teacher or a tutor at least twice a week for three weeks.
- We have received parent documentation stating you have spent extra study time in addition to the regular study time needed for that class
- A conference is held with you, your parent, your teacher, and your counselor to be sure all alternatives have been exhausted.

SCHEDULE CHANGES AFTER THE FIRST SIX WEEKS:

Administrative approval is required. Changes allowed only if it is recommended by your teacher to change to another level class in the same subject area.

WITHDRAWAL FAILURE AND NO CREDITS:

Schedule changes after the first six weeks will result in a WF (withdrawal failure grade) and no credits earned for the class that has been dropped. In addition, the WF grade will appear on your transcript and will be used in calculating the GPA (zero grade points received out of four possible.)

SEXUAL HARASSMENT

Sexual harassment is forbidden by law and will not be tolerated in the Sonora Union High School District. Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action, which may include suspension and/or expulsion. BP 5145.7

STUDENTS SHOULD IMMEDIATELY INFORM A SCHOOL STAFF MEMBER IF THEY FEEL THEY ARE BEING SEXUALLY HARASSED.

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.

Types of conduct prohibited include, but are not limited to:

1. Unwelcome sexual flirtations or propositions
2. Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about a person's body, or overly personal conversations
4. Sexual jokes, notes, stories, drawings, pictures, or gestures
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Touching an individual's body or clothes in a sexual way
8. Purposefully cornering or blocking normal movements
9. Limiting a student's access to educational tools
10. Displaying sexually suggestive objects

The Governing Board of the Sonora Union High School District is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or any school-related activity.

SHORT TERM INDEPENDENT STUDY

Students must apply for Short Term Independent Study with the Associate Principal and/or Attendance Technician at least five school days in advance of the absence. The length of absence must be between five and ten days. An additional five days may be approved by the principal for unusual circumstances. Students must complete all work they are assigned and return it **the day they return to class**, otherwise the absence becomes unexcused.

SKATEBOARDS & SCOOTERS PROHIBITED!

Sonora Union High School Board Policy 1330 (b) strictly prohibits the use of skateboards or scooters on campus in order to provide for the safety of all students and staff. Skateboards and scooters cannot be brought to school. Those students riding, or in possession of, a skateboard or scooter on campus will have the skateboard or scooter confiscated by a staff member and taken to the office. The skateboard or scooter may be picked up from the appropriate administrator by the student's parent. Upon a second offense, the student may be disciplined, up to and including suspension, for defiance.

STUDENT CONDUCT

Schoolwide Rules

Students must:

Be respectful, courteous and cooperative with staff and classmates.

Be on time to class.

Be ready to work with all needed materials.

Be dismissed by a teacher (not by the bell.)

Be respectful of the learning environment.

Be respectful of school property and the personal property of others.

Procedures for Misconduct in the Classroom

This section describes the disciplinary procedures to be used within the context of the individual classroom. It is the intention of the discipline policy to help students effect a positive change in their behavior and/or attitude. It is important to understand that the levels listed below allow for judgment on the part of staff members to implement consequences based on the frequency and/or severity of the inappropriate behavior.

All teachers will communicate their classroom rules and expectations for behavior, in writing at the onset of the school year, with the students and parents/guardians. Failure to observe classroom rules will result in the following:

Step 1 – Teacher-Student Conference: The teacher will have a conference with the student regarding the inappropriate behavior. The teacher will outline the changes needed to correct the behavior and inform the student of the consequences to be taken if the behavior is not corrected. This is considered a WARNING.

Step 2 – Detention and Parent/Guardian Contact: The teacher will assign the student a detention (or another appropriate consequence) for an infraction of the rules. The teacher will ensure that the student understands the reason for the assigned consequence and what is necessary to avoid further consequences. The teacher will also notify the parent/guardian by telephone indicating the behavior that resulted in this consequence and any previous history regarding the inappropriate actions of the student.

Note: The teacher may invoke a Suspension From Class for up to two consecutive days for any violation of Ed Code 48900. The teacher will send the student to Administration. The teacher must hold a conference with the parent subsequent to the suspension.

Step 3 – Referral to Administration: When the student continues to engage in inappropriate behavior he/she will be referred to Administration. The teacher will send the student with a disciplinary referral form that must list the infraction, previous actions taken, and the date and result of parent/guardian contact.

Administration will take appropriate action based on the frequency and/or severity of the behavior(s). Administration will consider the student's discipline record for the entire school year. When the teacher has taken and documented action as outlined in steps 1 and 2, a parent conference may be held and Administration may take one or more of the following steps:

- Detention
- Saturday School
- Student/Teacher/Parent Conference
- Behavior Contract
- Restriction to Campus
- Suspension from Bus Privileges
- Suspension from Athletics/Activities
- Class Suspension
- School Suspension
- Campus Beautification Project

The student should expect that the severity of the consequences will increase with each referral to Administration for disciplinary action. Two class-suspensions to the office on the same day or three class-suspension incidents by the same teacher will result in a 1 Day School Suspension, Saturday School or Campus Beautification or other appropriate consequences. The sixth Class Suspension will result in a 2 Day School Suspension and a Student Study Team Meeting.

Discipline Procedures

Sonora High School Discipline Matrix

The following discipline matrix indicates the types of disciplinary action that may apply to each offense. These actions may be applied to a first time or a repeated incident. Progressive consequences, when applicable, are listed for each subsequent offense within the respective Education Code violation.

Administrators use this matrix as a guide intended to standardize disciplinary procedures throughout the school. The recommendations are not intended to substitute for the judgment of professional personnel based upon knowledge of the student's behavior record and statutory restraints.

For most if not all disciplinary infractions, students will be assigned an online intervention class. The online intervention classes will be related to the infraction and will move students towards accountability for actions and restoring the harm that their actions caused.

Pursuant to California Education Code section 48900.5 a student may be suspended on the first offense if it is determined that the student violated E.C. 48900 (a-e) or that the pupil's presence causes a danger to persons.

Violation	1st Offense	2nd Offense	3rd Offense
EC 48900 (A-1) Caused, attempted to cause, or threatened to cause physical injury to another person.			
Verbal or Written Altercation: Threatening bodily harm	Suspension or Alternative	3 Day Suspension	5 Day Suspension
Fighting: Agitating, provoking, causing a fight	Suspension	3 Day Suspension	5 Day Suspension
Fighting: Minor Pushing or shoving	Detention	Additional Detentions/Suspension	Suspension
Fighting: Mutual Combat WITHOUT Injury	3 Day Suspension	5 Day Suspension	Recommendation for Alternative Placement/Expulsion
Fighting: Mutual Combat with Minor Injury	3 Day Suspension	5 Day Suspension	Recommendation for Alternative Placement/Expulsion
EC 48900 (A-2) Willfully used force or violence upon the person of another, except in self defense.			
Fighting or Assault on a student: Unprovoked	5 Day Suspension/Possible Recommendation for Expulsion		
Fighting: Gang Related	5 Day Suspension/Possible Recommendation for Expulsion		
Fighting: Serious Injury EC 48915 (a)(1)	Recommendation for Expulsion (Police Contacted)		
Assault/Battery (Staff Member) EC 48915 (a)(5)	Recommendation for Expulsion (Police Contacted)		

EC 48900 (B) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object. (Any object which could be used to injure another person and which has no school related purpose for being at that time in the student's possession will be considered a dangerous object for the purpose of this code.)

Possession of Firecrackers, Smoke Bombs, Incendiary Devices, Fireworks, ect	Suspension	3 Day Suspension	5 Day Suspension
Possession of a Knife, or Other Dangerous Object EC 48915 (a)(2)	Possible Suspension or Alternative	Suspension/Possible Expulsion	Recommendation for Alternative Placement/Expulsion
Brandishing a Knife or Other Dangerous Object at Another Person EC 48915 (c)(2)	Recommendation for Expulsion (Police Contacted)		
Possession of, or Brandishing a Gun EC 48915 (c)(1)	Recommendation for Expulsion (Police Contacted)		
Possession of Explosive Device EC 48915 (c)(5)	Recommendation for Expulsion (Police Contacted)		

EC 48900 (C) Possessed, used, sold, or otherwise furnished; or been under the influence of any controlled substance, alcohol, or intoxicant.

Possession of Drugs, Alcohol or any Controlled Substance EC 48915 (a)(3)	5 Day Suspension	Recommendation for Alternative Placement/Expulsion
Under the Influence of Drugs, Alcohol or any Controlled Substance EC 48915 (a)(3)	5 Day Suspension	Recommendation for Alternative Placement/Expulsion

EC 48900 (D) Offered, arranged, or negotiated to sell any controlled substance, alcohol, or intoxicant of any kind, and either sold delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant or representation or items thereof.

Offering to Sells, Negotiating to Sells, Furnishing with or without Sale or Sales or Real Intoxicant, Controlled Substance or Alcoholic Beverage EC 48900 (d)	Recommendation for Expulsion (Police Contacted)	
Possession of Drugs for Sale EC 48915 (c)(3)	Recommendation for Expulsion (Police Contacted)	

EC 48900 (E) Committed or attempted robbery or extortion. (Extortion: Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student.)

Robbery, Extortion, Grand Theft: Violence EC 48915 (a)(4)	Recommendation for Expulsion (Police Contacted)	
---	---	--

EC 48900 (F) Caused or attempted to cause damage to school or private property.

Defacing School Property, Graffiti: Permanent Damage	Suspension or Alternative	3 Day Suspension	5 Day Suspension
Arson (Intentionally setting or attempting to set a fire on or in school property)	Recommendation for Expulsion (Police and Fire Contacted)		

EC 48900 (G) Stole, or attempted to steal, School or Private Property

Stole, or Attempted to Steal, School Property (Petty Theft)	3 Day Suspension	5 Day Suspension	Recommendation for Expulsion
Grand Theft (Amount over \$950) 487 PC	Recommendation for Expulsion (Police Contacted)		

EC 48900 (H) Possessed or used tobacco, or products containing tobacco or nicotine products, including but not limited to, cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel, electronic cigarettes, ect.

Possession and/or use of Tobacco	Suspension or Alternative	3 Day Suspension	5 Day Suspension
----------------------------------	---------------------------	------------------	------------------

EC 48900 (I) Committed an obscene act or engaged in habitual profanity or vulgarity. (e.g. Prolonged cursing towards staff, exposing oneself in public ect.)

Committed an Obscene Act (Excluding Sexual Harassment)	3 Day Suspension	5 Day Suspension	Recommendation for Expulsion
Habitual Teacher or Staff Directed Profanity	3 Day Suspension	5 Day Suspension	Recommendation for Expulsion

EC 48900 (J) Possessed, offered, arranged or negotiated to sell any drug paraphernalia. (e.g. Zig Zag papers and roach clips, pipes, bongs, electronic cigarette device ect.)

Possession of Drug Paraphernalia	3 Day Suspension	5 Day Suspension	Recommendation for Expulsion
----------------------------------	------------------	------------------	------------------------------

Selling of Drug Paraphernalia	Recommendation for Alternative Placement/Recommendation for Expulsion
-------------------------------	---

EC 48900 (K) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

Failure to Follow Appropriate SHS Dress Regulations	Warning	Detention	Additional Detentions/Parent Conference
Failure to Serve Detention	Detention	Additional Detention/Parent Conference	Suspension or Alternative
Leaving Campus Without Permission	Detention	Additional Detention/Parent Conference	Suspension or Alternative
Forgery/Altered Notes/Bogus Call	Detention/Parent Contact	Additional Detention/Parent Conference	Suspension or Alternative
Dangerous/Unsafe Behavior (running inside, jumping off of stairs or railings ect.)	Detention	Additional Detention/Parent Conference	Suspension or Alternative
Leaving Trash/Littering (Habitual)	Campus Beautification	Detention and Campus Beautification	Suspension or Alternative
In Parking Lot, In Cars or Out of Class Without Permission	Detention	Additional Detention/Parent Conference	Suspension or Alternative
Violation of Internet Use Agreement	Detention	Additional Detention/Parent Conference	Suspension or Alternative
Chronic Defiance: Refusal to Follow School Rules (e.g. repeated failure to serve detention or school services, extreme defiance of authority/verbally abusive to persons in authority, or repeated defiances, ect.)	Detention/Suite 360 assignments/Parent Conference	Saturday School	Suspension or Alternative
Violation of Suspension (e.g. physically present on the school campus, in the immediate vicinity of school premises or at a school-sponsored activity while suspended from school)	Alternative Placement/Recommendation for Expulsion		

EC 48900 (L) Knowingly received stolen school or private property.

Knowingly Received Stolen School or Private Property	Suspension/Parent Conference	Recommend Alternative Placement
--	------------------------------	---------------------------------

EC 48900 (M) Possessed an imitation firearm-as used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude the replica is a firearm.

Possession of an imitation firearm	5 Day Suspension/Possible Recommendation for Expulsion
------------------------------------	--

EC 48900 (N) Committed or attempted to commit a sexual assault as defined in Section 261, 266c,286,288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

Sexual Assault EC 48915 (c)(4)	Recommendation for Expulsion (Police Contacted)
--------------------------------	---

EC48900 (O) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing the pupil from being a witness or retaliating against the pupil for being a witness, or both.

Harassed, threatened or intimidated a witness	Recommendation for Expulsion
---	------------------------------

EC 48900 (P) Unlawfully offered or arranged to sell the drug Soma.

Unlawfully Arranged to Sell the Drug Soma	Recommendation for Expulsion
---	------------------------------

EC 48900 (Q) Engaged in, or attempted to engage in, hazing. (A method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current or prospective pupil.)

Hazing	3 Day Suspension	5 Day Suspension	Recommendation for Expulsion
--------	------------------	------------------	------------------------------

EC 48900 (R) Bullying. (Any severe or pervasive physical or verbal act or conduct including writing or electronic act that causes or can be reasonably predicted to have the effect of one or more of the following for a reasonable person: Fear of harm to person or property, experience a substantial

physical or psychological detrimental effect, substantial interference with academic performance, or substantial interference with participation or benefit from school services, activities or privileges.)

Repeated Bullying (Physical bullying, verbal bullying, relational bullying, cyber bullying)	3 Day Suspension	5 Day Suspension	Recommendation for Expulsion
EC 48900 (T) Aided or abetted the infliction or attempted infliction or physical injury			
Aid or Abet in the Infliction, or Attempted Infliction, of Physical Injury	5 Day Suspension		Recommendation for Expulsion
EC 48900 (.2) Sexual Harassment.			
Sexual Harassment, Defined by EC 212.5	5 Day Suspension		Recommendation for Expulsion
EC 48900 (.3) Hate Violence,			
Hate Violence, as Defined EC 233	5 Day Suspension		Recommendation for Expulsion
EC 48900 (.4) Intentionally engaged in harassment, threats or intimidation against a pupil, group of pupils or staff. (e.g. gang activity of revenge or sending notes of impending harm.)			
Harassed, Threatened, or Intimidated Student Groups or Staff	5 Day Suspension		Recommendation for Expulsion
Repeated Hostile Behavior(Abusing, insulting, intimidating, menacing, threatening, ect)	Recommendation for Expulsion (Possible Police Contacted)		
EC 48900 (.7) Pupil has made terrorist threats against school officials, school property or both. (e.g. Student calls in a bomb threat or false alarm.)			
Terrorist Threats (social media, false alarms, bomb threats, ect.)	Recommendation for Expulsion (Police & Fire Contacted)		

Detention Policy

All detentions must be served by the assigned deadline (generally, 3 days or less). Failure to serve detention(s) will be treated as defiance and may result in other disciplinary action including Campus Beautification and Saturday School. There are two ways that students may serve detention. Detention must be served at lunch in the assigned detention room. Students may serve detention with the issuing teacher at a time prearranged with the teacher provided that arrangements have been made with the teacher prior to serving. Students who fail to serve detention will be issued further discipline including additional detentions, Campus Beautification, and Saturday School. Saturday School may be scheduled twice a month, from 9 a.m. to 12 noon. Each lunch counts for half an hour of detention. Students must bring schoolwork or school appropriate reading materials. Students who arrive late will not receive credit for detention.

STUDENT ID AND ASB CARDS

Every student at Sonora High will be issued an ID card with his/her picture on it and will be required to show it at any school activity. Pictures will be taken at the beginning of the school year. Students are expected to carry their ID cards at all times. ASB stickers will be on sale, as soon as ID cards are issued, for \$40.00. This sticker will entitle the student to FREE admission to all home athletic contests, as well as reduced admission to many other events. The ASB sticker is an addition that will be added to the student ID card after purchase. **PROCEEDS FROM THE ASB STICKER HELP PAY FOR ASSEMBLIES AND OTHER STUDENT ACTIVITIES, AS WELL AS GIVE SUPPORT TO ATHLETICS.**

STUDENT MESSAGES

Board Policy requires that **only emergency** messages be delivered to the classroom, and a school administrator must deliver these messages. Personal or work related messages **will not** be delivered to students. If you have an **emergency message**, please contact an assistant principal. **(BP 6116)**

TEST DATES – 2021-2022

Preliminary SAT (PSAT/NMSQT): TBD
SAT Program, I and II— TBD- Test Site - Sonora High
Advanced Placement (AP) Examinations:
 Two weeks beginning Monday, May 2nd, 2021
CAASPP Testing— Window opens Monday, April 4th, 2021

VEHICLE PARKING AT SONORA HIGH SCHOOL

There are a limited number of parking spaces available in Sonora High School parking lots. Parents and students must complete the vehicle registration form prior to receiving the student parking permit. Forms may be obtained online. Obtaining a form does not give permission to park. Parking permits will be issued to those qualifying.

All vehicles parked in a Sonora High School parking lot must be registered with the Administration, and a Sonora High School parking permit must be visibly displayed.

Student parking is allowed in the student parking lot across from the swimming pool by permit only. Students may also park on the street as allowed by city ordinance.

Access to the student parking lot is restricted to before school, lunch, and after school only. No access will be allowed during class-time without prior arrangement with campus security.

Parking outside of lined parking spaces or in unauthorized areas (such as the staff parking lot) will result in disciplinary action or referral to the Sonora Police Department if appropriate.

Violators may be towed at the owner's expense.

All vehicles in Sonora High School parking lots are subject to search during school hours and school sponsored activities.

While respecting the desire of responsible students to drive their car to school with parental permission, the school's primary responsibility is to ensure the safety and welfare of all students. Therefore, during the school day, on or around school grounds, and at all school related functions, students who drive recklessly, break traction, or speed will be suspended from parking in the student parking lot and/or referred to the Sonora Police Department.

Penalties for violating school parking and driving regulations may include the following:

- Detention, or at home suspension.
- Loss of driving privileges at school.
- Forfeiture of student parking permit.
- For students over the age of 18 the police will be called.

The purpose of this policy is to help maintain the health and safety of our students and staff. These regulations are subject to change as deemed necessary by the Administration.

WORK PERMITS

Work permit applications may be obtained in the School Office (front). All students under the age of eighteen need a work permit. Employers of minors required to attend school must complete a "Statement of Intent to Employ Minor and Request for Work Permit" form. Work permit records are to be open at all times for inspection by school authorities and officers of the Division of Labor Standards Enforcement. Social Security Number must be provided on the form.

WHERE TO GO FOR INFORMATION

Absences	Attendance Technician
ASB Card	High School Bookkeeper
Advanced Placement Testing	Associate Principal
Athletic Information	Athletic Director
AUP Permit	Registrar
Bulletin (to place a notice)	Student Activities Director
Bus Schedule	Transportation
Calendar	Principal's Secretary
Career Information	Career Guidance Technician
Club Information	Student Activities Director
Course Information	Counselors
CTE/Vocational Information	Career Guidance Technician
Dance Information	Student Activities Director
Facilities Use	Maintenance Department
First Aid	Attendance Technician
Free/Reduced Price Lunches	Cafeteria Manager
Short Term Independent Study	Associate Principal/Attendance Technician
Graduation Arrangements	Principal/Associate Principal
Guest Passes (Dance)	Associate Principal
Guest Passes (Visitation)	Administration
Job Referrals	Career Guidance Technician
Leave Campus	Data Technician/Attendance Technician
Lost and Found	Back Office/Maintenance/Transportation
Lunch Bill/Information	Cafeteria Manager
Middle College	Counselor
Parking	Principal/Principal's Secretary
Personal Problems	Counselors/Associate Principal
Posting Notices	Student Activities Director
Registration	Registrar
Router Busses	Student Activities Director
SAT Testing	Associate Principal
Scheduling Problems	Career Guidance Technician
Scholarships	Counselor/Career Guidance Technician
Student Bills	High School Bookkeeper
Student Identification Cards	Associate Principal/Data Technician
Transcripts	Registrar
Transportation	Transportation
Work Permits	Career Guidance Technician
Yearbook	Yearbook Advisor

