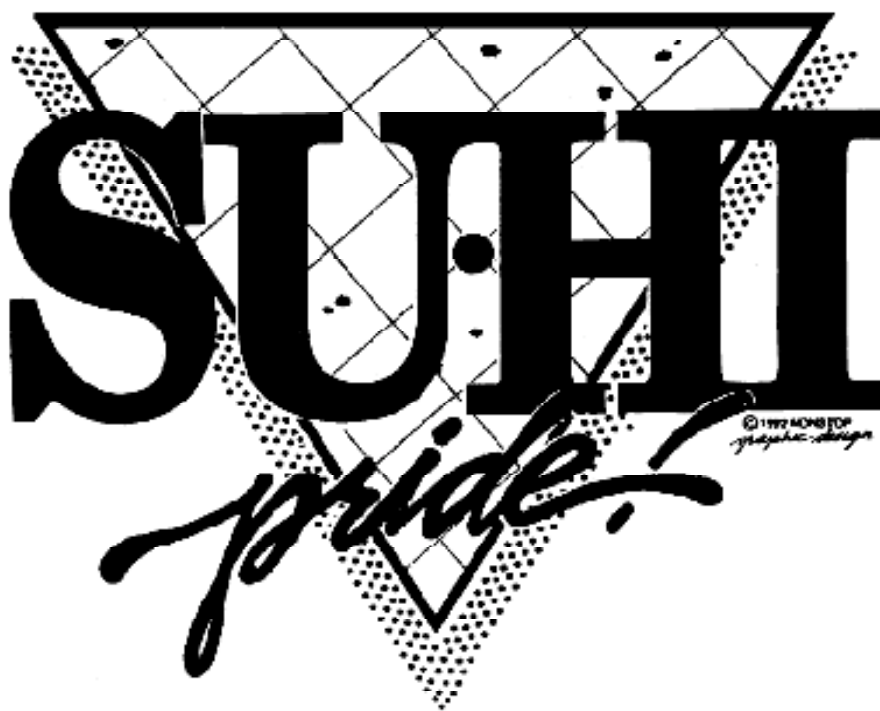


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# SWEETWATER HIGH SCHOOL 2009-10



# STUDENT HANDBOOK

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# You're A Red Devil Now!

## You will...

- *be filled with SUHI pride.*
- *be prepared for college.*
- *choose to care.*

## Who's Who at SUHI

Sweetwater High School  
2900 Highland Ave.  
National City, CA 91950

Phone (619)474-9700 FAX: (619) 474-7635  
<http://www.suhsd.k12.ca.us/suh>

Principal .....	Wes Braddock .....	474-9713
Assistant Principal .....	Gina Galvez-Mallari .....	474-9710
Assistant Principal .....	Jorge Callado .....	474-9710
Assistant Principal .....	Michael Govea .....	474-9710
Assistant Principal/ASB Dean .....	David Mitrovich .....	474-9750
Principal's Secretary .....	Georgia Wapnowski .....	336-7013
Assistant Principals' Secretaries .....	M.Gracia & C. Montano .....	474-9710
Counselor-Learning Center .....	Olivia Beltram .....	474-9783
Counselor .....	Brenda Chavez-Casas .....	474-9718
Counselor .....	Dinnah Donato-Palmore .....	474-9718
Counselor .....	Nestor Vallar .....	474-9718
Counselor .....	Nancy Garcia .....	474-9718
Counselor .....	Lysabeth Luansing .....	474-9718
Counselor .....	Armando Melendrez .....	474-9718
Counselor .....	Liliana Silva .....	474-9718
Cafeteria Manager .....	Karen Chandonnet .....	474-9745
Intervention Team Lead .....	Ken Wilmesherr .....	474-9776
Learning Center Coordinator .....	Manny Narvaza .....	474-9780
Librarian .....	Vicky Urias .....	474-9730
MCJROTC .....	Colonel Jackson .....	474-9765
Nurse .....	Michael Beatie .....	474-9708
Plant Operations Supervisor .....	Sal Rosales .....	474-9777
Psychologist .....	Sergio Campos .....	474-9710
Registrar .....	Melina Gaytan .....	474-9717
Attendance Coordinator .....	Ivy Callaway .....	474-9702
Student/Parent Programs .....	Sonia Tanner .....	474-9744
Tech/Categorical Coordinator .....	Jacki Montierth .....	474-9741
Bilingual Tester .....	Gabriela Ley .....	474-9743

## **The Pledge of Allegiance**

I pledge allegiance to the flag  
of the United States of America  
and to the republic for which it stands  
one nation under God, indivisible,  
with liberty and justice for all.



## **Alma Mater**

Our lamp glows bright,  
our colors wave on high.  
Eternal praise, to our school,  
Old SuHi.

Allegiance pledged,  
our service gladly give.  
Where e'er we may roam.  
In our hearts, SUHI LIVES!

## **The Stars Spangled Banner**

O say can you see, by the dawn's early light,  
What so proudly we hail'd at the twilight's last gleaming,  
Whose broad stripes and bright stars, thru the perilous fight,  
O'er the ramparts we watch'd, were so gallantly streaming?  
And the rockets red glare, the bombs bursting in air,  
Gave proof through the night that our flag was still there,  
O say does that stars-spangled Banner yet wave  
O'er the land of the free and the home of the brave?

# Graduation and A-G requirements

## High School Graduation Requirements

## University Entrance Requirements (A-G)

### Social Science (4 years)

World Geography  
World History and Cultures  
U.S. History  
Government/Economics  
Comprehensive Health

### English (4 years)

### Mathematics (3 years)

must complete algebra 1,2 or  
extended algebra 1b and 2b  
or Special Ed

### Science (2 years)

Biological Sciences  
Physical Sciences

### Visual/Performing Arts or World Language (1 year)

Physical Education (2 years) Must pass  
the 9<sup>th</sup> grade Fitness Test or take  
additional classes in P.E.

### Electives (11 credits)

### Community Service (30 Hours)

Must pass the CAHSEE

### A - Social Science (2 years)

US History  
World Cultures  
Government

### B - English (4 years)

### C - Mathematics (3 years)

Algebra  
Formal Geometry  
Intermediate Algebra  
(4 years recommended)

### D - Science - labs (2 years)

Biology  
Chemistry or Physics  
(3 years recommended)

### E - Foreign Language (2 years)

(Same Language)

### F - Visual/Performing Arts (1 year)

(Same area- i.e. Art 1/Art 2)

### G - College Prep Elective (1 year)

Community Service throughout 4  
years of high school

\* College Entrance Exams (SAT's, ACT)

\* *University does not accept D's nor F's*



# Community Service Requirement

Guidelines for what qualifies as community service for the district graduation requirement are as follows:

1. No pay may be received for service;
2. No family members may be the recipients or supervisors of service;
3. No credit will be given for extracurricular (co-curricular) activities or for student aide activities;
4. No service may be performed during a student's school hours;
5. No credit may be given for grading papers;
6. No credit for service will be recorded without a parent or guardian's signature, both for permission and of approval;
7. No credit for service will be recorded without the student's History/Social Science teacher's signature of approval;
8. It is highly recommended that service be in conjunction with a reputable public service organization.

Some suggestions for community service can be found online at [www.volunteersandiego.com](http://www.volunteersandiego.com). Please check with your social science teacher for pre-approval because not all volunteer activities qualify as community service.

## Guidelines for Fulfilling Community Service Requirement

SUHSD Board Policy #6404.1 was adopted in July 1999 requiring a minimum of 30 hours of non-paid community service to be performed by students as part of their graduation requirements beginning with the class of 2004.

A suggested schedule for completion follows:

- 9th Grade: 6 hours
- 10th Grade: 12 hours
- 11th Grade: 12 hours
- 12th Grade: (As per university requirements)

- Students may complete the required 30 hours early, if they desire.
- Hours must be turned in during the school year in which they are completed.
- New students who enroll from out of the district, will be required to meet only the hours suggested for the grade(s) they need to complete. For example, a student entering as a 10th grader will need to complete 24 hours, the suggested hours for grades 10-12.
- Social Science teachers at each grade level will be responsible for monitoring and verifying that the community service hours have been completed for each of their students. Teachers will submit those hours completed on the district-generated scantrons they receive at the end of each semester. Teachers should keep a record of all community service hours submitted by students until those hours appear on the student's transcript.

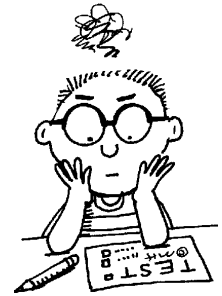


## Computer Labs

Two computer labs open at 6:30 am for you to finish your projects. They are also open after school until 4 p.m. Tutors may be in the labs during this time to make sure you get the help you need to be successful at Sweetwater High.

Laptops are available to check out overnight on a limited basis in the library and from the Intervention team in the TLC building. They do not get the internet at home but you can type your papers and complete your multimedia presentations. You must check them out after school and return them before first period the next morning. If you do not return it on time, your checkout privileges will be revoked.

## How to Change a Class



You will be given an opportunity to explain in writing why you need to change a class during the first two weeks of each semester. If you are placed in a class that is too advanced or mistakenly put in a class you have already taken then a “Student Request for Change of Program” form must be completed. It must then be turned in to your counselor during the first two weeks of the semester.

After reviewing the request, counselors will process the change if appropriate. If the change is not appropriate the counselor will let you know why it is being denied. If you do not complete the “Student Request for Change of Program” form, you will not be seen by a counselor during these first two weeks.

If you ask to drop a college level course that meets universities’ A-G requirements, an additional form is needed. The teacher, parent, and assistant principal must sign this form. It is very important that your parents are involved in the decision to drop an A-G course since this may make you ineligible for a 4-year university. The counselors take this decision very seriously since it affects your future.

After the 4<sup>th</sup> week of school no student may change his/her schedule. A great deal of work has been completed in all classes and it is not possible to make up all this work.

# Behavior Guidelines

This behavior guideline was developed within the framework of the State Education Code, Section 48900, District, and School policy. Students will be expected to maintain high standards of conduct while on campus and at school sponsored activities. Students are expected to follow reasonable rules and regulations, which are established for the benefit of the student body as a whole and the community. It should be remembered that school is a place of business during school hours; therefore, dress and conduct should be governed accordingly. Students are expected to be in class at all times and not wandering on campus. Students caught out of class will be brought to the office for administrative action.

## DRESS GUIDELINES

*“The Board of Trustees of the Sweetwater Union High School District desire to keep the district schools and students free from the threats of harmful influence of any groups or gangs which advocate drug use or disruptive behavior. The Board, therefore prohibits the wearing, use, possession, distribution, display of, presence of any apparel, jewelry, emblem, badge, symbol, sign, accessory, notebook or manner of grooming which by virtue of its color, arrangement, trademark or any other attribute, is recognized as or denotes membership or affiliation with any gang.” (SUHSD Policy #5150)*

The following types of dress may create a safety hazard or disrupt the educational process at Sweetwater High School and are **prohibited**:

- Any clothing or accessories that advocate or advertise the use of alcohol, drugs, tobacco, foul language, graffiti, any acts that are illegal or obscene, or deemed to be disruptive to the school environment.
- Jewelry and other accessories that are a safety hazard such as chains, studded bracelets or necklaces, rings with protruding objects, or large belt buckles.
- Boys ribbed tank undershirts of any color
- Skirts and shorts not appropriate in length.
- Oversized or sagging pants. Pants must be the appropriate size and belted at the waist. Shorts worn with high socks.



- Strapless, backless, halter, low cut, see through blouses. All clothing must effectively cover the midriff.
- Any attire implying geographic or territorial allegiance or with a San Diego, NC, or SD logo is not permitted.
- Any attire known to be potentially gang-affiliated including sports teams, both professional and non-professional. New trends in gang attire are subject to administrative review with School Resource Officer consultation.
- Baby-blue attire including sweats or t-shirts.
- Hats used for protection from the sun must have the official Sweetwater High logos. No others are permitted and will be confiscated.
- Sweetwater caps for protection from the sun must be worn with the bill facing the front, and cannot be altered in any way such as bending the bill up or wearing the cap with the bill sideways.
- Beanies or hoods at any time.
- Head coverings inside the building at any time.

### Possible Administrative Action:

Students arriving at school improperly dressed will be disciplined, loaned alternative clothing and/or sent home to change. Consistent defiance of dress guidelines will result in a Saturday School assignment, parent conference or, if the problem persists, suspension.

# Personal Responsibility Code of Ethics

Sweetwater High School students are expected to take pride and personal responsibility in our historical tradition-oriented school. We expect that all students maintain a clean campus, limit public displays of affection to hand-holding only, use appropriate language at all times and respect your fellow students and adults on campus.

Any distractions to the learning environment, in the way of excessive birthday celebrations, wasteful behavior with food and or beverages and other activities that detract from the true purpose of life at SUHI; teaching and learning, will not be tolerated.

Non-compliance will result in intervention and discipline including possible suspension by the administrative staff.

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## Leaving Campus

If you leave campus for any reason without permission from the nurse, attendance secretary, or an administrator, you are considered truant, and your parent cannot clear this truancy. You must get permission to leave campus from the Attendance Window prior to leaving.



## Closed Campus Out Of Bounds Areas

Students are expected to remain in areas on campus where adequate supervision is provided by the staff. Out of bounds areas also include the parking lots, athletic fields, and bleachers. You must remain on campus during lunch and nutrition break.

Possible Administrative Action:

1. Parent contact.
2. Detention.
3. Suspension.
4. Transfer to another school.
5. Any combination of the above.

## Skateboards & Bikes

These modes of transportation are not to be used on campus at any time. Skateboards, bikes and mopeds, if used as transportation to school, must not be ridden on campus at any time including afterschool, and weekends. Sidewalks in front of the school are considered school grounds too.

Possible Administrative Action:

1. Confiscation/parent conference.
2. Detention or Saturday School.
3. Suspension.
4. Any combination of the above.

## Student Parking

There are a minimal number of parking spaces available for students. They will be allocated with administrative approval to students with a G.P.A. or 3.0 or better.

For your protection, it is advised that all students keep their vehicles locked. Parking on campus is at your own risk.

Student cars are off limits to all students during regular school hours. Violators will be escorted to the office of the Assistant Principal. This could result in disciplinary action, such as detention, Saturday School, etc.

A parking permit must be displayed in the front window at all times. Vehicles parked in unauthorized areas, such as faculty parking lots, will be subject to removal at the owner's expense.

# Classroom Disruption

The classroom must have an environment that is conducive to learning. Students must respond to the guidance of the teacher. Depending on the specific situation, the teacher may refer to the counselor or the Assistant Principal. The teacher will take disciplinary action and contact the parent before a referral is made to the counselor or the Assistant Principal.

Possible Administrative Action:

1. Reprimand and detention.
2. Parent/teacher/student conference.
3. Removal from class.
4. Suspension.
5. Transfer to another school.
6. Any combination of the above.

**Note:** Sweetwater High personnel will not be held liable for items which are confiscated when brought to school.



## iPods, Cell Phones, Electronic Devices

It has been the experience at the school that radios, tape recorders, cell phones/pagers and camera phones including those with text messaging are a distraction to the education process.

Cell phones, CD players, walkmans, MP3 players are allowed but must only be used before school, nutrition break, lunch and after school. If a cell phone rings during class or is used in any way in class, it will be confiscated and the student will be given a Saturday School. If other items listed previously are visible or used during class, they, too, will be confiscated.

Possible Administrative Action:  
Confiscation/Saturday School/  
Parent Pick-up required.



1. No Hall passes will be issued during the first and last 10 minutes of class
2. No hall passes will be given to go to vending machines (candy & soda) or to make phone calls.
3. Only one person may leave class at a time.
4. All student aides will have a badge identifying them when they are out of class.
5. Failure to go directly to and from the authorized destination will be cause for disciplinary action.

## Smoking



Smoking or possession of tobacco or tobacco products is not permitted on the Sweetwater High School campus at any time.

Possible Administrative Action:

- ∑ Parent contact/P.D. Referral
- ∑ Suspension/Police contact.
- ∑ Any combination of the above.

## Theft

You must understand that stealing from the school or any other person on the campus will not be tolerated. You should report all incidents of theft whether you are the witness or the victim. Students will be held responsible for returning stolen item or paying restitution.

Possible Administrative Action:

1. Parent and/ or Police contact/return of stolen article or payment.
2. Suspension.
3. Transfer to another school.
4. Any combination of the above.

## Challenge Of Authority

1. All school staff members are in a position of authority on campus and at all school related activities.
2. Direct challenges or verbal abuse toward a staff member can result in automatic suspension.
3. If the challenges or verbal abuse are considered a threat of bodily harm to a staff member, the result of such action can be arrest and possible expulsion from the Sweetwater Union High School District.

Note: By law, students are required to do what is reasonably asked of them, i.e. give name and come to the office, as long as the request does not cause physical or mental danger to them. If a student feels he/she is not being treated fairly at any time in school, the student should refrain from arguing with the teacher and take the appeal to the Assistant Principal.

## Graffiti/Vandalism

National City has experienced vandalism in the form of graffiti. Not only is graffiti unsightly, but removal costs the school money and labor that would be better spent for educational purposes. Be advised that any student caught scrawling graffiti, or in possession of markers and/or spray paint or etching tools, will be subject to suspension, prosecution and/or personal liability for damages. Parents will also be liable for expenses resulting from vandalism. Also, any pupil who defaces, or destroys any property belonging to the school or any person is liable for the damages.

Possible Administrative Action:

1. Student and/ or parent will be liable for damaged property/ parent contact.
2. Suspension/Police contact.
3. Transfer to another school.
4. Any combination of the above.

## Obscene Acts, Profanity Or Vulgarity

Obscene acts, profanity, obscene or pornographic material, or vulgarity are not allowed on campus or at school sponsored events.

Possible Administrative Action:

1. Conference with parents.
2. Detention/Saturday School.
3. Suspension/Police contact.
4. Transfer to another school.
5. Any combination of the above.



## Intimidation Hate or Sexual Harassment

Every student of the school is entitled to an educational experience free of anxiety, intimidation, or abuse. Staff members are also entitled to work in an environment free of harassment. Threats, harassment or intimidation will not be tolerated. If an infraction occurs, it will be dealt with in a firm manner.

Possible Administrative Action:

1. Reprimand/parent conference/letter of apology.
2. Suspension/Police contact.
3. Referral to the school board for expulsion.
4. Any combination of the above.

## Hazing

Hazing in any form is considered dangerous conduct and forbidden by California law. Therefore, no student shall conspire to engage in hazing or commit any act that caused or is likely to cause bodily danger, physical harm, personal degradation or disgrace, resulting in physical or mental harm to any student(s) or other person(s).

## Assault / Battery Verbal Or Physical Threat

Any incident involving an assault and/or battery on another person occurring at the school site or in transition to school will be reported to the appropriate law enforcement agency. Furthermore, the following may occur:

1. Immediate suspension/Police contact.
2. Transfer to another school.
3. Expulsion.
4. Any combination of the above.

## Fighting

Most fights on campus could be prevented by a simple conference beforehand with a counselor or an Assistant Principal. The staff and community are concerned with the safety and welfare of all students and, therefore, fighting is not tolerated.

Possible Administrative Action:

1. Conference with Assistant Principal/parent conference/student possibly sent home for the remainder of the day.
2. Suspension/Police contact.
3. Transfer to another school.
4. Any combination of the above.

## Explosive Devices

The possession or lighting of fireworks in San Diego County is illegal. The use of any explosive device on campus or at a school activity will not be tolerated because of the danger involved.

Possible Administrative Action:

1. Suspension/Police contact.
2. Expulsion.
3. Transfer to Continuation School.

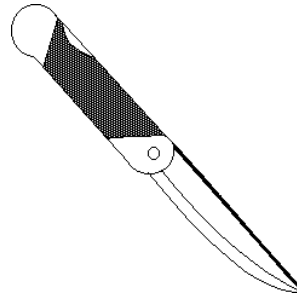
## Drugs And Alcohol

The Law and District Policy state that for the protection of the pupil in the public school the administration may suspend or expel a pupil whenever it is established to the satisfaction of the school official that the pupil has, on the school grounds or at a school function, used, sold or been in possession of narcotics, drugs, or alcohol.

Possible Administration Action:

1. Suspension/parent conference/Police contact.
2. Transfer to Continuation School.
3. Expulsion.
4. Any combination of the above.

## Weapons/Dangerous Objects



Any object or device, which in the judgment of a school official could be used as a weapon, will be confiscated and disciplinary action will be taken. This would include, but not be limited to, knives, clubs of any length or size, chains,

canes, rocks, or any type of missile. Possession of a firearm will be cause for immediate suspension, police notification, and expulsion. California Education Code section 48900 and SUHSD School Board Policy 5113 prohibit the following items on Campus:

- Explosives of any kind including fireworks and shells.
- Stink “bombs”
- Alcohol, drugs, tobacco products, drugs, or drug paraphernalia.
- Dangerous objects: knives, pepper spray, stun guns, laser light pointers, etc.

Possible Administrative Action:

1. Confiscation of weapon/dangerous object
2. Suspension/parent conference/Police contact.
3. Transfer to Continuation School.
4. Expulsion.
5. Any combination of the above.

## Suspendable Offenses

The following are offenses for which a student may be suspended per Ed. Code 48900

1. Threats or causing physical injury.
2. Possession or **use of** firearms, knives, explosives, or other weapons.
3. Possession, use, or sale of controlled substances (alcohol, drugs, etc.).
4. Committed, attempted robbery.
5. Destruction/ defacement of property.
6. Possession, use of tobacco.
7. Possession of drug paraphernalia.
8. Disruption of school activities/ defiance of authority.
9. Harassment/Sexual Harassment
1. Hate violence



## Non Suit Policy for P.E. Class

Students are expected to suit up everyday for PE classes unless otherwise instructed by their teacher. PE uniforms are available

at the ASB student store during nutrition break, lunch and after school until 3:30 PM.

Remember, you **MUST** pass P.E. to graduate and non-suits lower your grades.

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## Dance, Athletic And Other Event Guidelines

### Entering...

- You must have a current I.D. card to enter the dance.
- You are subject to search of your possessions, including pockets, purses, jackets as well as a review by metal detector. It is recommended that you leave your valuables/possessions at home.
- Once you leave the dance, you may not return.
- Parents must pick up students no later than 15 minutes after the event ends.
- You may not be on the non-privilege list to attend any dance or event on or off campus.



### Dress...

- The SUHI Dress Code will be enforced at all school dances.
- Formal dance attire requires that students wear clothing that is neither suggestive, revealing nor provocative as deemed by the advisors and administration at the event.
- Shoes are required.

### Staying...

- Simulated and/or explicit sexual behavior including, but not limited to “freaking” and prolonged kissing, is prohibited.
- No outside food and drinks are allowed.
- You are expected to conduct yourself in a sportsmanlike manner during assemblies, dances and all athletic events.
- Booning, offensive cheers, chants, provocative acts, inciting confrontation and distracting noises are not acceptable and may be grounds for removal from games and/or events without a refund.
- All other rules pertaining to student conduct apply. Students violating rules are subject to disciplinary action.

### Guests...

- Guest Passes are required for all non-SUHI students and they must show a current driver’s license to prove identity and age.
- Guest passes may be obtained from the ASB and must be submitted 48 hours before an event.
- Guest passes may be obtained from the ASB and must be submitted 48 hours before an event.
- Guest passes require a signature from the guest’s school administrator.

# The Non-Privilege List

This list is posted 4 times each semester beside the main office in the 100 building hallway. This list contains current student information for the current grading period and is effective until the next grading period.

\*\*\* There are 8 grading periods each year (4 each semester.) A grading period is the 4-5 weeks between attendance deadlines and resultant grades.

Attendance Clearance deadlines come BEFORE each grade report. Attendance, and grades, and the Non-Privilege List are calculated, in part, from attendance information left on the student's record after each attendance deadline.

You are on the non-privilege list if you:

- have less than 2.0 cumulative average gpa in citizenship, and/or
- have 10 or more unexcused or uncleared tardies, and/or

- have 6 hours or more unexcused/uncleared hours of absence, and/or
- have been suspended during that month (at the A.P.'s discretion.)
- owe money to the ASB for not returning uniforms or for club fundraising.
- owe money to the library for lost or overdue books.

EXTRA-curricular activity privileges are denied to students (Sweethearts Ball, Prom, Winter Ball, Grad Nite, other dances, certain field trips, and more)

\*\*\* If a student becomes ineligible and appears on ANY Non Privilege List and has already purchased a ticket for an extra curricular event, the student will NOT be permitted to attend that event AND the administration CANNOT guarantee the student a refund. \*\*\*

# Extracurricular Eligibility

- ❑ Eligibility is checked on every progress report.
- ❑ Scholastically, you must have at least a **2.0** grade point average and no more than one **F** grade upon completion of the last grading period.
- ❑ Citizenship grades are **A, B, C, D** and **F**. A student must have at least a **2.0** grade point average and not more than one **F** grade.
- ❑ It is recommended that you purchase an ASB card in order to participate in extracurricular activities. Athletes must have the required insurance and a physical on file.
- ❑ No athlete may compete on any outside team in the same sport during the school season.
- ❑ Athletes may not be **19** years of age or older on **September 1** of the school year.



# Tardy Policy – Don't be late!

In the mornings, arrive by 7:20 a.m. Final bell rings at 7:30 a.m. If you arrive after the final bell, report to the Old Gym for a detention slip and pass to enter class.

## **\*\* Consequences \*\***

1-3 tardies	15 minute detention at Nutrition Break per tardy
4-6 tardies	15 minute detention at Nutrition Break per tardy <b>AND</b> 3 (30 minute) detentions
7-9 tardies	15 minute detention at Nutrition Break per tardy <b>AND</b> 4 hours of Saturday School or 5 detentions or 2 hours of "Campus Beautification" after school
10th tardy	15 minute detention at Nutrition Break <b>AND</b> 4 hours of Saturday School or 5 detentions or 2 hours of "Campus Beautification" after school <b>AND</b> <b><i>Placed on the Non-Privilege List for the Semester</i></b>
11-14 tardies	15 minute detention at Nutrition Break <b>AND</b> 1-daySuspension or 2 Saturday Schools or 5 hours of "Campus Beautification" after school <b>AND</b> <b><i>Administrator/Parent/student conference, Behavior Contract</i></b>
15 + tardies	15 minute detention at Nutrition Break per tardy <b>AND</b> 2-day Suspension or 4 Saturday Schools <b>AND</b> <b><i>Parent Conference to discuss possible alternative placement</i></b>



## **\*\* Very important \*\***

1. A 30-minute detention, 7 a.m. (library, M-F) or 2:40 p.m. (room 308, M-Th) "clears" 1 tardy. Saturday School and "Campus Beautification" do not clear tardies.
2. Students who do not attend a (NB or regular) detention, will be assigned one Saturday School. If students do not attend Saturday School, they will be suspended 1 day. Parents call 474-9700 to excuse Saturday School absence and to reschedule. If not, the student will be suspended by administration.
3. At the discretion of administration, students may lose the privilege of "clearing" tardies if tardiness continues. Students may regain the privilege when the tardiness stops for an agreed upon time period.
4. These consequences apply to tardies to all classes throughout the day. The only difference is that Nutrition Break detentions are not involved.

# Attendance Policy (New regulations!)



Attendance is directly related to success in school. To encourage regular school attendance, Sweetwater High School has adopted the following policy:

1. The Board of Trustees of the Sweetwater Union High School District believes that absences may be used to determine student scholarship grades. Any student who accumulates absences of 20 hours or more (10 days of block classes) per semester in any one class is in jeopardy of receiving a failing grade (F.)
2. ***NEW BOARD REGULATION:*** Parents have **2 WEEKS (10 school days) TO EXCUSE AN ABSENCE. If not, only a SATURDAY SCHOOL will “clear” the absence.**
3. Students who have accumulated 5 tardies (L) or trancies (unexcused hours of absence) (T, U, V, B) or a combination five truants and/or tardies for a semester in a class may fail that class in citizenship.
4. An absence is a truancy unless the attendance office is informed by phone from a parent or receives a note signed by the parent within 2 weeks of the absence.
5. Students are responsible for checking the weekly printout of absences and tardies as posted in each of their classes.
6. Students arriving tardy to school will have **Nutrition Break detention the SAME day** that they are tardy to the start of school. Other consequences will follow if students continue to be late to school often.
7. If you have 5 or more hours of unexcused absence, you may get an “F” in citizenship.
8. If you have 20 or more hours of (even excused) absences, you may FAIL scholarship and citizenship due to lack of proper participation.

## To “clear” (not erase) tardies:

### Go to Detention: (“clear” tardies)

Sign in with teacher:

Monday - Friday: 7-7:23 a.m. in Library  
Monday - Thursday: 2:40 - 3:10 p.m. in 308  
Friday afternoons: no detentions offered

Students arriving tardy to school will have **Nutrition Break detention the SAME day** that they are tardy to the start of school. \*\*\*  
Nutrition Break detention does NOT “clear” a tardy.\*\*\* Other consequences will follow if students continue to be late to school often.

## To “clear” (not erase) unexcused absences:

A truancy is an hour of unexcused absence. Five trancies is an **F** in citizenship & affects your scholarship grade.

### Go to Saturday School:

(“clears” 6 hours of trancies or 1 full day of absence, not tardies. )  
Bring 4 hours worth of work to do!

Note:

If you are late 5 times, you earn an “F” in citizenship in that class. It may also affect your scholarship grade.

## You are responsible for your own record!

- ✓ Check weekly attendance printouts in your classes or come see Mrs. Callaway, Mrs. Tanner, or Mrs. Gamez to review your attendance with them during Nutrition Break, Lunch, before or after school.
  - ✓ If errors exist, ask your teacher to write a note explaining the corrections.
  - ✓ Bring note to Ms. Callaway/Tanner or to anyone in the attendance office.
- \*\*\* MAKE SURE YOUR ABSENCE IS EXCUSED WITHIN 2 WEEKS. OTHERWISE ONLY A SATURDAY SCHOOL WILL CLEAR IT.**

## Saturday School?

If an absence has not been excused within 2 school weeks, only Saturday school will clear it.

You may “clear” unexcused absences by signing up for Saturday School with Mrs. Callaway or Mrs. Tanner. Saturday School does NOT clear tardies. There are 9 detentions every week with which to clear tardies.

Saturday school will not be allowed for students who continue to be truant.

To attend Saturday School:

**MEET WHERE YOU ARE TOLD AT 7:50 A.M.**

1. Saturday School is from 7:50 am to 12 noon.
2. You must stay for all 4 hours to get any credit.
3. It is a 4 hour study hall. You must bring school work or cannot attend.
4. You should bring food for the 10 minute break at 10:00 am.
5. You may not leave campus at all
6. If you are one minute late, you cannot stay to get any credit.

If absences or tardies are not excused, corrected, or “cleared” by the end of the next deadline date, they stay on your record for grades and for the next NON PRIVILEGE LIST.

*Going to detentions or Saturday Schools will not help if tardiness or absenteeism continues. Attendance Office will not clear tardies or absences if student continues poor attendance pattern.*

**MAKE SURE YOUR ABSENCE IS EXCUSED WITHIN 2 WEEKS OTHERWISE ONLY A SATURDAY SCHOOL WILL CLEAR IT.**

## What If You Must Leave Campus During the Day?

1. Drop off a note from your parent or guardian of-record at the Attendance Window before 7:30 a.m. Explain why you must leave at a certain time.
2. Get an Off-Campus pass with time of departure on it.
3. You **MUST** sign out at attendance window at the time you are leaving campus, **EVEN** if the nurse sends you home.
4. If you return later, you must sign back in so we know where you are.
5. If parent/guardian/or designated person comes to Attendance Office, they must have valid form of photo identification
6. **If this is not done and you leave, it is a VERIFIED TRUANCY.**

## How may absences be excused?

Parents or guardians of record must either:

1. Call Mrs. Gamez (474-9703)
2. Call Mrs. Tanner (474-9744)  
(leave excuse on answering machine, too) or
3. Call Mrs. Callaway (474-9702) (leave excuse on answering machine, too)
4. Bring a signed note the day you return.

We all go to work at times when we don't feel 100% well. Students can do this, too, sometimes.

## If You Have Truancies, Can Work Permits or Financial Aid be granted?

No. The State of California believes that the first priority is that the child attends school daily. For example, Welfare & AFDC benefits may end or be reduced drastically.

## Short Term Independent Study?

*If Parents Know in Advance That Their Child Will Be Absent 5 or More Days...*

....notify Mrs. Callaway (474-9702) immediately. You will be placed on Short Term Student Independent Study. You will get all of your homework in advance and we will all sign this form that says the homework will get turned in. Teachers need to sign the form before students leave, too. Turn the signed form into Ms. Callaway before leaving. Bring a sample of work to Ms. Callaway upon your return.

## The Letter Codes On The Attendance Printout

- A Absence excused by a note or parent phone call within 2 days of absences
- B Truancy Sweep by District or by Police
- C Truancy (hour of unexcused absence) "cleared" by Saturday School
- D Excused at a School function (Student must turn in all make-up work.)
- I Excused - Short-term Independent Study BUT, counts against you if the "I's" stay. Make-up work was not done.
- J Excused Late or Tardy-Student brought note/Parent called.
- K When Short-term Independent Study work is turned in to teachers and the office, student regains the hours lost.
- L Late or tardy to class by less than 30 minutes of any hour. At 31 minutes late, it's an absence for the hour.
- N Excused, but not for being ill. Personal Necessity.
- O In-School Suspension
- Q A late that got "made-up" or "cleared" (not erased) by a detention.
- R Excused AND attended Saturday School.
- S Suspension (off campus)
- T Unexcused hour of absence (Truancy) Counts against student.
- U Unexcused -State/school did not accept the reason or the deadline is past.
- V Verified Truancy-school/parent knows child was "DITCHING." Teacher does not have to give make-up work.
- Z Student is in Juvenile Hall or Hospital.

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## California Scholastic Federation

Students may qualify for C.S.F. if they maintain a high standard of scholarship, service and citizenship. Information about requirements may be obtained from Ms. O'Brien in room 308. Membership in C.S.F. can be a strong factor in gaining admission to some colleges and to receiving financial assistance. **NOTE:** Membership is not automatic. To graduate in white, students must be eligible and apply for membership 4 of the 6 semesters while in Grades 10-12. At least 1 semester must be during the senior year.

## Lunch Applications

Sweetwater has great food available in the ASB and cafeteria. Fill out a lunch application. They are available in the cafeteria and the A.P.'s office. After a few days, check back with the cafeteria manager to see how much lunch will cost for you. If you have always had free or reduced lunch, tell her.



## **Top 10 Ways To Become A SUHI Grad!**

1. Choose your friends carefully.
2. Stay out of fights.
3. Pass the 44 required classes.
4. Don't be afraid to ask your Counselor for assistance.
5. Don't procrastinate.
6. Always try. Never give up.
7. Do your community service before your senior year.
8. Don't lose your books.
9. Pass the CAHSEE the first time.
10. Enjoy your stay at SUHI. The real world is much harder.